

AGENDA
Regular Meeting
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
District Office Boardroom
1525 E. Weldon Avenue, Fresno, California
4:30 p.m., December 10, 2013

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
 - A. Special Recognition – Fresno City College Student Ivan Figueroa and Instructor Edward Kesterson Deborah G. Blue
- V. ORGANIZATION OF BOARD
 - A. Election of Officers, Appointment of Representatives and Adoption of Board Calendar [13-103] Isabel Barreras
 - B. Special Presentation to Outgoing Board President
- VI. APPROVAL OF MINUTES, Meeting of November 7, 2013
- VII. REPORTS AND PRESENTATIONS
 - A. Presidents’ Reports Tony Cantu, FCC
Sandra Caldwell, RC
Deborah Ikeda, WICCC
 - B. Chancellor’s Report Deborah G. Blue
 - C. Academic Senate Report MaryAnn Valentino, FCC
 - D. Classified Senate Report Ernie Garcia, FCC
 - E. Counselors of Real Estate Brian Speece
 - F. Potential Bond Measure Update Teresa Patterson
Brian Speece

Board Agenda
December 10, 2013 (continued)

- G. Proposition 39 Funding Brian Speece
 - H Reedley Middle College High School Update Sandra Caldwell
Juan Garza
 - I. Implementation of Student Success Task Force Recommendations George Railey
- VIII. REPORTS OF BOARD MEMBERS
- IX. FUTURE AGENDA ITEMS
- X. CONSIDERATION OF CONSENT AGENDA [13-47HR through 13-48HR]
[13-99G through 13-110G]
- XI. GENERAL
- A. Second Reading and Consideration to Approve SCCCDCD Integrated Planning Model and Manual [13-104] George Railey
 - B. First Reading of the SCCCDCD Resource Allocation Model [13-105] Ed Eng
 - C. Consideration to Adopt Resolution to Support Community College Pathway to Law School Diversity Pipeline Initiative (“2+2+3”) [13-106] Deborah Ikeda
Tony Cantu
- XII. HUMAN RESOURCES
- A. Consideration to Approve New Position of Office Assistant III, Willow International Community College Center [13-107] Diane Clerou
 - B. Consideration to Approve Director of Human Resources Revised Duties [13-108] Diane Clerou
 - C. Consideration to Approve Benefits Technician Duties [13-109] Diane Clerou
 - D. Consideration to Approve Elimination of Vacant Air Conditioning/Plumbing Specialist Position #1098 and Approve New Position of Building Generalist [13-110] Diane Clerou

Board Agenda
December 10, 2013 (continued)

- E. Consideration to Approve Resolution of Layoff of Permanent Part-time Office Assistant I/II Position #1043, District Office [13-111] Diane Clerou
- F. Consideration to Approve Phase II of the District Human Resources Reorganization [13-112] Diane Clerou
- G. Consideration to Approve Job Description for Vice President of Madera and Oakhurst Centers, Reedley College [13-113] Diane Clerou
- H. Public Hearing on 2013-2015 Reopener Bargaining Proposal Presented by Full-Time State Center Federation of Teachers, Local 1533, CFT/AFT, AFL/CIO to the District [13-114] Diane Clerou
- I. Public Hearing on 2013-2015 Reopener Bargaining Proposal Presented by Part-Time State Center Federation of Teachers, Local 1533, CFT/AFT, AFL/CIO to the District [13-115] Diane Clerou

XIII. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

XIV. CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-Time Bargaining Unit; SCFT Part-Time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6
- C. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957
 - 1. Interim Vice President for Madera and Oakhurst Centers, Reedley College
 - 2. Dean of Instruction, Business Division, Fresno City College

XV. OPEN SESSION

- A. Consideration to Appoint Interim Vice President for Madera and Oakhurst Centers, Reedley College [13-116] Diane Clerou
- B. Consideration to Appoint Dean of Instruction, Business Division, Fresno City College [13-117] Diane Clerou

XVI. ADJOURNMENT

All supporting documents/materials pertaining to the open session agenda of a regular meeting are available for public inspection by contacting the office of the chancellor at (559) 244-5902 during the office hours of 8:00 a.m. to 5:00 p.m., Monday – Friday. Any person with a disability who requires a disability-related modification or accommodation in order to participate in a public meeting must submit a request at least 48 hours before the meeting by contacting Executive Secretary to the Chancellor Nina Acosta, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, during the office hours noted above. A person with a disability may request this agenda be made available in an appropriate alternative format

The board chair, under Board Policy 2350, has set a limit of three minutes each for those wishing to address the Board of Trustees. Individuals wishing to address the board should fill out a request form and file it with Associate Vice Chancellor of Human Resources Diane Clerou before the beginning of the meeting. Comments will be heard under agenda section(s) *Delegations, Petitions and Communications*.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
December 10, 2013

HUMAN RESOURCES

1. Employment, Retirement, Academic Personnel [13-47HR]
2. Employment, Promotion, Change of Status, Resignation, Classified Personnel [13-48HR]

GENERAL

3. Review of District Warrants and Checks [13-99G]
4. Consideration of Report of Investments [13-100G]
5. Consideration to Authorize Agreement with UC Merced for a Foster Youth Grant, Madera Center [13-101G]
6. Consideration to Authorize Agreement with California Community Colleges Chancellor's Office for the Information, Communication, Technology Digital Media Sector Navigator Grant [13-102G]
7. Consideration to Authorize Agreement with California Community Colleges Chancellor's Office for the Regional Consortia Grant [13-103G]
8. Consideration to Accept Construction Project, Boiler Replacement, Fresno City College [13-104G]
9. Consideration to Accept Construction Project, Energy Management System Upgrade, Fresno City College [13-105G]
10. Consideration to Appoint District Representative, Fresno Area Self-Insurance Benefits Organization [13-106G]
11. Consideration to Approve Curriculum Proposals, Fall 2013 through Spring 2014, Fresno City College and Reedley College [13-107G]
12. Consideration to Approve Travel to Spain by the Fresno City College City Singers [13-108G]
13. Consideration to Approve Travel to Australia for Fresno City College Music Students [13-109G]
14. Consideration to Adopt the Independent Citizens' Bond Oversight Committee Bylaws and Ethics Policy Statement Revisions [13-110G]

(Unapproved) MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
November 7, 2013

Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Isabel Barreras at 4:33 p.m. on November 7, 2013, in the district office board room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Isabel Barreras, President
Richard Caglia, Vice President
Ron Nishinaka, Secretary
John Leal
Patrick E. Patterson
Eric Payne
Dorothy Smith (left at 5:30 p.m.)
Ben Anderson, Student Trustee, Fresno City College

Absent:
Gabriela Campos, Student Trustee, Reedley College

Also present were:
Deborah G. Blue, Chancellor, SCCC
Ed Eng, Vice Chancellor of Finance and Administration, SCCC
George Railey, Vice Chancellor of Educational Services and Institutional Effectiveness, SCCC
Tony Cantu, President, Fresno City College
Sandra Caldwell, President, Reedley College
Deborah Ikeda, Campus President, Willow International Community College Center
Diane Clerou, Assoc. Vice Chancellor of Human Resources, SCCC
Brian Speece, Associate Vice Chancellor of Business and Operations
Greg Taylor, General Counsel
Teresa Patterson, Executive Director, Public and Legislative Relations
Nina Acosta, Executive Secretary to the Chancellor, SCCC

Introduction of
Guests Diane Clerou introduced Diane Schoenburg, Linda DeKruif and Rick Garza, representing Willow, Fresno City and Reedley academic senates, respectively.

Richard Caglia introduced and welcomed Don Larson.

Trustee Leal introduced Venancio Gayona.

Approval of Minutes Board President Barreras announced that the minutes of the October 10, 2013, board meeting are being presented for approval. A motion was made by Trustee Smith and seconded by Trustee Nishinaka to approve the minutes of the meeting of October 10, 2013, as presented. The motion passed without dissent.

Consideration to Acknowledge the 2012-2013 Performance Audit and Report of the Chair of the Citizens' Bond Oversight Committee [13-94]

Mr. Don Larson, chairperson for the State Center Community College District Citizens' Bond Oversight Committee, presented the 2012-2013 Measure E Performance Audit and the committee's findings.

President Barreras thanked Mr. Larson and the committee and acknowledged receipt of the 2012-2013 Measure E Performance Audit, quarterly financial reports and quarterly meeting minutes for the Citizens' Bond Oversight Committee.

[13-94]

Action

Safety and Security Update Brian Speece introduced Christine Miktarian, Darren Cousineau, and Chief Bruce Hartman.

Ms. Miktarian provided an update on the district's safety and security infrastructure, including the emergency communications systems, the mass notification system (Visiplex), Voice Over Internet Protocol (VOIP), and texting email notifications. Ms. Miktarian also provided information on upcoming projects that include installation of additional surveillance cameras and re-keying for lockdowns. Mr. Cousineau provided information on the district's environmental health and safety programs. Chief Hartman reviewed the district's police response and patrolling efforts, including the recent addition of bike patrols. Chief Hartman also reviewed the recent shooting on the FCC campus and the lessons learned from the incident. He provided an update on active shooter training throughout the district.

Trustee Smith requested active shooter training for the Board of Trustees. She thanked the chief of police for his leadership and commitment to the security of district employees, faculty, and students.

Trustee Payne thanked the chief and welcomed him to the district. He stated Mott Community College has a great model for law enforcement and recommended taking a look at their department

Safety and Security
Update (continued)

operations.

Trustee Nishinaka stated *The Fresno Bee* eluded in a recent article that the alert system was not quite ready. He asked if the problems were corrected. Chief Hartman stated the system worked, *The Fresno Bee* incorrectly reported the incident. *The Fresno Bee* was told that because this was not an active shooter incident, the incident was handled differently. The message regarding the incident in the parking lot had to be constructed, and was not part of the series of messages already in place. The district is working on putting together ad hoc messages for future incidents for quicker notifications.

Trustee Patterson asked if the district was prepared in the event there was no power. Ms. Miktarian stated the district has battery back-up, solar, and emergency generators.

Trustee Andersen asked about security in the evening? Mr. Speece stated the dispatchers work 24/7.

Presidents' Reports

Mr. Cantu reported on topics of interest from Fresno City College. Copies of the report were provided to the board and interested attendees, and include the following highlights:

- On November 2 a districtwide job fair was held in the FCC cafeteria to increase the pool of part-time faculty at Fresno City College, Reedley College, Willow International Community College Center, and the Madera and Oakhurst centers. Workshops were also held on the application and hiring process.
- This year marks the 20th anniversary of the dedication of the Fresno City College Veterans Peace Memorial. Student Carlos Corona is the recipient of this year's Citizen Soldier Award. This is the first time that a student has been chosen to receive the award. Carlos was a member of the U.S. Army Reserves. The event will be held November 8 and the keynote speaker is Dr. Jannett Jackson, a member of the 1992 committee. Dr. Jackson is a former dean of instruction at Fresno City College. She later became president of the College of Alameda and is currently the chancellor of the Chabot-Las Positas Community College District.
- The Southeast Fresno Community Economic Development Association will host their second annual Trailblazers for Prosperity luncheon on November 13 at the Fresno Fairgrounds. Training Institute Director Charles Frances will be recognized.
- Police Academy Director Richard Lindstrom was re-appointed as the statewide representative for the California Academy

Presidents' Reports
(continued)

Director's Association to the POST Commission Advisory Committee. This appointment was made by the California Commission on Peace Officers Standards and Training.

- Dr. Jothany Blackwood was selected through a competitive process to participate in Harvard University's Leadership Institute. The Institute will focus on inner strengths of successful leaders.

Dr. Caldwell reported on topics of interest from Reedley College and the Oakhurst and Madera centers. Copies of the report were provided to the board and interested attendees, and include the following highlights:

- Reedley College English instructor and poet David Dominguez has been selected to receive the SCCC Muro de Honor award.
- On November 7, Reedley College hosted a Veterans Resource Fair. The fair included the Mobile Veterans Center, VA Hospital, Vocational Rehabilitation and Employment, Employment Development Department
- The Madera Center ASG held a Health & Wellness Fair on Oct. 2. Events included a "Be the Match" campaign, encouraging people to sign up for the bone marrow registry. Over 200 individuals filled out applications and 169 qualified to be donors. The event which raised over \$250, included vendors, breast cancer survivor and bone marrow registry speakers.

Ms. Ikeda reported on topics of interest from the Willow International Community College Center. Copies of the report were provided to the board and interested attendees, and include the following highlights:

- The Willow choir performed October 24 at the Cal State University Fresno (CSUF) Collegiate College Festival and on October 25 at the Clovis Unified School District (CUSD) Performing Arts Center along with the Clovis East High School and Timberwolf choirs. The choir will also be performing on December 12 at Willow International and on December 18 at the CUSD Performing Arts Center along with Clovis East High School and Reyburn choirs.
- In celebration of Veterans Day, Willow held an open house in the Veterans' Resource Center located in the Student Activities Office. The Dept. of Veterans Affairs and local veteran's employment representative were present to answer questions.
- Willow International is very proud of the achievements of Willow alumna Julia Scott. Julia received her AA in art at Willow and went on to receive her BA and MA in art at Fresno State. She is one of

the designers of the M Street Arts Complex.

Chancellor's Report

Dr. Blue reported the following:

- CampusWorks will be returning to the district for comprehensive assessments of security actions taken by the district and a review of the organizational structure and staffing districtwide. The assessments will be conducted November 11 – 15, 2013. CampusWorks will work closely with the information systems departments on the campuses and at the district office. We expect CampusWorks to present the report on their findings and recommendations in January 2014.
- The third annual "Muro de Honor" will take place November 12 at Artes Americas. The Muro de Honor recognizes the contributions of dedicated and outstanding members of the Chicano/Latino community associated with State Center Community College District. This year the honorees are: David Dominguez, English instructor and poet at Reedley College; Sarah Reyes, former assistant to the chancellor at SCCC and former member of the California Assembly; and Julia Balderas, longtime Fresno area educator and community activist who passed away last fall.
- She met with Fresno Mayor Ashley Swearengin, who shared updates on Fresno's plans and priorities. She will plan on a staff member coming to a future board meeting to provide an update on the city's general plan. The mayor is forming an advisory group that will include higher education CEOs and invited Dr. Blue and President Cantu to participate as members.
- As the CEO representative for the Central Valley/Mother Lode region, she attended the statewide Economic Sevelopment Program Advisory Committee meeting in Sacramento. Under the leadership of Vice Chancellor Van Ton-Quinlavin, a major paradigm shift is occurring in how the State Chancellor's Office is leading statewide initiatives in workforce and economic development, referred to as "Doing What Matters for Jobs & the Economy." She tasked Vice Chancellor Railey to work with the state vice chancellor and Dr. Shelly Connor, who has assumed some regional leadership responsibilities, to bring a report to the board on local and statewide initiatives and this new workforce and economic development framework.

Academic Senate Report

Reedley College Academic Senate member Rick Garza reported on the following, on behalf of academic senate president Jeff Ragan:

- RC Academic Senate approved the revised District Technology operating agreement, revised RC Budget Committee operating

Academic Senate
Report (continued)

agreement and resource allocation process, the revised RC Student Success Committee operating agreement, and the revised RC Sabbatical Leave Committee operating agreement.

- Reedley College looks forward to receiving the number of sabbatical leaves that will be funded for the 2014-2015 academic year, as they are a significant component of faculty professional development. They are looking forward to the opportunity for additional discussion and input regarding the proposed changes to AR 3280 as grants often result in the need for curriculum creation and/or modification. This is an area the academic senate is given purview per Title 5, section 53200 C. Additionally, the senate would like to note they are pleased with the recent denial of the suit against the Board of Governors by California Competes, as they argued that the regulations that empower academic senates throughout the state actually impair rather than invigorate comprehensive policy making processes.
- Finally, the senate would like the board to acknowledge the importance of having a vice president administrator at the Madera Center to oversee the Madera /Oakhurst centers. Dean level administration is important, but vice president administration is crucial.
- The senate recognized the following faculty for their work on district and campus committees: Linda Cooley, Eileen Apperson, Ann Martinez, Pam Gilmore, Jim Gilmore, Marc Fleuridor, Ruby Duran, Maria Ortiz, Bill Turini, Linda DeKruif, and Rebecca Slaton.

Classified Senate
Report

Fresno City College Classified Senate President Ernie Garcia reported the following:

- The senate has approved several travel and conference requests that allow classified employees to attend workshop/training to improve jobs skills.
- The senate will be donating \$750 to the “Hope for the Holiday’s” drive.
- The senate is preparing for the upcoming Classified Professionals Day. There are several workshops planned for the event. The majority of the workshop presenters are in-house. The guest speaker will be Dr. Alan Razee, who will be speaking about the Middle Academy and how classified professional can make a change in the lives of students. In addition, a group will be travelling to Willow International for a campus tour, led by Patrick Stumpf and David Navarro.

Bond Measure
Process

Mr. Speece and Dr. Patterson reviewed the timeline for the 2002 bond campaign. Dr. Patterson introduced Bill Berry from William Berry Campaigns in Sacramento. Mr. Berry reviewed the strategies for the campaign in 2002 and prospects for a campaign in 2014 or 2016.

Trustee Leal asked if 2014 is too soon for a new campaign. Mr. Berry did not think so.

Trustee Caglia stated the district needs to get started immediately for November 2014. He asked if there are steps that can be skipped, that the district has already addressed in the 2002 campaign. Mr. Speece stated the Facilities Master Plan is now in place, so projects can be identified. However, there would still be quite a bit of work to do in establishing the priorities. Mr. Berry stated the first step should be a public opinion/feasibility survey. This will test the specific projects the district would like to move forward with, what the voter sentiment toward those projects is, and the tax rate the voters will support. The survey will also determine if the bond should be presented during a presidential election year in which voter turnout is much higher. Mr. Caglia believes the bond survey will get buried in 2016. Mr. Caglia asked when the board could move forward with the survey.

Trustee Patterson is concerned about moving forward too quickly without establishing what the money will be for. He asked if other districts in the state had success with recent campaigns. Mr. Berry stated there are several districts that (approximately 15) have had success. He said community college bond measures do well, especially during tough economic times. Job/career training for the 21st Century is one of the most compelling reasons for a successful passing of the bond.

Trustee Nishinaka stated he is in favor of going forward in 2014.

Trustee Caglia recommends scheduling a special board meeting prior to the December 10, 2013, regular board meeting.

Trustee Payne said the success rate and recent history supports community college bond measures.

The board reached consensus to move forward with the feasibility study for the bond measure.

SCCCD District Office
Administrative
Services Unit Review
and Annual
Operational Planning

Dr. Blue commended faculty, staff, administrators and students across the district for the work they have been doing over the past 2 1/2 years on districtwide participatory governance, to address issues identified during the 2011 ACCJC visit. Dr. George Railey and Jothany Blackwood reviewed the purpose and objectives of the administrative services unit review process. They reviewed the self-study report and the annual operational plan. In addition, they reviewed the schedule for training and presentation to the response team.

Districtwide Budget
and Resource
Allocation Model
Update

Ed Eng provided an update of the Districtwide Budget and Resource Allocation Model. He stated constituent groups will review the model and provide recommendations by the end of November. Chancellor's Cabinet will discuss those recommendations during the December 2, 2013, chancellor's cabinet meeting. The first reading of the Resource Allocation Model (RAM) by the board will take place on December 10, 2013. The second reading and action by the board will take place on January 14, 2014. The approved RAM will be implemented in the budget development for the 2014-2015 fiscal year.

Trustee Nishinaka stated he is concerned about the impact this will have on programs. Mr. Eng stated the funds are allocated to each campus. Each campus decides how their allocation is distributed. Sandra Caldwell stated that Reedley College has a budgeting process and a budget committee. The committee reviews all of the budget requests.

Dr. Blue will set up individual meetings with the trustees to discuss the budget issues.

Trustee Patterson recommends a special meeting to review the information. Trustee Leal stated he prefers the individual meeting approach.

Reports of Board
Members and Future
Agenda Items

FCC Student Trustee Ben Andersen reported the following:

- General Assembly for the Student Senate for California Community Colleges was held in Monterey. Four members of the Associated Student Government of Fresno City College were in attendance.
- Fall Carnival was a success. 1700 community kids participated in the event.
- The Science and Engineering Club conducted a fun and

Reports of Board
Members and Future
Agenda Items
(continued)

informative demonstration on October 25 in the Free Speech Area entitled the “Halloween Science Spectacular Show.” It was covered by ABC Channel 30 and aired on several broadcasts.

- The Inter-club Council will have a campus clean up on November 20. The ASG will promote the event to involve all students. Prizes will be awarded to the student clubs that collect the most trash and recyclables on campus.
- Hmong New Year celebration will take place on November 16.
- Ram Slam is in its second year, extending library and tutorial center hours during the push for finals. December 3, 4, 5, 6 and 7 are the dates for Ram Slam, with varying hours.

Trustee Payne reported the following:

- He received the emerging leader award from the Fresno Metro Black Chamber of Commerce at the Urban Leadership Conference on October 16.
- He attended the Exemplary Practices in Education and Leadership event on October 17
- He participated in the Jaime Oliver Foundation event at Tehipite Middle School
- He was the guest speaker at FCC for the Boys and Men of Color Month on October 23
- He attended the NAACP state conference in Los Angeles as a guest of Alice Huffman on October 25.
- He attended the boys and men of color briefing on partnership, policies , and investments, sponsored by the California Endowment October 30
- He attended costume contest and judged a flash mob contest at FCC on October 30
- He partnered with student services at FCC as a judge for the Michael Jackson contest.

Trustee Leal reported the following:

- He attended the EDCare meeting with Ed Eng.
- He spoke to juniors and seniors during his substitute teaching
- He met with Ron Nishinaka, Dr. Caldwell and city council members and the city manager from Sanger. They discussed the possibility of establishing a learning center in Sanger.

Trustee Nishinaka reported the following:

- He attended the 100-year celebration of Reedley College
- He attended the District Retirement Board meeting

Reports of Board
Members and Future
Agenda Items
(continued)

- He attended the Fresno County trustee dinner
- He attended the exemplary practices in education and leadership conference
- He participated as a judge of a barbeque contest at the FCC homecoming
- He attended the Reedley College homecoming
- He attended the Willow International fall harvest

Future Agenda Items

Trustee Payne requested a resolution for immigration reform for the December board meeting. Dr. Blue stated that general counsel is reviewing what other districts in the state have done with regards to this issue. She recommends a board agenda item for the December meeting to discuss his findings and the board then giving direction on how to proceed.

Trustee Leal requested a report on smoking policies throughout the district.

Trustee Patterson requested a report and update on health care.

Trustee Nishinaka requested an update on a future CTE summit.

Consent Agenda
Action

President Barreras asked for a motion to approve consent agenda items 13-44HR through 13-46HR and 13-91G through 13-98G, as presented.

It was moved by Trustee Leal and seconded by Trustee Nishinaka that the Board of Trustees approve consent agenda items 13-44HR through 13-46HR and 13-91G through 13-98G, as presented.

The motion passed as follows:

Ayes	-	6
Noes	-	0
Absent	-	1 (Trustee Smith)

Employment,
Academic Personnel
[13-44HR]
Action

Approve the academic personnel recommendations, item A, as presented

Employment, Change of Status, Resignation, Classified Personnel [13-45HR]
Action

Approve the classified personnel recommendations, items A through F, as presented

Appointment of California School Employee Association Nominee to the Personnel Commission for SCCC [13-46HR]
Action

Appoint Mr. Tim Liermann as the CSEA appointee to the Personnel Commission to serve a three-year term beginning December 1, 2013, on the Personnel Commission for the State Center Community College District

Review of District Warrants and Checks [13-91G]
Action

Review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$18,148,157.43	09/11/13 to 10/15/13
Fresno City College Bookstore	175,668.02	09/11/13 to 10/15/13
Reedley College Bookstore	148,532.96	09/11/13 to 10/15/13
Fresno City College Co-Curricular	148,300.09	09/10/13 to 10/14/13
Reedley College Co-Curricular	112,746.31	09/07/13 to 10/14/13
Total:	<u>\$ 18,733,404.81</u>	

Consideration to Approve Quarterly Budget Transfers and Adjustments Report [13-92G]
Action

Approve the September 30, 2013, Budget Transfers and Adjustments Report

Financial Analysis of
Enterprise and
Special Revenue
Operations
[13-93G]
No Action

Financial Analysis provided for Board information and no action is required.

Consideration of Bids,
ADA Upgrades,
Campuswide,
Reedley College
[13-94G]
Action

Award Bid #1314-03 in the amount of \$77,724 to R & H Construction, the lowest responsible bidder for ADA upgrades, campuswide, at Reedley College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district

Consideration of Bids,
Soffit Repair,
Aeronautics Building,
Reedley College
[13-95G]
Action

Award Bid #1314-01 in the amount of \$101,981 to Mark Wilson Construction, Inc., the lowest responsible bidder for the soffit repair at the Aeronautics Building on the Reedley College campus, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district

Consideration of Bids,
Roof Repairs, Child
Development Center,
Fresno City College
[13-96G]
Action

Award Bid #1314-02 in the amount of \$39,539 to Graham Prewett, Inc., the lowest responsible bidder for the roof repairs at the Child Development Center at Fresno City College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district

Consideration to
Adopt Resolution
Scheduling Date and
Time for
Organizational
Meeting of the Board
of Trustees
[13-97G]
Action

Adopt Resolution No. 2013.30, selecting December 10, 2013, at 4:30 p.m., as the date and time for its annual organizational meeting; and direct the chancellor to notify, by copy of the completed resolution, all trustees, members-elect, and the County Superintendent of Schools of the time and date selected

Consideration to Ratify Out-of-State Travel for SCCCD Entrepreneurial Students [13-98G] Action

Ratify out-of-state travel for SCCCD students to attend the 2013 Annual National CEO Conference in Chicago, Illinois, from October 31 through November 3, 2013, with the understanding that the trip was financed without requiring expenditures of college or district funds

*****End of Consent Agenda*****

First Reading of the SCCCD Integrated Planning Model and Manual [13-95] No Action

Dr. George Railey presented the first reading of the draft State Center Community College District Integrated Planning Model and Manual for Board of Trustees review. No action was required. A revised draft will be presented to the Board of Trustees at the December meeting for a second reading and board consideration of approval. Dr. Blue advised the board that this process is a requirement for accreditation standards. Based on the district’s board policy and administrative regulation, the district is required to attempt to reach mutual agreement with the academic senates. Currently the FCC Academic Senate has not approved the model. If they do not approve before the next meeting, the district will be bringing the recommendation without it. The college’s accreditation status will be placed in jeopardy without the model and manual in place.

Trustee Payne will reserve his comments for the second reading. Trustee Caglia asked what issues FCC had with the model. Mr. Cantu stated the FCC Academic Senate had some issues with the calendar and the development of the strategic plan and having it go to the senate for review and input. The calendar did not include this step. There was also a perception that the approach was “top down.”

Consideration of Proposition 30 Education Protection Account Expenditure Plan for Fiscal Year 2013-2014 [13-96] Action

Mr. Ed Eng reviewed the Proposition 30 Education Protection Account Expenditure Plan for Fiscal Year 2013 – 2014.

A motion was made by Trustee Payne and seconded by Trustee Leal that the Board of Trustees approve the Education Protection Account Expenditure Plan for fiscal year 2013 – 2014, as presented.

The motion passed as follows:

Ayes - 6
Noes - 0
Absent - 1 (Trustee Smith)

Acknowledgement of
Quarterly Financial
Status Report,
General Fund
[13-97]
No Action

Mr. Ed Eng reviewed the Quarterly Financial Status Report.

Consideration to
Purchase Portable
Building, Herdsman
Housing, Reedley
College
[13-98]
Action

Brian Speece presented information on the purchase of a portable building for herdsman housing.

Mr. Patterson asked if FCC students in the carpentry program could have been used to build it. Mr. Speece stated the construction has to be DSA approved. A DSA inspector needs to be on site during the construction of the project.

A motion was made by Trustee Leal and seconded by Trustee Payne that the Board of Trustees authorize a purchase order in the amount of \$224,710 to American Modular Systems, utilizing the current Biggs Unified School District contract, for the acquisition of a 36' x 40' portable building for herdsman housing to be placed at Reedley College.

The motion passed as follows:

Ayes	-	6
Noes	-	0
Absent	-	1 (Trustee Smith)

Consideration to
Approve Resolution
of Layoff Eliminating
International
Education Assistant,
Reedley College
[13-99]
Action

Diane Clerou presented information supporting the layoff of an International Education Assistant. The district is working to relocate the employee into a similar position within the district.

A motion was made by Trustee Leal and seconded by Trustee Patterson that the Board of Trustees approve the resolution of layoff authorizing the chancellor or her designee to give a notice of layoff to International Education Assistant, Position No. 3100, pursuant to the district's rules and regulations, contract bargaining agreement and applicable provisions of the California Education Code.

The motion passed as follows:

Ayes	-	6
Noes	-	0
Absent	-	1 (Trustee Smith)

Consideration to
Approve Phase I of
District Human
Resources
Reorganization
[13-100]
Action

Diane Clerou reviewed Phase 1 of the District Human Resources Reorganization Plan.

A motion was made by Trustee Caglia and seconded by Trustee Payne that the Board of Trustees approve Phase I of the Human Resources Reorganization Plan, effective November 8, 2013.

The motion passed as follows:

Ayes	-	6
Noes	-	0
Absent	-	1 (Trustee Smith)

Trustee Payne requests that Phase 2 be brought back for approval in December. Dr. Blue stated she cannot confirm that it will be brought back in December for approval. The fiscal impacts need to be reviewed. Trustee Payne agreed to a presentation during the December meeting.

Consideration to
Approve New
Position and Duties
for Assistant Director,
State Center
Community College
Foundation
[13-101]
Action

Diane Clerou presented information on the new position of Assistant Director, State Center Community College Foundation.

A motion was made by Trustee Nishinaka and seconded by Trustee Leal that the Board of Trustees approve duties for the new categorical position of Assistant Director, State Center Community College Foundation.

Trustee Patterson recommended the item be amended to make sure the funding is identified as categorical.

The motion passed as follows:

Ayes	-	6
Noes	-	0
Absent	-	1 (Trustee Smith)

Consideration to
Approve the New
Vice President for
Madera and Oakhurst
Centers Position,
Reedley College
[13-102]
Action

Diane Clerou reviewed the recommendation for a new position of Vice President for Madera and Oakhurst Centers.

A motion was made by Trustee Nishinaka and seconded by Trustee Leal that the Board of Trustees approve the new position of Vice President for Madera and Oakhurst Centers.

The motion passed as follows:

Consideration to
Approve the New
Vice President for
Madera and Oakhurst
Centers Position,
Reedley College
[13-102]
Action (continued)

Ayes - 5
Noes - 0
Abstain - 1 (Patterson)
Absent - 1 (Smith)

Trustee Patterson stated he abstained because he wants the funds to support a faculty position instead of administration.

Trustee Barreras stated it is important to have an administrator full time to develop relationships with the community.

Delegations,
Petitions, and
Communications

None

Closed Session

President Barreras stated that in closed session the board will discuss the following:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE, Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining Unit; SCFT Part-time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6

President Barreras called a recess at 8:20 p.m.

Open Session

The board moved into open session at 8:50 p.m.

President Barreras stated the board did not take any reportable action during closed session.

Adjournment

The meeting was adjourned at 8:55 p.m. by unanimous consent.

Ronald Nishinaka
Secretary, Board of Trustees
State Center Community College District

na

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Employment, Retirement,
 Academic Personnel

ITEM NO. 13-47HR

EXHIBIT: Academic Personnel Recommendations

Recommendation:

It is recommended the Board of Trustees approve the academic personnel recommendations, items A through B, as presented.

ACADEMIC PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following person:

<u>Name</u>	<u>Campus</u>	<u>Class & Step</u>	<u>Salary</u>	<u>Position</u>
Fallon, Ann P.	WI	V, 6	\$40,111	Biology Instructor

(Current Adjunct Faculty)

(First Contract – January 9, 2014 through May 23, 2014)

Lynes, Julie H.	FCC	II, 5	\$33,339	Counselor, Perkins Funded
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(Current Adjunct Faculty)

(Categorically Funded Contract – January 9, 2014 through May 23, 2014)

B. Recommendation to accept the resignation for the purpose of retirement from the following persons:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Emerling, Fred M.	FCC	December 31, 2013	Counselor
Quercia, Olga D.	FCC	May 23, 2014	Piano Instructor
Papoutsis, Marie A.	RC	May 24, 2014	EOPS Counselor

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Employment, Promotion, Change of Status,
Resignation, Classified Personnel

ITEM NO. 13-48HR

EXHIBIT: Classified Personnel Recommendations

Recommendation:

It is recommended the Board of Trustees approve the classified personnel recommendations, items A through E, as presented.

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Albidrez, Gabriel	DO	Maintenance Worker I Position No. 1099	46-A \$3,022.92/mo.	11/07/2013
Kosareff, Gregory	DO	Security Systems/Energy Specialist Position No. 1104	57-A \$3,950.58/mo.	11/18/2013
Murray, Kimberlee	MC	Early Childhood Education Specialist Position No. 4007	53-A \$3,580.50/mo.	11/18/2013
Harris, Christopher	DO	Police Communications Dispatcher – PPT Position No. 1208	44-A \$18.24/hr.	11/22/2013

B. Recommendation to employ the following persons as provisional – filling vacant position of permanent full-time or permanent part-time pending recruitment/selection, or replacing regular employee on leave.

Name	Location	Classification	Range/Step/Salary	Date
Chan, Fennyann	OC	Instructional Aide – PPT Position No. 6003	32-A \$12.35/hr.	10/22/2013
Prado, Milagros	RC	Financial Aid Assistant I Position No. 3131	57-A \$22.79/hr.	10/22/2013
Hayes, Lisa	FCC	Registration Assistant Position No. 8057	33-A \$12.64/hr.	10/30/2013
Campagna, Teresa	DO	Buyer Position No. 1126	61-A \$25.12/hr.	11/04/2013
Wyrick, Mitti	RC	Food Service Worker II Position No. 3070	36-A \$13.61/hr.	11/04/2013
Campbell, Samerah	DO	Director of Human Resources Position No. 1050	57-A (Mgmt) \$46.65/hr.	11/08/2013

Classified Personnel Recommendation

Page 2

- B. Recommendation to employ the following persons as provisional – filling vacant position of permanent full-time or permanent part-time pending recruitment/selection, or replacing regular employee on leave. (cont'd)

Name	Location	Classification	Range/Step/Salary	Date
Moua, Melody	FCC	Instructional Technician – Costume Maker Position No. 2486	50-A \$19.23/hr.	11/12/2013
Byrd, Kirby	RC	Library/Learning Resource Assistant I Position No. 3030	38-A \$14.32/hr.	11/18/2013
Garcia, Marc	FCC	Theatre Manager Position No. 2122	61-A \$25.12/hr.	11/18/2013

- C. Recommendation to approve the promotion of the following regular employees:

Name	Location	Classification	Range/Step/Salary	Date
Crill - Hornsby, Cherylyn	DO	Administrative Aide Position No. 1057 to Research Assistant Position No. 1166	53-E \$4,354.17/mo. to 60-C \$4,687.67/mo.	10/28/2013
Rodriguez, Diana	RC	Administrative Aide Position No. 3106 to Administrative Assistant Position No. 3107	53-E \$4,354.17/mo. to 55-E \$4,572.92/mo.	11/07/2013
Graza, Frances	DO	Human Resources Technician – Confidential Position No. 1040 to Benefits Coordinator – Confidential Position No. 1060	51-E (Confidential) \$4,555.33/mo. to 63-A (Confidential) \$4,930.67/mo.	11/13/2013
Rola, Alfredo	RC	Instructional Technician – Microcomputer Lab Position No. 3091 to Micro-Computer Specialist Position No. 3046	50-E \$4,054.42/mo. to 60-B \$4,460.75/mo.	11/15/2013
Franklin, Jennifer	FCC	Library/Learning Resources Assistant II Position No. 2153 to Office Assistant III Position No. 2051	41-E \$3,329.97/mo. to 48-C \$3,584.25/mo.	12/02/2013

Classified Personnel Recommendation

Page 3

C. Recommendation to approve the promotion of the following regular employees: (cont'd)

Name	Location	Classification	Range/Step/Salary	Date
Sandoval, Delfina	FCC	Office Assistant II Position No. 2406 to	41-E \$3,430.00 to	12/02/2013
	MC	Office Assistant III Position No. 4006	48-C 3,684.25/mo.	

D. Recommendation to approve the change of status of the following regular employees:

Name	Location	Classification	Range/Step/Salary	Date
Garza, Frances	DO	Benefits Coordinator – Confidential Position No. 1060 to Human Resources Technician – Confidential Position No. 1040	63-A (Confidential) \$5,030.67/mo. to 51-E (Confidential) \$4,555.33/mo.	11/12/2013

(Return to regular assignment)

E. Recommendation to accept the resignation of the following regular employees:

Name	Location	Classification	Date
Vang, Maiku	RC	Office Assistant II Position No. 3102	11/01/2013

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Review of District Warrants and Checks

ITEM NO. 13-99G

EXHIBIT: None

Recommendation:

It is recommended the Board of Trustees review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period of:</u>
District	\$13,955,824.81	10/16/13 to 11/19/13
Fresno City College Bookstore	122,868.04	10/16/13 to 11/22/13
Reedley College Bookstore	177,111.61	10/16/13 to 11/22/13
Fresno City College Co-Curricular	127,572.44	10/15/13 to 11/21/13
Reedley College Co-Curricular	83,360.90	10/15/13 to 11/20/13
Total:	<u>\$ 14,466,737.80</u>	

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration of Report of Investments

ITEM NO. 13-100G

EXHIBIT: Quarterly Performance Report

Background:

Administrative Regulation No. 6320 permits the district to invest district funds held by the County Treasurer in the County Treasurer's investment pool. Included as an exhibit is the quarterly investment report from the Fresno County Treasurer's office for the period ending September 30, 2013. Review of the quarterly investment report is recommended by Government Code Section 53646. It is presented for the board's review.

Fiscal Impact:

None

Recommendation:

It is recommended the Board of Trustees accept the Quarterly Investment Report, as provided by the County of Fresno, for the quarter ending September 30, 2013.

County of Fresno Treasury Investment Pool

As of September 30, 2013

Portfolio Statistics

	September 2013	June 2013	March 2013	December 2012	September 2012
Market Value \$(000)	2,329,877	2,155,555	2,273,802	2,471,610	2,169,170
Amortized Cost Value \$(000)	2,313,251	2,170,826	2,265,322*	2,459,614*	2,151,918*
Unrealized Gain/Loss % on cost	0.7	-0.7	0.4	0.5	0.8
Yield weighted on cost value	1.27	1.16	1.20	1.15	1.25
Years to Maturity weighted on cost value	2.7	2.4	2.6	2.5	2.6

*Cost Value

COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE AND COUNTY INVESTMENT POLICY

The County's Investment Portfolio is in compliance with California Government Codes 53601 & 53635. The County's Treasury Investment Pool Statement of Investment Policy is more stringent than the California Government Codes. As of 9/30/13, the Treasurer's Investment Pool portfolio complied with its Statement of Investment Policy.

SUMMARY OF PORTFOLIO

Holdings in the County's Treasury Pool represent a portfolio of assets with a high degree of quality. As of 9/30/13, the portfolio had a market value of \$2.33 billion with an average dollar-weighted quality of "Aaa" as rated by Moody's. Approximately 82% of the portfolio's assets are invested in securities with virtually no credit risk (i.e. U.S. Treasury, U.S. Agencies, Collateral-backed Money Markets, and Cash). The dollar weighted average life of the pool is 2.7 years, 7.7% of the portfolio at cost matures within 30 to 90 days, and 2.0% within 180 days.

**THE COUNTY OF FRESNO TREASURY INVESTMENT POOL HAS AN AVERAGE
DOLLAR-WEIGHTED QUALITY RATING OF "Aaa."**

County of Fresno Treasury Investment Pool

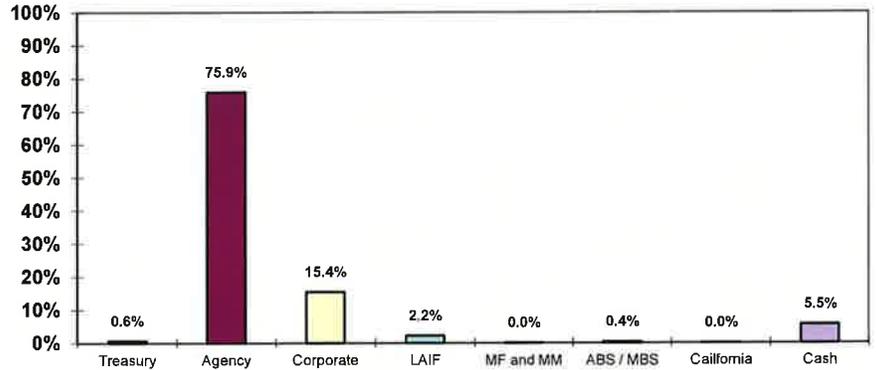
As of September 30, 2013

Portfolio Holdings Breakdown

Breakdown of Portfolio by Type
(Valued at Amortized Cost)

	\$(000)	%
8.1 US Treasury (b)	14,292	0.6
8.2 US Agency (f)	1,755,680	75.9
8.8 Corporate Note (k)	356,256	15.4
8.9 LAIF	50,000	2.2
8.10 Mutual and Money Market(l)	329	0.0
8.11 ABS / MBS (o)	8,286	0.4
8.14 California (c) (e)	801	0.0
Cash	127,607	5.5
	2,313,251	100.0

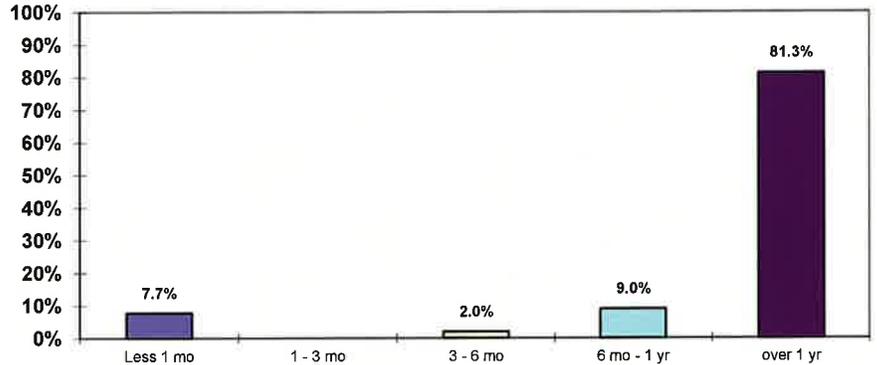
Portfolio Type



Breakdown of Portfolio by Maturity
(Valued at Amortized Cost)

	\$(000)	%
Less than 1 month	178,660	7.7
1 - 3 months	--	--
3 - 6 months	45,210	2.0
6 months - 1 year	208,148	9.0
Over 1 year	1,881,231	81.3
	2,313,251	100.0

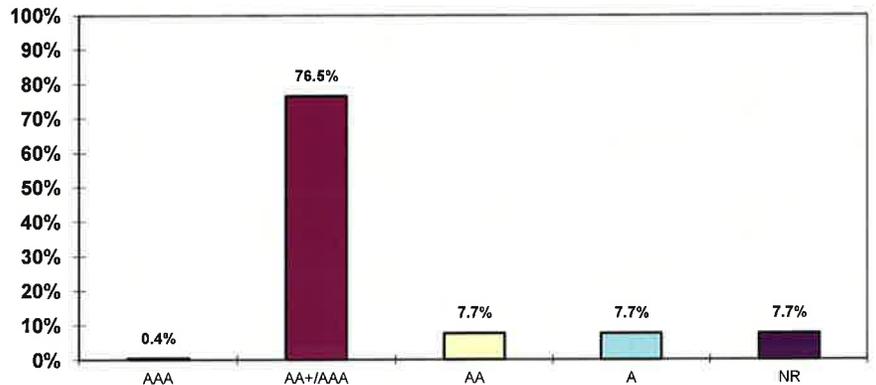
Portfolio Maturity



Breakdown of Portfolio by Quality
(Valued at Amortized Cost)

	\$(000)	%
S&P AAA	10,130	0.4
S&P AA+ (gov) / Moodys AAA	1,769,972	76.5
S&P AA	178,358	7.7
S&P A	177,184	7.7
Not Rated & Cash	177,607	7.7
	2,313,251	100.0

Portfolio Quality



County of Fresno Treasury Investment Pool

as of September 30, 2013

Holdings Report by Investment Type

Cusip	Issuer	Maturity	Coupon	Par Value (\$000)	S&P Rating	Market Price	Market Value (\$000)	Percent Portfolio (Market)	Amortized Cost Value (\$000)	Percent Portfolio (Cost)	Unrealized Gain/Loss (\$000)	Unrealized Gain/Loss (Percent)	Yield	Manager
8.1 US Treasury (b)														
912828PM6	US TREAS NTS	12/31/15	2.13%	650	AA+	103.88	675	0.0%	671	0.0%	4	0.6%	0.67%	Smith
912828PS3	US TREAS NTS	01/31/16	2.00%	650	AA+	103.67	674	0.0%	673	0.0%	1	0.1%	0.45%	Smith
912828KS8	US TREAS NTS	02/29/16	2.63%	650	AA+	105.25	684	0.0%	684	0.0%	0	0.1%	0.46%	Smith
912828VG2	US TREASURY N/B	06/15/16	0.50%	240	AA+	99.91	240	0.0%	239	0.0%	1	0.3%	0.65%	Wells
912828QR4	US TREAS NTS	06/30/16	1.50%	675	AA+	102.56	692	0.0%	687	0.0%	5	0.7%	0.82%	Smith
912828SJ0	US TREASURY N/B	02/28/17	0.88%	1,875	AA+	100.15	1,878	0.1%	1,868	0.1%	10	0.5%	0.99%	Wells
912828SJ0	US TREASURY N/B	02/28/17	0.88%	2,600	AA+	100.15	2,604	0.1%	2,582	0.1%	22	0.8%	1.08%	Wells
912828SY7	US TREASURY N/B	05/31/17	0.63%	3,105	AA+	98.88	3,070	0.1%	3,102	0.1%	-32	-1.0%	0.66%	Wells
912828TW0	US TREASURY N/B	10/31/17	0.75%	1,000	AA+	98.63	986	0.0%	1,001	0.0%	-15	-1.5%	0.73%	Wells
912828UA6	US TREASURY N/B	11/30/17	0.63%	550	AA+	97.96	539	0.0%	547	0.0%	-8	-1.5%	0.75%	Wells
912828UJ7	US TREASURY N/B	01/31/18	0.88%	1,100	AA+	98.69	1,086	0.0%	1,100	0.0%	-14	-1.3%	0.88%	Wells
912828UZ1	UNITED STATES TREAS	04/30/18	0.63%	650	AA+	97.20	632	0.0%	639	0.0%	-7	-1.2%	1.01%	Smith
912828VQ0	US TREASURY N/B	07/31/18	1.38%	500	AA+	100.18	501	0.0%	500	0.0%	1	0.2%	1.38%	Wells
		04/07/17	1.03%	14,245	AA+	100.11	14,260	0.8%	14,292	0.8%	-32	-0.2%	0.83%	
8.2 Agency (f)														
3137EACR8	FREDDIE MAC	02/25/14	1.38%	1,100	AA+	100.52	1,106	0.0%	1,100	0.0%	6	0.5%	1.40%	Wells
31331J3X9	FFCB BDS	06/02/14	0.98%	10,000	AA+	100.58	10,058	0.4%	9,986	0.4%	72	0.7%	1.20%	Fresno
31331J3X9	FFCB BDS	06/02/14	0.98%	14,210	AA+	100.58	14,292	0.8%	14,168	0.8%	123	0.9%	1.42%	Fresno
31331XC26	FFCB BDS	06/05/14	5.25%	11,535	AA+	103.47	11,936	0.5%	11,820	0.5%	115	1.0%	1.48%	Fresno
3133XLDG5	FHLL BDS	06/13/14	5.38%	19,370	AA+	103.65	20,077	0.9%	20,002	0.9%	76	0.4%	0.67%	Fresno
3133XWE70	FHLL BDS	06/13/14	2.50%	4,870	AA+	101.68	4,951	0.2%	4,904	0.2%	47	1.0%	1.48%	Fresno
3133XWE70	FHLL BDS	06/13/14	2.50%	6,040	AA+	101.68	6,140	0.3%	6,108	0.3%	32	0.5%	0.88%	Fresno
3133XWE70	FHLL BDS	06/13/14	2.50%	10,000	AA+	101.68	10,166	0.4%	10,116	0.4%	50	0.5%	0.81%	Fresno
3133XWE70	FHLL BDS	06/13/14	2.50%	15,000	AA+	101.68	15,249	0.7%	15,159	0.7%	90	0.6%	0.98%	Fresno
3135G0B11	FNMA NT	06/27/14	1.13%	10,000	AA+	100.75	10,075	0.4%	10,012	0.4%	63	0.6%	0.98%	Fresno
3135G0B11	FNMA NT	06/27/14	1.13%	20,000	AA+	100.75	20,150	0.9%	20,069	0.9%	81	0.4%	0.65%	Fresno
3136F3ZQ2	FNMA NTS	06/30/14	4.13%	10,000	AA+	102.94	10,294	0.4%	10,217	0.4%	77	0.7%	1.15%	Fresno
3134AAUJ8	FHLMC NTS	07/15/14	5.00%	10,000	AA+	103.83	10,383	0.4%	10,288	0.4%	114	1.1%	1.50%	Fresno
3137EACD9	FHLMC NTS	07/28/14	3.00%	10,000	AA+	102.31	10,231	0.4%	10,174	0.4%	57	0.6%	0.86%	Fresno
3137EACD9	FHLMC NTS	07/28/14	3.00%	10,000	AA+	102.31	10,231	0.4%	10,116	0.4%	115	1.1%	1.55%	Fresno
3133XLP9	FHLL NTS	08/13/14	5.50%	10,000	AA+	104.70	10,470	0.4%	10,333	0.4%	137	1.3%	1.54%	Fresno
3135G0B8	FANNIE MAE	08/28/14	0.88%	880	AA+	100.66	886	0.0%	882	0.0%	4	0.5%	0.68%	Wells
31398YY2	FNMA NTS	09/16/14	3.00%	700	AA+	102.78	719	0.0%	709	0.0%	10	1.4%	1.54%	Smith
31359MWJ8	FNMA NTS	10/15/14	4.63%	675	AA+	104.62	706	0.0%	694	0.0%	12	1.7%	1.76%	Smith
31398AZV7	FNMA NTS	11/20/14	2.63%	700	AA+	102.80	720	0.0%	710	0.0%	10	1.4%	1.36%	Smith
3137EAC3	FREDDIE MAC	11/25/14	0.75%	1,500	AA+	100.65	1,510	0.1%	1,501	0.1%	9	0.6%	0.69%	Wells
3135G0FY4	FNMA NTS	12/19/14	0.75%	750	AA+	100.65	755	0.0%	750	0.0%	5	0.7%	0.76%	Smith
3134AAUX0	FHLMC NTS	01/15/15	4.50%	600	AA+	105.49	633	0.0%	620	0.0%	13	2.1%	1.83%	Smith
3137EACH0	FHLMC NTS	02/09/15	2.88%	660	AA+	103.55	683	0.0%	675	0.0%	8	1.2%	1.15%	Smith
3137EACH0	FHLMC NTS	02/09/15	2.88%	20,000	AA+	103.55	20,710	0.9%	20,381	0.9%	329	1.6%	1.42%	Fresno
3135G0HG1	FANNIE MAE	03/18/15	0.38%	600	AA+	100.17	601	0.0%	599	0.0%	2	0.4%	0.54%	Wells
3135G0HG1	FNMA NTS	03/18/15	0.38%	700	AA+	100.17	701	0.0%	698	0.0%	3	0.5%	0.58%	Smith
31359MA45	FNMA NTS	04/15/15	5.00%	650	AA+	107.23	697	0.0%	691	0.0%	6	0.8%	0.81%	Smith
3137EADD8	FREDDIE MAC	04/17/15	0.50%	950	AA+	100.35	953	0.0%	948	0.0%	5	0.6%	0.64%	Wells
3136FPXK4	FNMA NTS	05/12/15	1.38%	6,550	AA+	101.71	6,662	0.3%	6,526	0.3%	136	2.1%	1.61%	Fresno
3135G0KM4	FNMA NTS	05/27/15	0.50%	280	AA+	100.30	281	0.0%	280	0.0%	1	0.4%	0.54%	Smith
3135G0KM4	FNMA NTS	05/27/15	0.50%	375	AA+	100.30	376	0.0%	374	0.0%	2	0.4%	0.58%	Smith
3133XRM56	FHLL BDS	06/12/15	4.88%	10,000	AA+	107.63	10,763	0.5%	10,808	0.5%	157	1.5%	1.20%	Fresno
3133XRM56	FHLL BDS	06/12/15	4.88%	15,000	AA+	107.63	16,145	0.7%	15,907	0.7%	237	1.5%	1.20%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	14,165	AA+	104.25	14,767	0.6%	14,444	0.6%	323	2.2%	1.67%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	15,000	AA+	104.25	15,638	0.7%	15,276	0.7%	362	2.4%	1.74%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	18,335	AA+	104.25	19,114	0.8%	18,730	0.8%	432	2.8%	2.03%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	20,000	AA+	104.25	20,850	0.9%	20,240	0.9%	384	2.1%	1.55%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	20,000	AA+	104.25	20,850	0.9%	20,249	0.9%	601	3.0%	2.13%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	30,000	AA+	104.25	31,275	1.3%	30,806	1.3%	469	1.5%	1.24%	Fresno
3133XWNB1	FHLL BDS	06/12/15	2.88%	10,000	AA+	107.28	10,728	0.5%	10,459	0.5%	268	2.6%	1.71%	Fresno
3134AAVC5	FHLMC NTS	07/17/15	4.38%	700	AA+	103.65	728	0.0%	718	0.0%	7	1.0%	0.90%	Smith
31398AU34	FNMA NTS	07/28/15	2.38%	3,800	AA+	103.65	3,939	0.2%	3,919	0.2%	19	0.5%	0.63%	Wells
31398AU34	FNMA NTS	07/28/15	2.38%	20,000	AA+	103.65	20,731	0.9%	20,237	0.9%	494	2.4%	1.70%	Fresno
31398AZ54	FNMA NTS	08/04/15	2.15%	10,000	AA+	103.12	10,312	0.4%	10,225	0.4%	87	0.8%	0.91%	Fresno
313370NE4	FHLL BDS	08/20/15	1.63%	10,000	AA+	102.39	10,239	0.4%	9,904	0.4%	336	3.4%	2.17%	Fresno
3134G3Z1	FREDDIE MAC	08/28/15	0.50%	1,500	AA+	100.15	1,502	0.1%	1,501	0.1%	1	0.1%	0.46%	Wells
3137EACM9	FHLMC NTS	09/10/15	1.75%	750	AA+	102.64	770	0.0%	761	0.0%	9	1.1%	0.97%	Smith
313984M1	FNMA NTS	10/26/15	1.63%	675	AA+	102.45	692	0.0%	686	0.0%	6	0.8%	0.83%	Smith
313380L96	FHLL BDS	11/20/15	0.50%	675	AA+	100.01	675	0.0%	677	0.0%	-2	-0.2%	0.39%	Smith
3136FPAS8	FNMA NTS	02/25/16	2.15%	5,450	AA+	103.49	5,640	0.2%	5,487	0.2%	153	1.85%	1.85%	Fresno
3136FPFC2	FNMA NTS	02/25/16	2.00%	5,000	AA+	103.42	5,171	0.2%	5,001	0.2%	170	3.4%	1.99%	Fresno
3136FPFC2	FNMA NTS	02/25/16	2.00%	20,000	AA+	103.42	20,684	0.9%	20,377	0.9%	307	1.5%	1.19%	Fresno
313375RN9	FHLL BDS	03/11/16	1.00%	1,000	AA+	101.06	1,011	0.0%	1,012	0.0%	-1	-0.1%	0.50%	Wells
31359MH89	FNMA NTS	03/15/16	5.00%	225	AA+	110.70	249	0.0%	247	0.0%	2	0.7%	0.89%	Smith
31359MH89	FNMA NTS	03/15/16	5.00%	375	AA+	110.70	415	0.0%	411	0.0%	4	0.9%	0.96%	Smith
3137EAD1	FHLMC NTS	04/18/16	5.25%	575	AA+	111.86	643	0.0%	636	0.0%	7	1.1%	0.97%	Smith
313373K50	FHLL BDS	05/10/16	2.40%	8,000	AA+	104.51	8,361	0.4%	8,243	0.4%	118	1.4%	1.20%	Fresno
3137EACT4	FHLMC MTN	05/27/16	2.50%	650	AA+	104.80	681	0.0%	676	0.0%	5	0.8%	0.96%	Smith
3137EACT4	FHLMC MTN	05/27/16	2.50%	10,000	AA+	104.80	10,480	0.4%	10,169	0.4%	311	3.1%	1.83%	Fresno
3137EACT4	FHLMC MTN	05/27/16	2.50%	10,000	AA+	104.80	10,480	0.4%	10,190	0.4%	290	2.8%	1.75%	Fresno
3137EACT4	FHLMC MTN	05/27/16	2.50%	10,000	AA+	104.80	10,480	0.4%	10,342	0.4%	138			

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Holdings Report by Investment Type

Cusip	Issuer	Maturity	Coupon	Par Value (\$000)	S&P Rating	Market Price	Market Value (\$000)	Percent Portfolio (Market)	Amortized Cost Value (\$000)	Percent Portfolio (Cost)	Unrealized Gain/Loss (\$000)	Unrealized Gain/Loss (Percent)	Yield	Manager
8.2 Agency (f) continued														
3137EACW7	FHLMC NTS	08/25/16	2.00%	675	AA+	103.62	699	0.0%	693	0.0%	6	0.9%	1.03%	Smith
3137EACW7	FHLMC NTS	08/25/16	2.00%	20,000	AA+	103.62	20,724	0.9%	20,423	0.9%	301	1.5%	1.25%	Fresno
3137EACW7	FHLMC NTS	08/25/16	2.00%	20,000	AA+	103.62	20,724	0.9%	20,426	0.9%	298	1.5%	1.24%	Fresno
3137EACW7	FHLMC NTS	08/25/16	2.00%	20,000	AA+	103.62	20,724	0.9%	20,316	0.9%	408	2.0%	1.43%	Fresno
3135G0YE7	FANNIE MAE	08/26/16	0.63%	500	AA+	99.71	499	0.0%	496	0.0%	2	0.5%	0.89%	Wells
3136FPDR5	FNMA NTS	09/15/16	2.17%	11,500	AA+	103.56	11,909	0.5%	11,782	0.5%	127	1.1%	1.31%	Fresno
3135G0CM3	FNMA NT	09/28/16	1.25%	700	AA+	101.45	710	0.0%	704	0.0%	6	0.9%	1.05%	Smith
3135G0CM3	FNMA NT	09/28/16	1.25%	10,000	AA+	101.45	10,145	0.4%	9,985	0.4%	160	1.6%	1.30%	Fresno
3135G0CM3	FNMA NT	09/28/16	1.25%	10,000	AA+	101.45	10,145	0.4%	9,979	0.4%	166	1.7%	1.32%	Fresno
3135G0CM3	FNMA NT	09/28/16	1.25%	30,000	AA+	101.45	30,435	1.3%	29,828	1.3%	607	2.0%	1.45%	Fresno
3135G0CM3	FNMA NT	09/28/16	1.25%	30,000	AA+	101.45	30,435	1.3%	29,828	1.3%	607	2.0%	1.45%	Fresno
3137EAAJ8	FHLMC NTS	10/18/16	5.13%	575	AA+	113.04	650	0.0%	644	0.0%	6	0.9%	1.07%	Smith
3135G0E58	FNMA NTS	11/15/16	1.38%	700	AA+	101.67	712	0.0%	706	0.0%	5	0.8%	1.08%	Smith
31359M2D4	FNMA NTS	12/15/16	4.88%	575	AA+	112.65	648	0.0%	643	0.0%	5	0.7%	1.08%	Smith
3135G0GY3	FNMA NTS	01/30/17	1.25%	700	AA+	101.12	708	0.0%	702	0.0%	6	0.8%	1.15%	Smith
3135G0GY3	FANNIE MAE	01/30/17	1.25%	3,750	AA+	101.12	3,792	0.2%	3,762	0.2%	30	0.8%	1.15%	Wells
3135G0GY3	FNMA NTS	01/30/17	1.25%	20,000	AA+	101.12	20,224	0.9%	19,896	0.9%	328	1.1%	1.28%	Fresno
3135G0GY3	FNMA NTS	01/30/17	1.25%	50,000	AA+	101.12	50,560	2.2%	50,038	2.2%	522	1.0%	1.23%	Fresno
3137EAMM1	FHLMC NTS	02/16/17	5.00%	575	AA+	113.38	652	0.0%	647	0.0%	5	0.7%	1.18%	Smith
3136FTV55	FNMA NTS	02/28/17	1.15%	5,178	AA+	99.86	5,171	0.2%	5,171	0.2%	0	0.0%	1.18%	Fresno
3136FTV55	FNMA NTS	02/28/17	1.15%	25,000	AA+	99.86	24,965	1.1%	24,911	1.1%	54	0.2%	1.26%	Fresno
3137EADC0	FHLMC NT	03/08/17	1.00%	700	AA+	100.31	702	0.0%	696	0.0%	6	0.9%	1.18%	Smith
3137EADC0	FHLMC NT	03/08/17	1.00%	30,000	AA+	100.31	30,093	1.3%	29,708	1.3%	385	1.3%	1.25%	Fresno
3135G0JA2	FNMA NT	04/27/17	1.13%	675	AA+	100.35	677	0.0%	678	0.0%	0	0.0%	1.01%	Smith
3137EADP3	FHLMC NTS	05/12/17	1.25%	675	AA+	100.68	680	0.0%	680	0.0%	0	-0.1%	1.04%	Smith
3137EADP3	FHLMC NTS	05/12/17	1.25%	25,000	AA+	100.68	25,171	1.1%	25,334	1.1%	-163	-0.6%	0.87%	Fresno
313379FW4	FHLB BDS	06/09/17	1.00%	30,000	AA+	99.58	29,875	1.3%	30,107	1.3%	-232	-0.8%	0.90%	Fresno
31398ADM1	FNMA NTS	06/12/17	5.38%	555	AA+	115.37	640	0.0%	643	0.0%	-3	-0.4%	0.98%	Smith
3134G3WV6	FHLMC NTS	06/20/17	1.19%	50,000	AA+	99.21	49,607	2.1%	50,000	2.2%	-393	-0.8%	1.19%	Fresno
3137EADH9	FHLMC MTN	06/29/17	1.00%	20,000	AA+	99.77	19,954	0.9%	20,020	0.9%	-66	-0.3%	0.97%	Fresno
3137EADH9	FHLMC MTN	06/29/17	1.00%	30,000	AA+	99.77	29,931	1.3%	30,187	1.3%	-256	-0.8%	0.93%	Fresno
3137EADH9	FHLMC MTN	06/29/17	1.00%	50,000	AA+	99.77	49,885	2.1%	50,602	2.2%	-717	-1.4%	0.87%	Fresno
3137EADH9	FHLMC MTN	06/29/17	1.00%	50,000	AA+	99.77	49,885	2.1%	50,469	2.2%	-584	-1.2%	0.74%	Fresno
3137EADH9	FHLMC MTN	06/29/17	1.00%	50,000	AA+	99.77	49,885	2.1%	50,433	2.2%	-548	-1.1%	0.76%	Fresno
3137EADJ5	FAMC NTS	07/28/17	1.00%	675	AA+	99.69	673	0.0%	679	0.0%	-6	-0.9%	0.83%	Smith
3137EADJ5	FAMC NTS	07/28/17	1.00%	25,000	AA+	99.69	24,923	1.1%	25,076	1.1%	-154	-0.6%	0.92%	Fresno
3137EADJ5	FAMC NTS	07/28/17	1.00%	30,000	AA+	99.69	29,807	1.3%	30,238	1.3%	-331	-1.1%	0.79%	Fresno
3134G3B90	FHLMC BDS	08/15/17	0.88%	50,000	AA+	99.61	49,306	2.1%	49,913	2.2%	-607	-1.2%	0.92%	Fresno
3135G0M23	FNMA NTS	08/28/17	0.88%	175	AA+	99.01	173	0.0%	175	0.0%	-2	-1.2%	0.83%	Smith
3135G0M23	FNMA NTS	08/28/17	0.88%	500	AA+	99.01	495	0.0%	501	0.0%	-6	-1.1%	0.83%	Smith
3135G0M23	FANNIE MAE	08/28/17	0.88%	950	AA+	99.01	941	0.0%	952	0.0%	-12	-1.2%	0.81%	Wells
3135G0M23	FNMA NTS	08/28/17	0.88%	30,000	AA+	99.01	29,702	1.3%	30,021	1.3%	-319	-1.1%	0.86%	Fresno
3137EADL0	FHLMC MTN	09/29/17	1.00%	175	AA+	99.15	174	0.0%	176	0.0%	-3	-1.5%	0.84%	Smith
3137EADL0	FHLMC MTN	09/29/17	1.00%	500	AA+	99.15	496	0.0%	502	0.0%	-6	-1.3%	0.90%	Smith
3137EADL0	FREDDIE MAC	09/29/17	1.00%	1,000	AA+	99.15	992	0.0%	1,009	0.0%	-18	-1.8%	0.76%	Wells
3135G0PQ0	FNMA BDS	10/28/17	0.88%	700	AA+	98.57	690	0.0%	701	0.0%	-11	-1.5%	0.85%	Smith
3137EABA6	FHLMC NTS	11/17/17	5.13%	550	AA+	115.43	635	0.0%	647	0.0%	-12	-1.9%	0.76%	Smith
3135G0RT2	FNMA NTS FR	12/20/17	0.88%	675	AA+	98.24	663	0.0%	675	0.0%	-12	-1.7%	0.88%	Smith
3137EADN6	FHLMC MTN	01/12/18	0.75%	675	AA+	97.44	658	0.0%	671	0.0%	-13	-2.0%	0.89%	Smith
3137EADN6	FHLMC MTN	01/12/18	0.75%	20,000	AA+	97.44	19,489	0.8%	19,423	0.8%	66	0.3%	1.45%	Fresno
3135G0T68	FANNIE MAE	02/08/18	0.88%	500	AA+	97.76	489	0.0%	500	0.0%	-11	-2.2%	0.89%	Wells
3135G0T68	FNMA NTS	02/08/18	0.88%	675	AA+	97.76	660	0.0%	672	0.0%	-12	-1.8%	0.97%	Smith
3137EADP1	FHLMC NT	03/07/18	0.88%	675	AA+	97.68	659	0.0%	672	0.0%	-13	-1.9%	0.97%	Smith
3137EADP1	FREDDIE MAC	03/07/18	0.88%	1,000	AA+	97.68	977	0.0%	999	0.0%	-22	-2.2%	0.90%	Wells
3135G0WJ8	FANNIE MAE	05/21/18	0.88%	500	AA+	97.15	486	0.0%	482	0.0%	4	0.8%	1.75%	Wells
3135G0WJ8	FNMA BDS	05/21/18	0.88%	675	AA+	97.15	656	0.0%	665	0.0%	-10	-1.4%	1.20%	Smith
3135G0WJ8	FANNIE MAE	05/21/18	0.88%	800	AA+	97.15	777	0.0%	788	0.0%	-11	-1.4%	1.21%	Wells
3135G0WJ8	FNMA BDS	05/21/18	0.88%	20,000	AA+	97.15	19,431	0.8%	19,397	0.8%	34	0.2%	1.58%	Fresno
313373UJ4	FHLB BDS	06/08/18	2.75%	30,000	AA+	105.35	31,605	1.4%	31,625	1.4%	-20	-0.1%	1.60%	Fresno
313373UJ4	FHLB BDS	06/08/18	2.75%	50,000	AA+	105.35	52,675	2.3%	52,571	2.3%	104	0.2%	1.64%	Fresno
313373UJ4	FHLB BDS	06/08/18	2.75%	61,150	AA+	105.35	64,422	2.8%	64,520	2.8%	-99	-0.2%	1.60%	Fresno
3137EABP3	FHLMC NTS	09/13/18	4.88%	575	AA+	114.97	661	0.0%	667	0.0%	-6	-1.0%	1.33%	Smith
3135G0YM9	FNMA NTS	09/18/18	1.88%	600	AA+	101.08	606	0.0%	607	0.0%	0	-0.1%	1.64%	Smith
		08/24/16	2.08%	1,728,343	AA+	102.53	1,772,053	76.1%	1,755,680	75.9%	16,373	0.9%	1.32%	

8.8 Corporate Note (k)

931142CW1	WAL-MART STORES INC	10/25/13	0.75%	725	AA	100.02	725	0.0%	725	0.0%	0	0.1%	1.19%	Wells
46623JEJ0	JPMORGAN CHASE & CO	01/24/14	2.05%	30,000	A	100.53	30,159	1.3%	30,052	1.3%	107	0.4%	1.49%	Fresno
06406HBT5	BANK NEW YORK NTS	01/31/14	1.50%	700	A+	100.40	703	0.0%	700	0.0%	3	0.4%	1.55%	Smith
90333WAB4	U S BK NA	02/04/14	6.30%	12,500	A+	102.02	12,753	0.5%	12,741	0.6%	12	0.1%	0.62%	Fresno
637432DC6	NATIONAL RURAL UTIL COOP	03/01/14	4.75%	607	A+	101.80	618	0.0%	617	0.0%	1	0.1%	0.74%	Wells
476160AX2	JOHNSON & JOHNSON NT	05/15/14	1.20%	700	AAA	100.55	704	0.0%	700	0.0%	4	0.6%	1.24%	Smith
38259PAA0	GOOGLE INC NT	05/19/14	1.25%	335	AA	100.58	337	0.0%	336	0.0%	1	0.2%	0.64%	Smith
38259PAA0	GOOGLE INC NT	05/19/14	1.25%	415	AA	100.58	417	0.0%	416	0.0%	1	0.2%	0.71%	Smith
46625HNH3	JP MORGAN CHASE NTS	06/10/14	4.65%	500	A	102.74	514	0.0%	513	0.0%	1	0.2%	0.80%	Smith
46625HNH3	JP MORGAN CHASE NTS	06/10/14	4.65%	10,000	A	102.74	10,274	0.4%	10,219	0.4%	55	0.5%	1.30%	Fresno
46625HNH3	JP MORGAN CHASE NTS	06/10/14	4.65%	20,000	A	102.74	20,548	0.9%	20,421	0.9%	127	0.6%	1.43%	Fresno
742718DU0	PROCTER & GAMBLE CO	08/15/14	0.70%	165	AA-	100.								

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8.8 Corporate Note (k) continued														
084684BN0	BERKSHIRE HATHAWAY FIN	12/15/15	2.45%	800	AA	103.67	829	0.0%	833	0.0%	-4	-0.4%	0.57%	Wells
742718BZ1	PROCTER & GAMBLE CO/THE	12/15/15	4.85%	750	AA-	109.29	820	0.0%	819	0.0%	0	0.1%	0.62%	Wells
459200GU9	IBM CORP	01/05/16	2.00%	750	AA-	102.74	771	0.0%	773	0.0%	-2	-0.3%	0.75%	Wells
06406HBS7	BANK OF NEW YORK MELLON	01/15/16	2.50%	80	A+	103.39	83	0.0%	83	0.0%	0	-0.3%	0.84%	Wells
06406HBS7	BANK OF NEW YORK MELLON	01/15/16	2.50%	90	A+	103.39	93	0.0%	94	0.0%	-1	-0.6%	0.72%	Wells
06406HBS7	BANK OF NEW YORK MELLON	01/15/16	2.50%	600	A+	103.39	620	0.0%	624	0.0%	-4	-0.6%	0.71%	Wells
58933YAB1	MERCK & CO INC	01/15/16	2.25%	800	AA	103.40	827	0.0%	830	0.0%	-3	-0.3%	0.60%	Wells
037833AH3	APPLE INC	05/03/16	0.45%	625	AA+	99.30	621	0.0%	624	0.0%	-3	-0.5%	0.51%	Wells
36962GSC4	GENERAL ELEC CAP CORP	05/09/16	2.95%	750	AA+	104.53	784	0.0%	783	0.0%	1	0.1%	1.38%	Wells
69371RL46	PACCAR FINANCIAL CORP	05/16/16	0.75%	750	A+	99.53	746	0.0%	750	0.0%	-3	-0.4%	0.77%	Wells
949746QU8	WELLS FARGO CO	06/15/16	3.68%	10,000	A+	106.58	10,658	0.5%	10,696	0.5%	-36	-0.4%	1.05%	Fresno
16676AAC4	CHEVRON CORP	06/24/16	0.89%	160	AA	100.39	161	0.0%	160	0.0%	1	0.4%	0.89%	Wells
0258M0DG1	AMERICAN EXPRESS CREDIT	07/29/16	1.30%	500	A-	100.60	503	0.0%	500	0.0%	3	0.6%	1.31%	Wells
084664BX8	BERKSHIRE HATHAWAY	08/15/16	0.95%	375	AA	100.13	375	0.0%	375	0.0%	1	0.2%	0.97%	Smith
191216AU4	COCA-COLA CO/THE	09/01/16	1.80%	756	AA-	102.80	777	0.0%	776	0.0%	1	0.2%	0.92%	Wells
89233P5E2	TOYOTA MOTOR CREDIT CORP	09/15/16	2.00%	800	AA-	102.74	822	0.0%	819	0.0%	3	0.3%	1.18%	Wells
084670BD9	BERKSHIRE HATHAWAY	01/31/17	1.90%	21,000	AA	101.95	21,409	0.9%	21,548	0.9%	-139	-0.6%	1.10%	Fresno
24422ERN1	DEERE JOHN CAP CORP	03/15/17	1.40%	1,001	A	99.57	997	0.0%	1,012	0.0%	-15	-1.5%	1.08%	Fresno
064058AA8	BK OF NY SR NT	06/20/17	1.97%	5,000	AA+	100.89	5,045	0.2%	5,127	0.2%	-82	-1.6%	1.27%	Fresno
89233P6S0	TOYOTA MTR CR MTN	10/05/17	1.25%	5,000	AA-	98.57	4,928	0.2%	4,889	0.2%	39	0.6%	1.91%	Fresno
36962G9K5	GECC	11/20/17	1.60%	5,000	AA+	99.37	4,968	0.2%	5,008	0.2%	-38	-0.8%	1.57%	Fresno
94974BF00	WELLS FARGO CO MTN	01/16/18	1.50%	5,000	A+	98.40	4,920	0.2%	4,916	0.2%	4	0.1%	1.94%	Fresno
94974BF00	WELLS FARGO CO MTN	01/16/18	1.50%	10,000	A+	98.40	9,840	0.4%	9,785	0.4%	55	0.6%	2.03%	Fresno
92976WBH8	WACHOVIA CORP BDS	02/01/18	5.75%	7,000	A+	115.52	8,066	0.3%	8,180	0.4%	-93	-1.1%	1.88%	Fresno
92976WBH8	WACHOVIA CORP BDS	02/01/18	5.75%	10,000	A+	115.52	11,552	0.5%	11,684	0.5%	-132	-1.1%	1.89%	Fresno
084670BH0	BERKSHIRE HATHAWAY	02/09/18	1.55%	10,000	AA	98.04	9,804	0.4%	9,878	0.4%	26	0.3%	1.84%	Fresno
24422ESB6	DEERE JOHN CAP CORP	03/12/18	1.30%	1,925	A	98.04	1,887	0.1%	1,876	0.1%	11	0.6%	1.90%	Fresno
36962G3U6	GECC NTS	05/01/18	5.63%	5,000	AA+	114.74	5,737	0.2%	5,832	0.3%	-95	-1.6%	2.16%	Fresno
36962G3U6	GECC NTS	05/01/18	5.63%	10,000	AA+	114.74	11,474	0.5%	11,485	0.5%	-11	-0.1%	2.63%	Fresno
037833AJ9	APPLE INC BDS	05/03/18	1.00%	6,265	AA+	96.33	6,035	0.3%	6,043	0.3%	-8	-0.1%	1.88%	Fresno
037833AJ9	APPLE INC BDS	05/03/18	1.00%	6,579	AA+	96.33	6,338	0.3%	6,348	0.3%	-10	-0.2%	1.85%	Fresno
037833AJ9	APPLE INC BDS	05/03/18	1.00%	7,000	AA+	96.33	6,743	0.3%	6,688	0.3%	55	0.8%	2.10%	Fresno
037833AJ9	APPLE INC BDS	05/03/18	1.00%	10,000	AA+	96.33	9,633	0.4%	9,498	0.4%	135	1.4%	2.24%	Fresno
037833AJ9	APPLE INC BDS	05/03/18	1.00%	11,000	AA+	96.33	10,596	0.5%	10,868	0.5%	-72	-0.7%	1.75%	Fresno
084664BE0	BERKSHIRE HATHAWAY	05/15/16	5.40%	5,124	AA	113.30	5,808	0.3%	5,938	0.3%	-29	-0.5%	2.12%	Fresno
166764AE0	CHEVRON CORP NTS	06/24/16	1.72%	3,320	AA	99.68	3,309	0.1%	3,278	0.1%	32	1.0%	2.07%	Fresno
166764AE0	CHEVRON CORP NTS	06/24/16	1.72%	10,000	AA	99.68	9,968	0.4%	9,961	0.4%	7	0.1%	1.82%	Fresno
06406HCL1	BANK NEW YORK MTN BK	08/01/18	2.10%	5,000	A+	100.50	5,025	0.2%	4,985	0.2%	40	0.8%	2.20%	Fresno
084664BY6	BERKSHIRE HATHAWAY	08/15/16	2.00%	1,000	AA	100.28	1,003	0.0%	989	0.0%	14	1.4%	2.27%	Fresno
084664BY6	BERKSHIRE HATHAWAY	08/15/16	2.00%	10,000	AA	100.28	10,028	0.4%	10,018	0.4%	10	0.1%	1.96%	Fresno
14912L5T4	CATERPLR FIN NTS	09/06/16	2.45%	5,000	A	101.82	5,091	0.2%	4,988	0.2%	103	2.1%	2.51%	Fresno
24422EQV4	DEERE JOHN CAP CORP	09/10/16	5.75%	3,500	A	116.88	4,091	0.2%	4,021	0.2%	70	1.7%	2.53%	Fresno
		08/02/16	2.83%	347,767	AA-	102.53	358,572	15.3%	356,256	15.4%	316	0.1%	1.50%	
8.9 LAIF														
	LAIF	10/01/13	0.26%	50,000	NR	100.00	50,000	2.1%	50,000	2.2%	0	0.0%	0.26%	Fresno
8.10 Mutual and Money Market Funds (l)														
09248U718	MUTUALROCK TFUND MM INSTL #60	10/01/13	0.01%	324	AAA	100.00	324	0.0%	324	0.0%	0	0.0%	0.01%	Smith
949917397	WFA HERITAGE MONEY MARK-I**	10/01/13	0.01%	5	AAA	100.00	5	0.0%	5	0.0%	0	0.0%	0.01%	Wells
		10/01/13	0.01%	329	AAA	100.00	329	0.0%	329	0.0%	0	0.0%	0.01%	
8.11 ABS / MBS (o)														
43813TAC7	HAROT 2011-1 A3	10/15/14	1.13%	26	AAA*	100.03	26	0.0%	26	0.0%	0	-0.2%	0.99%	Smith
89235XAC1	TAOT 2011-A A3	10/15/14	0.98%	71	AAA	100.08	71	0.0%	71	0.0%	0	0.0%	0.84%	Smith
65476HAC4	NAR 2011-A A3	02/15/15	1.18%	70	AAA*	100.12	70	0.0%	91	0.0%	-21	-23.1%	1.18%	Smith
58772BAC0	MBART 2011-1 A3	03/15/15	0.85%	180	AAA*	100.11	181	0.0%	181	0.0%	0	-0.1%	0.78%	Smith
98158KAC3	WOART 2011-A A3	05/15/15	1.11%	112	AAA	100.10	112	0.0%	112	0.0%	0	-0.1%	0.90%	Smith
34529RAC5	FORDO 2011-B A3	06/15/15	0.84%	172	AAA	100.10	172	0.0%	172	0.0%	0	0.1%	0.84%	Smith
92867DAC4	VALET 2011-1 A3	06/20/15	1.22%	185	AAA	100.18	186	0.0%	186	0.0%	0	-0.2%	1.00%	Smith
15200NAA3	CNP 2009-1 A1	02/15/16	1.83%	128	AAA	101.11	129	0.0%	129	0.0%	0	0.4%	1.50%	Smith
02005YAE6	ALLY 2012-1 A-3	02/16/16	0.93%	526	AAA	100.31	528	0.0%	527	0.0%	0	0.1%	0.82%	Smith
65476VAC3	NALT 2013-A A3	04/15/16	0.61%	750	AAA*	99.79	748	0.0%	750	0.0%	-2	-0.2%	0.61%	Wells
16157FL3	CHAIT 2012-A5 A5	08/15/17	0.59%	575	AAA	99.96	575	0.0%	576	0.0%	-1	-0.2%	0.55%	Wells
90327BAD4	UAOT 2012-1A-4	08/15/17	0.57%	600	AAA	99.73	598	0.0%	599	0.0%	-2	-0.1%	0.60%	Smith
14313LAC0	CARMX 2013-1 A3	10/16/17	0.60%	675	AAA	99.77	673	0.0%	675	0.0%	-2	-0.3%	0.56%	Smith
36159JBT7	GCMT 2009-4	11/15/17	3.80%	550	AAA*	103.55	570	0.0%	576	0.0%	-6	-1.1%	2.52%	Smith
65477LAC4	NAROT 2013-B A3	11/15/17	0.84%	500	AAA*	100.19	501	0.0%	479	0.0%	22	4.6%	0.85%	Smith
15200WAA3	CNP 2012-1 A1	04/15/18	0.90%	480	AAA	100.40	482	0.0%	484	0.0%	-1	-0.3%	0.76%	Smith
17305EFE0	CCCT 2013-A6 A6	09/07/18	1.32%	800	AAA	100.70	806	0.0%	800	0.0%	6	0.7%	1.32%	Wells
25085AAF3	DESF 2001-1 A6	03/01/16	6.62%	521	AAA	105.67	551	0.0%	555	0.0%	-4	-0.8%	3.75%	Smith
12617AAE7	AEPTC 2001-1 A5	01/15/17	6.25%	627	AAA	107.46	674	0.0%	683	0.0%	-9	-1.3%	3.35%	Smith
69361YAH6	PEGTF 2001-1 A8	12/15/17	6.89%	550	AAA	109.71	603	0.0%	615	0.0%	-11	-1.8%	3.82%	Smith
		03/18/17	2.34%	8,098	AAA	101.93	8,255	0.4%	8,286	0.4%	-31	-0.4%	1.58%	
8.14 State of California Debt (c,e)														
13063BN65	CALIFORNIA ST-TXBL	02/01/15	0.85%	800	A	100.07	801	0.0%	801	0.0%	0	0.0%	0.85%	Wells
Cash														
	VAULT	10/01/13	0.00%	2,759	NR	100.00	2,759	0.1%	2,759	0.1%	0	0.0%	0.00%	Fresno
	BANK OF THE WEST SERVICE BANK	10/01/13	0.40%	24,831	NR	100.00	24,831	1.1%	24,831	1.1%	0	0.0%	0.40%	Fresno
	BANK OF THE WEST MM	10/01/13	0.29%	100,017	NR	100.00	100,017	4.3%	100,017	4.3%	0	0.0%	0.29%	Fresno
		10/01/13	0.30%	127,607	NR	100.00	127,607	5.5%	127,607	5.5%	0	0.0%	0.30%	
PORTFOLIO TOTALS		06/02/16	2.05%	2,277,169		102.31	2,328,877	100.0%	2,313,251	100.0%	16,826	0.7%	1.27%	

** Includes Negative Cash From Settlement Timing

*Moody's

County of Fresno Treasury Investment Pool

As of September 30, 2013

California Government Code and County Investment Policy Authorized Investments

Investment Type	Fresno's Policy				Government Code				Fresno's Holding		
	Maximum Maturity	Authorized % Limit	Quality	Code 53601	Maximum Maturity	Authorized % Limit	Quality	Maturity	Holdings %	Quality	
US Treasury	8.1	5 years	No Limit	NA	B	5 years	No Limit	NA	3.5 years	0.6%	SP AA+ Moody's Aaa
US Agency	8.2	5 years	No Limit	NA	F	5 years	No Limit	NA	2.9 years	75.9%	SP AA+ Moody's Aaa
Bankers Acceptance	8.3	180 days	40%	Top 150 Banks CP: Prime	G	180 days	40%	NA	---	---	---
Commercial Paper	8.4	270 days	40%	A-1+ or P-1 Debt: A	H and GC53635	270 days	40%	Prime	---	---	---
Negotiable CD	8.5	13 months	30% combined 8.5 and 8.6.1	CP: A-1+ or P-1; or Bauer 4 star	I	5 years	30% combined 8.5 and 8.6.1	NA	---	---	---
Non-Negotiable Secured CD	8.6	13 months	50%	CP: A-1+ or P-1; or Bauer 4 star	N	5 years	No Limit	NA	---	---	---
Non-Negotiable Placement CD	8.6.1		15%; 30% combined 8.5 and 8.6.1	NA	GC 53635.8	5 years	30% combined 8.5 and 8.6.1	NA	---	---	---
Repurchase Agreement	8.7	Overnight; Overweekend	15%	NA	J	1 year	No Limit	NA	---	---	---
Corporate Note	8.8	5 years	30%	A	K	5 years	30%	A	2.8 years	15.4%	SP AA-
LAIF	8.9	5 years	\$50 mil	NA	18429.1(B)	5 years	No Limit	NA	1 day	2.2%/\$50m	NA
Mutual and Money Market Funds	8.10	5 years	20%	AAA and Aaa	L		20%	Highest by 2 firms	1 day	0.0%	Aaa, AAAM, NR
Mutual Fund Assets		Per Code		Per Code		5 years		Per Code	Prospectus Checked	---	Prospectus Checked
ABS / MBS	8.11	5 years	10%	AA or Aa Corp: A	O	5 years	20%	AA	3.5 years	0.4%	AAA
Money Held from Pledged Assets	8.12	Per Code or Provision	No Limit	NA	M	Per Code or Provision	No Limit	NA	---	---	---
External Managers	8.13	Per Code		Per Code					Within Code	Included	Within Code
State of California Debt	8.14	5 years	10%	NA	C, E	5 years	No Limit	NA	---	0.0%	A
Cash									1 day	5.5%	NA

Notes: Fresno Investment Policy dated December 4, 2012. Other Code and Policy investment restrictions may apply.

Projection of Future Cash Flows (\$ millions)

Month	Monthly Receipts (1)	Monthly Disbursements (1)	Difference	Required Investment Maturities	Balance	Actual Investment Maturities (3)	Available To Invest > 6 Months (4)
Beginning Balance (2)					174.8		
10/13	379.8	347.1	32.7	0.0	207.5	0.0	
11/13	412.7	306.2	106.5	0.0	314.0	0.0	
12/13	580.5	339.0	241.5	0.0	555.5	0.0	
01/14	345.0	375.5	-30.5	0.0	525.0	30.0	
02/14	233.1	319.5	-86.4	0.0	438.6	12.5	
03/14	339.2	335.1	4.1	0.0	442.7	0.0	
Sum	2,290.3	2,022.4	267.9	0.0		42.5	42.5
				0%		100%	100%

- Notes:
1. Monthly Receipts and Disbursements amounts are estimates based upon historical cash flows and may change as actual cash flow information becomes available. Provided by Fresno.
 2. Beginning balance is taken from LAIF; Bank of the West MM, and Bank of the West Service Bank.
 3. Actual Investment Maturities exclude vault cash, Wells Capital, Smith Graham, and Blackrock T Fund.
 4. Available to Invest > 6 Months is calculated as Actual Investment Maturities less Required Investment Maturities.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT:	Consideration to Authorize Agreement with UC Merced for a Foster Youth Grant, Madera Center	ITEM NO.	13-101G
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EXHIBIT: None

Background:

The Reedley College Madera Center was recently awarded a sub recipient agreement from UC Merced to provide counseling services to former foster youth. The funding is from the Walter S. Johnson Foundation and the agreement is for services over a three-year period, awarding \$40,000 per year in funding. The agreement is for the period July 1, 2013, through June 30, 2016, with funding in the amount of \$120,000.

Recommendation:

It is recommended the Board of Trustees:

- a) authorize the district, on behalf of the Reedley College Madera Center, to enter into an agreement with the University of California, Merced, to provide counseling services for former foster youth for the period July 1, 2013, through June 30, 2016, with funding in the amount of \$120,000;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign the agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Authorize Agreement with the California Community Colleges Chancellor's Office for Information, Communication, Technology Digital Media Sector Navigator Grant

ITEM NO. 13-102G

EXHIBIT: None

Background:

The district has received notice of a grant renewal from the California Community Colleges Chancellor's Office for the Information, Communication, Technology Digital Media Sector Navigator grant. This grant project provides funding to improve linkages and career technical education pathways between high schools and community colleges to increase readiness, access to, and success of high school pupils to postsecondary education and careers in high-need or high-growth sectors.

The grant agreement is for the period July 1, 2013, through June 30, 2014, with funding in the amount of \$300,000.

Recommendation:

It is recommended the Board of Trustees:

- a) authorize the district, on behalf of Fresno City College, to enter into a grant agreement with the California Community Colleges Chancellor's Office for the Information, Communication, Technology Digital Media Sector Navigator grant for the period July 1, 2013, through June 30, 2014, with funding in the amount of \$300,000;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration, to sign the agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT:	Consideration to Authorize Agreement with California Community Colleges Chancellor's Office for the Regional Consortia Grant	ITEM NO.	13-103G
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EXHIBIT: None

Background:

The district has received notice of a grant award from the California Community Colleges Chancellor's Office for the Regional Consortia. This grant provides funding for open and timely communication regarding Consortium goals/objectives, activities, and projects; and to solicit input, support, and assistance from community partners on behalf of member colleges. Additionally, the grant will focus on joint planning and participation in events that address industry certifications and/or faculty professional development and integration of basic skills.

The grant agreement is for the period July 1, 2013, through June 30, 2014, with funding in the amount of \$220,000.

Recommendation:

It is recommended the Board of Trustees:

- a) authorize the district, on behalf of State Center Consortium, to enter into an agreement with the California Community Colleges Chancellor's Office for the Regional Consortia Grant for the period July 1, 2013, through June 30, 2014, with funding in the amount of \$220,000;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign the agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Accept Construction Project, ITEM NO. 13-104G
 Boiler Replacement, Fresno City College

EXHIBIT: None

Background:

The project for boiler replacement at Fresno City College is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended the Board of Trustees:

- a) accept the project for boiler replacement at Fresno City College; and
- b) authorize the chancellor or her designee to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Accept Construction Project, ITEM NO. 13-105G
 Energy Management System Upgrade,
 Fresno City College

EXHIBIT: None

Background:

The project for the energy management system upgrade at Fresno City College is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended the Board of Trustees:

- a) accept the project for energy management system upgrade at Fresno City College; and
- b) authorize the chancellor or her designee to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Appoint District Representative, ITEM NO. 13-106G
Fresno Area Self-Insurance Benefits Organization

EXHIBIT: None

Background:

The Fresno Area Self-Insurance Benefits Organization (FASBO) is established as a joint powers agency with three member districts. Each member district has three representatives and one alternate representative on FASBO, appointed by their respective boards. The current representatives for the district are Trustee John Leal, Vice Chancellor Ed Eng, Benefits Specialist Alaina Holt, and Associate Vice Chancellor Diane Clerou as alternate.

It is recommended that Associate Vice Chancellor Diane Clerou be appointed as a district representative and Benefits Coordinator Frances Garza be named as an alternate representative to the FASBO board. As you recall, Benefits Specialist Holt was previously on the board, however, she has left service with the district and has been replaced by Benefits Coordinator Frances Garza. The benefits specialist position was upgraded to benefits coordinator at the November 7, 2013 board meeting. With this appointment, the district will continue to have full representation (Trustee Leal, Vice Chancellor Eng, and Associate Vice Chancellor Diane Clerou), including alternate (Frances Garza), on the FASBO board.

Recommendation:

It is recommended the Board of Trustees appoint Associate Vice Chancellor Diane Clerou as a district representative and Benefits Coordinator Frances Garza as an alternate representative to the Fresno Area Self-Insurance Benefits Organization board effective December 11, 2013.

STATE CENTER COMMUNITY COLLEGE DISTRICT
 1525 E. Weldon
 Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Curriculum
 Proposals, Fall 2013 through Spring 2014,
 Fresno City College and Reedley College

ITEM NO. 13-107G

EXHIBIT: Curriculum Proposals for Fresno City College and Reedley College

Background:

The new courses, course revisions, new programs, and program revisions being presented by the colleges have been reviewed by the appropriate curriculum committees as part of the curriculum approval process. They have also been reviewed and approved for presentation to the board by the District Educational Coordination and Planning Committee. The following are hereby submitted:

FRESNO CITY COLLEGE			REEDLEY COLLEGE		
Voc	Non-Voc		Voc	Non-Voc	
3	5	New Programs	2	1	New Programs
18	12	Revised Programs	1	8	Revised Programs
0	0	Deleted Programs	0	0	Deleted Programs
4	9	New Courses	25	4	New Courses
70	146	Revised Courses	27	55	Revised Courses
3	17	Deleted Courses	0	0	Deleted Courses
5	1	Special Studies Courses	0	0	Special Studies Courses
0	2	Distance Learning Courses	0	5	Distance Learning Courses
1	0	New/Renewed Articulation Agreements	0	0	New/Renewed Articulation Agreements

Recommendation:

It is recommended the Board of Trustees approve the Fresno City College and Reedley College curriculum proposals for the Fall 2013 through Spring 2014 semesters, as presented.

Fresno City College

Office of Instruction

PROPOSED NEW PROGRAM

Effective Spring 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

MEDICAL ASSISTANT CLINICIAN (voc)

Certificate of Achievement

Courses added, existing

Medical Assisting 1, Legal and Ethical Concepts

Medical Assisting 2, Pharmacology

Medical Assisting 4, Office Laboratory Procedures

Medical Assisting 5, Diagnostic & Therapeutic Procedures

Medical Assisting 6A, Clinical Training

Medical Assisting 6B, Advanced Training

Medical Assisting 19, Work Experience (Cooperative), Occupational

Fresno City College

Office of Instruction

PROPOSED REVISED PROGRAMS

Effective Spring 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. **ANTHROPOLOGY – ARCHAEOLOGY ARCHAEOLOGICAL TECHNICIAN #7120**
Certificate of Achievement
Course added, new
Anthropology 15, Laboratory Methods in Archaeology
Anthropology 16B, Field Archaeology II
Anthropology 24, Doing Archaeology: Hands-On!
Course, revised
Anthropology 16A, Field Archaeology I
Course deleted (from curriculum)
Anthropology 10, Archaeological Field and Laboratory Methods
2. **ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER**
Associate in Arts
Courses added, existing
English 3H, Honors Critical Reading and Writing
Economics 40H, Honors Introduction to Microeconomics
Economics 50H, Honors Introduction to Macroeconomics
Journalism 16, Race, Gender and the Media
Political Science 2H, Honors American Government
Courses deleted (from program only)
Graphic Communications 41, Visual Communications
Journalism 5, Newspaper Production
Journalism 6, Magazine Production
Journalism 11B, Intermediate Media Writing Practicum
Journalism 12, Online Newspaper Staff
3. **BUSINESS ADMINISTRATION – MANAGEMENT #2181 (voc)**
Associate in Science and Certificate of Achievement
Courses added, existing
Real Estate 40, Real Estate Principles
Real Estate 41, Real Estate Practice
4. **MICROCOMPUTER SOFTWARE SPECIALIST #2705 (voc)**
Associate in Science and Certificate of Achievement
Course added, new
Computer Information Technology 161, Microsoft Windows Skills
5. **SOCIAL WORK #7631 (voc)**
Associate in Science
Courses added, existing
American Indian Studies 31, American Indian Culture
Chicano-Latino Studies 13, Politics and the Chicano-Latino Community
Communication 4, Persuasion
Communication 8, Group Communication

Communication 25, Argumentation
Economics 25, Introduction to Economics
Economics 40, Introduction to Microeconomics
Economics 40H, Honors Introduction to Microeconomics
Economics 50, Introduction to Macroeconomics
Economics 50H, Honors Introduction to Macroeconomics
Philosophy 1A, Theories of Knowledge and Reality
Philosophy 1C, Ethics
Philosophy 6, Symbolic Logic

Courses deleted (from program only)

American Indian Studies 32, American Indian History
Chicano-Latino Studies 14, Sociology of the Mexican American Community
Chicano-Latino Studies 30, The Mexican American Family: Social and Psychological Perspectives
Sociology 2, American Minority Groups
Sociology 14, Sociology of the Mexican American Community
Sociology 160, Basic Sociology

6. **SOCIAL WORK #7631 (voc)**

Certificate of Achievement

Courses added, existing

American Indian Studies 31, American Indian Culture
Chicano-Latino Studies 13, Politics and the Chicano-Latino Community
Communication 4, Persuasion
Communication 8, Group Communication
Communication 25, Argumentation
Economics 25, Introduction to Economics
Economics 40, Introduction to Microeconomics
Economics 40H, Honors Introduction to Microeconomics
Economics 50, Introduction to Macroeconomics
Economics 50H, Honors Introduction to Macroeconomics
Philosophy 6, Symbolic Logic

Courses deleted (from program only)

American Indian Studies 32, American Indian History
Chicano-Latino Studies 14, Sociology of the Mexican American Community
Chicano-Latino Studies 30, The Mexican American Family: Social and Psychological Perspectives
Sociology 2, American Minority Groups
Sociology 14, Sociology of the Mexican American Community
Sociology 160, Basic Sociology

Program description or non-course changes made to the following degrees and certificates:

Associate in Arts in History for Transfer

Fresno City College

Office of Instruction

PROPOSED NEW COURSES

Effective Spring 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Anthropology 15, Laboratory Methods in Archaeology, 3 units, 1.5 lecture hours, 4.5 lab hours. Prerequisite: Anthropology 1, 2, 2H, 3, or 4 with a minimum grade of "C" or better. Advisory: Eligibility for English 1A recommended. Mathematics 102 and 250 recommended.**

The archaeological laboratory and its relationship to archaeological project development and organization; artifact identification, analysis, and cataloging processes including lithic, ceramic, bone, historic and other artifact types. **(unique)**

2. **Anthropology 16B, Field Archaeology II, 2 units, 1 lecture hour, 3 lab hours. Prerequisite: Anthropology 4 and 16A. Advisory: Eligibility for English 1A recommended. Mathematics 102 and 250 recommended.**

A second experience in archaeological field work. Continues development of practical skills in archaeological field work with the addition of higher level responsibilities. **(unique)**

3. **Anthropology 24, Doing Archaeology: Hands-On!, 1 unit, 3 lab hours. Corequisite: Anthropology 4. Advisory: Eligibility for English 1A recommended. Mathematics 102 and 250 recommended**

Hands-on experience in archaeology: artifact identification; compass use; survey methods; unit, site, and feature mapping; setting up archaeological excavation units; introduction to topographic maps and their use in archaeology especially the use of the Universal Transverse Mercator and Public Lands Survey grid systems. Introduction to site record forms. **(unique)**

CREDIT, DEGREE APPLICABLE, NONTRANSFERABLE

Computer Information Technology 161, Microsoft Windows Skills, 1 unit, 0.5 lecture hour, 1.5 lab hours, (Pass/No Pass). Prerequisite: None.

Intended for students new to Microsoft Windows or with existing knowledge using an older version of Windows. Designed to improve current skills and learn additional features of Windows Explorer. **(unique)**

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PROPOSED REVISED COURSES

Effective Spring 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Anthropology 6, Field Archaeology, 1-3 units, 1-2 lecture hours, 3-9 lab hours.** Revised course number to **16A**. Revised course title to **Field Archaeology I**. Revised course units to **2**. Revised course hours to **1 lecture hour, 3 lab hours**. Revised advisory to read: **Advisory: Eligibility for English 1A recommended. Mathematics 102 and 250 recommended.** Revised course description and methods of evaluation. **(unique)**
2. **English 1A, Reading and Composition, 4 units, 4 lecture hours.** Revised course objectives, texts, out-of-class assignments, and methods of evaluation. **(In lieu of RC's ENGL 1A)**
3. **English 1AH, Honors Reading and Composition, 4 units, 4 lecture hours, (Formerly HONORS 1E).** Revised course objectives, texts, out-of-class assignments, and methods of evaluation. **(In lieu of RC's ENGL 1AH)**
4. **English 46B, English Literature from 1800 to the Present, 3 units, 3 lecture hours.** Revised course texts. **(In lieu of RC's ENGL 46B)**
5. **English 48A, Introduction to American Literature to World War I, 3 units, 3 lecture hours.** Revised course description, objectives, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
6. **English 48B, Introduction to American Literature from World War I to the Present, 3 units, 3 lecture hours.** Revised course description, objectives, texts, methods of evaluation, methods of instruction, and student learning outcomes. **(unique)**
7. **Geology 9, Introduction to Earth Science, 4 units, 3 lecture hours, 2 lab hours.** Revised advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts and content. **(In lieu of RC's GEOL 9)**
8. **History 12, History of the United States since 1877, 3 units, 3 lecture hours.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, and content. **(In lieu of RC's HIST 12)**
9. **History 12H, Honors History of the United States since 1877, 3 units, 3 lecture hours.** Revised course objectives, out-of-class assignments, methods of evaluation, and content. **(In lieu of RC's HIST 12)**
10. **History 17, History of the Muslim World to 1405, 3 units, 3 lecture hours.** Requesting CSU-GE and IGETC placement. **(unique)**
11. **History 20, World History I, to 1600, 3 units, 3 lecture hours.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(In lieu of RC's HIST 20)**

12. **History 30, California History, 3 units, 3 lecture hours.** Revised course texts and methods of evaluation. **(unique)**
13. **Journalism 11B, Intermediate Media Writing Practicum, 3 units, 2 lecture hours, 3 lab hours.** Revised course objectives, methods of evaluation, and content. **(voc) (unique)**
14. **Journalism 12, Online Newspaper Staff, 3 units, 2 lecture hours, 3 lab hours.** Revised course objectives, methods of evaluation, content, and student learning outcomes. **(voc) (unique)**
15. **Mathematics 7, Introduction to Differential Equations, 4 units, 4 lecture hours.** Revised advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC'S MATH 7)**
16. **Mathematics 26, Elementary Linear Algebra, 3 units, 3 lecture hours.** Revised advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, content, methods of instruction, and student learning outcomes. **(unique)**
17. **Philosophy 5, Philosophy of Religion, 3 units, 3 lecture hours.** Revised course texts and content. **(unique)**
18. **Physical Education 62, Introduction to Kinesiology, 3 units, 3 lecture hours, (Formerly Physical Education 22 and Physical Education PRE 35).** Revised course objectives, out-of-class assignments, methods of evaluation, and content. **(In lieu of RC's PE 22)**
19. **Portuguese 1, Beginning Portuguese, 5 units, 5 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description. **(unique)**
20. **Work Experience 19, Work Experience (Cooperative), General, 1-3 units.** Revised course units to **1-6 units.** Revised course description, texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(In lieu of RC' COTR 19G)**

NONCREDIT

Theatre Arts 348, Senior Play Production, 1 lecture hours, 9 lab hours, (16 weeks), (Unlimited Repeats), (Formerly Theatre Arts 80). Revised course advisory to read: **Advisory: Theatre Arts 347.** Revised course description, texts, out-of-class assignments, and student learning outcomes. **(unique)**

Fresno City College

Office of Instruction

PROPOSED DELETED COURSES

Effective Spring 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Anthropology 10, Archaeological Field and Laboratory Methods, 4 units, 3 lecture hours, 3 lab hours. (unique)**
Not acceptable for TMC as first proposed.
2. **Business Administration 8, Business Protocol and Etiquette, 3 units, 3 lecture hours. (voc) (unique)**
Course has not been offered in over eight years.
3. **Interdisciplinary Studies 7, Museum Studies, 3 units, 3 lecture hours, (Formerly Anthropology 7). (unique)**
Course has never been offered.

Fresno City College

Office of Instruction

PROPOSED NEW PROGRAM

Effective Summer 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

Construction (voc)

Certificate of Achievement

Courses added, new

Construction 60, Energy Efficient Remodeling

Construction 65, Fundamental Construction Elements

Courses added, existing

Construction 51, Residential Construction: Foundations and Framing

Construction 53, Residential Construction: Exterior and Interior

Construction 56A, Residential Plumbing 1

Construction 56AL, Residential Plumbing Lab 1

Construction 56B, Residential Plumbing 2

Construction 56BL, Residential Plumbing Lab 2

Construction 175A, Residential Wiring 1

Construction 175AL, Residential Wiring Lab 1

Construction 175B, Residential Wiring 2

Construction 175BL, Residential Wiring Lab 2

Fresno City College

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PROPOSED NEW COURSES

Effective Summer 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Chemistry 42, Topics in Chemical Education, 1-4 units, 1-4 lecture hours, (Pass/No Pass).**
Advisory: Eligibility for English 1A recommended.
Chemistry field studies of such topics as the history of chemistry, applications of chemistry, etc. as they relate to an international location such as England, Scotland, Sweden, Denmark, etc. Required field trips. Additional costs for travel abroad. **(unique)**
2. **Construction 60, Energy Efficient Remodeling, 8 units, 4 lecture hours, 13 lab hours.**
Advisory: Construction 50A and 50B or Construction 53 or Construction 65.
Cosmetic and Structural residential improvements with an emphasis on improving energy efficiency. To be hands on in an existing home. **(voc) (unique)**

Fresno City College

Office of Instruction

PROPOSED NEW PROGRAMS

Effective Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER

Associate in Arts

Course added, new

Music 7C, Ear Training: Level III

Music 7D, Ear Training: Level IV

Courses revised

Music 1A, Music Theory I

Music 1B, Music Theory II

Music 2A, Music Theory III

Music 2B, Music Theory IV

Music 7A, Ear Training I

Music 7B, Ear Training: Level II

Music 22, Intermediate/Advanced Piano

Music 26, Intermediate/Advanced Voice

Music 29, Intermediate/Advanced Guitar

Music 30, College Choir

Music 34, Fresno Chorale

Music 40, Concert Band

Music 41, Jazz Ensemble

Music 42A, Intermediate/Advanced Brass (Brass Choir)

Music 42B, Intermediate/Advanced Woodwinds (Woodwind Choir)

Music 42C, Intermediate/Advanced Strings (String Orchestra)

Music 42D, Intermediate/Advanced Percussion (Percussion Ensemble)

Music 46, Symphony Orchestra

Music 60, Symphonic Choir

Music 61, A Cappella Choir

Music 68, Symphonic Band

Music 69, Wind Band

Music 70, Contemporary Jazz Ensemble

Music 71, Lab Jazz Ensemble

Music 73A, Intermediate/Advanced Chamber Ensemble (Brass)

Music 73B, Intermediate/Advanced Chamber Ensemble (Woodwinds)

Music 73C, Intermediate/Advanced Chamber Ensemble (Strings)

Music 73D, Intermediate/Advanced Chamber Ensemble (Percussion)

Music 74A, Intermediate/Advanced Brass Performance Practices

Music 74B, Intermediate/Advanced Woodwind Performance Practices

Music 74C, Intermediate/Advanced String Performance Practices

Music 74D, Intermediate/Advanced Percussion Performance Practices

Music 75, Community Orchestra

Music 76, College Philharmonic Orchestra

2. ASSOCIATE IN ART IN SPANISH FOR TRANSFER

Associate in Arts

Courses added, existing

Spanish 1, Beginning Spanish
 Spanish 2, High-Beginning Spanish
 Spanish 3, Intermediate Spanish
 Spanish 3NS, Intermediate Spanish for Spanish Speakers
 Spanish 4, High-Intermediate Spanish
 Spanish 4NS, High-Intermediate Spanish for Spanish Speakers
 Spanish 5, The Short Story: Mexico, Spain, and the U.S.
 Spanish 6, The Short Story: Latin America
 Spanish 7, Advanced Spanish: Composition and Grammar
 Spanish 8, Advanced Spanish Conversation

3. **ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER**

Associate in Arts

Courses revised

Art 3, Two-Dimensional Design
 Art 4, Three-Dimensional Design
 Art 5, Art History 1
 Art 5H, Honors Art History 1
 Art 6, Art History 2
 Art 6H, Honors Art History 2
 Art 7, Beginning Drawing
 Art 8, Beginning Figure Drawing and Anatomy
 Art 9, Beginning Painting: Oil/Acrylic
 Art 10, Beginning Ceramics
 Art 11, Beginning Sculpture
 Art 12A, Craft Workshop: Living Traditions
 Art 12B, Intermediate Craft Workshop: Living Traditions
 Art 13, Beginning Watercolor Painting
 Art 14, Beginning Printmaking
 Art 15, Ceramic Sculpture
 Art 17, Intermediate Drawing
 Art 18, Intermediate Figure Drawing and Anatomy
 Art 19, Intermediate Painting: Oil/Acrylic
 Art 20, Intermediate Ceramics
 Art 21, Intermediate Sculpture
 Art 22B, Craft Workshop: Concepts in Fibers
 Art 24A, Intaglio Printmaking
 Art 24C, Relief Printmaking
 Art 24D, Screenprinting
 Art 29, Advanced Painting: Oil/Acrylic
 Art 32A, Beginning Jewelry and Metalsmithing
 Art 55, Introduction to Asian Art

4. **ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER**

Associate in Science

Courses added, existing

Criminology 13, The Constitution and Your Individual Rights
 Mathematics 42, Statistics for the Behavioral Sciences
 Psychology 2, General Psychology
 Psychology 2H, Honors General Psychology
 Psychology 42, Statistics for the Behavioral Sciences
 Sociology 1A, Introduction to Sociology
 Sociology 1AH, Honors Introduction to Sociology

Courses revised

Criminology 1, Introduction to Criminology
 Criminology 3, Legal Aspects of Evidence

Criminology 4, Principles & Procedures of the Justice System
Criminology 5, Community Relations
Criminology 6, Concepts of Criminal Law
Criminology 8, Criminal Investigation
Criminology 9, Crime Scene Forensics Evidence
Criminology 11, Juvenile Delinquency
Criminology 20, Introduction to Corrections

5. **CHEMISTRY**

Associate in Science

Course added, existing

Mathematics 5A, Mathematical Analysis I
Physics 4A, Physics for Scientists and Engineers
Physics 4B, Physics for Scientists and Engineers
Physics 4C, Physics for Scientists and Engineers

Courses revised

Chemistry 1A, General Chemistry
Chemistry 1B, General Chemistry and Qualitative Analysis
Chemistry 28A, Organic Chemistry I
Chemistry 28B, Organic Chemistry II
Chemistry 29A, Organic Chemistry Laboratory I
Chemistry 29B, Organic Chemistry Lab II

6. **VISUAL COMMUNICATIONS (voc)**

Certificate

Courses added, existing

Photography 23, Photoshop 2: Digital Darkroom
Photography 40, Professional Photographic Practices

Courses revised

Graphic Communications 20 Applied Graphics
Graphic Communications 41, Visual Communications

Fresno City College

Office of Instruction

PROPOSED REVISED PROGRAMS

Effective Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. **ANTHROPOLOGY #7100**

Associate in Arts

Courses added, new

Anthropology 15, Laboratory Methods in Archaeology

Anthropology 16B, Field Archaeology II

Anthropology 24, Doing Archaeology: Hands-On!

Courses revised

Anthropology 16A, Field Archaeology I

Course deleted (from curriculum)

Anthropology 10, Archaeological Field and Laboratory Methods

2. **ART #5205**

Associate in Arts

Courses added, existing

Art 36A, Intermediate Wheel Throwing

Art 38A, Intermediate Hand-Building

Courses, revised

Art 3, Two-Dimensional Design

Art 4, Three-Dimensional Design

Art 5, Art History 1

Art 5H, Honors Art History 1

Art 6, Art History 2

Art 6H, Honors Art History 2

Art 7, Beginning Drawing

Art 8, Beginning Figure Drawing and Anatomy

Art 9, Beginning Painting: Oil/Acrylic

Art 10, Beginning Ceramics

Art 11, Beginning Sculpture

Art 12A, Craft Workshop: Living Traditions

Art 12B, Intermediate Craft Workshop: Living Traditions

Art 13, Beginning Watercolor Painting

Art 14, Beginning Printmaking

Art 15, Ceramic Sculpture

Art 16, Life Painting

Art 17, Intermediate Drawing

Art 18, Intermediate Figure Drawing and Anatomy

Art 19, Intermediate Painting: Oil/Acrylic

Art 20, Intermediate Ceramics

Art 21, Intermediate Sculpture

Art 22B, Craft Workshop: Concepts in Fiber

Art 23, Intermediate Watercolor Painting

Art 24A, Intaglio Printmaking

Art 24B, Lithograph Printmaking

Art 24C, Relief Printmaking

Art 24D, Screenprinting
Art 25, Mural Painting
Art 28, Advanced Figure Drawing and Anatomy
Art 29, Advanced Painting: Oil/Acrylic
Art 32A, Beginning Jewelry and Metalsmithing
Art 31, Advanced Sculpture
Art 32B, Intermediate Jewelry and Metalsmithing
Art 55, Introduction to Asian Art
Art 60, Pre-Columbian Art
Course deleted (from curriculum)
Art 49, Studio Topics: Art Exhibition and Presentation Practices

3. **ART – STUDIO ART #5210**

Certificate of Achievement

Courses added, existing

Art 36A, Intermediate Wheel Throwing
Art 38A, Intermediate Hand-Building

Courses revised

Art 3, Two-Dimensional Design
Art 4, Three-Dimensional Design
Art 7, Beginning Drawing
Art 8, Beginning Figure Drawing and Anatomy
Art 9, Beginning Painting: Oil/Acrylic
Art 10, Beginning Ceramics
Art 11, Beginning Sculpture
Art 12A, Craft Workshop: Living Traditions
Art 12B, Intermediate Craft Workshop: Living Traditions
Art 13, Beginning Watercolor Painting
Art 14, Beginning Printmaking
Art 15, Ceramic Sculpture
Art 16, Life Painting
Art 17, Intermediate Drawing
Art 18, Intermediate Figure Drawing and Anatomy
Art 19, Intermediate Painting: Oil/Acrylic
Art 20, Intermediate Ceramics
Art 21, Intermediate Sculpture
Art 22B, Craft Workshop: Concepts in Fiber
Art 23, Intermediate Watercolor Painting
Art 24A, Intaglio Printmaking
Art 24B, Lithography Printmaking
Art 24C, Relief Printmaking
Art 24D, Screenprinting
Art 25, Mural Painting
Art 28, Advanced Figure Drawing and Anatomy
Art 29, Advanced Painting: Oil/Acrylic
Art 31, Advanced Sculpture
Art 32A, Beginning Jewelry and Metalsmithing
Art 32B, Intermediate Jewelry and Metalsmithing

Courses deleted (from program only)

Art 2, Art Appreciation
Art 5, Art History 1
Art 5H, Honors Art History 1
Art 6, Art History 2
Art 6H, Honors Art History 2

Courses deleted (from curriculum)

Art 49, Studio Topics: Art Exhibition and Presentation Practices

4. **ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER**

Associate in Arts

Courses added, new

Anthropology 15, Laboratory Methods in Archaeology

Anthropology 16B, Field Archaeology II

Anthropology 24, Doing Archaeology: Hands-On!

Courses added, existing

Anthropology 16A, Field Archaeology I

Anthropology 28, Ancient Mexico

Biology 20, Human Anatomy

Chicano-Latino Studies 28, Ancient Mexico

Geology 1, Physical Geology

Geology 1H, Honor Physical Geology

Linguistics 10, Introduction to Language

Mathematics 11, Elementary Statistics

Courses revised

Anthropology 16A, Field Archaeology I

Course deleted (from curriculum)

Anthropology 10, Archaeological Field and Laboratory Methods

5. **CHILD DEVELOPMENT ASSOCIATE TEACHER #5614 (voc)**

Certificate of Achievement

Course added, existing

Child Development 1, Principles and Practices of Teaching Young Children

Course deleted (from program only)

Child Development 6, Health, Safety and Nutrition in Early Childhood Education

6. **DANCE #5390**

Associate in Arts

Course added, new

Dance 10B, Pre-Intermediate Modern Dance Technique

Courses added, existing

Dance 13A, Intermediate Ballet Technique

Dance 13B, Pre-Advanced Ballet Technique

Dance 31, Dance Workshop Performance 2

Dance 32, Dance Theatre Performance 2

Theatre Arts 42, Beginning Acting for Theatre Majors

Courses revised

Dance 9, Dance Conditioning

Dance 12B, Beginning Ballet Part 2

Dance 14, Beginning Jazz Dance Technique

Dance 15, Intermediate Jazz Dance Technique

Dance 16, Beginning Tap Dance

Dance 18, Intermediate Tap Dance

Dance 20A, Beginning Modern Dance Composition

Dance 20B, Intermediate Modern Dance Composition

Dance 21, Dance Workshop Performance

Dance 22, Dance Theatre Performance

Dance 28, Intermediate Modern Dance Technique

Dance 30, Dance Appreciation

Courses deleted (from program only)

Dance 10A, Beginning Modern Dance Technique

Dance 12A, Beginning Ballet Part 1

Music 3, Music Fundamentals

Music 12, Music Appreciation

Physical Education 17, Hatha Yoga
Physical Education 20, Athletic Training
Theatre Arts 12, Fundamentals of Oral Interpretation
Theatre Arts 26, Theatre Crafts II
Theatre Arts 28, Introduction to Stage Makeup
Theatre Arts 35, Costume Crafts
Course deleted (from curriculum)
Dance 11, Introduction to Social Dance

7. **DIGITAL MEDIA OPTION – FORMERLY MULTIMEDIA OPTION #8504 (voc)**

Certificate

Course added, existing

Graphic Communications 51, Storyboarding

Courses revised

Graphic Communications 14, Adobe Acrobat Professional

Graphic Communications 22, Digital Media

Graphic Communications 24, Flash Animation

Graphic Communications 27, Digital Video Production

Graphic Communications 33, Flash for the Web

Graphic Communications 34, Introduction to 3-D Animation

Graphic Communications 41, Visual Communications

8. **DIGITAL VIDEO OPTION #8506 (voc)**

Certificate

Course added, existing

Graphic Communications 51, Storyboarding

Courses revised

Graphic Communications 27, Digital Video Production

Graphic Communications 32, Video Technique

Graphic Communications 41, Visual Communications

9. **ENGINEERING #3010**

Associate in Science

Courses revised

Chemistry 1A, General Chemistry

Chemistry 1B, General Chemistry and Qualitative Analysis

Chemistry 3A, Introductory General Chemistry

Chemistry 3B, Introductory Organic & Biological Chemistry

Engineering 1A, Elementary Plane Surveying 1

Engineering 1B, Elementary Plane Surveying 2

Engineering 2, Graphics

Engineering 4, Engineering Materials

Engineering 6, Circuits with Lab

Engineering 8, Statics

Engineering 10, Introduction to Engineering

Engineering 11, Manufacturing Processes

Mathematics 7, Introduction to Differential Equations

10. **GRAPHIC COMMUNICATIONS #8332 (voc)**

Associate in Science and Certificate of Achievement

Courses added, new

Graphic Communications 52, Adobe Light Room

Graphic Communications 53, Adobe After Effects

Courses revised

Graphic Communications 5, Introduction to Macintosh Computer Use

Graphic Communications 10, Introduction to Graphic Communications

Graphic Communications 14, Adobe Acrobat Professional
 Graphic Communications 15, Web Page Construction
 Graphic Communications 16, Web Design
 Graphic Communications 17, Adobe Illustrator
 Graphic Communications 18, Production Methods
 Graphic Communications 20, Applied Graphics
 Graphic Communications 22, Multimedia I
 Graphic Communications 23, Digital Media 2
 Graphic Communications 24, Flash Animation
 Graphic Communications 27, Digital Video Production
 Graphic Communications 30, Adobe InDesign/Professional Publishing
 Graphic Communications 31, Photoshop for Graphics
 Graphic Communications 32, Video Techniques
 Graphic Communications 33, Flash for the Web
 Graphic Communications 34, Introduction to 3-D Animation
 Graphic Communications 39A, Graphic Design I
 Graphic Communications 40A, Graphic Design II
 Graphic Communications 41, Visual Communications
Course deleted (from curriculum)
 Graphic Communications 13, Introduction to Image Capture/Scanning

11. **GRAPHIC DESIGN OPTION #8501 (voc)**

Associate in Science and Certificate of Achievement

Courses revised

Art 7, Beginning Drawing
 Graphic Communications 5, Introduction to Macintosh Computer Use
 Graphic Communications 10, Introduction to Graphic Communications
 Graphic Communications 14, Adobe Acrobat Professional
 Graphic Communications 15, Web Page Construction
 Graphic Communications 17, Adobe Illustrator
 Graphic Communications 18, Production Methods
 Graphic Communications 20, Applied Graphics
 Graphic Communications 22, Digital Media
 Graphic Communications 24, Flash Animation
 Graphic Communications 30, Adobe InDesign/Professional Publishing
 Graphic Communications 31, Photoshop for Graphics
 Graphic Communications 39A, Graphic Design I
 Graphic Communications 40A, Graphic Design II
 Graphic Communications 41, Visual Communications

Course deleted (from program only)

Business Administration 51, Business Planning and New Venture Launch

Course deleted (from curriculum)

Graphic Communications 13, Introduction to Image Capture/Scanning

12. **JAZZ PERFORMANCE**

Certificate

Course added, existing

Music 92, Vocal Jazz Ensemble

Courses revised

Music 1A, Music Theory I
 Music 41, Jazz Ensemble
 Music 70, Contemporary Jazz Ensemble
 Music 71, Lab Jazz Ensemble

13. **LIBERAL ARTS WITH AN EMPHASIS IN ANTHROPOLOGY/ECONOMICS/GEOGRAPHY #5107**

Associate in Arts

Course added, existing

Anthropology 4, Introduction to Archaeology

14. NURSING, REGISTERED #4520 (voc)

Associate in Science

Courses revised

Registered Nursing 19, Work Experience (Cooperative), Occupational

Registered Nursing 31, Foundations and Introduction to Medical-Surgical Nursing

Registered Nursing 32, Foundations and Introduction to Medical-Surgical Nursing Clinical

Registered Nursing 32A, Foundations and Introduction to Medical-Surgical Nursing Skills

Registered Nursing 33, Transcultural Health Care

Registered Nursing 35A, Pharmacology A: Introduction to Pharmacology

Registered Nursing 35B, Pharmacology B: Nursing Pharmacological Applications

Registered Nursing 41, Nursing Care of the Adult with Common Health Problems

Registered Nursing 42, Nursing Care of the Adult with Common Health Problems Clinical

Registered Nursing 42A, Nursing Care of the Adult with Common Health Problems Skills

Registered Nursing 45, Nursing Care of the Childbearing Family Theory

Registered Nursing 46, Nursing Care of the Childbearing Family Clinical

Registered Nursing 51, Nursing Care of the Adult with Complex Health Problems

Registered Nursing 52, Nursing Care of the Adult and Older Adult with Complex Health Problems Clinical

Registered Nursing 52A, Nursing Care of the Adult and Older Adult with Complex Health Problems Skills

Registered Nursing 53, Nursing Care of the Older Adult

Registered Nursing 55, Nursing Care of Infants and Children

Registered Nursing 56, Nursing Care of Infants and Children Clinical

Registered Nursing 61, Nursing Care of the Critically Ill Adult and Coordinator of Care

Registered Nursing 62, Nursing Care of the Critically Ill Adult and Coordinator of Care Clinical

Registered Nursing 62A, Nursing Care of the Critically Ill Adult Skills

Registered Nursing 65, Nursing Care of the Client with Behavioral and Emotional Disorders

Registered Nursing 66, Nursing Care of the Client with Behavioral and Emotional Disorders Clinical

Registered Nursing 105, Medication Math

Registered Nursing 107, Introduction to Nursing Process

Course deleted (from program only)

Registered Nursing 201, NCLEX-RN

15. VOCAL PERFORMANCE

Certificate

Course added, existing

Music 92, Vocal Jazz Ensemble

Courses revised

Music 1A, Music Theory I

Music 26, Intermediate/Advanced Voice

Music 30, College Choir

Music 60, Symphonic Choir

Music 61, A Cappella Choir

16. WEB DESIGN #8502 (voc)

Certificate of Achievement

Courses revised

Graphic Communications 15, Web Page Construction 1

Graphic Communications 16, Projects/Web Page Construction 2

Graphic Communications 24, Flash Animation

Graphic Communications 25, Specialized Web Techniques

Graphic Communications 33, Flash for the Web
Graphic Communications 41, Visual Communications

Program description or non-course changes made to the following degrees and certificates:

1. Early Intervention Assistant #5617, Associate Degree
2. Early Intervention Assistant #5617, Certificate of Achievement

Fresno City College

Office of Instruction

PROPOSED NEW COURSES

Effective Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Construction 65, Fundamental Construction Elements, 3 units, 3 lecture hours. Advisory: Eligibility for English 1A recommended. Applied Technology 130 recommended.**
Introductory skills in residential construction including OSHA 10 certification, basic drafting, computer applications, construction calculations and construction equipment. **(voc) (unique)**
2. **Dance 10B, Pre-Intermediate Modern Dance Technique, 1 unit, 3 lab hours. Prerequisite: Dance 10A or appropriate dance experience as determined by the instructor. Advisory: Eligibility for English 1A recommended.**
Pre-intermediate modern dance exercises and improvisations involving body movement, rhythm, design, dynamics, technique, and expression. Body conditioning exercises for posture, strength, and flexibility. **(unique)**
3. **Graphic Communications 52, Adobe Lightroom, 2 units, 4 lecture hours, (9 weeks). Advisory: Eligibility for English 1A recommended.**
Production digital image management and adjustment with Adobe Lightroom. Fulfills computer literacy graduation requirement. **(voc) (unique)**
4. **Graphic Communications 53, Adobe After Effects, 3 units, 2 lecture hours, 3 lab hours. Advisory: Eligibility for English 1A recommended.**
Introduction to motion graphics and video post-processing using Adobe After Effects. Projects incorporate a series of techniques used to create video special effects. Fulfills computer literacy graduation requirement. **(voc) (unique)**
5. **Music 7C, Ear Training: Level III, 1 unit, 1 lecture hour, 1 lab hour. Prerequisite: Music 7B. Corequisite: Music 2A. Advisory: Eligibility for English 1A recommended.**
Develops the materials of Music Theory III through ear training, sight singing, analysis, and dictation. **(unique)**
6. **Music 7D, Ear Training: Level IV, 1 unit, 1 lecture hour, 1 lab hour. Prerequisite: Music 7C. Corequisite: Music 2B. Advisory: Eligibility for English 1A recommended.**
Develops materials of Music Theory IV through ear training, sight singing, analysis, and dictation. **(unique)**

NONCREDIT

Theatre Arts 347, Senior Musical Theatre Skills, 3 lab hours, (Pass/No Pass), (Unlimited Repeats). Prerequisite: Students must meet the minimum age requirement to audition for "New Wrinkles".

Builds skills in musical theatre such as singing, dancing and/or acting. Intended to help students considering auditioning and performing in the annual "New Wrinkles" production at Fresno City College. **(unique)**

Fresno City College

Office of Instruction

PROPOSED REVISED COURSES

Effective Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Accounting 4A, Financial Accounting, 4 units, 4 lecture hours, 1 lab hour.** Revised course prerequisite to **None**. Revised course advisory to read: **Advisory: Eligibility for English 1A and Mathematics 201 recommended. Enrolled or previously completed Computer Information Technology 12 or 15.** Revised course texts. **(voc) (In lieu of RC's ACCTG 4A)**
2. **Art 2, Art Appreciation, 3 units, 3 lecture hours, (Formerly Art 10).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, and methods of instruction. **(In lieu of RC's ART 2)**
3. **Art 3, Two-Dimensional Design, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(In lieu of RC's ART 3)**
4. **Art 4, Three-Dimensional Design, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, content, and methods of instruction. **(In lieu of RC's ART 4)**
5. **Art 5, Art History 1, 3 units, 3 lecture hours, (Formerly Art 25).** Revised course objectives, texts, out-of-class assignments, and content. **(In lieu of RC's ART 5)**
6. **Art 5H, Honors Art History 1, 3 units, 3 lecture hours, (Formerly Honors 5A).** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, and content. **(In lieu of RC's ART 5)**
7. **Art 6, Art History 2, 3 units, 3 lecture hours, (Formerly Art 26).** Revised course description, objectives, texts, out-of-class assignments, and content. **(In lieu of RC's ART 6)**
8. **Art 6H, Honors Art History 2, 3 units, 3 lecture hours, (Formerly Honors 6A).** Revised course advisory to read: **Advisory: English 1AH. Meet the qualifications for consideration for acceptance into the Honors Program recommended. See Honors Program listing in the college catalog.** Revised course description, objectives, texts, out-of-class assignments, and content. **(In lieu of RC's ART 6H)**
9. **Art 7, Beginning Drawing, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 7A).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(In lieu of RC's ART 4)**
10. **Art 8, Beginning Figure Drawing and Anatomy, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 8A).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**

11. **Art 9, Beginning Painting: Oil/Acrylic, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 14A).** Revised course advisory to read: **Advisory: Art 3 and 7 and eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, content, and methods of instruction. **(In lieu of RC's ART 9)**
12. **Art 10, Beginning Ceramics, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 11A).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC's ART 10)**
13. **Art 11, Beginning Sculpture, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 17A).** Revised course advisory to read: **Advisory: Art 4. Eligibility for English 1A and Mathematics 201 recommended.** Revised course texts. **(unique)**
14. **Art 12A, Craft Workshop: Living Traditions, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 48 and 12).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, methods of evaluation, content, and methods of instruction. **(unique)**
15. **Art 12B, Intermediate Craft Workshop: Living Traditions, 3 units, 2 lecture hours, 4 lab hours.** Revised course texts and content. **(unique)**
16. **Art 13, Beginning Watercolor Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Art 3 and 7 and eligibility for English 1A recommended.** Revised course texts, methods of evaluation, content, and methods of instruction. **(In lieu of RC's ART 13)**
17. **Art 14, Beginning Printmaking, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 23).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, and content. **(unique)**
18. **Art 15, Ceramic Sculpture, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 12).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course out-of-class assignments and methods of evaluation. **(unique)**
19. **Art 16, Life Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(unique)**
20. **Art 17, Intermediate Drawing, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 7B).** Revised course out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC's ART 17)**
21. **Art 18, Intermediate Figure Drawing and Anatomy, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 8B).** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
22. **Art 19, Intermediate Painting: Oil/Acrylic, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 14B).** Revised course texts, out-of-class assignments, content, and methods of instruction. **(In lieu of RC's ART 19)**

23. **Art 20, Intermediate Ceramics, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 11B).** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC's ART 20)**
24. **Art 21, Intermediate Sculpture, 3 units, 2 lecture hours, 4 lab hours. (Formerly Art 17B).** Revised course out-of-class assignments. **(unique)**
25. **Art 22B, Craft Workshop: Concepts in Fibers, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(unique)**
26. **Art 23, Intermediate Watercolor Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised course texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(In lieu of RC's ART 23)**
27. **Art 24A, Intaglio Printmaking, 3 units, 2 lecture hours, 4 lab hours.** Revised course objectives, texts, out-of-class assignments, content, and methods of instruction. **(unique)**
28. **Art 24B, Lithograph Printmaking, 3 units, 2 lecture hours, 4 lab hours.** Revised course objectives, texts, out-of-class assignments, and content. **(In lieu of RC's ART 19)**
29. **Art 24C, Relief Printmaking, 3 units, 2 lecture hours, 4 lab hours.** Revised course objectives, texts, out-of-class assignments, content, and methods of instruction. **(unique)**
30. **Art 24D, Screenprinting, 3 units, 2 lecture hours, 4 lab hours.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(unique)**
31. **Art 25, Mural Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, content, and methods of instruction. **(unique)**
32. **Art 28, Advanced Figure Drawing and Anatomy, 3 units, 2 lecture hours, 4 lab hours.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
33. **Art 29, Advanced Painting: Oil/Acrylic, 3 units, 2 lecture hours, 4 lab hours.** Revised course texts, out-of-class assignments, content, and methods of instruction. **(unique)**
34. **Art 31, Advanced Sculpture, 3 units, 2 lecture hours, 4 lab hours.** Revised course out-of-class assignments and students learning outcomes. **(unique)**
35. **Art 32A, Beginning Jewelry and Metalsmithing, 3 units, 2 lecture hours, 4 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, content, and student learning outcomes. **(unique)**
36. **Art 32B, Intermediate Jewelry and Metalsmithing, 3 units, 2 lecture hours, 4 lab hours.** Revised course out-of-class assignments, content, methods of instruction, and student learning outcomes. **(unique)**
37. **Art 36A, Intermediate Wheel Throwing, 3 units, 2 lecture hours, 4 lab hours.** Revised course prerequisite to read: **Prerequisite: Art 20.** Revised courses advisory to **None.** Revised course objectives, texts, methods of evaluation, and content. **(In lieu of RC's ART 36A)**

38. **Art 38A, Intermediate Hand-Building, 3 units, 2 lecture hours, 4 lab hours.** Revised course prerequisite to read: **Prerequisite: Art 20.** Revised courses advisory to **None.** Revised course objectives, texts, methods of evaluation, and content. **(In lieu of RC's ART 38A)**
39. **Art 55, Introduction to Asian Art, 3 units, 3 lecture hours.** Revised course objectives, texts, out-of-class assignments, content, and student learning outcomes. **(unique)**
40. **Art 60, Pre-Columbian Art, 3 units, 3 lecture hours, (See also Chicano-Latino Studies 22).** Revised course title to **Art of the Ancient Americas.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(unique)**
41. **Chemistry 1A, General Chemistry, 5 units, 3 lecture hours, 6 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, and content. **(In lieu of RC's CHEM 1A)**
42. **Chemistry 1B, General Chemistry and Qualitative Analysis, 5 units, 3 lecture hours, 6 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, and content. **(In lieu of RC's CHEM 1B)**
- Chemistry 3A, Introductory General Chemistry, 4 units, 3 lecture hours, 3 lab hours, (Replaces Chemistry 2A-2B).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, content, and student learning outcomes. **(In lieu of RC's CHEM 3A)**
43. **Chemistry 3B, Introductory Organic & Biological Chemistry, 3 units, 2 lecture hours, 3 lab hours, (Replaces Chemistry 3).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(In lieu of RC's CHEM 3B)**
44. **Chemistry 8A, Elementary Organic Chemistry, 3 units, 3 lecture hour.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, methods of evaluation, content, and methods of instruction. **(In lieu of RC's CHEM 8A)**
45. **Chemistry 18L, Elementary Organic Chemistry Lab, 2 units, 6 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, methods of evaluation, and methods of instruction. **(unique)**
46. **Chemistry 20, Practical Quantitative Analysis, 5 units, 2 lecture hours, 9 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts. **(unique)**
47. **Chemistry 28A, Organic Chemistry I, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, methods of evaluation, content, and methods of instruction. **(In lieu of RC's CHEM 28A)**
48. **Chemistry 28B, Organic Chemistry II, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, texts, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC's CHEM 28B)**
49. **Chemistry 29A, Organic Chemistry Laboratory I, 2 units, 6 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, methods of instruction, and student learning outcomes. **(In lieu of RC's CHEM 29A)**

50. **Chemistry 29B, Organic Chemistry Laboratory II, 2 units, 6 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, and methods of instruction. **(In lieu of RC's CHEM 29B)**
51. **Chicano-Latino Studies 22, Pre-Columbian Art, 3 units, 3 lecture hours, (See also Art 60).** Revised course title to **Art of the Ancient Americas.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
52. **Child Development 16, Introduction to Early Intervention, 3 units, 2 lecture hours, 3 lab hours.** Revised course prerequisite to read: **Prerequisite: Child Development 20, verification of freedom from tuberculosis.** Revised course advisory to read: **Advisory: Child Development 17A and 11. Eligibility for English 1A recommended.** **(voc) (In lieu of RC's CHDEV 16)**
53. **Child Development 48, Children with Challenging Behaviors, 3 units, 3 lecture hours.** Revised course title to **Understanding Children's Behavior.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts. **(voc) (unique)**
54. **Computer Aided Manufacturing 15, Computer Aided Machining for CAD Users, 3 units, 2 lecture hours, 3 lab hours.** Revised course prerequisite to read: **Prerequisite: Computer Aided Drafting and Design 14, or 16, or Computer Aided Manufacturing 10.** Revised course texts and student learning outcomes. **(voc) (unique)**
55. **Criminology 1, Introduction to Criminology, 3 units, 3 lecture hours, (Formerly Administration of Justice 1).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, and student learning outcomes. **(voc) (In lieu of RC's CRIM 1)**
- Criminology 3, Legal Aspects of Evidence, 3 units, 3 lecture hours, (Formerly Administration of Justice 3).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, and student learning outcomes. **(voc) (In lieu of RC's CRIM 3)**
56. **Criminology 4, Principles and Procedures of the Justice System, 3 units, 3 lecture hours, (Formerly Administration of Justice 4).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, and student learning outcomes. **(voc) (In lieu of RC's CRIM 4)**
57. **Criminology 5, Community Relations, 3 units, 3 lecture hours, (Formerly Administration of Justice 5).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, and student learning outcomes. **(voc) (In lieu of RC's CRIM 5)**
58. **Criminology 6, Concepts of Criminal Law, 3 units, 3 lecture hours, (Formerly Administration of Justice 6).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, and student learning outcomes. **(voc) (In lieu of RC's CRIM 6)**
59. **Criminology 8, Criminal Investigation, 4 units, 3 lecture hours, 3 lab hours, (Formerly Administration of Justice 8).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, content, and student learning outcomes. **(voc) (In lieu of RC's CRIM 8)**

60. **Criminology 9, Crime Scene Forensic Evidence, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, content, and student learning outcomes. **(voc)**
61. **Criminology 11, Juvenile Delinquency, 3 units, 3 lecture hours, (Formerly Administration of Justice 11).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, and student learning outcomes. **(voc) (In lieu of RC's CRIM 11)**
62. **Criminology 20, Introduction to Corrections, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, and student learning outcomes. **(voc) (In lieu of RC's CRIM 3)**
63. **Dance 9, Dance Conditioning, 1 unit, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(In lieu of RC's DANCE 9)**
64. **Dance 10, Beginning Modern Dance Technique, 1 unit, 3 lab hours, (Formerly Physical Education 4).** Revised course number to **10A.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(In lieu of RC's DANCE 10)**
65. **Dance 12A, Beginning Ballet Part 1, 1 unit, 3 lab hours, (Formerly Dance 12 and Physical Education 26).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, texts, out-of-class assignments, and content. **(unique)**
66. **Dance 12B, Beginning Ballet Part 2, 1 unit, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts and out-of-class assignments. **(unique)**
67. **Dance 13A, Intermediate Ballet Technique, 2 units, 1 lecture hour, 2 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(unique)**
68. **Dance 13B, Pre-Advanced Ballet Technique, 2 units, 1 lecture hour, 2 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, and content. **(unique)**
69. **Dance 14, Beginning Jazz Dance Technique, 1 unit, 3 lab hours, (Formerly Physical Education 27).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, texts, out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(In lieu of RC's DANCE 14)**
70. **Dance 15, Intermediate Jazz Dance Technique, 1 unit, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, and content. **(unique)**
71. **Dance 16, Beginning Tap Dance, 1 unit, 2 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**

72. **Dance 18, Intermediate Tap Dance, 1 unit, 2 lab hours.** Revised course prerequisite to read: **Prerequisite: Dance 16 or appropriate previous tap dance experience as determined by the instructor.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(unique)**
73. **Dance 20A, Beginning Modern Dance Composition, 3 units, 2 lecture hours, 3 lab hours, (Formerly Physical Education 20A).** Revised prerequisite to read: **Prerequisite: Dance 10A.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Dance 10B recommended.** Revised course texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
74. **Dance 20B, Intermediate Modern Dance Composition, 3 units, 2 lecture hours, 3 lab hours, (Formerly Physical Education 20B).** Revised course prerequisite to read: **Prerequisite: Dance 20A.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course content and student learning outcomes. **(unique)**
75. **Dance 21, Dance Workshop Performance, 2-4 units, 1 lecture hour, 3-9 lab hours, (Formerly Physical Education 21).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
76. **Dance 22, Dance Theatre Performance, 2-4 units: 2 units, 1 lecture hour, 3 lab hours; 3 units, 1 lecture hour, 6 lab hours; 4 units, 1 lecture hour, 9 lab hours, (Formerly Physical Education 22).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, content, and methods of instruction. **(unique)**
77. **Dance 26, American College Dance Festival, 2 units, 2 lecture hours, 5 lab hours, (9 weeks).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course repeat justification, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
78. **Dance 28, Intermediate Modern Dance Technique, 1 unit, 3 lab hours.** Revised course units to **2.** Revised courses hours to **1 lecture hour, 2 lab hours.** Revised course prerequisite to read: **Prerequisite: Dance 10B.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(In lieu of RC's DANCE 28)**
79. **Dance 30, Dance Appreciation, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
80. **Dance 31, Dance Workshop Performance 2, 3 units, 1 lecture hour, 5-7 lab hours.** Revised course units to **2-4 units.** Revised course hours to **1 lecture hour, 3-9 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
81. **Dance 32, Dance Theatre Performance 2, 3 units, 1 lecture hour, 5-7 lab hours.** Revised course units to **2-4 units.** Revised course hours to **1 lecture hour, 3-9 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course

- objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
82. **English 15A, Creative Writing: Poetry, 3 units, 3 lecture hours, (Formerly English 15).** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(In lieu of RC's ENGL 15A)**
83. **English 15B, Creative Writing: Fiction, 3 units, 3 lecture hours.** Revised course objectives, texts, out-of-class assignments, methods of instruction, and student learning outcomes. **(In lieu of RC's 15B)**
84. **English 15C, Creative Writing: Playwriting, 3 units, 3 lecture hours, (See also Theatre Arts 15C).** Revised course description, objectives, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(unique)**
85. **English 15D, Creative Writing: Autobiography, 3 units, 3 lecture hours.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(unique)**
86. **Engineering 1A, Elementary Plane Surveying 1, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts and student learning outcomes. **(unique)**
87. **Engineering 1B, Elementary Plane Surveying 2, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, and students learning outcomes. **(unique)**
88. **Engineering 2, Graphics, 4 units, 2 lecture hours, 6 lab hours.** Revised course advisory to read: **Advisory: Mathematics 4A and eligibility for English 1A recommended.** Revised course texts, methods of evaluation, and students learning outcomes. **(In lieu of RC's ENGR 2)**
89. **Engineering 4, Engineering Materials, 3 units, 3 lecture hours, (Formerly Engineering 32).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, and student learning outcomes. **(In lieu of RC's ENGR 4)**
90. **Engineering 6, Circuits with Lab, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, methods of evaluation, content, and student learning outcomes. **(In lieu of RC's ENGR 6)**
91. **Engineering 8, Statics, 3 units, 3 lecture hours, (Formerly Engineering 25).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(In lieu of RC's ENGR 8)**
92. **Engineering 10, Introduction to Engineering, 2 units, 2 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts and student learning outcomes. **(In lieu of RC's ENGR 2)**
93. **Engineering 11, Manufacturing Processes, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, methods of evaluation, and student learning outcomes. **(unique)**
94. **Graphic Communications 5, Introduction to Macintosh Computer Use, 1 unit, 2 lecture hours, (9 weeks), (Formerly Printing Technology 5).** Revised course advisory to read:

- Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
95. **Graphic Communications 10, Introduction to Graphic Communications, 2 units, 2 lecture hours, (Formerly Printing Technology 10).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
96. **Graphic Communications 14, Adobe Acrobat Professional, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
97. **Graphic Communications 15, Web Page Construction I, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(voc) (unique)**
98. **Graphic Communications 16, Web Design, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
99. **Graphic Communication 17, Adobe Illustrator, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology 17).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(voc) (unique)**
100. **Graphic Communications 18, Production Methods, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
101. **Graphic Communications 20, Graphic Communications, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology 20).** Revised course title to **Applied Graphics.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
102. **Graphic Communications 22, Multimedia 1, 4 units, 3 lecture hours, 3 lab hours.** Revised course title to **Digital Media.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
103. **Graphic Communications 23, Multimedia 2, 4 units, 3 lecture hours, 3 lab hours.** Revised course title to **Digital Media 2.** Revised course description, objectives, texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
104. **Graphic Communication 24, Flash Animation, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, out-of-class assignments, texts, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**

105. **Graphic Communications 25, Specialized Web Techniques, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
106. **Graphic Communications 27, Digital Video Production, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
107. **Graphic Communications 28, Independent Study – Graphics, 1-3 units, 3-9 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended** **Completion of one of the following courses: Graphic Communications 15, 17, 20, 22, 27, or 30 recommended.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(voc) (unique)**
108. **Graphic Communications 30, Adobe InDesign/Professional Publishing, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology 30).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
109. **Graphic Communications 31, Photoshop for Graphics, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
110. **Graphic Communications 32, Video Techniques, 4 units, 3 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
111. **Graphic Communications 33, Flash for the Web, 3 units, 2 lecture hours, 3 lab hours.** Revised course title to **Flash for Interactive Media.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
112. **Graphic Communications 34, Introduction to 3-D Animation, 3 units, 2 lecture hours, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
113. **Graphic Communications 39A, Graphic Design I, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology and Graphic Communications 39).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(voc) (unique)**
114. **Graphic Communications 40A, Graphic Design II, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology and Graphic Communications 40).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(voc) (unique)**

115. **Graphic Communications 41, Visual Communications, 3 units, 2 lecture hours, 3 lab hours, (Formerly Printing Technology 41).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(voc) (unique)**
116. **Graphic Communications 51, Storyboarding, 1 unit, 2 lecture hours, (9 weeks).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course texts and out-of-class assignments. **(voc) (unique)**
117. **Health Science 2, First Aid and Safety, 2 units, 2 lecture hours, (Formerly Health Education 2).** Revised course units to **3.** Revised course hours to **3 lecture hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, and content. **(In lieu of RC's HLTH 2)**
118. **Military Science 1, Introduction to Military Science, 1 unit, 1 lecture hour.** Revised course title to **Leadership and Personal Development.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
119. **Military Science 2, General Military Skills, 1 unit 1 lecture hour.** Revised course title to **Introduction to Tactical Leadership.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, objectives, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
120. **Military Science 11, General Leadership Skills, 2 units, 2 lecture hours.** Revised course title to **Foundations of Leadership.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
121. **Military Science 12, Basic Leadership and Management, 2 units, 2 lecture hours.** Revised course title to **Foundations of Tactical Leadership.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, texts, out-of-class assignments, methods of evaluation, content, methods of instruction, and student learning outcomes. **(unique)**
122. **Military Science 50A, Freshman Leadership Laboratory, 1 unit, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, objectives, texts, content, and student learning outcomes. **(unique)**
123. **Military Science 50B, Sophomore Leadership Laboratory, 1 unit, 3 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended. Completion of Mathematics 201 recommended.** Revised course description, texts, content, methods of instruction, and student learning outcomes. **(unique)**
124. **Music 1A, Music Theory I, 3 units, 3 lecture hours.** Revised course advisory to read: **Advisory: Music 3 or ability to read music as determined by testing. Eligibility for English 1A recommended.** Revised course texts, objectives, and out-of-class assignments. **(In lieu of RC's MUS 1A)**
125. **Music 1B, Music Theory II, 3 units, 3 lecture hours.** Revised course prerequisite to read: **Prerequisite: Music 1A.** Revised course corequisite to read: **Corequisite: Music 7B.** Revised

- course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, and content. **(In lieu of RC's MUS 1B)**
126. **Music 2A, Music Theory III, 3 units, 3 lecture hours.** Revised course prerequisite to read: **Prerequisite: Music 1B.** Revised course corequisite to read: **Corequisite: Music 7C.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, out-of-class assignments, and content. **(In lieu of RC's MUS 1B)**
127. **Music 2B, Music Theory IV, 3 units, 3 lecture hours.** Revised course prerequisite to read: **Prerequisite: Music 2A.** Revised course corequisite to read: **Corequisite: Music 7D.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, texts, and content. **(In lieu of RC's MUS 1B)**
128. **Music 7A, Ear Training: Level I, 1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass).** Revised course title to **Ear Training I.** Removed pass/no pass option. Revised course corequisite to read: **Corequisite: Music 1A.** Revised course advisory to **None.** Revised course description, objectives, texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(In lieu of RC's MUS 7A)**
129. **Music 7B, Ear Training: Level II, 1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass).** Removed pass/no pass option. Revised course corequisite to read: **Corequisite: Music 1B.** Revised course description, objectives, texts, out-of-class assignments, content, methods of instruction, and student learning outcomes. **(In lieu of RC's MUS 7A)**
130. **Music 22, Intermediate/Advanced Piano, 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3),(Formerly Music 21).** Revised course description and texts. **(In lieu of RC's MUS 22)**
131. **Music 25, Elementary Voice: Level II, 1 unit, 1 lecture hour, 1 lab hour, (Formerly Music 25B).** Revised course prerequisite to **None.** Revised course advisory to read: **Advisory: Music 24 or the equivalent as determined by testing.** Revised course texts. **(unique)**
132. **Music 26, Intermediate/Advanced Voice, 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description and texts. **(unique)**
133. **Music 29, Intermediate/Advance Guitar, 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3).** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course description and texts. **(unique)**
134. **Music 30, College Choir, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(In lieu of RC's MUS 31)**
135. **Music 34, Fresno Chorale, 2 units, 1 lecture hour, 2 lab hours, (Repeats = 3), (Formerly Music 31).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description and content. **(unique)**
136. **Music 40, Concert Band, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(In lieu of RC's MUS 40)**
137. **Music 41, Jazz Ensemble, 2 units, 1 lecture hours, 4 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description, texts, and content. **(In lieu of RC's MUS 41)**

138. **Music 42A, Intermediate/Advanced Brass (Brass Choir), 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3), (Formerly Music 42).** Revised course advisory to read: **Advisory: Ability to perform advanced high school band or orchestra music or the equivalent performance skills as determined by audition.** Revised course description and texts. **(unique)**
139. **Music 42B, Intermediate/Advanced Woodwinds (Woodwind Choir), 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3), (Formerly Music 43).** Revised course advisory to read: **Advisory: Ability to perform advanced high school band or orchestra music or the equivalent performance skills as determined by audition.** Revised course description and texts. **(unique)**
140. **Music 42C, Intermediate/Advanced Strings (String Orchestra), 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3), (Formerly Music 44).** Revised course advisory to read: **Advisory: Ability to perform advanced high school band or orchestra music or the equivalent performance skills as determined by audition.** Revised course description and texts. **(unique)**
141. **Music 42D, Intermediate/Advanced Percussion (Percussion Ensemble), 1-2 units, 1 lecture hour, 1-3 lab hours, (Repeats = 3), (Formerly Music 46).** Revised course advisory to read: **Advisory: Ability to perform advanced high school band or orchestra music or the equivalent performance skills as determined by audition.** Revised course description and texts. **(unique)**
142. **Music 46, Symphony Orchestra, 2 units, 1 lecture hours, 3 lab hours, (Repeats = 3), (Formerly Music 45).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description and content. **(unique)**
143. **Music 60, Symphonic Choir, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(unique)**
144. **Music 61, A Cappella Choir, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(unique)**
145. **Music 68, Symphonic Band, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(unique)**
146. **Music 69, Wind Band, 2 units, 6 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description. **(unique)**
147. **Music 70, Contemporary Jazz Ensemble, 2 units, 1 lecture hour, 4 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description, texts, and content. **(unique)**
148. **Music 71, Lab Jazz Ensemble, 2 units, 1 lecture hour, 4 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description, texts, and content. **(unique)**
149. **Music 73A, Intermediate/Advanced Chamber Ensemble (Brass), 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description and texts. **(unique)**
150. **Music 73B, Intermediate/Advanced Chamber Ensemble (Woodwinds), 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description. **(unique)**
151. **Music 73C, Intermediate/Advanced Chamber Ensemble (Strings), 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description. **(unique)**

152. **Music 73D, Intermediate/Advanced Chamber Ensemble (Percussion), 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description. **(unique)**
153. **Music 74A, Intermediate/Advanced Brass Performance Practices, 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description and texts. **(unique)**
154. **Music 74B, Intermediate/Advanced Woodwind Performance Practices, 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description and texts. **(unique)**
155. **Music 74C, Intermediate/Advanced String Performance Practices, 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description and texts. **(unique)**
156. **Music 74D, Intermediate/Advanced Percussion Performance Practices, 1-2 units, 1 lecture hour, 1-3 lab hours.** Revised course description. **(unique)**
157. **Music 75, Community Orchestra, 2 units, 1 lecture hour, 3 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description and content. **(unique)**
158. **Music 76, College Philharmonic Orchestra, 2 units, 1 lecture hour, 3 lab hours, (Repeats = 3).** Revised course units to **1-2 units.** Revised course hours to **4-6 lab hours.** Revised course description and content. **(unique)**
159. **Natural Science 1A, Integrated Science: Physics and Chemistry, 4 units, 3 lecture hours, 3 lab hours.** Revised course prerequisite to read: **Prerequisite: Mathematics 103.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** Revised course objectives, content, and student learning outcomes. **(In lieu of RC's SCI 1A)**
160. **Registered Nursing 19, Work Experience (Cooperative), Occupational, 1-8 units.** Revised course content. **(voc) (unique)**
161. **Registered Nursing 31, Foundations and Introduction to Medical-Surgical Nursing, 4 units, 4 lecture hours, (Formerly Registered Nursing 1).** Revised course prerequisite to read: **Prerequisite: Acceptance into the Registered Nursing Program.** Revised course objectives, texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(voc) (unique)**
162. **Registered Nursing 32, Foundations and Introduction to Medical-Surgical Nursing Clinical, 2 units, 12 hours, (9 weeks), (Formerly Registered Nursing 2).** Revised course texts and out-of-class assignments. **(voc) (unique)**
163. **Registered Nursing 32A, Foundations and Introduction to Medical-Surgical Nursing Skills, 2 units, 12 lab hours, (9 weeks).** Revised course prerequisite to read: **Prerequisite: Acceptance into the Registered Nursing Program.** Revised course texts, out-of-class assignments, and methods of evaluation. **(voc) (unique)**
164. **Registered Nursing 33, Transcultural Health Care, 1 unit, 1 lecture hours, (Formerly Registered Nursing 21).** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (In lieu of RC's RN 78)**
165. **Registered Nursing 35A, Pharmacology A: Introduction to Pharmacology, 1 unit, 1 lecture hour.** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**

166. **Registered Nursing 35B, Pharmacology B: Nursing Pharmacological Applications, 2 units, 2 lecture hours.** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
167. **Registered Nursing 41, Nursing Care of the Adult with Common Health Problems, 2.5 units, 2.5 lecture hours.** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
168. **Registered Nursing 42, Nursing Care of the Adult with Common Health Problems Clinical, 2 units, 6 lab hours.** Revised course texts, out-of-class assignments, methods of evaluation, content, methods of instruction and student learning outcomes. **(voc) (unique)**
169. **Registered Nursing 42A, Nursing Care of the Adult with Common Health Problems Skills, 1 unit, 3 lab hours.** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
170. **Registered Nursing 45, Nursing Care of the Childbearing Family Theory, 2 units, 2 lecture hours, (Formerly Registered Nursing 5).** Revised course texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(voc) (unique)**
171. **Registered Nursing 46, Nursing Care of the Childbearing Family Clinical, 2 units, 6 lab hours, (Formerly Registered Nursing 6).** Revised course texts, out-of-class assignments, and methods of evaluation. **(voc) (unique)**
172. **Registered Nursing 51, Nursing Care of the Adult with Complex Health Problems, 2.5 units, 2.5 lecture hours.** Revised course texts, out-of-class assignments, and methods of evaluation. **(voc) (unique)**
173. **Registered Nursing 52, Nursing Care of the Adult and Older Adult with Complex Health Problems Clinical, 2 units, 6 lab hours.** Revised course texts, out-of-class assignments, methods of evaluation, and content. **(voc) (unique)**
174. **Registered Nursing 52A, Nursing Care of the Adult and Older Adult with Complex Health Problems Skills, 0.5 unit, 1.5 lab hours.** Revised course texts, out-of-class assignments, and methods of evaluation. **(voc) (unique)**
175. **Registered Nursing 53, Nursing Care of the Older Adult, 1 unit, 1 lecture hour.** Revised course texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(voc) (unique)**
176. **Registered Nursing 55, Nursing Care of Infants and Children, 2 units, 2 lecture hours, (Formerly Registered Nursing 13).** Revised course texts, out-of-class assignments, methods of instruction, and student learning outcomes. **(voc) (unique)**
177. **Registered Nursing 56, Nursing Care of Infants and Children Clinical, 2 units, 6 lab hours, (Formerly Registered Nursing 14).** Revised course objectives, texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
178. **Registered Nursing 61, Nursing Care of the Critically Ill Adult and Coordinator of Care, 2.5 units, 2.5 lecture hours.** Revised course texts, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(voc) (unique)**
179. **Registered Nursing 62, Nursing Care of the Critically Ill Adult and Coordinator of Care Clinical, 4 units, 12 lab hours.** Revised course description, texts, out-of-class assignments, methods of evaluation, content, and student learning outcomes. **(voc) (unique)**

180. **Registered Nursing 62A, Nursing Care of the Critically Ill Adult Skills, 0.5 unit, 1.5 lab hours.** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
181. **Registered Nursing 65, Nursing Care of the Client with Behavioral and Emotional Disorders, 2 units, 2 lecture hours, (Formerly Registered Nursing 9).** Revised course texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
182. **Registered Nursing 66, Nursing Care of the Client with Behavioral and Emotional Disorders Clinical, 2 units, 6 lab hours, (Formerly Registered Nursing 10).** Revised course objectives, texts, out-of-class assignments, methods of evaluation, and methods of instruction. **(voc) (unique)**
183. **Theatre Arts 15C, Creative Writing: Playwriting, 3 units, 3 lecture hours, (See also English 15C).** Revised course description, objectives, out-of-class assignments, methods of evaluation, methods of instruction, and student learning outcomes. **(unique)**

CREDIT, DEGREE APPLICABLE, NON-TRANSFERABLE

1. **Chemistry 100I, Chemical Laboratory Internship, 2-6 units, 6-18 lab hours.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** **(voc) (unique)**
2. **Chemistry 101P, Preparation for General Chemistry, 3 units, 2 lecture hours, 2 lab hours.** Revised course title to **General Chemistry Preparation.** Revised course advisory to read: **Advisory: Eligibility for English 1A recommended.** **(unique)**
3. **Registered Nursing 101, Transition to Fresno City College Registered Nursing Program, 1.5 units, 1.5 lecture hours.** Revised course hours to **4.5 lecture hours.** Revised course weeks to **six.** Revised course objectives, texts, and out-of-class assignments. **(voc) (unique)**
4. **Registered Nursing 102, Transition to Fresno City College Registered Nursing Program Skills, 1-2 units, 3-6 lab hours.** Revised course hours to **9.5-18 lab hours.** Revised course weeks to **six.** Revised course texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(voc) (unique)**
5. **Registered Nursing 105, Medication Math, 0.5 unit, 0.5 lecture hour, (Pass/No Pass).** Revised course texts, methods of evaluation, and student learning outcomes. **(voc) (unique)**
6. **Registered Nursing 107, Introduction to Nursing Process, 0.5 unit, 0.5 lecture hour, (Pass/No Pass).** Revised course texts and out-of-class assignments. **(voc) (unique)**

CREDIT, NONDEGREE APPLICABLE, NONTRANSFERABLE

1. **Registered Nursing 201, NCLEX-RN Review, 2 units, 2 lecture hours, (Pass/No Pass).** Revised course objectives, texts, out-of-class assignments, methods of evaluation, and student learning outcomes. **(voc) (unique)**
2. **Registered Nursing 202, Success Strategies for RN Students, 1 unit, 1 lecture hour, (Pass/No Pass).** Revised course prerequisite to read: **Prerequisite: Acceptance into the nursing program.** Revised course texts, out-of-class assignments, methods of evaluation, content, and methods of instruction. **(voc) (unique)**
3. **Registered Nursing 203, RN Refresher Course, 3 units, 3.5 lecture hours, 13.5 lab hours, (9 weeks), (Pass/No Pass).** Revised course texts, methods of evaluation, and student learning outcomes. **(voc) (unique)**

4. **Registered Nursing 204, Introduction to the Nursing Profession, 1.5 units, 3 lecture hours, (9 weeks), (Pass/No Pass).** Revised course prerequisite to read: **Prerequisite: Acceptance of application into the Fresno City College RN program.** Revised course texts and student learning outcomes. **(voc) (unique)**

Fresno City College

Office of Instruction

PROPOSED DELETED COURSES

Effective Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Art 49, Studio Topics: Art Exhibition and Presentation Practices, 3 units, 2 lecture hours, 4 lab hours, (Formerly Art 9). (unique)**
Course has not been offered in the last 10 years.
2. **Dance 11, Introduction to Social Dance, 1 unit, 3 lab hours. (unique)**
Course has not been scheduled in the last three years.
3. **Dance 25, Intermediate Social Dance, 1 unit, 3 lab hours. (unique)**
Course has not been scheduled in the last three years.
4. **Graphic Communications 13, Introduction to Image Capture/Scanning, 1 unit, 2 lecture hours, (9 weeks), (Formerly Printing Technology 13). (voc) (unique)**
The course has never been offered.
5. **Graphic Communications 19, Work Experience (Cooperative), Occupational, 1-8 units, (Formerly Printing Technology 19). (voc) (unique)**
This course has not been offered in the last five years.
6. **Military Science 20, ROTC Leadership Training Course (LTC), 3 units, 4.5 lecture hours, 27 lab hours, (4 weeks), (Pass/No Pass), (Open Entry/Open Exit). (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future. .
7. **Military Science 21, ROTC Leadership Development/Assessment Course (LDAC), 3 units, 3 lecture hours, 18 lab hours, (6 weeks), (Pass/No Pass), (Open Entry/Open Exit). (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
8. **Military Science 31, Advanced Leadership and Management, 3 units, 3 lecture hours. (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
9. **Military Science 32, Small Unit Leadership, 3 units, 3 lecture hours. (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
10. **Military Science 41, Ethics and Military Professionalism, 3 units, 3 lecture hours. (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
11. **Military Science 42, Advanced Leadership Training, 3 units, 3 lecture hours. (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
12. **Military Science 51A, ROTC Junior Leadership Lab I, 1 unit, 3 lab hours. (unique)**
This course has not been taught in recent past and there are no plans to teach it in the future.
13. **Military Science 51B, ROTC Junior Leadership Lab II, 1 unit, 3 lab hours. (unique)**

This course has not been taught in recent past and there are no plans to teach it in the future.

14. Military Science 52A, ROTC Senior Leadership Lab I, 1 unit, 3 lab hours. (unique)

This course has not been taught in recent past and there are no plans to teach it in the future.

15. Military Science 52B, ROTC Senior Leadership Lab II, 1 unit, 3 lab hours. (unique)

This course has not been taught in recent past and there are no plans to teach it in the future.

CREDIT, DEGREE APPLICABLE, NONTRANSFERABLE

Political Science 174, International Relations, 3 units, 3 lecture hours, (Formerly Political Science 74). (unique)

This course is not a transfer level course, and students no longer enroll in it.

CREDIT, NONDEGREE APPLICABLE, NONTRANSFERABLE

Art 251, Open Art Studio, 1 unit, 3 lab hours, (Pass/No Pass), (Formerly Art 51). (unique)

Course has not been taught in the last 5 years.

Fresno City College

Office of Instruction

PROPOSED REVISED PROGRAM

Effective Spring 2015

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

HEALTH INFORMATION TECHNOLOGY #4621 (voc)

Associate in Science

Course deleted (from program only)

Computer Information Technology 20, Microsoft Office

Fresno City College

Office of Instruction

2+2 ARTICULATION AGREEMENTS
Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

NEW AND RENEWAL AGREEMENTS

Effective Fall 2014

Career and Technology Center Division

Reedley High School

Intro to Fire Technology – Fire Technology 1, Fire Protection Organization

Fresno City College

Office of Instruction

SPECIAL STUDIES 177 and 277 TOPICS

Effective Summer 2013, Fall 2013, Spring 2014, Summer 2014 and Spring 2015

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. CREDIT, DEGREE APPLICABLE (*Special Studies 177*)

a. Applied Technology Division

Effective Spring 2015

Ceramic Tile Setting, 2 units, 1 lecture hour, 3.5 lab hours. Advisory: Eligibility for English 1A recommended. Applied Technology 130 recommended.

Introductory to intermediate-level instruction in setting tile both in class and hands on in an actual residence. **(voc)**

b. Health Sciences Division

i. *Effective Summer 2013*

Concentrated Clinical Radiologic Technology, 6 units, 18 lab hours. Prerequisite: Radiologic Technology 5A, 5B, and 5C.

Concentrated clinical experience to develop proficiency in all aspects of diagnostic radiography. **(voc)**

c. Social Sciences Division

Effective Spring 2014

i. **Brain Development in Early Childhood Education, 1 unit, 1 lecture hour. Advisory: Eligibility for English 1A recommended.**

An overview of children's brain development and its implications in early childhood care and education settings. **(voc)**

ii. **Inclusive Practice in Early Childhood Education, 2 units, 2 lecture hours. Advisory: Eligibility for English 1A recommended.**

Strategies and techniques for supporting inclusion of children with diverse abilities in early childhood care and education settings. **(voc)**

2. CREDIT, NONDEGREE APPLICABLE

a. Health Sciences Division

Effective Summer 2014

CT Basics, 3 units, 3 lecture hours. Prerequisite: Students must be a graduate of an accredited school of radiologic technology.

Computerized Tomography Physical Principals, clinical applications, and quality control. **(voc)**

b. Fine, Performing, and Communication Arts Division

Effective Fall 2013

Senior Musical Theatre Skills, 1 unit, 3 lab hours, (Pass/No Pass). Prerequisite: None.

Develop skills in dance, comedy and musical theatre skills. Targeted towards potential cast members of New Wrinkles. **(unique)**

Fresno City College

Office of Instruction

PROPOSED DISTANCE EDUCATION

Effective Spring and Fall 2014

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. **100% Internet, new**
Effective Spring 2014
Sociology 1A, Introduction to Sociology
2. **Internet and Face-to-Face, new**
Linguistics 11, Introduction to Language for Educators (66% Internet, 34% Face-to-Face)

Fresno City College

Office of Instruction

FIVE-YEAR CURRICULUM REVIEW

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

(Course listed under discipline had revisions to texts only or no revision.)

1. **Art**
2. **Chemistry**
3. **Dance**
4. **Engineering**
5. **Graphic Communications**
6. **Interdisciplinary Studies**
7. **Military Science**
8. **Nursing, Registered**
9. **Work Experience, General**

Fresno City College

Office of Instruction

PROGRAM REVIEW Fall 2014

To ECPC November 15, 2013

INSTUCTIONAL PROGRAMS

1. Accounting
2. Air Conditioning
3. Apprenticeship
4. Architecture
5. Athletics
6. Computer Aided Drafting and Design
7. Computer Aided Manufacturing
8. Computer Information Technology
9. Food and Nutrition
10. Food Service Management
11. Honors
12. Library and Technology
13. Mathematics
14. Medical Assisting
15. Military Science
16. Paralegal
17. Radiologic Technology
18. Real Estate
19. Recreation
20. Respiratory Care
21. Welding

NON-INSTRUCTIONAL PROGRAMS

1. CalWorks
2. Disabled Students
3. EOP&S
4. IDILE
5. Institutional Research
6. Office of the Dean, Math, Science and Engineering
7. Puente
8. SYMBAA
9. Teaching and Learning Center
10. TRIO
11. USEAA

**PROPOSED PROGRAM MODIFICATIONS
EFFECTIVE FALL 2013**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. English

Associate in Arts Degree for Transfer

Courses, deleted (from program only)

English 2 Critical Reading and Writing through Literature

English 2H Honors Critical Reading and Writing through Literature

2. Certificate in Coaching

Courses, existing

Dance 9 Dance Conditioning

Dance 10 Modern Dance

Dance 14 Beginning Jazz Dance

Courses, revised

Health 2 First Aid and Safety

Courses, new

Physical Education 12B Intermediate Swim for Fitness

Physical Education 12C Advanced Swim for Fitness

Physical Education 15B Advanced Weight Training

Physical Education 19B Advanced Weight Training and Aerobics

Physical Education 49A Beginning Circuit Training

Physical Education 71 Soccer

3. Liberal Arts & Sciences, Arts & Humanities

Associate in Arts Degree

Courses, existing

English 43A American Literature: Origins through Reconstruction (1877)

English 43B American Literature: 1877 to present

4. Physical Education

Associate in Arts Degree

Courses, revised

Health 2 First Aid and Safety

Courses, new

Physical Education 12B Intermediate Swim for Fitness

Physical Education 12C Advanced Swim for Fitness

Physical Education 15B Advanced Weight Training

Physical Education 19B Advanced Weight Training and Aerobics

Physical Education 49A Beginning Circuit Training

Physical Education 71 Soccer

**PROPOSED COURSE MODIFICATIONS
EFFECTIVE SPRING 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE-APPLICABLE, TRANSFER

- 1. Criminology 1, Introduction to Criminology, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, course objectives, and textbooks. (in-lieu FCC's CRIM 1) (voc)
- 2. Criminology 3, Legal Aspects of Evidence, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, and textbooks. (in-lieu FCC's CRIM 3) (voc)
- 3. Criminology 4, Principles & Procedures of the Justice System, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, course objectives, and textbooks. (in-lieu FCC's CRIM 4) (voc)
- 4. Criminology 5, Community Relations, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised student learning outcomes and textbooks. (in-lieu FCC's CRIM 5) (voc)
- 5. Criminology 6, Criminal Law, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, course objectives, and textbooks. (in-lieu FCC's CRIM 6) (voc)
- 6. Criminology 7, Police Operations and Procedures, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, and textbooks. (in-lieu FCC's CRIM 7) (voc)
- 7. Criminology 8, Criminal Investigations, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, and textbooks. (in-lieu FCC's CRIM 8) (voc)
- 8. Criminology 10, Vice Control, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, and textbooks. (unique) (voc)
- 9. Criminology 11 Juvenile Delinquency, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, course objectives, readings, and methods of evaluation/grading. (in-lieu FCC's CRIM 11) (voc)
- 10. Criminology 12 Criminal Justice Communications, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, textbooks, and methods of evaluation/grading. (in-lieu FCC's CRIM 12) (voc)
- 11. Criminology 13, The Constitution and Your Individual Rights, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 or 126.** Revised advisories to eligibility for English 125 and 126. Revised catalog description, student learning outcomes, and course objectives. (in-lieu FCC's CRIM 13) (voc)

12. **Criminology 14, Multicultural Issues within Public Safety, 3 units, 3 lecture hours.**
ADVISORIES: Revised catalog description, student learning outcomes, course objectives, content outline methods of evaluation/grading and textbooks. (unique) (voc)
13. **Criminology 15, Introduction to Police Ethics, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125.** Revised advisories to eligibility for English 125 *and* 126, catalog description, student learning outcomes, and content outline. (in-lieu FCC's CRIM 15) (voc)
14. **Criminology 19V, Cooperative Work Experience, Criminal Justice.** Revised catalog description. (in-lieu FCC's CRIM 19) (voc)
15. **Criminology 20, Introduction to Corrections, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, course objectives and textbooks. (in-lieu FCC's CRIM 20) (voc)
16. **Criminology 23 Correctional Interviewing and Counseling, 3 units, 3 lecture hours.**
ADVISORIES: Eligibility for English 125 and 126. Revised catalog description, and methods of evaluation/grading. (in-lieu FCC's CRIM 23) (voc)
17. **Criminology 24, Control and Supervision in Corrections, 3 units, 3 lecture hours.**
ADVISORIES: Eligibility for English 125 and 126. Revised catalog description. (in-lieu FCC's CRIM 24) (voc)
18. **Criminology 28, Probation and Parole, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, course objectives, and textbooks. (unique) (voc)
19. **PE 22 Introduction to Physical Education, 3 units, 3 lecture hours, pass/no pass.**
ADVISORIES: Eligibility for English 125 and 126. Revised catalog description, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in lieu FCC's PE 62)

CREDIT, DEGREE APPLICABLE, NON TRANSFERABLE

Dental Assisting 102 Dental Assisting 2, 13 units, 9.3 lecture hours, 10 lab hours. Revised catalog description. (unique) (voc)

**PROPOSED COURSE MODIFICATIONS
EFFECTIVE SUMMER 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE-APPLICABLE, TRANSFERABLE

Automotive Technology 19V Cooperative Work Experience, Automotive Technician, 1-4 units, pass/no pass. PREREQUISITES: Concurrent enrollment in minimum of 7 units. Revised prerequisites to ***Automotive Technology 9, 10 and 11***. Revised catalog description, student learning outcomes, and course objectives. (in-lieu FCC's AUTOT 19) (voc)

**NEW COURSE PROPOSALS
EFFECTIVE SUMMER 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE-APPLICABLE, TRANSFERABLE

Physical Education 45, Performance Training and Conditioning Techniques for Intercollegiate Athletics , 1-2 units, 2-5 lab hours, pass/no pass. ADVISORIES: Eligibility for English 126. Resistance training for intercollegiate athletes. (in-lieu FCC's PE 45)

**PROPOSED COURSE MODIFICATIONS
EFFECTIVE FALL 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

1. **Anthropology 1 Biological Anthropology, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, content outline out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's ANTHRO 1)
2. **Anthropology 2 Cultural Anthropology, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, content outline out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's ANTHRO 2)
3. **Anthropology 3 Introduction to Archaeology and Prehistory, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, content outline out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's ANTHRO 3)
4. **Child Development 3 Introduction to Curriculum, 3 units, 3 lecture hours, 1 lab hour. ADVISORIES: Eligibility for English 125 and 126.** Revised limitation on enrollment to *verification of freedom from tuberculosis*. (in-lieu FCC's CHDEV 3) (voc)
5. **Child Development 7 Infant-Toddler Development and Care, 3 units, 2 lecture hours, 3 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126. PREREQUISITES: Child Development 1, 6, and 39.** Revised limitation on enrollment to *verification of freedom from tuberculosis*. (in-lieu FCC's CHDEV 17A) (voc)
6. **Child Development 32 Early Intervention, 3 units, 2 lecture hours, 3 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised limitation on enrollment to *verification of freedom from tuberculosis*. (in-lieu FCC's CHDEV 16) (voc)
7. **Child Development 37A Early Childhood Practicum, 3 units, 2 lecture hours, 3 lab hours, pass/no pass. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. PREREQUISITES: Child Development 1, 6, and 39.** Revised limitation on enrollment to *verification of freedom from tuberculosis*. (in-lieu FCC's CHDEV 37A) (voc)
8. **Child Development 37B Advanced Practicum in Early Childhood Education, 3 units, 2 lecture hours, 3 lab hours, pass/no pass. ADVISORIES: Child Development 20, eligibility for English 125, 126, and Mathematics 201. PREREQUISITES: Child Development 37A.** Revised limitation on enrollment to *verification of freedom from tuberculosis*. (in-lieu FCC's CHDEV 37B) (voc)
9. **Engineering 4 Engineering Materials, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: Chemistry 1A. ADVISORIES: Eligibility for English 125 and 126.** Revised corequisites to *Physics 4A*. Revised out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's ENGR 4) (voc)
10. **Information Systems 50B Intermediate Game Programming, 3 units, 3 lecture hours, 1 lab hour, ADVISORIES: Eligibility for English 125 or 126, and Mathematics 201. PREREQUISITES: Information Systems 50B.** Revised advisories to *eligibility for English 125, 126, and Mathematics 201*, prerequisites to *Information Systems 15*. Revised catalog description, student learning outcomes, and course objectives. (unique) (voc)

11. **Mathematics 4B Precalculus, 4 units, 4 lecture hours, pass/no pass. PREREQUISITES: Mathematics 4A. ADVISORIES: Eligibility for English 125 and 126.** Revised course objectives, and content outline. (in-lieu FCC's MATH 4B)
12. **Mathematics 4C Trigonometry/Precalculus, 6 units, 6 lecture hours, pass/no pass. PREREQUISITES: Mathematics 102 and 103. ADVISORIES: Eligibility for English 125 and 126.** Revised course objectives, and content outline. (unique)
13. **Music 1A Music Theory I, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Ability to read music in treble and base clef or Music taken previously or concurrently, eligibility for English 126 and Mathematics 201.** Revised advisories to *eligibility for English 126 and Mathematics 201*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 1A)
14. **Music 1B Music Theory II, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: Music 1A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.** Revised advisories to *eligibility for English 126 and Mathematics 201*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 1B)
15. **Music 2A Music Theory III, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: Music 1B. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.** Revised advisories to *eligibility for English 126 and Mathematics 201*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 2A)
16. **Music 2B Music Theory IV, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: Music 2A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.** Revised advisories to *eligibility for English 126*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 2B)
17. **Music 3 Music Fundamentals, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 3)
18. **Music 7A Ear Training: Level I, 1 unit, 1 lecture hour, 1 lab hour, pass/no pass. COREQUISITES: Music 1A or 3. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised corequisites to *Music 1A taken previously or concurrently*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 7A)
19. **Music 7B Ear Training: Level II, 1 unit, 1 lecture hour, 1 lab hour, pass/no pass. PREREQUISITES: Music 7A. COREQUISITES: Music 1B. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised corequisites to *Music 1B taken previously or concurrently*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 7B)
20. **Music 12 Music Appreciation. 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 12)
21. **Music 16 Jazz History and Appreciation, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 16)

22. **Music 18 Basic Conducting and Score Reading, units, 2 lecture hours, COREQUISITES: Music 1A taken previously or concurrently. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.** Revised corequisites to *none*, prerequisites to *Music 1A*. Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 18)
23. **Music 20 Beginning Piano: Level I, units, 1 lecture hour, 3 lab hours, pass/no pass. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 20)
24. **Music 21 Beginning Piano: Level II, 2 units, 1 lecture hour, 3 lab hours, pass/no pass. PREREQUISITES: Music 20 or equivalent skill level. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 21)
25. **Music 22 Intermediate/Advanced Piano, 1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, pass/no pass. PREREQUISITES: Music 21 or equivalent skills. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 22)
26. **Music 24 Elementary Voice - Level I, 1 unit, 1 lecture hour, 1 lab hour, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 24)
27. **Music 27 Beginning Guitar: Level I, 2 units, 1 lecture hour, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 27)
28. **Music 28 Beginning Guitar: Level II, 2 units, 1 lecture hour, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 28)
29. **Music 31 Concert Choir, 1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's MUS 30.)
30. **Music 33 Chamber Singers, 1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Music 30. Eligibility for English 125, 126, and Mathematics 201. Limitation on enrollment: Audition required.** Revised prerequisites to *Music 31 or equivalent skill level*, advisories to *eligibility for English 126 and Mathematics 201*. Revised catalog description, student learning outcomes, out of class assignments, and methods of evaluation/grading. (unique)
31. **Music 38 Musical Theater Practicum, 1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, out of class assignments, and methods of evaluation/grading. (unique)

32. **Music 40 Concert Band, 1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, course objectives, out of class assignments, and methods of evaluation/grading. (in-lieu FCC's MUS 40)
33. **Music 41 Jazz Ensemble, 1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, course objectives, out of class assignments, and methods of evaluation/grading. (in-lieu FCC's MUS 41)
34. **Music 42 Instrumental Ensembles, 1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised student learning outcomes, course objectives, out of class assignments, and methods of evaluation/grading. (unique)
35. **Music 43 Pep Band, 1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised catalog description, student learning outcomes, course objectives, out of class assignments, and methods of evaluation/grading. (unique)
36. **Music 45 College Orchestra, 1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, pass/no pass, 3 repeats. ADVISORIES: Eligibility for English 126 and Mathematics 201.** Revised student learning outcomes, course objectives, out of class assignments, and methods of evaluation/grading. (in-lieu FCC's MUS 45)
37. **Philosophy 1 Introduction to Philosophy, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 1A.** Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's PHIL 1A, 1AH)
38. **Philosophy 1C Ethics, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 1A.** Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's PHIL 1C)
39. **Philosophy 1CH Honors Ethics, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 1A or 1AH.** Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's PHIL 1C)
40. **Philosophy 1D World Religions, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 1A.** Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's PHIL 1D)
41. **Philosophy 2 Critical Thinking and Writing, 3 units, 3 lecture hours, pass/no pass. PREREQUISITES: English 1A.** Revised title to *Critical Reasoning and Analytic Writing*. Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's PHIL 2)
42. **Philosophy 4 Critical Reasoning, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: English 1A or 1AH.** Revised title to *Introduction to Logic*. Revised catalog description, student learning outcomes, course objectives, content outline, out of class assignments, methods of evaluation/grading, and textbooks. (unique)

43. **Political Science 2 American Government, 3 units, 3 lecture hours, ADVISORIES: Eligibility for English 1A.** Revised student learning outcomes, content outline, out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's POLSCI 2)
44. **Political Science 2H Honors American Government, 3 units, 3 lecture hours. ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A. Enrollment in the Honors Program.** Revised advisories to: Eligibility for English 1A, limitation on enrollment to *enrollment in honors program*. Revised student learning outcomes, course objectives, methods of evaluation/grading and textbooks. (in-lieu FCC's POLSCI 2H)
45. **Political Science 5 Comparative Government, 3 units, 3 lecture hours. ADVISORIES: Completion of Political Science 2, eligibility for English 1A.** Revised prerequisites to *completion of Political Science 2 or 2H*. Revised student learning outcomes, course objectives, methods of evaluation/grading and textbooks. (in-lieu FCC's POLSCI 5)
46. **Psychology 2 General Psychology, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised methods of evaluation/grading and textbooks. (in-lieu FCC's PSY 2)
47. **Psychology 2H Honors General Psychology, 3 units, 3 lecture hours. ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A.** Revised methods of evaluation/grading and textbooks. (in-lieu FCC's PSY 2H)
48. **Psychology 5 Social Psychology, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised methods of evaluation/grading and textbooks. (in-lieu FCC's PSY 5)
49. **Psychology 25 Human Sexuality, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Psychology 2. Eligibility for English 125 and 126.** Revised catalog description, methods of evaluation/grading and textbooks. (in-lieu FCC's PSY 25)
50. **Psychology 38 Lifespan Development, 3 units, 3 lecture hours. ADVISORIES: Eligibility for English 125 and 126.** Revised methods of evaluation/grading. (in-lieu FCC's PSY 38)
51. **Psychology 45 Introduction to Research Methods in Psychology, 3 units, 3 lecture hours. PREREQUISITES: Psychology 2 or 2H, and Mathematics 11 or 11H or Statistics 7. ADVISORIES: English 1A or 1AH.** Revised catalog description, methods of evaluation/grading. (in-lieu FCC's PSY 45)
52. **Sociology 1A Introduction to Sociology, 3 units, 3 lecture hours, pass/No Pass. ADVISORIES: Eligibility for English 125 and 126.** Revised student learning outcomes, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's SOC 1A)
53. **Sociology 1B Critical Thinking about Social Problems, 3 units, 3 lecture hours. ADVISORIES: Sociology 1A or English 1A.** Revised out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's SOC 1B)
54. **Sociology 2 American Minority Groups, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.** Revised course objectives, out of class assignments, methods of evaluation/grading, and textbooks. (in-lieu FCC's SOC 2)
55. **Sociology 32 Courtship, Marriage, and Divorce: Family & Interpersonal Relationships, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126.**

Revised catalog description, student learning outcomes, content outline, out of class assignments, methods of evaluation/grading and textbooks. (in-lieu FCC's SOC 32)

CREDIT, DEGREE APPLICABLE, NON TRANSFERABLE

Political Science 110 American Institutions, 3 units, 3 lecture hours, pass/no pass. ADVISORIES: Eligibility for English 125 and 126. Revised student learning outcomes, course objectives, content outline, methods of evaluation/grading and textbooks. (in-lieu FCC's POLSCI 110)

NON CREDIT

1. **Music 380A Community Band, 0 units, 1 lecture hour, 1 lab hour.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, instructional materials. (unique)
2. **Music 381A Community Jazz Ensemble, 0 units, 1 lecture hour, 1 lab hour.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, instructional materials. (unique)
3. **Music 382A Community Instrumental Ensemble, 0 units, 1 lecture hour, 1 lab hour.** Revised student learning outcomes, out of class assignments, methods of evaluation/grading, instructional materials. (unique)
4. **Music 383A Community Piano, 0 units, 1 lecture hour, 1 lab hour.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, instructional materials. (unique)
5. **Music 385A Community Orchestra, 0 units, 1 lecture hour, 1 lab hour.** Revised catalog description, student learning outcomes, out of class assignments, methods of evaluation/grading, instructional materials. (unique)

**NEW COURSE PROPOSALS
EFFECTIVE FALL 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

CREDIT, DEGREE APPLICABLE, TRANSFERABLE

- 1. Aviation Maintenance Technology 11 Basic Electricity, Propellers, and Human Factors, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 11L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Basic electrical theory and the relationship of voltage, current, and resistance in electrical circuits; the inspection, servicing, and repair of fixed-pitch, constant speed, and feathering type propellers; and the investigation of factors that affect human performance in aviation maintenance. (unique) (voc)
- 2. Aviation Maintenance Technology 11L Basic Electricity and Propellers Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 11. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Basic electrical theory and the relationship of voltage, current, and resistance in electrical circuits; the inspection, servicing, and repair of fixed-pitch, constant speed, and feathering type propellers; and the investigation of factors that affect human performance in aviation maintenance. (unique) (voc)
- 3. Aviation Maintenance Technology 12 Materials & Processes, Electrical Systems, and Communication & Navigation Systems, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 12L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of aircraft hardware and materials, the application of appropriate nondestructive testing methods, performing precision measurements, maintenance of aircraft electrical systems and their components, controls, switches, indicators, and protective devices, the inspection and servicing of electronic communication and navigation systems, and troubleshooting and repairing autopilot and approach control systems. (unique) (voc)
- 4. Aviation Maintenance Technology 12L Materials & Processes, Electrical Systems, and Communication & Navigation Systems Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 12. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of aircraft hardware and materials, the application of appropriate nondestructive testing methods, performing precision measurements, maintenance of aircraft electrical systems and their components, controls, switches, indicators, and protective devices, the inspection and servicing of electronic communication and navigation systems, and troubleshooting and repairing autopilot and approach control systems. (unique) (voc)

5. **Aviation Maintenance Technology 13 Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 13L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics covered include: Reading, comprehending, and applying information contained in aircraft maintenance manuals; complying with Federal Aviation Regulations, airworthiness directives, advisory materials, and exercising mechanic privileges; the inspection, troubleshooting, and repair of hydraulic or pneumatic systems, maintaining landing gear systems, brakes, wheels, tires, and steering systems; inspecting and servicing speed and take-off warning systems; and repairing heating, cooling, air-conditioning, pressurization, and oxygen systems. (unique) (voc)

6. **Aviation Maintenance Technology 13L Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 13. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics covered include: Reading, comprehending, and applying information contained in aircraft maintenance manuals; complying with Federal Aviation Regulations, airworthiness directives, advisory materials, and exercising mechanic privileges; the inspection, troubleshooting, and repair of hydraulic or pneumatic systems, maintaining landing gear systems, brakes, wheels, tires, and steering systems; inspecting and servicing speed and take-off warning systems; and repairing heating, cooling, air-conditioning, pressurization, and oxygen systems. (unique) (voc)

7. **Aviation Maintenance Technology 21 Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 21L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspecting and troubleshooting unducted fan systems, and turbine-driven auxiliary power units; exploring the principles of simple machines, sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and the theory of flight; assembly of aircraft components, including flight control surfaces, control surface balance, aircraft rigging, and inspection of flight control surfaces; and the weighing of aircraft in order to perform complete weight-and-balance checks. (unique) (voc)

8. **Aviation Maintenance Technology 21L Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 21. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspecting and troubleshooting unducted fan systems, and turbine-driven auxiliary power units; exploring the principles of simple machines, sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and the theory of flight; assembly of aircraft components, including flight control surfaces, control surface balance, aircraft rigging, and inspection of flight control surfaces; and the weighing of aircraft in order to perform complete weight-and-balance checks. (unique) (voc)

9. **Aviation Maintenance Technology 22 Aircraft Composite Structures, Aircraft Wood Structures, and Welding, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 22L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of appropriate aircraft hardware, materials, and special fasteners for bonded and composite structures; the inspection, testing, and repair of fiberglass, plastics, honeycomb, composites, and laminated primary and secondary structures; welding techniques used on aircraft metallic structures; identification of wood aircraft defects, and the inspection, servicing, and repair of wooden aircraft structures. (unique) (voc)
10. **Aviation Maintenance Technology 22L Aircraft Composite Structures, Aircraft Wood Structures, and Welding Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 22. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of appropriate aircraft hardware, materials, and special fasteners for bonded and composite structures; the inspection, testing, and repair of fiberglass, plastics, honeycomb, composites, and laminated primary and secondary structures; welding techniques used on aircraft metallic structures; identification of wood aircraft defects, and the inspection, servicing, and repair of wooden aircraft structures. (unique) (voc)
11. **Aviation Maintenance Technology 23 Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 23L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Reading, comprehending, and applying information contained in aircraft maintenance manuals and publications, complying with Federal Aviation Regulations, airworthiness directives, and advisory materials, and writing descriptions of aircraft condition and work performed using typical aircraft maintenance records; identifying and selecting aircraft finishing materials, applying aircraft paints, and selecting and applying fabric and fiberglass covering materials; inspecting, servicing, troubleshooting and repairing engine lubrication systems; and servicing reciprocating and turbine engine ignition systems. (unique) (voc)
12. **Aviation Maintenance Technology 23L Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 23. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Reading, comprehending, and applying information contained in aircraft maintenance manuals and publications, complying with Federal Aviation Regulations, airworthiness directives, and advisory materials, and writing descriptions of aircraft condition and work performed using typical aircraft maintenance records; identifying and selecting aircraft finishing materials, applying aircraft paints, and selecting and applying fabric and fiberglass covering materials; inspecting, servicing, troubleshooting and repairing engine lubrication systems; and servicing reciprocating and turbine engine ignition systems. (unique) (voc)
13. **Aviation Maintenance Technology 31 Turbine Engines, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 31L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspection, service, installation, and overhaul of turbine engines. Electrical theory and the relationship of voltage, current, and resistance related to turbine engines will also be covered. (unique) (voc)

14. **Aviation Maintenance Technology 31L Turbine Engines Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 31. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspection, service, installation, and overhaul of turbine engines. Electrical theory and the relationship of voltage, current, and resistance related to turbine engines will also be covered. (unique) (voc)
15. **Aviation Maintenance Technology 32 Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 32L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of appropriate aircraft hardware and materials; inspection and repair of sheet-metal structures, installing conventional rivets, forming, lay out, and bending of sheet metal; inspection, servicing, and repair of electronic flight instrument systems and heading, speed, altitude, temperature, pressure, and position indicating systems; and the inspection, servicing, and repair of airframe ice and rain control systems. (unique) (voc)
16. **Aviation Maintenance Technology 32L Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 32. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lab course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Identification and selection of appropriate aircraft hardware and materials; inspection and repair of sheet-metal structures, installing conventional rivets, forming, lay out, and bending of sheet metal; inspection, servicing, and repair of electronic flight instrument systems and heading, speed, altitude, temperature, pressure, and position indicating systems; and the inspection, servicing, and repair of airframe ice and rain control systems. (unique) (voc)
17. **Aviation Maintenance Technology 33 Aircraft Reciprocating Engines, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 33L. ADVISORIES: Eligibility for English 125, or 130, 126, and Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Reading, comprehending, and applying information contained in aircraft maintenance manuals; writing descriptions of aircraft condition and work performed using maintenance records practices; and the removal, inspection, repair, and installation of reciprocating engines. (unique) (voc)
18. **Aviation Maintenance Technology 33L Aircraft Reciprocating Engines Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 33. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Reading, comprehending, and applying information contained in aircraft maintenance manuals; writing descriptions of aircraft condition and work performed using maintenance records practices; and the removal, inspection, repair, and installation of reciprocating engines. (unique) (voc)

- 19. Aviation Maintenance Technology 41 Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 41L. ADVISORIES: Eligibility for English 125, or 130, 126, and Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: turbine engine fuel metering systems, electronic engine fuel controls, reciprocating and turbine fuel metering system components, and performing fuel management transfers and defueling procedures. Also covered will be fluid quantity indicating systems, fluid pressure and temperature warning systems, engine fire, smoke, carbon dioxide detection systems and fire extinguishing systems. (unique) (voc)
- 20. Aviation Maintenance Technology 41L Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 41L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: turbine engine fuel metering systems and electronic engine fuel controls, reciprocating and turbine fuel metering system components, performing fuel management transfers and defueling procedures. Also covered will be fluid quantity indicating systems, fluid pressure and temperature warning systems, engine fire, smoke, carbon dioxide detection systems and fire extinguishing systems. (unique) (voc)
- 21. Aviation Maintenance Technology 42 Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control, 3.5 units, 5.83 lecture hours. COREQUISITES: Aviation Maintenance Technology 42L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: interpreting aircraft drawings and schematics, determining area and volume of geometrical shapes, solving ratio, proportion, algebraic, and percentage math problems. Also covered will be fabricating and installing rigid and flexible fluid lines, performing airframe conformity and airworthiness inspections, identifying and selecting proper cleaning materials, inspecting, identifying, removing, and treating aircraft corrosion, and reading and writing descriptions of work performed. (unique) (voc)
- 22. Aviation Maintenance Technology 42L Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 42. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: interpreting aircraft drawings and schematics, determining area and volume of geometrical shapes, solving ratio, proportion, algebraic, and percentage math problems. Also covered will be fabricating and installing rigid and flexible fluid lines, performing airframe conformity and airworthiness inspections, identifying and selecting proper cleaning materials, inspecting, identifying, removing, and treating aircraft corrosion, and reading and writing descriptions of work performed. (unique) (voc)

- 23. Aviation Maintenance Technology 43 Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing, 3.5 units, 5.83 lecture hours., COREQUISITES: Aviation Maintenance Technology 43L. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This lecture course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspection, service, and repair of engine exhaust systems, thrust reverser systems, engine ice and rain control systems, heat exchangers, superchargers, and turbine engine airflow and temperature control systems, cooling systems and electrical system components, wiring, controls, switches, indicators, and protective devices. Also covered will be performing powerplant air worthiness inspections, starting, ground operation, moving, servicing, and securing aircraft, and identifying and selecting fuels. (unique) (voc)
- 24. Aviation Maintenance Technology 43L Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing Laboratory, 1.5 units, 5.83 lab hours. COREQUISITES: Aviation Maintenance Technology 43. ADVISORIES: Eligibility for English 125 or English 130 and English 126 and Eligibility for Mathematics 201.** This laboratory course will cover a variety of subject areas required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Topics include: Inspection, service, and repair of engine exhaust systems, thrust reverser systems, engine ice and rain control systems, heat exchangers, superchargers, and turbine engine airflow and temperature control systems, cooling systems and electrical system components, wiring, controls, switches, indicators, and protective devices. Also covered will be performing powerplant air worthiness inspections, starting, ground operation, moving, servicing, and securing aircraft, and identifying and selecting fuels. (unique) (voc)
- 25. Dance 15 Intermediate Jazz Dance Technique, 1 unit, 3 lab hours, pass/no pass. ADVISORIES: English 125 and 126.** Dance 15 is a progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance 14. Students will utilize basic and intermediate steps and isolated body parts; conditioning exercises for strength, flexibility, balance, and alignment done in a rhythmic form to jazz and other contemporary music. (in-lieu FCC's DANCE 15)
- 26. Dance 28 Intermediate Modern Dance Technique, 1 unit, 3 lab hours, pass/no pass. ADVISORIES: English 125 and 126.** Dance 28 is a progressive refinement of modern dance technique, building upon skills and techniques covered in Dance 10. Dance 28 covers an intermediate-level modern dance, emphasis on up-side down movement, fast-pace locomotor patterns, and weight sharing. (in-lieu FCC's DANCE 28)
- 27. Engineering 4L Engineering Materials Laboratory, 1 unit, 3 lecture hours. PREREQUISITES: Chemistry 1A. COREQUISITES: Engineering 4.** This is a laboratory course in which students investigate the structure, properties, and performance of engineering materials, with topics including, crystal structures, metallography, cold working and heat treatment, mechanical behavior, ductile and brittle failure, toughness, fatigue, corrosion, and properties of semiconductor devices. (unique) (voc)

**PROPOSED PROGRAM MODIFICATIONS
EFFECTIVE FALL 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. **Engineering**
Associate in Science Degree
Courses added, new
Engineering 4L Engineering Materials Laboratory
2. **Liberal Arts & Sciences, Arts and Humanities**
Associate in Arts Degree
Courses added, existing
Philosophy 1CH Honors Ethics
3. **Mathematics**
Associate in Science Degree
Courses added, existing
Mathematics 17
4. **Mathematics**
Associate in Science in Mathematics for Transfer Degree
Courses added, existing
Mathematics 17
5. **Registered Nursing**
Associate in Science Degree
Courses added, existing
Philosophy 1CH Honors Ethics

**PROPOSED NEW PROGRAMS
EFFECTIVE FALL 2014**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

1. Aviation Maintenance Technology (voc)

Certificate of Achievement

Aviation Maintenance Technology11 Basic Electricity, Propellers, and Human Factors

Aviation Maintenance Technology11L Basic Electricity and Propellers Laboratory

Aviation Maintenance Technology12 Materials & Processes, Electrical Systems, and Communication & Navigation Systems

Aviation Maintenance Technology12L Materials & Processes, Electrical Systems, and Communication & Navigation Systems Laboratory

Aviation Maintenance Technology13 Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems

Aviation Maintenance Technology13L Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems Laboratory

Aviation Maintenance Technology21 Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance

Aviation Maintenance Technology21L Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance Laboratory

Aviation Maintenance Technology22 Aircraft Composite Structures, Aircraft Wood Structures, and Welding

Aviation Maintenance Technology22L Aircraft Composite Structures, Aircraft Wood Structures, and Welding Laboratory

Aviation Maintenance Technology23 Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems

Aviation Maintenance Technology23L Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems Laboratory

Aviation Maintenance Technology31 Turbine Engines

Aviation Maintenance Technology31L Turbine Engines Laboratory

Aviation Maintenance Technology32 Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection

Aviation Maintenance Technology32L Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection Laboratory

Aviation Maintenance Technology33 Aircraft Reciprocating Engines

Aviation Maintenance Technology33L Aircraft Reciprocating Engines Laboratory

Aviation Maintenance Technology41 Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems

Aviation Maintenance Technology41L Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems Laboratory

Aviation Maintenance Technology42 Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control.

Aviation Maintenance Technology42L Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control Laboratory

Aviation Maintenance Technology43 Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing

Aviation Maintenance Technology43L Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing Laboratory

2. Aviation Maintenance Technology (voc)

Associate in Science Degree

Aviation Maintenance Technology11 Basic Electricity, Propellers, and Human Factors

Aviation Maintenance Technology11L Basic Electricity and Propellers Laboratory

Aviation Maintenance Technology12 Materials & Processes, Electrical Systems, and Communication & Navigation Systems

Aviation Maintenance Technology12L Materials & Processes, Electrical Systems, and Communication & Navigation Systems Laboratory

Aviation Maintenance Technology13 Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems

Aviation Maintenance Technology13L Maintenance Publications, Mechanic Privileges and Limitations, hydraulics, Landing Gear, and Cabin Atmosphere Control Systems Laboratory

Aviation Maintenance Technology21 Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance

Aviation Maintenance Technology21L Unducted Fans, Auxiliary Power Units, Basic Physics, Assembly & Rigging, and Weight & Balance Laboratory

Aviation Maintenance Technology22 Aircraft Composite Structures, Aircraft Wood Structures, and Welding

Aviation Maintenance Technology22L Aircraft Composite Structures, Aircraft Wood Structures, and Welding Laboratory

Aviation Maintenance Technology23 Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems

Aviation Maintenance Technology23L Aircraft Finishes, Aircraft Covering, Lubrication Systems, and Ignition & Starting Systems Laboratory

Aviation Maintenance Technology31 Turbine Engines

Aviation Maintenance Technology31L Turbine Engines Laboratory

Aviation Maintenance Technology32 Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection

Aviation Maintenance Technology32L Aircraft Sheetmetal Structures, Aircraft & Engine Instruments, and Ice & Rain Protection Laboratory

Aviation Maintenance Technology33 Aircraft Reciprocating Engines

Aviation Maintenance Technology33L Aircraft Reciprocating Engines Laboratory

Aviation Maintenance Technology41 Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems

Aviation Maintenance Technology41L Aircraft & Engine Fuel Systems, Fuel Metering Systems, and Aircraft & Engine Fire Protection Systems Laboratory

Aviation Maintenance Technology42 Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control.

Aviation Maintenance Technology42L Aircraft Drawings, Mathematics, Fluid Lines & Fittings, Airframe Inspection, and Cleaning & Corrosion Control Laboratory

Aviation Maintenance Technology43 Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing

Aviation Maintenance Technology43L Engine Exhaust, Induction, and Cooling Systems, Engine Electrical, Engine Inspection, and Ground Operations & Servicing Laboratory

2. Communication Studies

Certificate of Achievement

Courses added, existing

Communication 1 Public Speaking

Communication 1H Honors Public Speaking

Communication 2 Interpersonal Communication

Communication 4 Persuasion

Communication 8 Group Communication

Communication 10 Intercultural Communication

Communication 12 Fundamentals of Interpretation

Communication 15 Computer-Mediated Communication

Communication 25 Argumentation

**NEW COURSE PROPOSALS
EFFECTIVE FALL 2015**

Approved and Recommended by the Curriculum Committee

To ECPC November 15, 2013

DEGREE APPLICABLE, TRANSFERABLE

Astronomy 20 Introduction to Cosmology, 4 units, 3 lecture hours, 2 lab hours. ADVISORIES: Eligibility for English 125 or 126, and Mathematics 201. PREREQUISITES: Successful completion of Astronomy 10. This course focuses on a description of the universe, concentrating on celestial bodies and phenomena beyond the Solar System. Topics will include electromagnetic radiation, observed properties of stars, variable and binary stars, extra-solar planets, stellar evolution, black holes, relativity, the interstellar medium, star clusters, the Milky Way and other galaxies, cosmology, and the possibility of other life forms in the universe. (unique)

PROPOSED DISTANCE EDUCATION

EFFECTIVE FALL 2014

Approved and Recommended by the Curriculum Committee

To Pre-ECPC November 14, 2012

0-99% online

1. English 105 Grammar and Punctuation
2. English 1BH Honors Introduction to the Study of Literature
3. History 11 History of the United States to 1877
4. History 12 History of the United States since 187

Live-Interactive 2-way Presentation

Linguistics 11 Introduction to Language for Teachers

FIVE YEAR PROGRAM REVIEW

To ECPC November 15, 2013

INSTRUCTIONAL PROGRAMS

1. Composition
2. Communication
3. Creative Writing
4. English as a Second Language
5. Film
6. Journalism
7. Languages
8. Linguistics
9. Literature
10. Reading

NON-INSTRUCTIONAL PROGRAMS

1. Admissions and Records
2. Administrative Services Office
3. Food Services
4. Writing Center

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Travel to Spain
by the Fresno City College City Singers

ITEM NO. 13-108G

EXHIBIT: None

Background

The Fresno City College City Singers are planning a tour of Spain in May/June 2014. Twenty-six students will travel throughout Spain and learn about its culture, history, and music, and will perform several concerts in different cities in Spain. Two faculty members, Mike and Julie Dana, will accompany the City Singers on this tour.

Recommendation

It is recommended that the Board approve the Fresno City College City Singers and accompanying faculty to travel to Spain in May/June 2014 for a concert tour with the understanding that no college or district funds will be encumbered for this activity.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Travel to Australia for Fresno City College Music Students ITEM NO. 13-109G

EXHIBIT: None

Background

Instrumental musicians from Fresno City College have been invited to participate in the Australia International Music Festival in Sydney, Australia, in June/July 2015. They will be collaborating with musicians from CSU Fresno, College of the Sequoias, and the community, performing as the Yosemite Symphonic Winds. They will perform approximately six concerts in various venues located in Sydney. Approximately 20 Fresno City College music students are planning to participate. Fresno City College instructor, Dale Engstrom, will accompany the group and will serve as one of the conductors.

No college or district funds will be used for this activity.

Recommendation

It is recommended that the Board approve out-of-country travel for Fresno City College music students and instructor Dale Engstrom to travel to Australia and participate in the Australia International Music Festival in June/July 2015 with the understanding that no college or district funds will be encumbered for this activity.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Adopt the Independent Citizens' Bond Oversight Committee Bylaws and Ethics Policy Statement Revisions

ITEM NO. 13-110G

EXHIBIT: Resolution No. 2013.33
Independent Citizens' Bond Oversight Committee Bylaws
Independent Citizens' Bond Oversight Committee Ethics Policy Statement

Background:

The Board of Trustees adopted the original Citizens' Bond Oversight Committee Bylaws and Ethics Policy Statement on January 7, 2003. The proposed revisions will (1) incorporate several changes in the law that have been made since the Board adopted the original Bylaws; (2) correct references in the old Bylaws; and (3) reflect improved operations of the committee.

The Ethics Policy Statement revision corrects two clerical errors.

Fiscal Impact:

None

Recommendation:

It is recommended the Board of Trustees adopt the Independent Citizens' Bond Oversight Committee Bylaws and Ethics Policy Statement revisions.

RESOLUTION OF THE BOARD OF TRUSTEES OF STATE CENTER COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2013.33

APPROVING AMENDED AND RESTATED BYLAWS FOR STATE CENTER COMMUNITY COLLEGE DISTRICT INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

WHEREAS, the Board of Trustees of State Center Community College District (the "District") previously adopted a resolution requesting Fresno, Madera, Tulare and Kings Counties, California (the "Counties") to call an election for general obligation bonds (the "Bond Election") to be held on November 5, 2002; and

WHEREAS, notice of the Bond Election was duly given; and on November 5, 2002, the Bond Election was duly held and conducted for the purpose of voting on a measure for the issuance of bonds of the District in the amount of \$161,000,000 ("Measure E"); and

WHEREAS, based on the Canvass and Statement of Results for the Counties, more than fifty-five percent of the votes cast on Measure E were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Trustees of the District previously has established an independent citizens' bond oversight committee (the "Committee") in connection with issuance of bonds under Measure E; and

WHEREAS, the Board of Trustees has previously approved Bylaws governing such Committee but now desires to amend and restate such Bylaws, in whole, to make them applicable to Measure E.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE STATE CENTER COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Measure E was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Bylaws. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for Measure E and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are

hereby approved. The previous Bylaws related to Measure E are rescinded and of no further force and effect.

ADOPTED, SIGNED AND APPROVED this 10th day of December, 2013.

BOARD OF TRUSTEES OF STATE
CENTER COMMUNITY COLLEGE DISTRICT

President

ATTEST:

Secretary

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
AMENDED AND RESTATED BYLAWS

Section 1. Committee Established. The State Center Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "Election"), in obtaining authorization from the District's voters to issue up to \$161,000,000 aggregate principal amount of the District's general obligation bonds (~~the "Bond-Measure E"~~). The ~~election~~Election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is ~~now~~therefore obligated to establish ~~the~~an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the State Center Community College District (the "Board") hereby establishes the Independent Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under ~~the Bond-Measure E~~. Regular and ~~deferred~~scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the ~~following~~ duties set forth in Sections 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee ~~may~~shall review ~~quarterly~~ expenditure reports produced by the District to ensure that (a) bond proceeds ~~are~~were expended only for the purposes set forth in ~~the Bond-Measure E~~; and (b) no bond proceeds ~~are~~were used for any inappropriate teacher or administrative salaries or other operating expenses. in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(i) ~~(a)~~ A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(i) ~~(b)~~ A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent/PresidentChancellor. Either the Board or the ~~Superintendent/President~~Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts~~;~~
 - (ii) Approval of construction change orders~~;~~
 - (iii) Appropriation of construction funds~~;~~
 - (iv) Handling of all legal matters~~;~~
 - (v) Approval of construction plans and schedules~~;~~
 - (vi) Approval of ~~Deferred Maintenance Plans~~scheduled maintenance plans,
- and
- (vii) Approval of the sale of bonds.

3.5 ~~Voter-Approved~~Measure E Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(i) ~~(a)~~ Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(ii) ~~(b)~~ The establishment of priorities and order of construction for the bond projects shall be made by the Board ~~in its sole discretion~~or the Chancellor.

(iii) ~~(c)~~ The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board ~~in its sole discretion~~or the Chancellor.

(iv) ~~(d)~~ The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board ~~in its sole discretion~~or the Chancellor and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(v) ~~(e)~~ The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(vi) ~~(f)~~ The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

~~(g) — The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee’s findings and recommendations.~~

~~(h) — The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.~~

~~(vii) (i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board’s sole discretion as part of carrying out its function under Prop 39.~~

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage ~~in~~ the following authorized activities:

~~(i) (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop 39 (Article XIII A of the California Constitution).~~

~~(ii) (b) Inspect ~~college~~District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Vice President of Administrative Services ~~Chancellor~~.~~

~~(iii) (c) Review copies of ~~deferred~~scheduled maintenance ~~proposal~~proposals or plans developed by the District.~~

~~(iv) (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.~~

Section 5. Membership.

5.1 Number.

The ~~committee~~Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior ~~citizen's~~citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the ~~college~~District, such as a foundation.

- Two (2) members of the community at-large ~~appointed by the Board.~~

5.2 Qualification Standards.

(i) ~~(a)~~ To be a qualified person, he or she must be at least 18 years of age ~~and reside within the District's geographic boundary, in accordance with Government Code Section 1020.~~

(ii) ~~(b)~~ The ~~committee~~Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. ~~By accepting appointment to~~Members of the Committee, ~~each member agrees to comply with~~ are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form ~~700 as required by all "designated employees" of the District. Additionally~~700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, ~~beginning July 1, commencing as of the date of appointment by the Board.~~ No member may serve more than ~~two~~three (23) consecutive terms. ~~At the Committee's first meeting, members will~~Members may draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original Committee for Measure E shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups ~~will~~shall be solicited for applications; (bc) the ~~Superintendent/President~~Chancellor or his ~~or her~~ designee ~~will~~shall review the applications; and (ed) the ~~Superintendent/President~~Chancellor or his ~~or her~~ designee ~~will~~shall make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process, shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District ~~unless a majority of the members of the Committee have voted express authority to do so.~~ (b) ~~Individual,~~ individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its members shall have the right to request and receive only copies of reports and records relating to Measure E projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting ~~to be held in July,~~ but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the State Center Community College District, located in Fresno, Madera, Tulare and Kings Counties, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business ~~except adjournment.~~

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(i) ~~(a)~~ preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(ii) ~~(b)~~ provision of a meeting room, including any necessary audio/visual equipment;

(iii) ~~(c)~~ preparation and copies of any documentary meeting materials, such as agendas and reports; and

(iv) ~~(d)~~ retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds ~~shall of Measure E may~~ be ~~used~~ made to provide District support ~~to of~~ the Committee.

Section 8. Reports. In addition to the Annual Report required in Section ~~3.2,3.3,~~ the Committee may report to the Board ~~at least semi-annually~~ from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The ~~Superintendent/President~~ Board, upon the recommendation of the Chancellor, shall appoint the initial Chair of the Committee to serve for one year as Chair. Thereafter, the Committee shall elect ~~a chair~~ the Chair and a ~~vice chair~~ Vice-Chair who shall act as ~~chair~~ Chair only when the ~~chair~~ Chair is absent, ~~which positions shall continue for two (2) year terms.~~ No person shall serve as ~~chair~~ Chair for more than ~~two~~ three consecutive ~~terms.~~ years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a ~~two-thirds~~ majority vote of the ~~entire~~ Board.

Section 11. Termination. The Committee shall automatically terminate and disband ~~at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.~~ concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all of the proceeds of Measure E.

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to ~~following~~follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the ~~committee~~Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the State Center Community College District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Election of Officers, Appointment of
Representatives and Adoption of Board
Calendar

ITEM NO. 13-103

EXHIBIT: None

Background:

At its meeting on November 7, 2013, the Board of Trustees established the December 10, 2013, meeting as the date for the annual organizational meeting required by the California Education Code.

ELECTION OF OFFICERS AND REPRESENTATIVES

The following officers are elected for a one-year term, and representatives are to be appointed to serve for one year, unless otherwise indicated:

- 1. President**
- 2. Vice President**
- 3. Secretary**
- 4. Board Voting Representative, Fresno County Committee on School District Organization Election (1 year)**
Voting representative participates in electing persons to the Fresno County Committee on School District Organization in fall 2013.
(2013 representative was Trustee Dorothy Smith)
- 5. Alternate Board Voting Representative, Fresno County Committee on School District Organization Election (1 year)**
The Fresno County Office of Education is also asking that an alternate voting representative be named.
(2013 alternate was Trustee Richard Caglia)

6. Board Representative, Executive Board of the Madera County School Boards Association (1 year)

Representative represents the district, as a voting member, at meetings called three to four times each year by the Madera County School Boards Association.

(2013 representative was Trustee Isabel Barreras and the alternate was Trustee Richard Caglia)

7. Fresno Area Self-Insured Benefits Organization (FASBO, also known as ED CARE) (2 years)

Representative attends monthly meetings on the third or fourth Tuesday at Barthuli & Associates in Fresno. This board reviews the administrator's reports, broker's reports, and financial status; authorizes expenditures, establishes policy, and hears appeals. The term is for two years from 2012 through 2014.

(2012 through 2014 representative is John Leal)

8. Two Board Representatives for the State Center Community College Foundation Board (2 years)

Representatives attend quarterly meetings, an annual meeting, and a few special events. The term is for two years from 2013 through 2014.

(2013 through 2014 representatives are trustees Pat Patterson and Dorothy Smith)

9. Director, Valley Insurance Program Joint Powers Agency (JPA) Board (2 years)

The board of directors of the Valley Insurance Program Joint Powers Agency consists of three appointees from each member district: one board member and the vice chancellor of finance and administration, with the director of finance serving as alternate director. There are quarterly full board meetings in February, April, June and November; and a two-day strategic planning meeting in April. The term for the Board's representative is for two years from 2013 through 2014.

(2013 through 2014 representative is Trustee Pat Patterson)

10. Board Representative, State Center Community College District Retirement Board (1 year)

The SCCCDC Retirement Board consists of the vice chancellor of finance and administration, the director of finance, and one board member selected at the annual organizational meeting. The members of the Retirement Board meet periodically, but not less than every six months, to review the investments held in the trust, transact other business, and make decisions as required by the Retirement Board.

(2013 representative was Trustee Ron Nishinaka)

10. Legislative Representative (1 year)

Representative works with a countywide trustee network, established at the request of the Fresno County School Trustees Association, for the purpose of more effective cooperation with the legislature on behalf of public school needs.

(2013 representative was Trustee Eric Payne)

2013 BOARD CALENDAR

The Board should also adopt a calendar of meetings for the next year. The regular meetings of the Board of Trustees shall be on the first Tuesday of each month, with the recommended exceptions of January and December 2014. The proposed calendar is as follows, with the starting time recommended to remain at 4:30 p.m.

DATE	MEETING	LOCATION
January 14, 2014	Regular Meeting	SCCCD
February 4, 2014	Regular Meeting	SCCCD
February 18, 2014	Budget Study Session	DO North
March 4, 2014	Regular Meeting	Reedley College
March 28-29, 2014 or April 11-12, 2014	Board Retreat	To be determined
April 1, 2014	Regular Meeting	Oakhurst CCC
May 6, 2014	Regular Meeting	Fresno City College, OAB
June 3, 2014	Regular Meeting: Tentative Budget	SCCCD
June 14, 2014 or June 28, 2014	Board Self-Evaluation, Evaluation of Chancellor	DO North
July 1, 2014	Regular Meeting	SCCCD
August 5, 2014	Regular Meeting	Willow Int'l CCC
September 2, 2014	Regular Meeting: Public Hearing and Budget Adoption	SCCCD
October 7, 2014	Regular Meeting	Madera CCC
November 4, 2014	Regular Meeting	SCCCD
December 9, 2014	Regular Meeting and Organizational Meeting	SCCCD

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Second Reading and Consideration to
 Approve SCCCD Integrated Planning
 Model and Manual

ITEM NO. 13-104

EXHIBIT: SCCCD Integrated Planning Model and Manual

Background:

The proposed State Center Community College District Integrated Planning Model and Manual is a guide to integrated planning at the district level. The processes described in this manual identify the ways that constituent groups participate in and contribute to district level long-term and short-term planning. Included in SCCCD's Integrated Planning Model is an overview of the planning process and timeline for each component in the model.

This model and manual was developed by the Integrated Planning Taskforce prior to the District Strategic Planning Committee assuming responsibility for its continued development and annual review.

The district has worked diligently since fall 2012 to reach mutual agreement with constituent groups according to Administrative Regulation 2510 – Participation in Local Decision Making. While we have reached agreement with Reedley College and Willow International Community College Center's academic senates, as well as all three classified senates, we have yet to reach agreement with Fresno City College's Academic Senate.

It is clear the district has demonstrated its commitment to collegial consultation and ongoing dialogue and we have spent over one year to reach mutual agreement. Due to Accrediting Commission for Community and Junior Colleges' (ACCJC) emphasis on districtwide integrated planning, it is critical that the district moves forward with approval and implementation of the State Center Community College District Integrated Planning Model and Manual so that we do not risk the accreditation status of Reedley College and Fresno City College.

Item No. 13-104

Page 2

Recommendation:

It is recommended the Board of Trustees approve the proposed State Center Community College District Integrated Planning Model and Manual.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

Integrated Planning Model and Manual

Revised by Chancellor's Cabinet August 26, 2013; November 18, 2013; December 2, 2013.

AD HOC COMMITTEE ON INTEGRATED PLANNING MEMBERSHIP

Jothany Blackwood,

Liaison of Districtwide Strategic & Integrated Planning, Integrated Planning Co-Chair

Marilyn Behringer

Vice President of Instruction, Reedley College, Integrated Planning Co-Chair

Tony Cantu

President, Fresno City College

Diane Clerou

District Dean, Human Resources

Larry Dickson

CSEA President

Ed Eng

Vice Chancellor Finance and Administration

Claudia Habib

Academic Senate President, Fresno City College

Thomas Mester

Dean of Instruction, Willow International Community College Center

Mark Sanchez

Dean of Counseling, Fresno City College

Robin Torres

Institutional Researcher, District Office

While this workgroup was responsible for the development of this model and manual, the work and revision process was continued by the District Strategic Planning Committee, which is comprised of all constituent groups from across the colleges, centers, and the District Office.

MISSION, VISION AND GOALS

SCCCD Mission Statement

State Center Community College District is committed to student learning and student success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate an educationally prepared citizenry.

SCCCD Vision Statement

State Center Community College District will demonstrate exemplary educational leadership to foster and cultivate a skilled workforce and an educated citizenry who are well prepared professionally and personally to contribute to our community.

District Strategic Goals

Strategic Goal: Student Success

SCCCD is committed to supporting and assisting students in achieving their educational goals by offering premier academic, career technical training, and student support programs that enhance students' abilities to succeed in an increasingly complex and interconnected world.

Strategic Goal 2: Student Access

SCCCD recognizes that it must be responsive to the population growth of the San Joaquin Valley and is committed to reducing enrollment barriers.

Strategic Goal 3: Teaching and Learning Effectiveness

SCCCD is committed to providing the highest quality instructional programs using current and emerging instructional methods and technologies.

Strategic Goal 4: Economic and Workforce Development

SCCCD is committed to being a partner in developing the economic vitality of the region through collaboration with its community partners and by offering and assuring access to quality career technical programs.

Strategic Goal 5: Communication

SCCCD is committed to open and clear communication among its constituent groups and with its external communities.

Strategic Goal 6: Organizational Effectiveness

SCCCD is committed to continually improving its organizational process to ensure its institutional effectiveness and accountability.

Strategic Goal 7: Community and Resource Development

SCCCD is committed to optimizing its resources while maintaining its fiscal integrity.

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INTRODUCTION

The State Center Community College District Integrated Planning Manual is a guide to integrated planning at the District level. The manual identifies constituent group processes for participating in District-level long and short term planning.

The manual begins with a description of State Center Community College District's (SCCCD) integrated planning model. Following that overview is a description of the process and timeline for each component in the model. Planning and assessment documents are available on the District intranet.

Each of the SCCCDC entities, Fresno City College, Reedley College, and Willow International Community College Center, also has an integrated planning process. The colleges and centers that have applied for candidacy level planning processes link to District-level planning in two ways:

- 1) The District Strategic Goals establish districtwide institutional objectives. The colleges and centers that have applied for candidacy integrated planning processes align with these objectives and develop action steps to contribute to the achievement of the District Strategic Goals.
- 2) The SCCCDC Strategic Plan annual assessment documents progress on District goals and objectives. The assessment verifies the work of the colleges, centers and the District Office in achievement of the District's strategic goals and objectives.

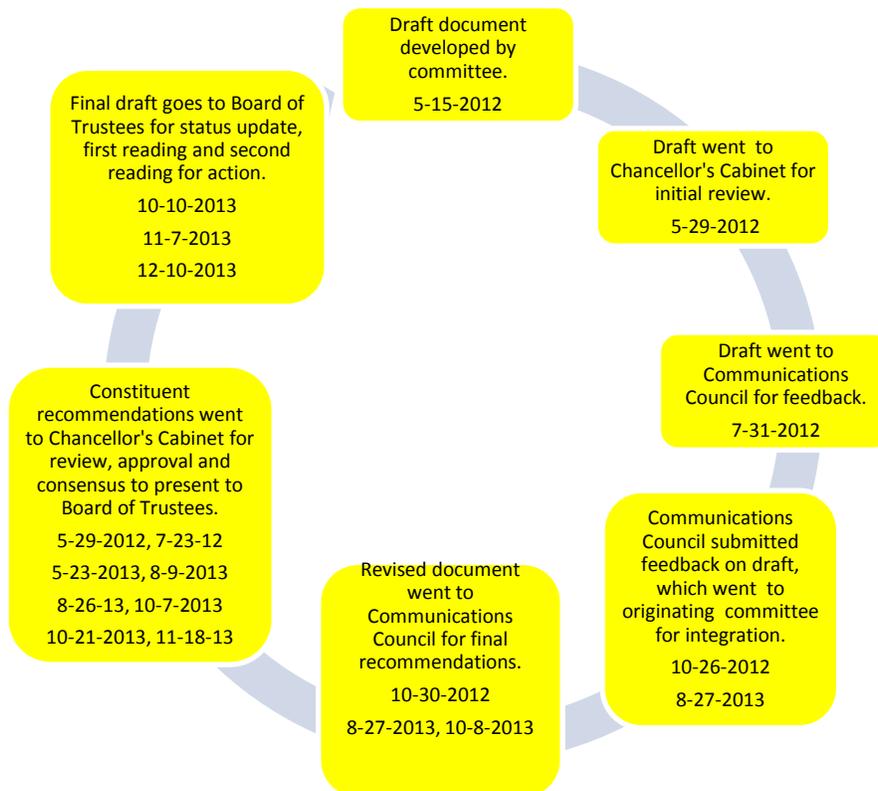
To facilitate ongoing, systematic assessment of decision making processes, the District Strategic Planning Committee (DSPC) is responsible for annual review and update of the State Center Community College District Integrated Planning Manual. The annual update reflects minor changes, such as descriptions and timelines. In addition, the planning processes are evaluated every four years, with mid-cycle reviews to ensure continuous improvements to the planning processes. The timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of this document.

The assessment process includes gathering districtwide input to develop an assessment report that is submitted to Chancellor's Cabinet. DSPC reviews the assessment report and recommends revisions to Chancellor's Cabinet on planning processes as appropriate. The State Center Community College District Integrated Planning Manual is then updated to reflect any agreed-upon

changes in the planning process. This document is maintained to reflect the inevitable changes in planning processes that are to be expected as part of SCCCD's cycle of continuous quality improvement.

The graphic depiction below identifies the approval process through constituent groups. The process of approving a districtwide document begins with the originating taskforce/committee developing a draft document. That draft document goes to Chancellor's Cabinet for initial review and revisions. The revised draft is then submitted to Communications Council, where leaders of all constituent groups participate and share the draft through the college governance process. That process requires a first and second read by the senates.

At Communications Council the constituent groups submit their recommendations on the draft document. Constituent recommendations on the draft document then go back to the originating taskforce, where the recommended changes are considered. That revised document is resubmitted by the origination taskforce/committee to Chancellor's Cabinet for review, approval and consensus to present to Board of Trustees. Chancellor's Cabinet then sends the final document to the Board of Trustees for a status update, followed by a first reading of the document, and a second reading with consideration for approval.



STATE CENTER COMMUNITY COLLEGE DISTRICT INTEGRATED PLANNING MODEL

The State Center Community College District Integrated Planning Model illustrates how the components in the District-level planning process link to one another. This cycle of evaluation, development of goals and objectives, resource allocation, plan implementation, and re-evaluation demonstrates districtwide institutional effectiveness and a cycle of continuous quality improvement.

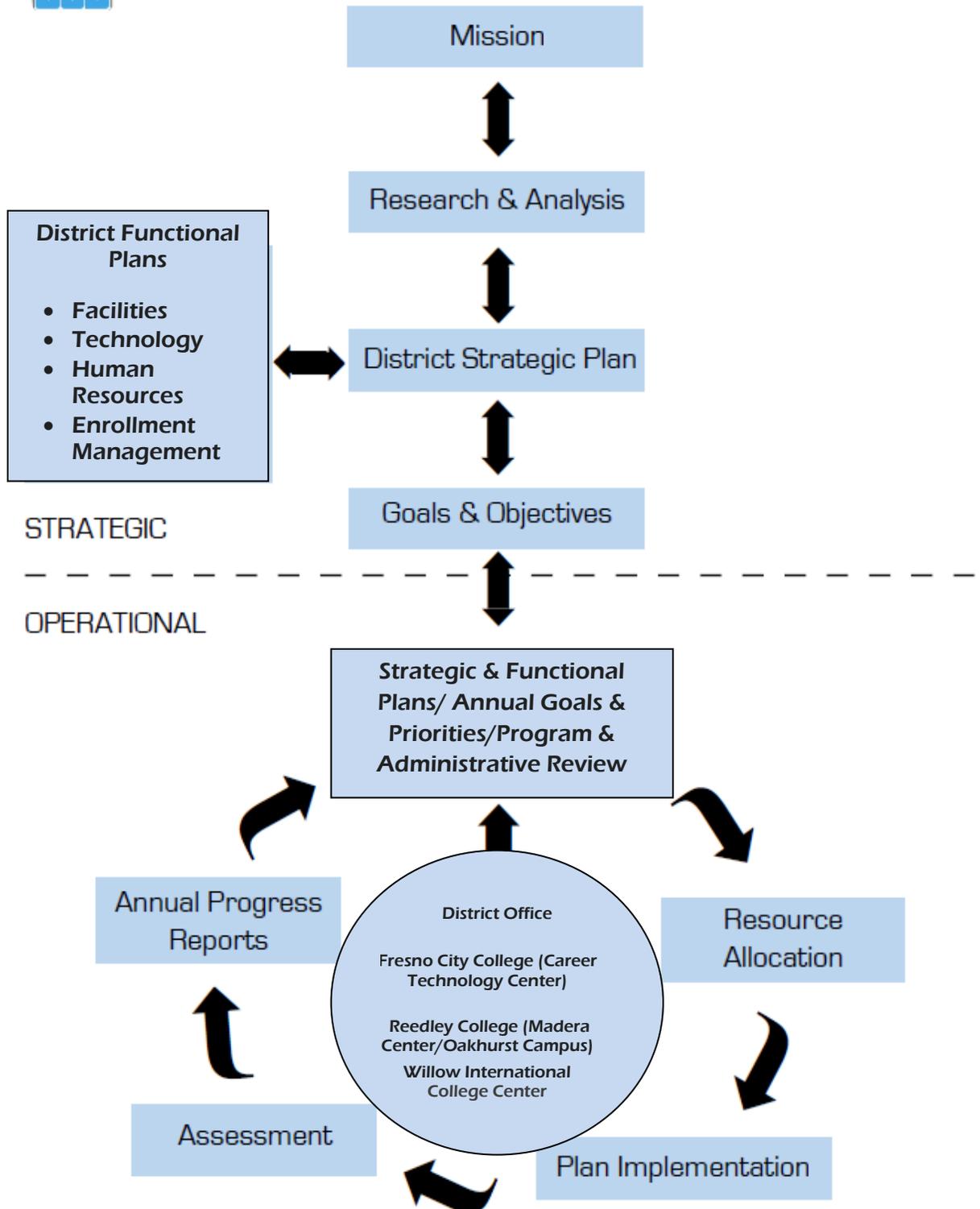
Research is central to the State Center Community College District Integrated Planning Model. Plans are data-driven and plan outcomes are assessed using quantitative and qualitative data. The components of the State Center Community College District Integrated Planning Model include:

1. The SCCCD Mission Statement describes the intended student population and the services that SCCCD provides to the community. As such, this statement is the touchstone for all planning processes.

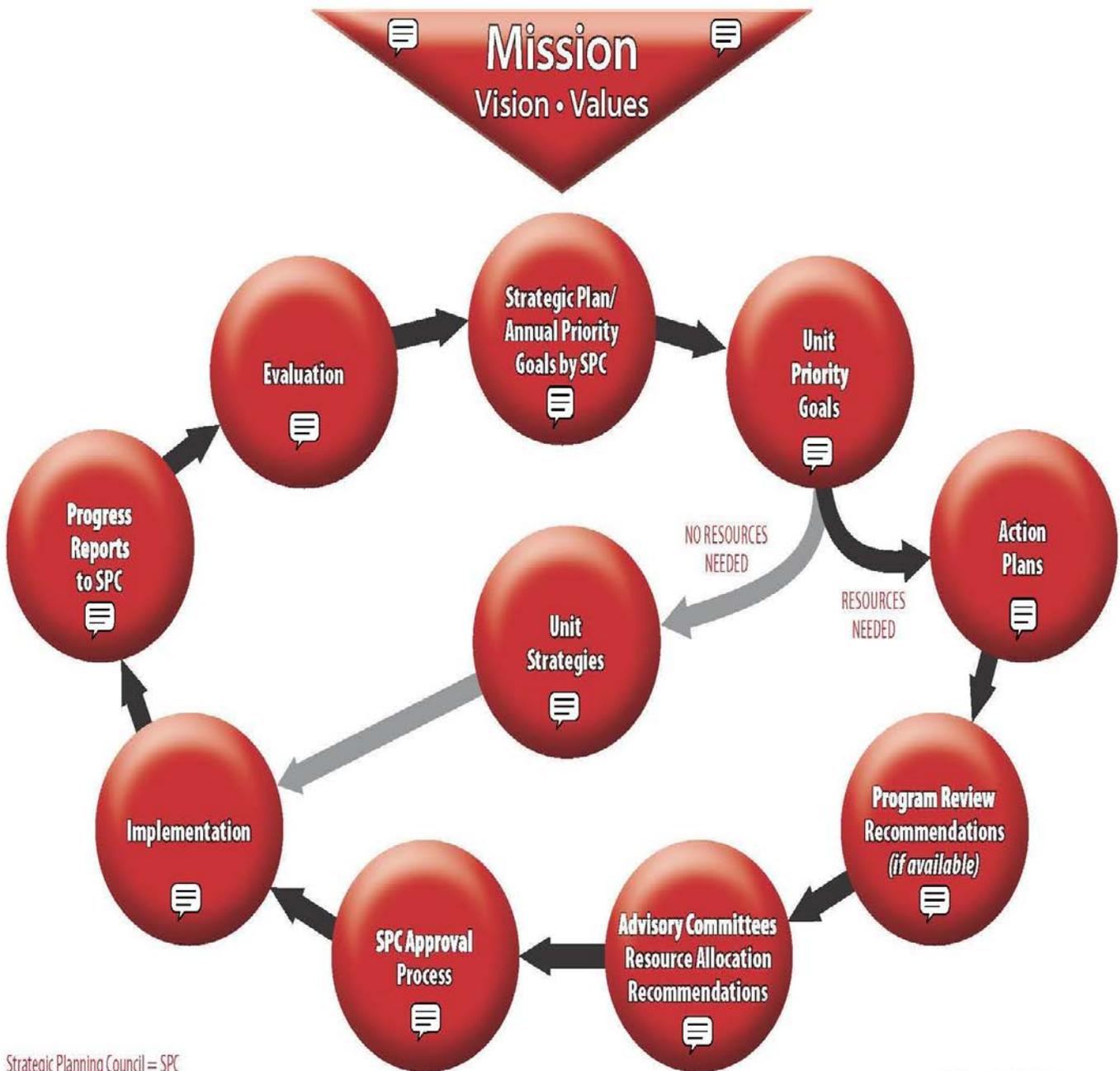
2. SCCCDC analyzes demographics to foresee challenges and opportunities (external scans) and compares its current status to the SCCCDC Mission Statement (internal scans) to develop a District Strategic Plan. District and college institutional researchers collaborate to ensure districtwide accuracy and consistency in reporting.
3. Based on what is learned through the preparation of the District Strategic Plan, District Strategic Goals and District Objectives are collaboratively developed by the District Strategic Planning Committee. The goals and objectives are then approved by the Board of Trustees to serve as institutional goals.
4. The District Strategic Plan uses the District Strategic Goals (institutional goals) to derive District Objectives. The objectives describe specific initiatives to achieve the District Strategic Goals. Many initiatives require collaboration and coordination among District services and campus administrators, faculty, and staff. The initiatives to be undertaken at each site are documented in the District Strategic Plan and in the Administrative Services Unit Reviews (ASUR).
5. The Administrative Services Unit Review (ASUR) includes a thorough analysis of data and a plan for each Administrative Service Unit in the District Office. This process tracks the efforts of each unit for continuous improvement of services provided to the campuses and to other District Services Units.
6. District resources will be allocated utilizing an incremental budget approach for the fiscal allocation process. Each year the allocation process begins with rolling forward the prior year's adjusted base allocation. This budget approach will remain in effect until the newly developed Resource Allocation Model is approved and implemented.
7. Once resources are allocated, District Office administrative service units and the colleges and centers implement the goals and objectives of the SCCCDC Strategic Plan and their respective strategic plans.
8. SCCCDC assesses in two ways: (1) an annual assessment of progress on the District Strategic Goals and District Objectives and (2) assessment and decision-making processes on a four-year cycle. The assessments inform the District Strategic Plan and the Administrative Services Unit Review.



SCCCD District Integrated Planning Model



Fresno City College Integrated Planning Process



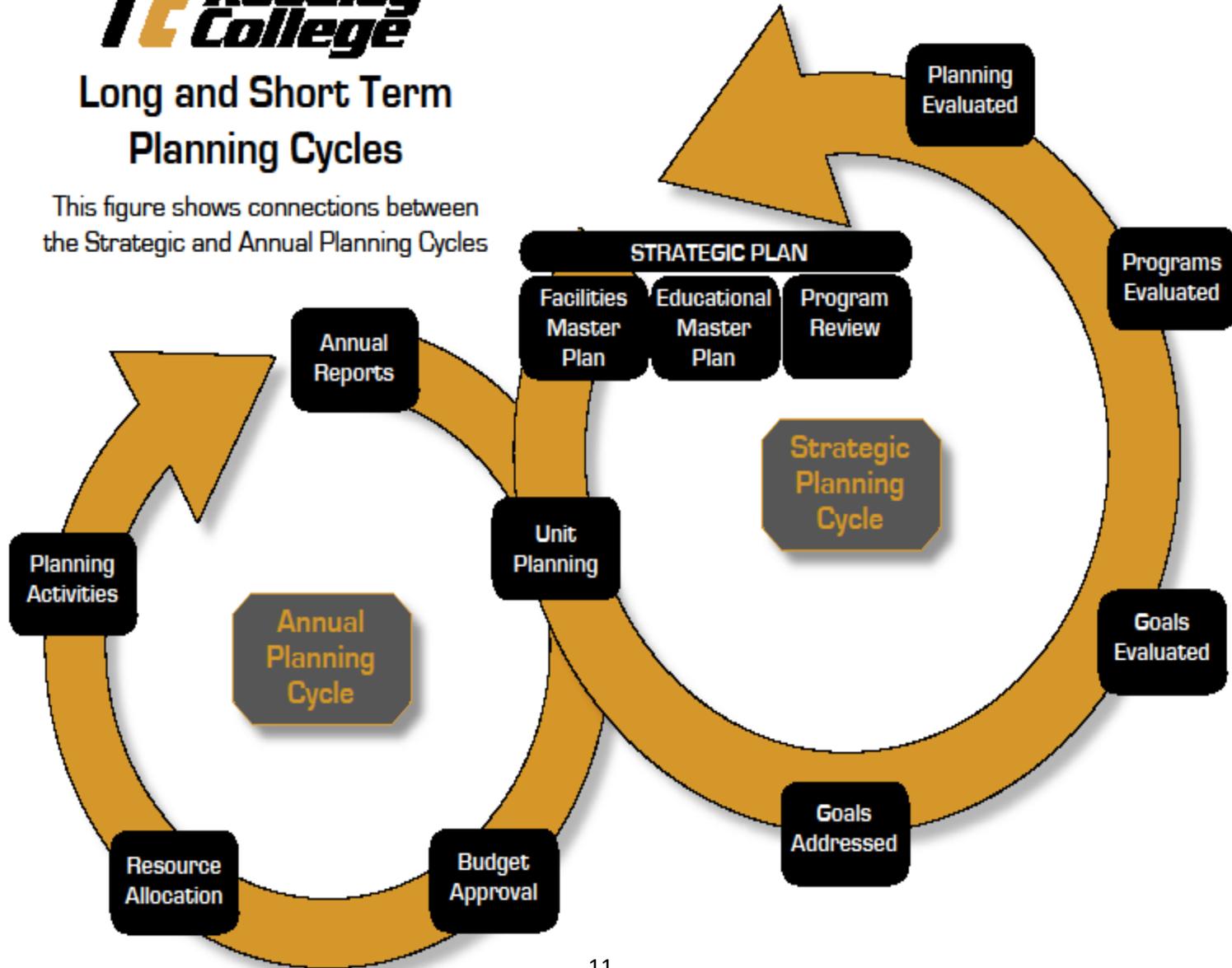
Strategic Planning Council = SPC

SPC Adopted 3-10-11

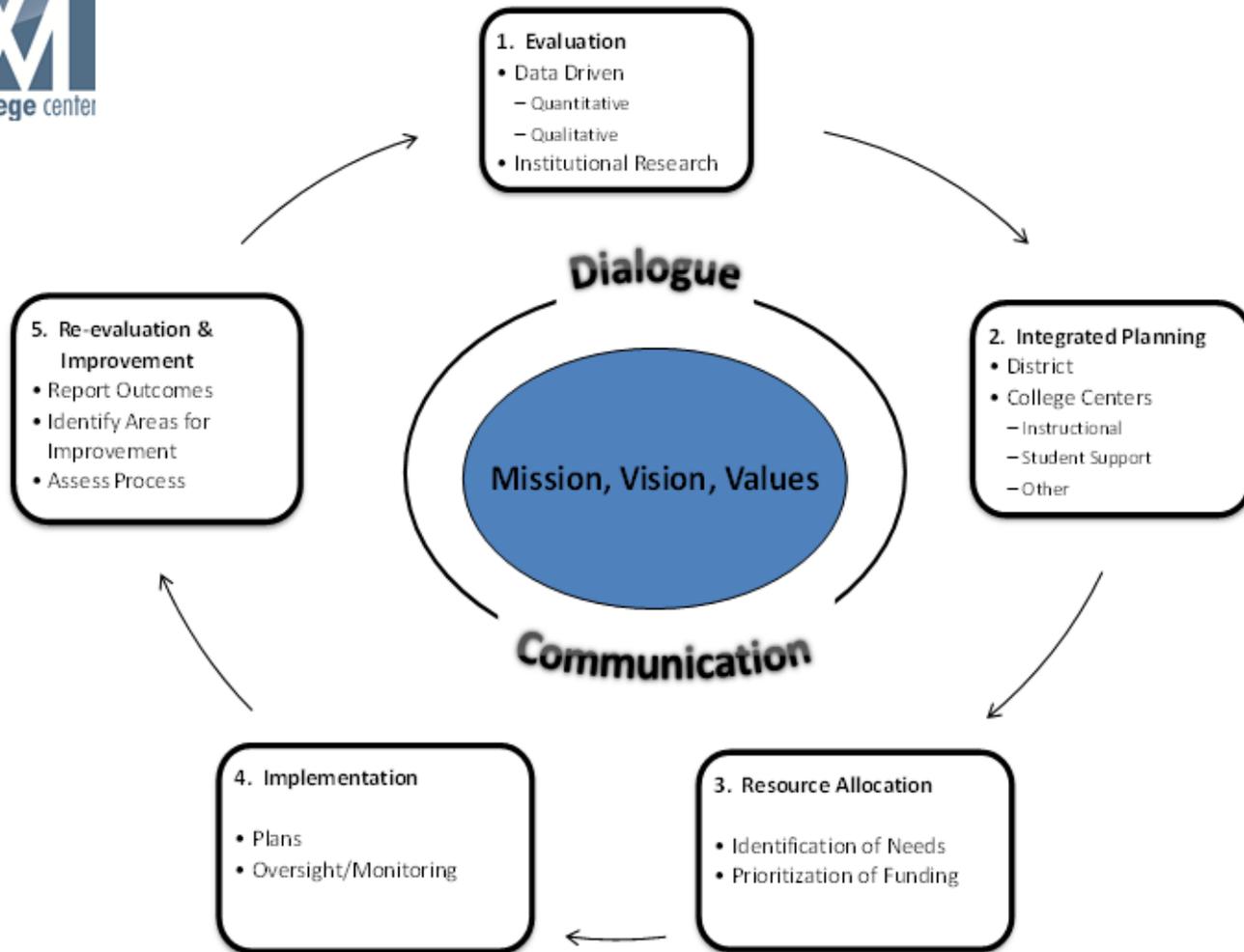


Long and Short Term Planning Cycles

This figure shows connections between the Strategic and Annual Planning Cycles



Continuous Improvement – Collaborative Decision Making Process



SCCCD MISSION STATEMENT

The SCCC Mission Statement is the touchstone for the planning process in that it describes the intended student population and the services that SCCC provides to the community.

SCCC reviews its mission statement every four years during the development of the District Strategic Plan. The mission statement was most recently reviewed and approved by the SCCC Board of Trustees on June 5, 2012. DSPC reviews the mission statement annually and forwards any recommended revisions to Chancellor's Cabinet.

The current SCCC Mission Statement is:

State Center Community College District is committed to student learning and student success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate an educationally prepared citizenry.

The Accrediting Commission for Community and Junior Colleges Accreditation Standards most relevant to the development and review of a district and college mission statement are:

I.A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
2. The mission statement is approved by the governing board and published.
3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
4. The institution's mission is central to institutional planning and decision making.

REVIEW OF THE MISSION STATEMENT: TIMELINE AND PROCESS

January 2012

The Board of Trustees charges the Chancellor with developing and implementing a process for a districtwide review of the SCCCD Mission Statement. The District Strategic Planning Committee reviews data and recommends changes to the SCCCD Mission Statement along with a justification or rationale for the recommendation.



February 2012

The District Strategic Planning Committee reviews the recommendation and either
(1) Recommends revisions to the SCCCD Mission Statement or
(2) Recommends the SCCCD Mission Statement remain the same



March 2012

The District Strategic Planning Committee solicits feedback through the Charrette regarding recommended modifications to the SCCCD Mission Statement.



May 2012

Based on the feedback, the District Strategic Planning Committee recommends revisions to or recommends reaffirmation of the SCCCD Mission Statement to the Chancellor.



June 2012

The Chancellor considers the recommendation and if he/she approves, recommends the revised or reaffirmed SCCCD Mission Statement to the Board of Trustees for approval.

If the Chancellor does not approve, dialogue and collaboration continues until the Chancellor approves.

Once approved, the Chancellor recommends the revised SCCCD Mission Statement to the Board of Trustees for approval.

2012-2016 STATE CENTER COMMUNITY COLLEGE DISTRICT STRATEGIC PLAN

The 2012-2016 State Center Community College District Strategic Plan is SCCCD's four-year plan that guides annual operational planning.

The District Objectives describe districtwide outcomes to be achieved requiring collaboration and coordination among the District, campus administrators, faculty, staff and students. The initiatives to be undertaken at each site that contribute to the achievement of District Objectives are documented and aligned with the colleges and centers' strategic plans, functional plans (i.e. educational master plan, technology plan, facilities plan) and in the District Office Administrative Services Unit Reviews.

The 2012-2016 State Center Community College District Strategic Plan was developed in spring 2012, with implementation beginning in fall 2012, and will be in place until the next strategic plan. The development of the 2016-2020 strategic plan will include a review by the Colleges and Centers' Academic Senates with input going to the District Strategic Planning Committee and representatives will report back to their respective Academic Senates.

The 2012-2016 State Center Community College District Strategic Plan format is presented in the table on page 14. The primary components are:

- **District Strategic Goals** are broad statements that articulate how SCCCD intends to address current and anticipated challenges.
- **District Objectives** describe the outcomes to achieve the District Strategic Goals requiring collaboration and coordination among District Services and campus administrators, faculty, staff and students.
- **District Action Steps** describe in sequence how the District Objectives will be accomplished and assessed. Each Action Step includes a timeline for completion and the committee or position responsible for implementing the action.
- **Responsible Party** identifies the committee or position assigned with the responsibility to launch, oversee and complete the Action Steps. The responsible committee or position may complete the Action Step or may collaborate with others to complete the Action Step. The assignment of a responsible committee or position is essential for accountability.
- **Outcome** is a brief statement describing the results of the Action Steps, and is completed for an annual SCCCD Progress Report.

- **Implications for Next Year's Action Steps** are also completed for the annual SCCCD Progress Report and are used to describe adjustments that may be needed if the outcome described in the previous column requires changes to subsequent Action Steps.

Example of a District Strategic Objective and its components:

1. Student Success SCCCD is committed to supporting and assisting students in achieving their educational goals by offering premier academic, career technical training, and student support programs that enhance students' abilities to succeed in an increasingly complex and interconnected world.					
Objective	Action Steps (Others TBD by each campus)	Baseline Measure for each campus (established by Institutional Research in conjunction with campuses)	Success Measures	Timeline	Responsibility
1.1. Develop strategies to address unique needs of matriculating recent high school graduates and older students to ensure their academic success.	1.1 Create and modify clear and concise steps to matriculation for new students.	1.1 Established by district and college/center. Baseline Reg to Go sessions/Satisfaction survey of Reg to Go.	1.1 1% increase annually in satisfaction regarding the implementation in the number of students who complete the following key components of matriculation: Admissions, Orientation, and Assessment and Testing.	1.1 Data collection and analysis end of spring semester.	1.1 College/Center Vice Presidents of Instruction and Student Services / Vice Chancellor of Educational Services and Institutional Effectiveness.

2012-2016 STATE CENTER COMMUNITY COLLEGE DISTRICT STRATEGIC PLAN DEVELOPMENT TIMELINE

January 2012

The Board of Trustees participates in a Visioning process to develop a vision for the Strategic Plan. The District Strategic Planning Committee begins preparing the 2012-2016 State Center Community College District Strategic Plan.



February 2012

The Board of Trustees invites internal stakeholders to a Strategic Conversation to discuss the themes from their Visioning Process. The findings from the Strategic Conversation provide data for the community Charrette which will involve internal and external stakeholders in addressing the next strategic plan.



March 2012

The District Strategic Planning Committee reviews a comprehensive data portfolio, and the quantitative and qualitative data from the Visioning, Strategic Conversation, and Charrette. Based on this review, the District Strategic Planning Committee develops District Objectives and Action Steps for the next four years. The Action Steps identify specific tasks, timelines for completion, and the group or office responsible for completing each task.



- The District Strategic Planning Committee uses data to prepare the final 2012-2016 State Center Community College Districtwide Strategic Plan and forwards the final draft to the Chancellor.
- If the Chancellor approves, the 2012-2016 State Center Community College Districtwide Strategic Plan is presented to the Board of Trustees. If the Chancellor does not approve, collaboration and compromise continues until he/she approves.
- The 2012-2016 State Center Community College Districtwide Strategic Plan is implemented beginning in the fall semester.

UPDATED SCCCD STRATEGIC PLAN: PLANNING CALENDAR AND TIMELINE

State Center Community College District Strategic Plan Timeline

District timeline: Fall 2012 – Fall 2016

Colleges/centers that have applied for candidacy timeline: Fall 2013 – Fall 2017

District Only

Date	Duties	Area
March 2011	Survey for minor updates Timeline created	District
April 2011	1 st Draft	District
May 2011	Final Draft	District
June 2011	Present update on the 2008 Strategic Plan to the Board of Trustees	District
July 2011	Board of Trustees approval of timeline and final draft with minor revisions	District
Aug. - January 2012	Preparation for comprehensive assessment (Charrette) and full revision process. Gather data from all areas internal and external scans.	District
February 2012	Charrette and all survey information gathered	District
April 2012	1 st Draft	District
May 2012	Final Draft	
June 2012	Board of Trustees approval of District Strategic Plan	District/Board
July 2012	Implementation of new District Strategic Plan	District
Aug. – January 2013	Annual scan for District (1 st year)	District
March 2013	Summary of results from annual scan, report of progress, if changes are pertinent minor revisions made. If not only report to Board of Trustees	District
October 2013	Annual report to Board of Trustees on District Strategic Plan	District/Board
Aug. – January 2014	Annual scan for district (2 nd year)	District

March 2014	Summary of results from annual scan, review of results from 1 st year report, recommended changes (minor updates) made presented to the Board of Trustees	District
October 2014	Minor revisions/updates to the District Strategic Plan are presented to the Board of Trustees	District/Board
July 2014	Implementation of changes to District Strategic Plan	District
Aug. - January 2015	Annual scan for District (3rd year)	District
March 2015	Summary of results from annual scan, review of results from 1 st year report, recommended changes (minor updates) made presented to the Board of Trustees	District
October 2015	Minor revisions/updates to the District Strategic Plan are presented to the Board of Trustees	District/Board
July 2015	Implementation of changes to District Strategic Plan	District
Aug. - January 2016	Preparation for comprehensive assessment (Charrette) and full revision process. Gather data from all areas internal and external scans. (4 th year)	District
February 2016	Charrette and all survey information gathered	District
April 2016	1 st Draft	District Review by the Colleges and Centers' Academic Senates
May 2016	Final Draft	
June 2016	Board of Trustees approval of District Strategic Plan	District/Board
July 2016	Implementation of new District Strategic Plan	District

Colleges and Centers that have applied for candidacy only

Date	Duties	Area
June 2012	District Strategic Plan is approved	Board/District
Aug. – January 2013	Colleges/centers prepare for comprehensive assessment, Charrette, internal and external scans. Colleges/centers will develop college/center strategic plans that include the District Strategic Plan goals.	Colleges/Centers that have applied for candidacy
February 2013	Charrette, all survey information gathered	Colleges/Centers that have applied for candidacy
March 2013	1 st Draft	Colleges/Centers that have applied for candidacy
May 2013	Final Draft Presentation to appropriate constituency groups	Colleges/Centers that have applied for candidacy
June 2013	Board of Trustees presentation of strategic plans for each college/center	College/Centers that have applied for candidacy/ Board
July 2013	Implementation of college/center strategic plans	Colleges/Centers that have applied for candidacy
Aug. – January 2014	Annual Scan for colleges (1 st year)	
March 2014	Summary of results from annual scan, SCCCD Progress Report, if changes are pertinent minor revisions made. If not only report to College Council	Colleges/Centers that have applied for candidacy
May 2014	Reports to constituency groups and College Council	Colleges/Centers that have applied for candidacy
Aug. – January 2015	Annual scan for Colleges/Centers (2 nd year)	Colleges/Centers that have applied for candidacy

March 2015	Summary of results from annual scan, review of results from 1 st year report, recommend changes (minor revisions) to the Board of Trustees.	Colleges/Centers that have applied for candidacy
May 2015	Changes given to constituency groups, College Council and the Board of Trustees	Colleges/Centers that have applied for candidacy/ Board
June 2015	Board of Trustees approval	Board
July 2015	Implementation of modified college/center strategic plans	Colleges/Centers that have applied for candidacy
August 2015 – January 2016	Annual scan for colleges/centers that have applied for candidacy (3 rd year)	Colleges/Centers that have applied for candidacy
March 2016	Summary of results from annual scan, report of progress, if changes are pertinent minor revisions made. If not only report to College Council	Colleges/Centers that have applied for candidacy
May 2016	Changes or report given to College Council and constituency groups.	Colleges/Centers that have applied for candidacy
June 2016	District Strategic Plan is approved	Board/District
August 2016 - January 2017	Preparation for comprehensive assessment (Charrette) and full revision process. Gather data from all areas internal and external scans. (4 th year) Colleges/centers prepare for comprehensive assessment, Charrette, internal and external scans. Colleges/centers will develop college/center strategic plans that include the District Strategic Plan goals.	Colleges/Centers that have applied for candidacy
February 2017	Charrette, all survey information gathered	Colleges/Centers that have applied for candidacy
March 2017	1 st Draft	Colleges/Centers that have applied for candidacy

Approved by the Board of Trustees on July 5, 2011.

DISTRICT OFFICE ADMINISTRATIVE SERVICES UNIT REVIEW (ASUR)

The District Office Administrative Services Unit Review is the annual program review process for centralized services.

The purpose of this process is to analyze and track the efforts of each District Office Administrative Services Unit to continually improve the quality of the services provided to the campuses and to other District Office service units. The three components of the District Office Administrative Service Unit Review are:

1. Analysis of quantitative and qualitative data that reflect the service units' strengths and weaknesses relative to meeting established standards, advancing the SCCCD Mission, and supporting District Strategic Goals and District Objectives.
2. A report on the progress made in achieving the previous year's plan.
3. Develop a plan for the coming year (a) to sustain or improve the services provided and (b) to contribute to the achievement of the District Strategic Plan.

The District Services that implement this review process are:

Fall 2011	Information Systems, State Center Consortium, Center for International Trade Development (CITD), International Education, Grants and External Funding, and Admissions & Records/Institutional Research.
Spring 2012	Environmental Health & Safety and Police Services.
Fall 2012	Purchasing, Accounts Payable and Maintenance & Operations.
Spring 2013	Office of the Associate Vice Chancellor, Human Resources, Personnel Commission, Accounting Services, and Accounts Receivables.
Fall 2013	Office of the Vice Chancellor, Educational Services and Institutional Effectiveness, Payroll and Transportation.
Spring 2014	Grounds and Warehouse.
Fall 2014	Office of the Chancellor/ Public & Legislative Relations/ SCCCD Foundation, Office of the Vice Chancellor, Finance and Administration, and Construction Services.

Beginning in fall 2012, all district units, regardless of their schedule with the ASUR cycle, participated in developing an Annual Operational Plan so that planning priorities were linked to resources. The District Office Executive Management Team reviewed all operational plans and prioritized the resource requests based on current needs and plans for improvement. The prioritized list of planning priorities ensures resource allocation is aligned to the SCCCD 2012-2016 Strategic Plan.

The Accrediting Commission for Community and Junior Colleges Standards most relevant to the District's Administrative Services Reviews are:

- Standard IB.5. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.
- Standard IIIA.5. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.
- Standard IIIB.2.b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.
- Standard IIIC.2. Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of the evaluation as the basis for improvement.
- Standard IIID.3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

DISTRICT ADMINISTRATIVE SERVICE UNIT REVIEW: TIMELINE AND PROCESS

District Office administrative service units gather data as needed to document progress on the prior year's plan, as well as feedback on the Administrative Units programs and services through a Districtwide Satisfaction Survey.

The self-study teams involve all members of a unit and the supervisor. The team collaborates to draft the District Administrative Services Unit Review for the area. This review includes:

- Analysis of the data to identify strengths and weaknesses by comparing performance to standards;
- Identification of links to the SCCC Mission Statement, District Strategic Goals and Objectives;
- Strategies to address identified weaknesses, advance the mission, and support District Strategic Goals and District Objectives; and
- Requests for funding as needed to implement the strategies identified in this review.



Managers, in collaboration with their supervising Associate Vice Chancellor or Vice Chancellor, develop the draft Administrative Services Unit Review with other members of the unit and create venues for discussions of the draft. This includes the development of a long-term plan aligned to the Strategic Plan and an annual operational work plan.

The Associate Vice Chancellors and Vice Chancellors and Managers consider the feedback and make revisions as warranted.



Managers present the Administrative Services Unit Reviews to the Response Team, who provides commendations and recommendations.

Managers make final revisions to the document based on feedback from the Response Team. The final document is submitted to the Chancellor.

Requests for funding are submitted to the Chancellor and the District Office Executive Management Team, which includes the Chancellor, Vice Chancellor of Educational Services and Institutional Effectiveness, Vice Chancellor of Finance and Administration, Associate Vice Chancellor of Human Resources, Associate Vice Chancellor of Business and Operations, Legal Counsel, Exec. Director of Public & Legislative Relations and the Director of the Foundation.

RESOURCE ALLOCATION

Resource allocation aligns with the SCCCD Mission Statement and links District Strategic Goals and District Objectives to the resources needed to accomplish these institutional goals.

Following is an overview of the current budget development process.

The District has historically utilized an incremental budget approach for the fiscal allocation process. Each year, the allocation process begins with rolling forward the prior year's adjusted base allocation. Permanent adjustments are made for new positions, COLA adjustments, growth funding, step and column increases, payroll tax, benefit rate changes, utilities and insurance increases, etc. In recent years, adjustments for workload (funding) reductions have also been allocated to the various cost centers.

In fiscal year 2011-2012, in an attempt to improve the District's budgeting process and incorporate integrated planning, the Chancellor appointed a Districtwide Resource Allocation Model Taskforce (DRAMT). This taskforce's composition represented all constituent groups from the colleges, centers and the District Office. DRAMT's charge was to develop and recommend a resource allocation model that defines the process for allocating fiscal resources to SCCCD entities. The model was to be focused on fiscal resources, with the long-range goal of addressing all resources including human, physical and technology.

DRAMT evolved into the District Budget and Resource Allocation Advisory Committee (DBRAAC) in spring 2013. DBRAAC has continued the work started by DRAMT to develop a new resource allocation model and determine the factors in the distribution of funds to the SCCCD entities. The draft model is currently being vetted districtwide prior to an anticipated 2014-2015 fiscal year implementation. Upon approval, the State Center Community College District Integrated Planning Manual will be updated to reflect the new resource allocation model, which will ensure a fully developed integrated budget allocation process is established.

The Accrediting Commission for Community and Junior Colleges Standards most relevant to resource allocation processes are:

- Standard IB.3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource

allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.

- Standard IIID.3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

RESOURCE ALLOCATION: TIMELINE AND PROCESS

January 2012, 2013

- The Business Office generates a preliminary projected cost of salaries and benefits for the budget year and sends this information to college/centers for review.



February 2012, 2013

- The Chancellor/Vice Chancellor of Finance & Administration present budget workshop.
 - Update on current year budget
 - Reviews the governor's January budget
 - Estimated state funding
 - Projected funded Credit FTES
 - Review reserves
 - Proposed guiding principles
- The Board of Trustees approves budget calendar at the February Board meeting.



March 2012, 2013

- During the annual Board Retreat, staff reviews the current budget, the tentative budget assumptions, proposed strategies, and the proposed lottery decision packages.



April 2012, 2013

- The tentative budget is developed.
- The Board of Trustees adopts the lottery decision package at the April Board meeting.



May 2012, 2013

- The Vice Chancellor of Finance and Administration reviews state budget changes in the May Revise and incorporates those changes into the final budget.



June 2012, 2013

- The tentative budget is presented to the Board of Trustees for adoption and implications from the May Revise are discussed.

**September 2012, 2013**

- The final budget is presented to the Board of Trustees for approval.
- Open hearing for the public on the final budget.

STRATEGIC PLAN IMPLEMENTATION

Through the development of the Districtwide Strategic Plan, a committee or position is assigned responsibility for each Action Step who may complete the Action Step or collaborate with others to complete it. To ensure implementation of the identified activities that will move SCCCD toward accomplishment of the District Strategic Goals and District Objectives, the responsible parties shall:

- Manage the timelines for the plan component;
- Develop appropriate processes;
- Identify and address funding needs through site-specific resource allocation processes or from funds identified to address District Strategic Goals or District Objectives;
- Provide data and other types of evidence to assess levels of success following plan implementation; and
- Document activities and outcomes to contribute to the preparation of the annual SCCCD Progress Report.

The annual SCCCD Progress Report described in the next section informs the District community about the outcomes of plan implementation.

DISTRICT STRATEGIC DIRECTIONS: ASSESSMENT OF PROGRESS

An annual SCCCD Progress Report will be produced to inform stakeholders about movement toward achievement of the District Strategic Goals and District Objectives.

Three tasks will be accomplished through the development of the SCCCD Progress Report:

- Consolidate information about the tasks that have been completed by all SCCCD entities;
- Analyze those outcomes in terms of their effectiveness in moving SCCCD toward achievement of the District Strategic Goals; and
- Edit or augment Action Steps for the coming year as needed based on the outcomes of the current year's work.

The SCCCD Progress Report on the District Strategic Plan will be presented every October to the Board of Trustees. The report is an essential accountability tool in the SCCCD integrated planning process as it reinforces and sustains a districtwide dialogue on long and short term goals.

The Accrediting Commission for Community and Junior Colleges Standards most relevant to the production of the SCCCD Progress Reports are:

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
2. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation,

implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.

3. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.

DISTRICT STRATEGIC DIRECTIONS: TIMELINE AND PROCESS FOR ASSESSING PROGRESS

February 2013

The District Strategic Planning Committee develops or revises the template for the annual SCCCD Progress Report.



April 2013

The District Strategic Planning Committee calls for:

- Responsible parties identified in the District Strategic Plan to report on progress on the Action Steps and
- Campuses to report and evaluate the outcomes of activities undertaken to contribute to achievement of the District Strategic Goals.



The reports are consolidated by the District Strategic Planning Committee to create a draft SCCCD Progress Report that includes the reports of progress as well as an analysis of the effectiveness of the activities in fulfilling the District Strategic Goals.

The District Strategic Planning Committee reviews the SCCCD Progress Report, adds comments if appropriate, and forwards the document to the Chancellor's Cabinet.



July-August 2013

- The Chair of the District Strategic Planning Committee presents the draft SCCCD Progress Report to Chancellor's Cabinet for review and comment. Suggested changes are incorporated as warranted.
- The Chair of the District Strategic Planning Committee presents the final SCCCD Progress Report to the Board of Trustees for information.
- The annual SCCCD Progress Report is distributed as appropriate to both internal and external constituencies online and/or in print.

ASSESSING DECISION-MAKING PROCESSES

To demonstrate institutional effectiveness assessment of decision-making processes is conducted every four years. Feedback from Chancellor's Cabinet about the process is incorporated prior to presenting to Communications Council, who will solicit recommendations from constituent groups through the governance process. The assessment includes gathering districtwide input and using that feedback to update the District Decision-Making Manual. The District Decision-Making Taskforce reviews recommendations from constituent groups related to decision-making processes and makes revisions based on that feedback. These recommendations are forwarded to Chancellor's Cabinet. Chancellor's Cabinet considers the recommendations and approved changes are documented with revisions to the State Center Community College District Integrated Planning Manual.

To maintain credibility as a valuable resource, the current version of the State Center Community College District Integrated Planning Manual is reviewed and updated annually by the District Strategic Planning Committee to capture minor changes in descriptions, timelines, or processes.

The Accrediting Commission for Community and Junior Colleges Standards most relevant to the assessment of planning and decision-making processes are:

Standard I.B.6. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

Standard IV. A.5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

ASSESSING DECISION-MAKING PROCESSES: TIMELINE AND PROCESS

September 2012

The Chancellor appointed a District Decision-Making Taskforce (DDMT), comprised of representatives from districtwide committees. The District Decision-Making Taskforce will develop a mechanism for soliciting feedback on the components of districtwide decision-making processes. The Taskforce will present this process to Chancellor's Cabinet and Communications Council.



October 2012

Feedback from Chancellor's Cabinet about the process is incorporated prior to presenting it to Communications Council, who will solicit recommendations from constituent groups through the governance process.



November-December 2012

The District Decision-Making Taskforce considers the feedback from constituent groups who are directly involved in implementing decision-making processes and revises the District Decision-Making Manual as appropriate.

The District Decision-Making Taskforce forwards the District Decision-Making Manual to Communications Council for final review and comment. The Taskforce incorporates the feedback as warranted and forwards the District Decision-Making Manual to Chancellor's Cabinet.



February 2013

Chancellor's Cabinet reviews the District Decision-Making Manual and determines which changes will be made in the decision-making processes, if any. Upon adoption by Chancellor's Cabinet, the District Decision-Making Manual will be presented to the Board of Trustees.

Reviewed by Integrated Planning Workgroup May 15, 2012;

Revised by DSPC on Oct. 26, 2012.

Reviewed by Communications Council July 31, 2012; October 26, 2012; October 30, 2012; August 2, 2013, and October 8, 2013.

Reviewed by Chancellor's Cabinet May 29, 2012; July 23, 2012; May 23, 2013; August 9, 2013; August 26, 2013, October 7, 2013, October 21, 2013, November 18, 2013, and December 2, 2013.

Adopted by Chancellor's Cabinet August 26, 2013. Revised on November 18, 2013 and December 2, 2013.

The SCCCD 2012-2013 Integrated Planning Manual template and language were adapted from the 2012 North Orange Community College Integrated Planning Manual.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: First Reading of the SCCCD Resource Allocation Model ITEM NO. 13-105

EXHIBIT: SCCCD Resource Allocation Model

Background:

The proposed revised State Center Community College District Resource Allocation Model was developed to improve the district's resource allocation process, incorporate districtwide integrated planning, increase transparency, and fulfill the district's goals and objectives set forth by the Board of Trustees. The proposed revised model outlines the process for allocating resources to the various allocation units of the district and addresses both short-term and long-range issues of resource allocation.

The original proposed resource allocation model was developed in May 2012 by the District Resource Allocation Model Taskforce (DRAMT). In spring 2013, the DRAMT transitioned into a standing committee – the District Budget and Resource Allocation Advisory Committee (DBRAAC). The committee has been meeting regularly to review suggestions and comments provided at forums held in fall 2012. In fall 2013, the DBRAAC finalized a proposed revised districtwide resource allocation model. The model was forwarded to constituent groups in November 2013.

The proposed revised draft will be presented to the Board of Trustees in January 2014 for a second reading and board consideration for approval.

Recommendation:

It is recommended the Board of Trustees review the proposed revised State Center Community College District Resource Allocation Model.



STATE CENTER COMMUNITY COLLEGE DISTRICT

Districtwide Resource Allocation Model

General Fund Unrestricted Budget

Fresno • Reedley • Madera • Oakhurst • Willow International

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Background

The resource allocation model was developed to improve the district's resource allocation process, incorporate districtwide integrated planning and fulfill the district's goals and objectives set forth by the State Center Community College District Board of Trustees. The model outlines the process for allocating resources to the various allocation units of the district and focuses on the long-range goal of addressing all resources including human, physical and technology.

Historically, the district has utilized an incremental budget approach for the allocation process. Each year, the allocation process began with rolling forward the prior year's adjusted base allocation. Permanent adjustments were made for new positions, COLA, growth, step and column, payroll tax and benefit rate changes, utility and insurance changes and other permanent or annual adjustments as necessary. In recent years, adjustments for workload (funding) reductions have been allocated to the various allocation units as well.

On May 13, 2011, the first District Resource Allocation Model Taskforce (DRAMT) meeting was held to begin the development of a districtwide resource allocation model. In order to ensure broad representation in the development of the resource allocation model, the taskforce's composition was consciously established and included the following constituency representation: State Center Federation of Teachers (SCFT), academic senates, classified senates, California School Employees Association (CSEA), students, campus administration, the director of finance, a human resources management representative, and the vice chancellor of finance and administration. In May 2012, DRAMT approved a draft resource allocation model which was based primarily on full-time equivalent students (FTES) and a basic allocation (Senate Bill (SB) 361). Open forums were held in Fall 2012 to receive input from all constituent groups. Several concerns were raised and the taskforce continued modifying the original draft resource allocation model. Based on feedback from the open forums, the DRAMT modified their voting process from a majority vote to a qualified consensus model.

In Spring 2013, the DRAMT transitioned into a standing committee – the District Budget and Resource Allocation Advisory Committee (DBRAAC). The committee is composed of seven faculty, six classified staff, three students and six administrators. The DBRAAC's primary purpose is to recommend a districtwide allocation model for the distribution of district resources and to provide input into financial matters of the district including, but not limited to, cost savings and revenue generation strategies and to annually evaluate the effectiveness of the model by October 31st.

In Fall 2013, the DBRAAC finalized a revised districtwide resource allocation model which incorporated concerns raised at the forums in Fall of 2012. The model will be forwarded to Chancellor's Cabinet for final review in Fall 2013. A recommendation will be forwarded to the Board of Trustees in January 2014. It is recommended that implementation of the model will begin in the 2014-15 fiscal year.

Created by DRAMT: May 11, 2012

Revised by DBRAAC: September 20, 2013

Revised by DBRAAC: October 4, 2013

Reviewed by Chancellor's Cabinet: October 16, 2013

Sent to Constituent Groups: October 18, 2013

Reviewed by Communications Council: October 29, 2013

Reviewed by Chancellor's Cabinet: December 2, 2013

First Reading of Board of Trustees: December 10, 2013

Elements of the Resource Allocation Model

The districtwide resource allocation model is designed to be formula-driven, easily understood, flexible and responsive, adequately documented and communicated, and equitable. The formula will accommodate both growth and reduction in funds and allocation units. The allocation model addresses the distribution of resources at a districtwide level, and is not prescriptive in how funds are to be spent at the various allocation units. The district acknowledges differences between its colleges and recognizes the colleges' need to direct their resources based on their own strategic plans, visions, missions and goals in meeting the needs of their diverse populations and constituencies. The colleges have separate and specific budget development processes unique to each site, reflecting their organizational culture and priorities. It is at this level that the college's budget must be integrated to the district's strategic plan, mission and goals.

Revenue

The budget allocation model is designed solely for the distribution of unrestricted general fund revenue, and takes into consideration how the district is currently funded by the state (SB-361). Unrestricted general fund revenue will be distributed through this allocation model. Lottery revenue, student health fees, and other restricted sources of funding are allocated either by the state directly to a specific college or to the district to distribute using a separate allocation method. The primary sources of unrestricted general fund revenue include, but are not limited to, state apportionment for FTES, property taxes, enrollment fees, non-resident tuition, interest income, and other miscellaneous revenues. The 2013-14 funded amount per FTES is presented below:

FTES Type	Funded Amount per FTES
Credit	\$4,636
Non-Credit	\$2,788
Non-Credit (CDCP)	\$3,283

Allocation Units

The districtwide resource allocation model is composed of columns and rows of information (Attachment A). The columns in the model represent who receives the resources. The recipients of resources are also known as allocation units. The committee has identified the district has five allocation units. These allocations units are Fresno City College (FCC), Reedley College (RC), Willow International Community College Center/Clovis Community College (WICCC/CCC), District Office/Operations (DO/Operations), and Integrated Planning, Regulatory and Fixed Costs (IP/Reg./Fixed). The first four allocation units represent distinct organizational units within the SCCCD and are fairly self-explanatory. The last allocation unit represents costs or initiatives which are mandatory, regulatory, and beneficial to our whole district or initiatives from other taskforces/committees that have a high priority to be addressed in the allocation model.

The rows in the districtwide resource allocation model represent the types of resource allocations and/or costs to the district that are to be distributed to the allocation units as follows:

- 1) allocations off-the-top;
- 2) basic allocation;
- 3) basic allocation transition;
- 4) allocation adjustment for full-time faculty (transition); and
- 5) variable FTES allocation.

Unrestricted general fund revenues will be estimated by the district office finance department, based on information made available by the State Chancellor's Office, the governor's proposed budget, and any other financial sources. Once the available revenue has been determined, the allocation model will provide the mechanism for allocating the resources to the various allocation units.

ALLOCATIONS OFF-THE-TOP

Allocations off-the-top represent the first four allocations of funds for costs incurred that benefit the entire district which these costs include integrated planning initiatives; mandatory/regulatory costs; districtwide fixed costs; and district office/operations.

Integrated planning initiatives are resources allocated that address needs from the various planning taskforces/committees that have been recommended by Chancellor's Cabinet and approved by the Board of Trustees. These resources are used to address the highest priority needs of the district and concerns raised by a taskforce/committee that is/are in alignment with the overall mission, values, and goals of the district. These allocations can be one-time in nature or over several years depending on the extent of the needs and resources available.

Mandatory/regulatory costs are those costs incurred by the district which are required by law, code or contract. These costs include the annual financial audit, governmental mandated costs, retiree health benefits (GASB 45-Other Post-Employment Benefits), board election costs, parity pay, and bond oversight.

Districtwide fixed costs represent operational costs incurred which are necessary and/or fixed in nature. These costs include the enterprise-wide resource planning systems (Datatel/Ellucian*), base line Blackboard*software, utilities (gas & electric), property and liability insurance, Microsoft license agreements*, antivirus software*, Adobe software*, Singularity software*, SARS software*, courier service, banking fees and charges, and legal consulting. (*asterisk items are currently paid with lottery funds and may need to be in the lottery allocation process to address the 50% law).

District office/operations support districtwide services. They include the chancellor’s office, legal counsel, human resources, personnel commission, information systems, public and legislative relations, accounting, finance and administration, payroll, purchasing, operations and maintenance, grounds, construction services, police and safety, environmental health and safety, educational services and institutional effectiveness, admissions and records, Center for International Trade Development (CITD), State Center Consortium, grants and external funding, foundation, and other centralized activities which support the district as a whole and cannot be conveniently or economically assigned to a college/center/site.

Basic Allocation

Basic allocations represent resources allocated to community college districts per Senate Bill (SB) 361. In this component of apportionment funding from the state, resources are distributed to districts based on the number of colleges and centers at a district and the tiered number of FTES the college or center serves (see chart below). The rationale for this apportionment allocation is to address the base costs associated with running a college or center.

2013-14		
Multi-College Funding Levels (FTES)*	Basic Allocation Amount**	SCCCD #
Colleges > 18,754	\$4,498,258	0
Colleges > 9,377	\$3,935,976	2
Colleges <= 9,377	\$3,373,693	0
State Approved Center > 938	\$1,124,544	3
State Approved Center > 704	\$843,423	0
State Approved Center > 469	\$562,282	0
State Approved Center > 235	\$281,141	0
State Approved Center <= 235	\$140,571	0

2012-13		
Multi-College Funding Levels (FTES)*	Basic Allocation Amount**	SCCCD #
Colleges > 18,472	\$4,428,727	0
Colleges > 9,236	\$3,875,136	2
Colleges <= 9,236	\$3,321,545	0
State Approved Center > 924	\$1,107,182	3
State Approved Center > 693	\$830,386	0
State Approved Center > 462	\$553,591	0
State Approved Center > 231	\$276,795	0
State Approved Center <= 231	\$138,398	0

*FTES funding levels are subject to workload adjustments as denoted in the tables above. **The annual basic allocation may be adjusted each year by a state-funded cost-of-living adjustment (COLA).

Basic Allocation Transition

In the first year of the implementation of the allocation model it is estimated FCC will be allocated approximately \$1,500,000 less in resources than under the old resource allocation model. In order to partially mitigate this reduction in funding, the committee developed a four-year transition plan that manages this reduction in funding. This will give FCC four years to adjust to the allocation model.

- In the first year of the implementation of the new resource allocation model, FCC would receive an additional \$750,000 (estimated loss in funding \$1,500,000 times 50%) and RC and WICCC/CCC will have a reduction of \$375,000 in funding (equal share in the additional allocation to FCC).
- In year two, FCC would receive an additional \$562,500 (estimated loss in funding \$1,500,000 times 37.5%) and RC and WICCC/CCC would have a reduction of \$281,250 in funding (equal share in the additional funding to FCC).
- In year three, FCC would receive an additional \$375,000 (estimated loss in funding \$1,500,000 times 25%) and RC and WICCC/CCC would have a reduction of \$187,500 in funding (equal share in the additional funding to FCC).
- In year four, the last year of this transitional plan, FCC would receive an additional \$187,500 (estimated loss in funding \$1,500,000 times 12.5%) and RC and WICCC/CCC would have a reduction of \$93,750 in funding (equal share in the additional funding to FCC).
- In year five, FCC will not receive additional basic allocation transition funds.

Estimated Transition Amount (\$1.5 m)

	FCC		RC		WICCC/CCC	
	Adjustment	Amount	Adjustment	Amount	Adjustment	Amount
2014-15	50%	\$750,000	-25%	(\$375,000)	-25%	(\$375,000)
2015-16	37.5%	\$562,500	-18.75%	(\$281,250)	-18.75%	(\$281,250)
2016-17	25%	\$375,000	-12.5%	(\$187,500)	-12.5%	(\$187,500)
2017-18	12.5%	\$187,500	-6.25%	(\$93,750)	-6.25%	(\$93,750)

Allocation Adjustment for Full-Time Faculty

Full-time and part-time employees' salary and benefits are addressed with the funds in the new allocation process. In reviewing the work force of the district (the largest expenditure category for the district) the taskforce/committee struggled with how to address the issue of full-time employees and part-time employees and their current proportionate composition at the various locations throughout the district and decided to only address faculty costs. It was determined the average full-time faculty cost districtwide is approximately \$85,000 more than an equivalent (instructional load) part-time faculty. Based on this analysis, the committee developed a four-year transition plan to help mitigate additional costs incurred by Reedley College due to a disproportionately higher percentage of full-time equivalent faculty. This will give Reedley College four years to adjust to the new allocation model.

- In year one, each allocation unit would receive \$85,000 for each full-time faculty paid by the unrestricted general fund.
- In year two, each allocation unit would receive \$63,750 (\$85,000 times 75%) for each full-time equivalent faculty paid by the unrestricted general fund.
- In year three, each allocation unit would receive \$42,500 (\$85,000 times 50%) for each full-time equivalent faculty paid by the unrestricted general fund.
- In year four, the last year of this transition plan, each allocation unit would receive \$21,250 (\$85,000 times 25%) for each full-time equivalent faculty paid by the unrestricted general fund.
- In year five, full-time faculty will be paid by the funds received through the allocation process.

Full -Time Faculty Transition		
Year	Percentage	Amount
2014-15	100%	\$85,000/FTEF
2015-16	75%	\$63,750/FTEF
2016-17	50%	\$42,000/FTEF
2017-18	25%	\$21,250/FTEF

Variable FTES Allocation

The last component in the resource allocation model addresses students served at each allocation unit. Much like the state apportionment funding formula (SB 361) this resource allocation model provides resources based on students served. The calculation looks at the remaining funds to be distributed in the model and allocates those funds proportionately based on the number of students served by each allocation unit. The variable FTES allocation averages both the actual credit FTES served (not to exceed the enrollment target credit FTES) in the prior year* plus the target credit FTES for the budget year plus 50% of the noncredit FTES served for the last fiscal year (final CCFS 320 report). This calculation is done for each allocation unit and then the allocation unit is allocated whatever its percentage of total students served multiplied by the remaining funds in the allocation model. (*prior year is used since these numbers are available-final CCFS 320 report.)

Formula: Average of (Target FTES 2014-15 + actual FTES up to Target 2012-13) + (Non-CR FTES @ 50% FY 2012-13)

This distribution in funding for variable FTES allocation gives each allocation unit credit for what they served in the past and takes into consideration what they are going to serve in the future thereby allocating resources from both a historical and forward looking (future) perspective.

Final Allocation

The final allocation to each unit is the sum of the resources in each of the five major resource allocation areas:

- 1) allocations off-the-top;
- 2) basic allocation;
- 3) basic allocation transition;
- 4) allocation adjustment for full-time faculty (transition); and
- 5) variable FTES allocation.

Summary

This allocation model addresses the basic principles for a budget funding allocation as prescribed in the accreditation process. It utilizes formulas and variables that have been meaningfully studied, readily defined, easily measured and consistently reported. The model shall be reviewed and evaluated annually by October 31 by the District Budget and Resource Allocation Advisory Committee (DBRAAC) and revised accordingly as acknowledged in the operational agreement.

Glossary

Allocation: Division or distribution of resources according to a predetermined plan.

Apportionment: Federal, state or local monies distributed to college districts or other governmental units according to legislative and regulatory formulas.

Budget Document: A written statement translating the educational plan or programs into costs, usually for one future fiscal year, and estimating income by sources to meet these costs.

Budget Act: The legislative vehicle for the State's appropriations. The Constitution requires it be passed by a two-thirds vote of each house and sent to the Governor by June 15 each year. The governor may reduce or delete, but not increase, individual items.

Categorical Funds: Also called restricted funds, these are monies that can only be spent for the designated purpose. Examples: funding to serve students with disabilities (DSPS) or the economically disadvantaged, low income (EOPS), scheduled maintenance, and instructional equipment.

Cost of Living Adjustments (COLA): An increase in funding for revenue limits or categorical programs tied to increases in the cost of living. Current law ties COLAs to indices of inflation, although different amounts may be appropriated by the legislature.

Deficit: The excess of liabilities over assets or the excess of expenditures or expenses over revenues during an accounting period.

Enrollment Cap: A limit on the number of students (FTES) for which the state will provide funding.

Expenditures: Amounts disbursed for all purposes. Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.

Faculty Obligation Number (FON): The annual figure provided to each district by the Chancellor's Office for the number of full-time credit faculty positions required to comply with 75/25 goals.

Fifty-Percent Law: Requires that fifty percent of district expenditures in certain categories are spent for classroom instruction. The intent of the statute is to limit class size and contain the relative growth of administrative and non-instructional costs.

Final Budget: The district budget that is approved by the board in September, after the state allocation is determined.

Fiscal Year: Twelve calendar months; for governmental agencies in California, it begins July 1 and ends June 30. Some special projects have a fiscal year beginning October 1 and ending September 30, which is consistent with the federal government's fiscal year.

Full-Time Equivalent Students (FTES): An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses, generally 15 semester credit hours. Full-time equivalent student (FTES) is the workload measure used to compute state funding for California Community Colleges.

General Fund: The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

Governor's Budget: The Governor proposes a budget for the state each January, which is revised in May (the May Revise) in accordance with updated revenue projections.

Lottery Funds: The share of income from the State Lottery, which has added about 1-3 percent to community college funding. A minimum of 34 percent of state lottery revenues must be used for "education of pupils."

Mandated Costs: Expenditures that occur as a result of (or are mandated by) federal or state law, court decisions, administrative regulations, or initiative measures.

May Revise: The Governor revises his or her budget proposal in May in accordance with updated projections in revenues and expenses.

Noncredit: Courses taught for which no college credit is given. Adult education and basic English as a Second Language are two examples. The state reimbursement for noncredit education is less than for credit courses.

OPEB: Other Post Employment Benefits include postemployment healthcare benefits, and all Post Employment Benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

Proposition 13: An initiative passed in June 1978 adding Article XIII A to the California Constitution. It provided that tax rates on secure property were restricted to no more than 1 percent of full cash value. Proposition 13 also defined assessed value and required a two-thirds vote to change existing or levy new taxes.

Proposition 98: An initiative passed in November 1988, guaranteeing at least 40 percent of the state's budget for K-12 and the community colleges. The split was proposed to be 89 percent (K-12) and 11 percent (CCC), although the split has not been maintained.

Reserves: Funds set aside in the college district budget to provide for future expenditures or to offset future losses, for working capital, or for other purposes. There are different categories of reserves, including contingency, general, restricted and reserves for long-term liabilities.

Restricted Funds: Money that must be spent for a specific purpose either by law or by local board action. Revenue and expenditures are recorded in separate funds. Funds restricted by board action may be called “designated” or “committed” to differentiate them from those restricted by external agencies. Examples of restricted funds include the federal vocational education act and other federal program funds; state “categorical” programs such as those for disabled and disadvantaged students’ state monies targeted for specific purposes, such as instructional equipment replacement; grants for specific programs; and locally generated revenues such as the health and parking fees.

Retiree Health Benefits: Benefits provided to retirees provide health insurance, negotiated through collective bargaining. Also called “Other Post Employment Benefits.”

Revenue: Income from all sources.

Shortfall: An insufficient allocation of money, which will require additional appropriations, reduction in expenditures, and/or will result in deficits.

State Apportionment: An allocation of state money paid to a district on a monthly basis once the state budget is enacted.

Sustainability: Utilization of available resources (revenues) to address the obligations or needs (expenditures) of the organization for the current and future periods (multi-year).

Target FTES: Desired district goal number of full time equivalent students (FTES) to serve. SCCC has historically exceeded the FTES cap funded by the state.

Tentative Budget: The budget approved by the board in June, prior to when state allocations have been finalized.

Title 5, California Code of Regulations: The section of the California Administrative Code that regulates community college. The Board of Governors adopts Title 5 regulations.

Unfunded FTES: FTES generated in excess of the enrollment/FTES cap.

Unrestricted Funds: Generally those monies of the General Fund not designated by law or a donor agency for a specific purpose. They are legally regarded as unrestricted since their use is at the Board’s discretion.

Appendix A: SCCCD Resource Allocation Model

SCCCD Resource Allocation Model - Simulated for 2013-14 9-20-13 Approved Model

Unrestricted Gen Fund Resources Available	\$ 137,773,749	FCC	RC	WICCC/CCC	DO / Operations	IP/Reg./Fixed	Total Allocation
Working Copy							
Allocations Off-The-Top							
Integrated Planning Initiatives	\$ -					-	\$ -
Mandatory/Regulatory Costs	(3,900,122)					3,900,122	3,900,122
Districtwide Fixed Costs	(5,850,000)					5,850,000	5,850,000
District Office/Operations (0.1075)	(14,810,678)				14,810,678		14,810,678
Total Allocation Off-The-Top	\$ (24,560,800)	\$ -	\$ -	\$ -	\$ 14,810,678	\$ 9,750,122	\$ 24,560,800
Basic Allocation							
College > 10K (>9,377)	\$ (7,871,951)	\$ 3,935,976	\$ 3,935,976	\$ -			\$ 7,871,951
College < 10K (<9,377)	-						-
State Approved Centers	(3,373,694)	1,124,565	1,124,565	1,124,565			3,373,694
Basic Allocation Transition (@ 100%)*	-	750,000	(375,000)	(375,000)			-
Total Basic Allocation	\$ (11,245,646)	\$ 5,810,540	\$ 4,685,540	\$ 749,565	\$ -	\$ -	\$ 11,245,646
Allocation Adjustment per Full-Time Faculty		62.90%	28.37%	8.73%			
# Full-Time Instructional Faculty		317	143	44			504
Adjustment per FTF of (\$85000)	\$ (42,840,000)	\$ 26,945,000	\$ 12,155,000	\$ 3,740,000			\$ 42,840,000
Total FT Faculty Adjustment	\$ (42,840,000)	\$ 26,945,000	\$ 12,155,000	\$ 3,740,000	\$ -	\$ -	\$ 42,840,000
Variable FTES Allocation		63.12%	24.95%	11.93%			
FTES Allocation (13-14 & 11-12 Average)	\$ 59,127,303	\$ 37,321,154	\$ 14,752,262	\$ 7,053,887			\$ 59,127,303
Total Variable Allocation	\$ 59,127,303	\$ 37,321,154	\$ 14,752,262	\$ 7,053,887	\$ -	\$ -	\$ 59,127,303
Final Allocation		\$ 70,076,694	\$ 31,592,803	\$ 11,543,452	\$ 14,810,678	\$ 9,750,122	\$ 137,773,749
<i>Percentage of Allocation</i>		50.864%	22.931%	8.379%	10.750%	7.077%	100.00%
		Fresno City	Reedley	Willow	DO / Operations	Reg/Fixed	Total Allocation
Allocation per New Resource Allocation Model	\$ 70,076,694	\$ 31,592,803	\$ 11,543,452	\$ 14,810,678	\$ 9,750,122	\$ 137,773,749	
2013-14 Revised Allocation (Current Model)	\$ 70,793,956	\$ 31,773,190	\$ 10,658,803	\$ 14,797,678	\$ 9,750,122	\$ 137,773,749	
Increase (Decrease) generated by New Model	\$ (717,262)	\$ (180,387)	\$ 884,649	\$ 13,000	\$ -	\$ -	
		-1.0%	-0.6%	8.3%	0.1%	0.0%	

*Transition Adjustment - Calc'd at approx half of FCC's Decrease in Year 1 (Approx \$750K) - (Yr1=100% / Yr2=75% / Yr3=50% / Yr4=25% / Yr5=0%)

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DATA ELEMENTS

	FTES as %	Fresno City	Reedley	Willow	
Average FTES 13-14 & 12-13 + (Non-Cr @50%)		63.12%	24.95%	11.93%	100.000%
District Office Operational - Percentage	10.75%	Increased .15% to offset transfer of staff to DON			
Full-time Faculty Adjustment	\$ 85,000	\$85,000 (Yr1=100% / Yr2=75% / Yr3=50% / Yr4=25% / Yr5=0%)			

	Estimated Costs
Regulatory/Mandatory Costs	
Audit	100,000
Mandated Costs	20,000
Bond Oversight Committee	5,000
Retiree Health - Pay as you Go	1,200,000
Retiree Health - Balance to cover ARC	-
Elections (Every Other Year)	-
Parity Pay	581,380
COLA - Contingency	1,993,742
	<u>3,900,122</u>
Fixed Districtwide Services	
Utilities	4,100,000
Insurance	1,000,000
Legal Consulting	450,000
Bank/Card Merchant Service Fees	240,000
Districtwide Courier Service	60,000
	<u>5,850,000</u>
Total Committed Costs	<u><u>9,750,122</u></u>

900K starting 15-16

The counts would remain static at point they are set for the 5yr Transition Period

	Full-Time Faculty Headcount	
FCC	317	62.90%
RC	113	22.42%
WI	44	8.73%
MC	29	5.75%
OC	1	0.20%
TOTAL	<u>504</u>	<u>100.0%</u>
Includes Counselor/Library		
Source: HR Sept 2013		

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Created by DRAMT: May 11, 2012
 Revised by DBRAAC: September 20, 2013
 Revised by DBRAAC: October 4, 2013
 Reviewed by Chancellor's Cabinet: October 16, 2013

Sent to Constituent Groups: October 18, 2013
 Reviewed by Communications Council: October 29, 2013
 First Reading of Board of Trustees: December 10, 2013

Appendix B: District Resource Allocation Model Taskforce (RAMT)/Committee Membership

District Resource Allocation Model Taskforce (DRAMT) /Committee Membership

	DRAMT* Membership August 2011	DRAMT* Membership May 2012	DBRAAC** Membership May 2013	DBRAAC** Membership October 2013
Fresno City College	Faculty: Claudia Habib and Rick Santos Classified Senate: Harry Zahlis CSEA: Mikki Johnson Student: Tony Capetillo Administration: Michael Guerra	Faculty: Claudia Habib and Bridget Heyne Classified Senate: Harry Zahlis CSEA: Mikki Johnson Student: Christopher Coronado Administration: Janell Mendoza	Faculty: Robyn Hart and Bruce Hill Classified Senate: Harry Zahlis CSEA: Mikki Johnson Student: Michael Wilson Administration: Cheryl Sullivan	Faculty: Robyn Hart and Bruce Hill Classified Senate: Harry Zahlis CSEA: Mikki Johnson Student: Ben Andersen Administration: Cheryl Sullivan
Reedley College	Faculty: Jim Gilmore and Jeff Ragan Classified Senate: Melanie Highfill CSEA: Kasey Oliver Student: Sukhman Sekhon Administration: Donna Berry	Faculty: Jim Gilmore, Lacy Barnes and Richardson Fleuridor Classified Senate: Melanie Highfill CSEA: Larry Dickson Student: Jacob Alvarado Administration: Donna Berry	Faculty: Jim Gilmore, Lacy Barnes and Richardson Fleuridor Classified Senate: Melanie Highfill CSEA: Jason Meyers Student: Viviana Acevedo Administration: Donna Berry	Faculty: Jim Gilmore (Co-Chair), Richardson Fleuridor and Lacy Barnes Classified Senate: Peggy Marks CSEA: Melanie Highfill Student: Viviana Acevedo Administration: Donna Berry
North Centers	Faculty: Ray Tjahjadi, WI and Stephen (Jay) Leech, MC Classified Senate: Karen Ainsworth, WI CSEA: Kathleen Swan Student: Hayden Lollis Administration: Janell Mendoza	Faculty: Stephen (Jay) Leech, MC Classified Senate: Karen Ainsworth, WI CSEA: Kathleen Swan Student: Michael Wolin Administration: Lorrie Hopper		

*District Resource Allocation Model Taskforce

**District Budget and Resource Allocation Advisory Committee

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District Resource Allocation Model Taskforce (DRAMT) /Committee Membership

	DRAMT* Membership	DRAMT* Membership	DBRAAC** Membership	DBRAAC** Membership
	August 2011	May 2012	May 2013	October 2013
Other	Observer: Shelly Conner	Observer: Shelly Conner		
Willow International			Faculty: Arla Hile and Joseph Libby Classified Senate: Brian Shamp CSEA: Karen Ainsworth Student: Anacelly Hernandez Administration: Lorrie Hopper	Faculty: Arla Hile and Joseph Libby Classified Senate: Brian Shamp CSEA: Karen Ainsworth Student: Colin Van Loon Administration: Lorrie Hopper
District Office	Vice Chancellor of Finance and Administration: Ed Eng, Chair Resource to Chair: Jothany Blackwood Interim Director of Finance: Wil Schofield Human Resources: Diane Clerou Facilities: Christine Miktarian Information Technology: John Bengtson Recorder: Vicki Bustos	Vice Chancellor of Finance and Administration: Ed Eng, Chair Resource to Chair: Jothany Blackwood Director of Finance: Wil Schofield Interim Associate Vice Chancellor of Human Resources: Diane Clerou Facilities: Christine Miktarian Information Technology: John Bengtson Recorder: Vicki Taylor	Vice Chancellor of Finance and Administration: Ed Eng, Chair Resource to Chair: Jothany Blackwood Director of Finance: Wil Schofield Associate Vice Chancellor of Human Resources: Diane Clerou Recorder: Rebecca Gonzalez	Vice Chancellor of Finance and Administration: Ed Eng, Chair Resource to Chair: Jothany Blackwood Director of Finance: Wil Schofield Associate Vice Chancellor of Human Resources: Diane Clerou Recorder: Patricia Gonzalez

*District Resource Allocation Model Taskforce
 **District Budget and Resource Allocation Advisory Committee

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Appendix C: Timeline for DBRAAC's Revised Resource Allocation Model (RAM)

Date	Group	Task
August 23, 2013	DBRAAC meeting	Discuss final factor for RAM
Sept.6, 2013	DBRAAC meeting	Finalize final factor for RAM
Sept. 20, 2013	DBRAAC meeting	Review 1 st draft for narrative of revised RAM and provide revisions.
Oct. 4, 2013	DBRAAC meeting	Final discussion on narrative with revisions.
Oct. 16, 2013	Chancellor's Cabinet	Review and edit narrative on revised RAM.
October, 2013	All constituent groups at colleges and centers	Make narrative and RAM available for constituents to begin 1 st readings.
Oct.29, 2013	Communications Council	Revised narrative presented to group to discuss with constituent groups, although sent 2 weeks in advance to allow for time to review.
Nov. 7, 2013	Board of Trustees Meeting	Status Update on RAM.
November, 2013	All constituent groups at colleges and centers	Complete 1st and 2nd readings and provide recommendations.
Nov. 26, 2013	Communications Council	Constituents submit recommendations on revised RAM.
Dec. 2, 2013	Chancellor's Cabinet	Discussion of constituent recommendations.
Dec. 10, 2013	Board of Trustees Meeting	1 st reading of revised RAM
January 2014	Board of Trustees Meeting	2 nd review and recommend action on revised RAM
January-February, 2014	Office of Vice Chancellor of Finance & Administration	Recommend implementation of a revised RAM into budget development for the 2014-15 fiscal year.

Created by DRAMT: May 11, 2012

Revised by DBRAAC: September 20, 2013

Revised by DBRAAC: October 4, 2013

Revised by Chancellor's Cabinet: October 16, 2013

Sent to Constituent Groups: October 18, 2013

Reviewed by Communications Council: October 29, 2013

Reviewed by Chancellor's Cabinet: December 2, 2013

First Reading of Board of Trustees: December 10, 2013

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**STATE CENTER COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2013.32**

**AUTHORIZING BOARD SUPPORT FOR COMMUNITY COLLEGE PATHWAY TO
LAW SCHOOL DIVERSITY PIPELINE INITIATIVE (“2+2+3”) FOR
WILLOW INTERNATIONAL COMMUNITY COLLEGE CENTER
AND FRESNO CITY COLLEGE**

WHEREAS, the State of California is a majority-minority state with approximately 60 percent of its population made up of persons from racial-ethnic minority groups, while the California State Bar is made up of approximately 20 percent racial-ethnic minority lawyers; and

WHEREAS, the community college system, with 112 community colleges, has the largest and most diverse student population of the three post-secondary public systems in California, with 60 to 70 percent of its population are students of color; and

WHEREAS, studies show that diversity in the legal and judicial system is a priority for public trust and confidence and the appearance of fairness in the courts. Attorneys make up the majority of elected officials and other key local, state, and national leaders, and it is equally important that those leaders represent the rich diversity of California. In an increasing global economy, attorneys representing key entities should embody and have sensitivity to clients from diverse backgrounds in order to respond to global business demands. Attorneys directly representing clients should also reflect the rich diversity of the state population to the extent possible maximize cultural sensitivity and public faith in the legal profession; and

WHEREAS, the State Bar of California through its Council on Access and Fairness established the *Community College Pathway to Law School Diversity Pipeline Initiative* (also referred to as “2+2+3”) to create a pathway for community college students. The model requires the development of or affirming existing articulation agreements between community colleges and the four-year undergraduate institutions, and developing an admissions agreement between the community colleges and law schools. Twenty (20) community colleges will be selected for this ten (10) year pilot program. Students regardless of ethnicity/race from the selected community colleges would be guaranteed admission or priority enrollment if they achieve specific criteria such as completing certain community college courses that are based on the Shultz-Zedeck Lawyering Competencies (Effectiveness Factors), achieving specified grade point averages, and obtaining predetermined Law School Admissions Test (L.S.A.T.) scores. Support for the students, including mentoring, pre-law activities, counseling, internships, and possibly scholarships, would be developed as part of the Initiative in order to provide students with the best possible chance for success on the L.S.A.T., in law school, and in the legal profession; and

WHEREAS, Willow International Community College Center and Fresno City College educate diverse student populations. The campuses are 7% (1,889 students) African-American, 1% (355 students) American Indian/Alaskan Native, 16% (4,145 students) Asian/Pacific Islander, 45% (11,805 students) Hispanic, 28% (7,280) White, and 3% (762) undeclared. Willow International Community College Center and Fresno City College serves students which are 70% are low income, 41% are first generation students, and 17% of them speak languages other than English; and

WHEREAS, Willow International Community College Center and Fresno City College have a strong record of student success. Willow International Community College Center and Fresno City College strive to promote student success. In the academic year 2012-13, student course retention rate for all ethnic groups were all at nearly or above 90%. Course success rate ranged from 57% to 74%. Except African American students, all other ethnic groups attained GPA above 2.00. In 2012-13, Willow International Community College Center and Fresno City College also awarded 2,205 degrees/certificates of which 917 degrees/certificates awarded to minority students. During 2012-13, a total of 3889 Willow International and Fresno City College students transferred to a four year institution (of which, 1805 were minority students) ; and

WHEREAS, Willow International Community College Center and Fresno City College are committed to providing our students with educational opportunities beyond their time at our college, including pursuing a meaningful career in the legal profession. Willow International Community College Center and Fresno City College also share the State Bar's goal of a diverse legal profession to serve the needs of our diverse state and the diverse communities that Willow International Community College Center and Fresno City College serve in Fresno County California; and

NOW, THEREFORE, BE IT RESOLVED that Willow International Community College Center and Fresno City College wish to submit a Letter of Interest to be selected among the 20 community colleges for this innovative initiative and the State Center Community College District Board of Trustees is in full support of the applications;

PASSED AND ADOPTED on this 10th day of December, 2013, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Board of Trustees Secretary
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve New Position of
Office Assistant III, Willow International
Community College Center

ITEM NO. 13-107

EXHIBIT: None

Background:

The Willow International Community College Center (WICCC) administration is recommending the addition of a full-time office assistant III to staff the reception desk in the Counseling Center. This position would support the Student Services Division at WICCC. Currently there is a department secretary with a 60% load and a student assistant who support this busy reception area. The division employs five full-time counselors and seven adjunct counselors to assist students at the center. The clerical staff in this reception area is responsible for incoming phone calls, email requests, and a variety of clerical support duties. This office serves an average of 2,700 students per month. Additionally, with the newly-mandated matriculation requirements for the Student Success Initiative, such as student educational plans, there will be a greater number of students to be seen by counseling faculty.

The position would be funded with 50% general funds and 50% categorical funds from the student success budget.

Recommendation:

It is recommended the Board of Trustees approve the new position of office assistant III, Willow International Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Director of Human Resources Revised Duties ITEM NO. 13-108

EXHIBIT: None

Background:

The Board of Trustees approved phase I of the human resources' reorganization plan at the November 7, 2013, board meeting. A component of phase I of the plan was to change the vacant position of district dean of human resources to a director of human resources position. An attachment to the reorganization plan was the draft revised classification specification for the director of human resources.

According to Education Code Section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the board's approval of these duties, the director of classified personnel, in accordance with Education Code Section 88095, will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position, to the Personnel Commission for their approval

Examples of Duties:

Performs a wide variety of duties including, but not limited to:

- Supervise human resources functions related to academic and classified personnel.
- Act as the district's primary representative with the Personnel Commission and its staff.
- Ensure compliance with EEO guidelines and the education code, federal and state statutes, as well as district policies and administrative regulations.
- Serve as a resource for information relative to the education code, collective bargaining agreements, and legal regulations pertinent to human resources practices.
- Explain district policies, practices, and procedures to administrators, classified staff, faculty, and applicants, and other parties.
- Lead negotiator or team member on classified bargaining unit issues.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Administer employee leave programs according to established laws, rules and regulations,

and collective bargaining agreements.

- Research, develop, and implement new and revised human resources policies and regulations.
- Conduct investigations on unlawful discrimination and harassment complaints and grievances and prepare the district's response.
- Oversee the interactive dialogue process and ensure compliance with disability laws.
- Coordinate reductions in staffing by identifying affected positions and employees, prepare resolutions for the Board of Trustees and negotiate with the classified bargaining unit.
- Participate in the implementation of collective bargaining contracts and serve as a member of the negotiation team.
- Direct research of new theories, best practices and/or trends.
- Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
- Develop and present management training (e.g. performance appraisal, equal employment opportunity, sexual harassment, employee selection, and disciplinary actions) and recommend district training based on an assessment of needs.
- Provide leadership and recommend and participate in programs and activities that promote workplace diversity.
- Identify legal requirements and government reporting regulations affecting human resource functions (e.g. OSHA, EEO, FLSA, ADA, etc.) and monitor exposure of the district with regard to noncompliance and direct the preparation of information requested or required for compliance and approve all information submitted.
- Develop and administer the district's wage and salary programs to ensure external competitiveness and internal equity.
- Administer and monitor corrective action and disciplinary procedures to ensure fair and equitable treatment of all employees.
- Represent the district in matters relating to unemployment and workers' compensation hearings, EEOC investigations.
- Create and direct innovative employee involvement and recognition programs.
- Manage the data integrity of the human resources' information systems.
- Direct and evaluate the performance of assigned staff.
- Performs other related duties as assigned.

Recommendation:

It is recommended the Board of Trustees approve the director of human resources revised duties.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Benefits Technician Duties ITEM NO. 13-109

EXHIBIT: None

Background:

At the November 7, 2013, board meeting the Board of Trustees approved phase I of the human resources' reorganization plan. A component of phase I of the plan was to increase the 19-hour per week office assistant I/II to a 40-hour per week benefits technician.

According to Education Code Section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board of Trustees' approval of these duties, the director of classified personnel, in accordance with Education Code Section 88095, will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position, to the Personnel Commission for their approval. The district will then meet with CSEA, as required by the California Government Code Section 3543.2, and negotiate a salary placement.

Examples of Duties:

Performs a wide variety of difficult and specialized clerical duties and records maintenance functions in support of benefit programs and workers compensation including but not limited to:

- Assists with annual open enrollment, prepares benefit enrollment information and works with vendors to ensure accurate enrollment of eligible employees, retirees, and their dependents.
- Provides information on benefit options available according to collective bargaining agreements, personnel commission rules, board policies, and administrative regulations.
- Explains benefit plans, eligibility requirements, enrollment procedures, insurance claims, coverage, and other related issues.
- Responds to inquiries, assists employees with completing required forms and applications, and contacts insurance companies for employees to help resolve claims problems.

- Verifies eligibility, processes enrollment change forms, and address changes, and processes applications for employees and/or retirees ~~in~~ for district offered plans and programs.
- Reviews, verifies and prepares invoices and billings, processes checks, and reconciles billings.
- Creates payment invoices for waiver recipients and ensures eligibility by searching various records.
- Processes mail which includes running mail through postage machine, opening incoming mail, date stamping, sorting, and distributing as needed.
- Operates a variety of office machines including, but not limited to copiers, shredders, and folding machines.
- Enters and retrieves data from computer system, databases and insurance carrier and/or vendor websites.
- Ensures State Center Community College District benefit website and employee intranet remains up-to-date.
- Prepares correspondence and mails confirmation memorandums to communicate information to employees and retirees such as a notice of qualifying event or overage dependent.
- Assists with workers' compensation program activities which includes, but is not limited to monitoring claims, updating records, ensuring receipt of medical certifications, tracking appointments, and explaining follow-up guidelines and procedures to employees and managers.
- Reviews injury reports to ensure completeness and accuracy of information.
- Verifies and tracks workers' compensation leave usage in accordance with collective bargaining agreements, board policies, administrative regulations, and workers' compensation laws and regulations.
- Contacts employees and/or managers to discuss injuries and assists throughout the workers' compensation process.
- Researches, resolves and responds to inquiries and/or correspondence pertaining to injured workers.
- Gathers and compiles a variety of data to prepare reports such as the OSHA 300 log, 1099R report, and the datamatch survey.
- Interprets and applies laws, rules, regulations, policies, procedures, administrative regulations, and operational procedures.
- Maintains highly confidential records, benefits-related files and databases in accordance with state and federal laws.
- Types, proof-reads, files, checks and records information on records from rough drafts, notes, or general instructions.
- May perform other duties as needed.

Recommendation:

It is recommended the Board of Trustees approve the benefits technician duties.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Elimination of Vacant ITEM NO. 13-110
 Air Conditioning/Plumbing Specialist Position
 #1098 and Approve New Position of Building
 Generalist

EXHIBIT: None

Background:

With the vacancy of air conditioning/plumbing specialist position #1098, previously assigned to Reedley College, a review was conducted by administration to assess the duties and requirements of the position. Administration is proposing to eliminate the vacant air conditioning/plumbing specialist position and replace it with a building generalist position. The building generalist classification specification will provide the technical expertise to perform essential duties previously performed by the air conditioning/plumbing specialist, but is also a more general classification. This will allow for more flexibility of duties to be performed.

There will be no additional costs as these two positions are paid at the same range.

Examples of Duties:

Performs a wide variety of duties including, but not limited to:

- Monitoring, service, repair and preventive maintenance of HVAC equipment, package units, air handling equipment, refrigeration equipment, chillers, pumps, controls, gauges, water systems, and related equipment, boilers, electrical wiring, plumbing, painting, carpentry, building and building systems.
- Performing general maintenance and repairs, including maintenance of physical plant equipment, treat and administer chemicals to cooling systems and boilers, calibration and replacement of control equipment, inspection, retrofit and air balance adjustments to air handling systems, arc welding, and gas welding.
- Performing preventive maintenance, maintain shop area and tools.
- Determining initial estimates of needed repairs, labor and materials costs for projects.
- Pricing out projects according to descriptions provided in discussion with staff, purchase and control inventory of hardware tools and supplies.

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- Assigning and reviewing the work of other employees and students assigned to the department
- This is a districtwide position and involves the responsibility for all district facilities.
- Performing other duties as needed.

Recommendation:

It is recommended the Board of Trustees approve elimination of the vacant air conditioning/plumbing specialist position #1098 and approve a new position of building generalist.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Resolution of Layoff of Permanent Part-time Office Assistant I/II Position #1043, District Office ITEM NO. 13-111

EXHIBIT: Resolution 2013.31

Background:

At the November 7, 2013, board meeting, the Board of Trustees approved phase I of the human resources' reorganization plan. A component of phase I of the plan was to increase the office assistant I/II 19-hour per week position that supports the benefits and workers' compensation functions to a benefits technician at 40 hours per week. As a result of that action and because this is a CSEA bargaining unit position, Article 34 of the CSEA contract must be followed. This requires the Board of Trustees to approve a resolution for layoff of the permanent part-time office assistant I/II position, with notification to the individual(s) who are subject to layoff due to seniority bumping rights of the individual receiving layoff notice as required by the terms of the collective bargaining agreement. The affected employee(s) may have seniority rights to "bump" into other positions or be placed in vacancies of a related classification, thereby not necessitating their termination from the district.

Recommendation:

It is recommended the Board of Trustees approve the Resolution of Layoff authorizing the chancellor or her designee to give a notice of layoff to a permanent part-time office assistant I/II pursuant to the district's rules and regulations, the collective bargaining agreement, and applicable provisions of the education code effective on or about February 7, 2014.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2013.31**

AUTHORIZING NOTICE OF LAYOFF

WHEREAS, the SCCCD Human Resources Department provides necessary benefit services to the campus communities and retirees,

WHEREAS, the Board of Trustees approved Phase I of the SCCCD Human Resources' Reorganization Plan,

WHEREAS, contained in that plan is the elimination of a 19-hour per week office assistant I/II and the addition of a 40-hour per week benefits technician,

WHEREAS, the 19-hour per week office assistant I/II is a CSEA bargaining unit position,

WHEREAS, Article 34 of the CSEA bargaining unit agreement necessitates a resolution of layoff

WHEREAS, the Board of Trustees hereby finds it is in the best interest of this college district that, as of the date indicated, certain services provided by the permanent part-time office assistant I/II be performed by a new 40-hour per week benefits technician:

<u>District Operations</u>	<u>Position #</u>	<u>Date</u>
1. PPT Office Assistant II	1043	On or about February 7, 2014

NOW, BE IT RESOLVED that, the SCCCD chancellor is hereby authorized to give a notice of layoff to one permanent part-time classified employee of the district pursuant to the district's rules and regulations and applicable provisions of the education code not less than 60 days prior to the effective date of layoff, as set forth above, and to those individuals who are potentially subject to layoff due to seniority bumping rights of the individual receiving a layoff notice as required by the terms of the collective bargaining agreement.

PASSED AND ADOPTED on this 10th day of December, 2013, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Board of Trustees Secretary
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Phase II of the
 District Human Resources' Reorganization

ITEM NO. 13-112

EXHIBIT: Organizational Charts

Background:

Phase I of the district human resources' reorganization was approved by the Board of Trustees at the November 7, 2013, board meeting. Phase II proposals are being recommended for approval at this time in order to meet the district's 2012-2016 strategic plan goals and objectives relative to human resources in terms of enhanced compliance, communication, and training; and to address the Accrediting Commission of Community and Junior Colleges Standard III.a., which requires colleges to provide evidence of their support of diversity. The new management position, proposed for equal employment opportunity, diversity, and staff development, would be responsible for all aspects of equal employment opportunity compliance, notification, and implementation, as well as related employee training.

Phase II proposes sharing the Personnel Commission's analyst position in an effort to reduce duplication of services related to classification analysis. The director of classified personnel would continue to report to the Personnel Commission; however, this position would also have a dotted-line reporting relationship to the associate vice chancellor of human resources to gain efficiencies such as office coverage and shared staffing.

Phase II includes the addition of a 19-hour per week HR/MIS data researcher. The Human Resources Department was formerly funded for this position, but it has remained vacant since the resignation of the incumbent in 2009. There is a definite need to have this position reinstated due to the requirement for human resources data to support the HR Staffing Plan Taskforce, the Equal Employment Opportunity Taskforce, and a myriad of reports needed to analyze workforce, salaries, benefits, etc.

Phase I had a savings of \$17,449. This savings would be applied to the proposed cost for phase II of \$168,561, reducing the total cost of phase I and II to \$151,112. This would be paid by the savings from legal fees associated with negotiations and compliance issues.

Phase II changes and costs are summarized below:

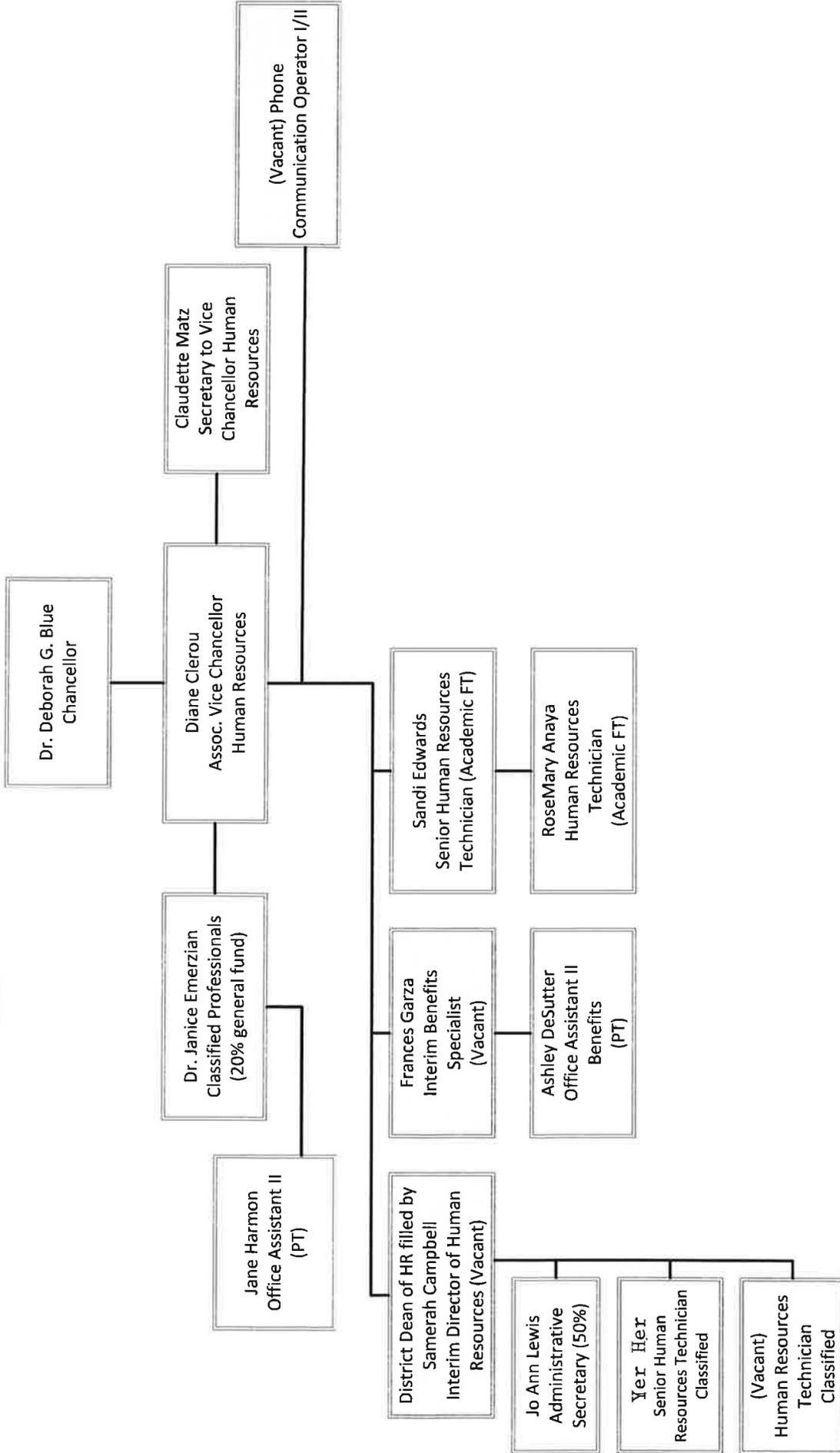
1. Addition of a full-time manager of equal employment opportunity, diversity and staff development (cost of \$115,939 including benefits)
2. Share the Personnel Commissions' analyst with a 30/70 split (cost of \$24,513 including benefits)
3. Merge the offices of Human Resources and the Personnel Commission (cost neutral)
4. Restore 19-hour HR/MIS data researcher (cost of \$28,109)

Recommendation:

It is recommended the Board of Trustees approve phase II of the human resources' reorganization plan, effective December 11, 2013.

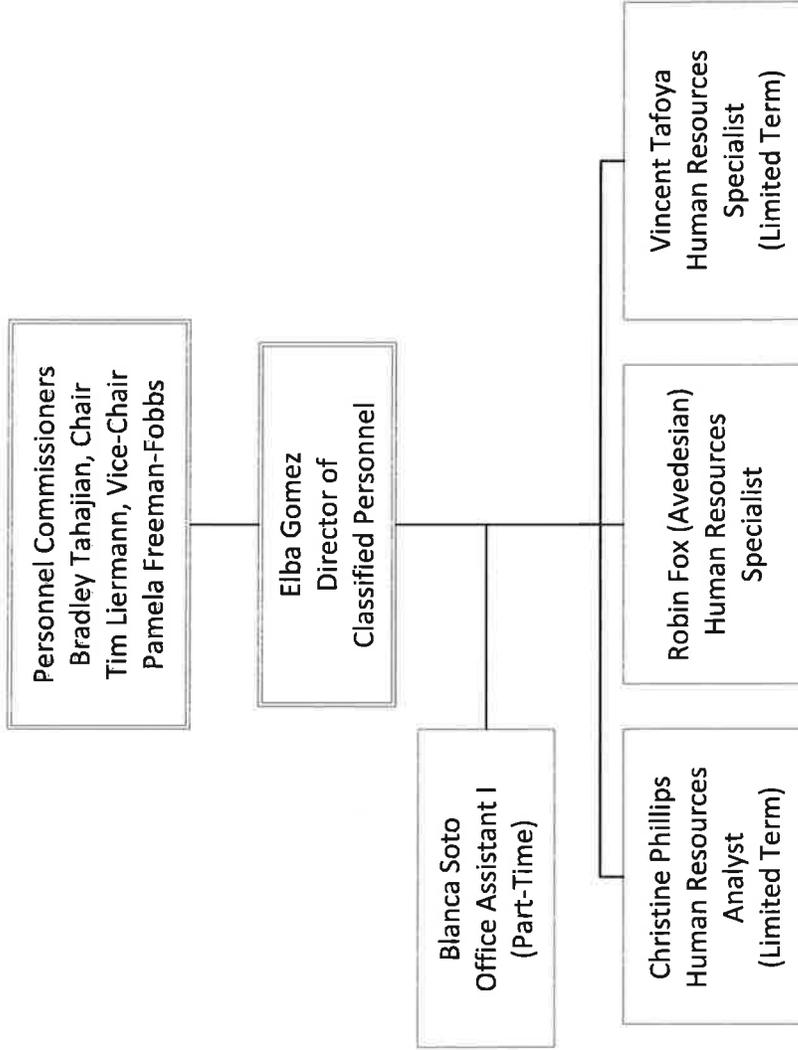


Human Resources (Current)



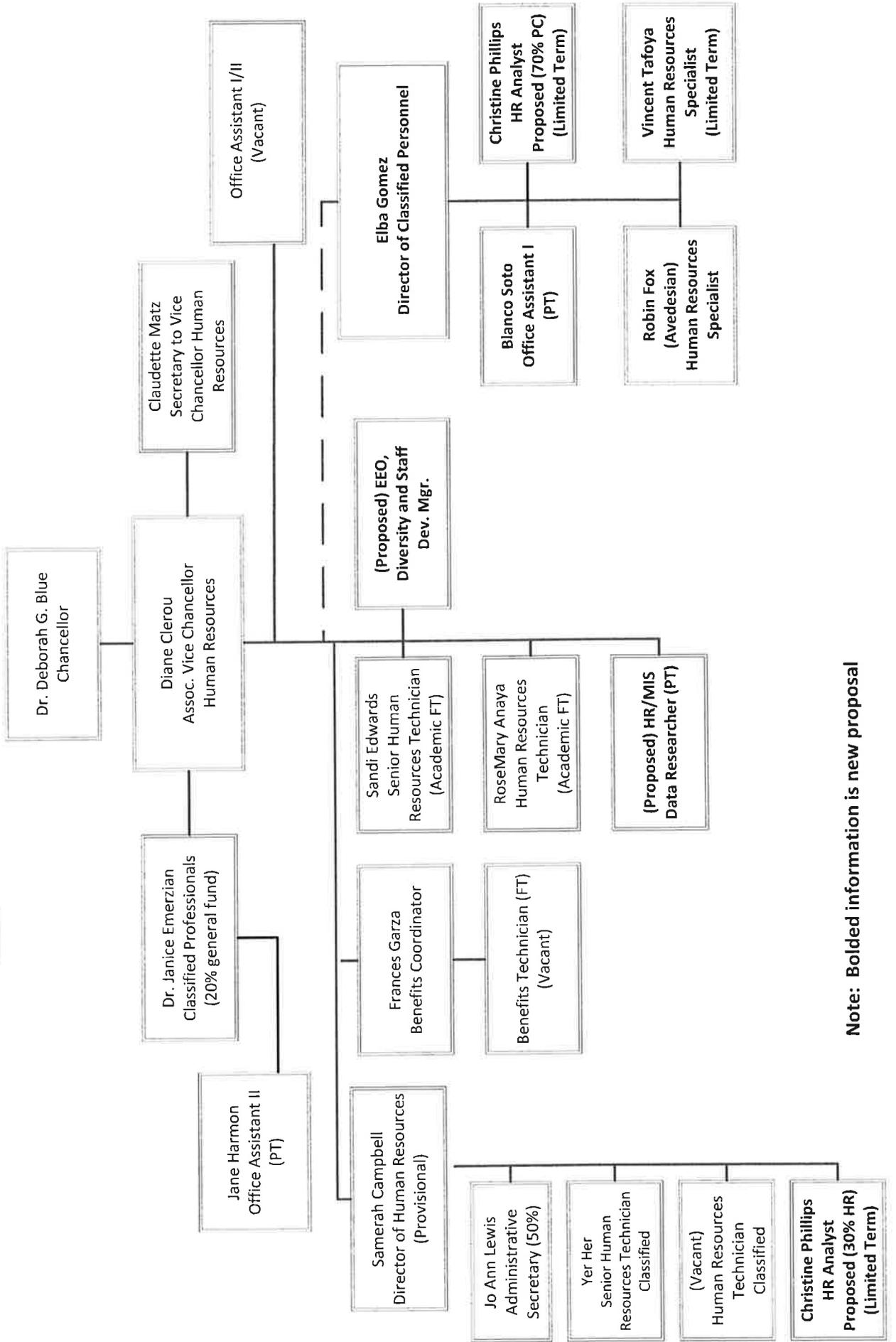


Personnel Commission Office





Human Resources (Proposed – Phase II)



Note: Bolded information is new proposal

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 10, 2013

SUBJECT: Consideration to Approve Job Description
for Vice President of Madera and Oakhurst
Centers, Reedley College

ITEM NO. 13-113

EXHIBIT: Job Description

Background:

At the November 7, 2013, board meeting the Board of Trustees approved adding the position of vice president of Madera and Oakhurst centers, Reedley College. At that time, administration provided examples of duties for this position. Now that the position has been approved, the job description has been finalized and is being recommended for official adoption by the board. This position is responsible for the overall operation of the Madera and Oakhurst centers, which includes leadership, planning, organizing, budgeting, directing, supervising, and the evaluation of the activities. This individual would be the advocate for and representative of the centers in their communities and in the district. These responsibilities entail working with all constituencies in a collegial manner to assure the centers' instructional and student services goals are meeting student learning needs and are in alignment with college and district goals and objectives.

Recommendation:

It is recommended the Board of Trustees approve the job description for vice president of Madera and Oakhurst centers, Reedley.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Title	Classification	Salary Range/Assignment
Vice President of Madera and Oakhurst Centers, Reedley College	Management/Supervisory Academic Member President’s Cabinet	Senior Management Contract Days: 224

Distinguishing Characteristics

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

Essential Functions of the Position

Under the general direction of the College President and in accordance with provisions of the Education code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the district, the Vice President of Madera and Oakhurst Centers performs the following duties:

1. Provides centers leadership in collaboration with the college president, faculty, administrators and staff.
2. Collaborates with Instruction, Student Services and Administrative Services leading to the equitable integration of instruction and student services into a seamless coordinated effort to serve students with a focus on success, persistence, and completion.
3. Guides the deployment and development of instructional programs, both credit and non-credit, in consultation with the Vice President of Instruction in response to student, community, and employer needs.
4. Ensures the optimum accessibility of programs and services in all Reedley College locations within the resources available.
5. In consultation with the other vice presidents, leads the college’s response to emerging opportunities relative to new programs, delivery methods, service strategies, professional development and the continuous improvement of existing programs and services.
6. Develops, implements, and monitors articulation agreements with high schools, particularly those that are primary feeder schools for Madera and Oakhurst Centers, and colleges and universities.
7. Actively participates in and promotes efforts regarding the College's accreditation including any reports and districtwide efforts.
8. Represents the college and provides leadership at meetings regarding instruction and curriculum including credit and non-credit programs and courses, particularly those in Madera and Oakhurst.
9. Maintains professional visibility both on campus and in the communities served by Reedley College and the district, particularly Madera and Oakhurst.
10. Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service

- to the community and students, particularly those in the Madera and Oakhurst Centers' service areas.
11. In consultation with the Vice President of Student Services, coordinates the recruitment program between high schools and the centers.
 12. In consultation with the Vice President of Instruction, leads and supports instruction in planning, development and evaluation of current and future curriculum, technological innovations, services and programs in order to meet student support and academic program needs at Madera and Oakhurst.
 13. Ensures the implementation and administration of college-wide academic and student success standards in collaboration with the college president, faculty, administrators, and student leaders.
 14. Provides leadership in consultation with the Vice President of Instruction and aligned with college efforts in developing and accessing general/institutional learning outcomes and student learning outcomes at the course, program, and institutional level.
 15. Influences and responds to state and federal legislation which impacts the district and the college, particularly regarding Madera and Oakhurst. Determines and/or facilitates appropriate approaches to meet new requirements. Develops, directs and supports performance-based initiatives in anticipation and in response to legislative mandates and student needs.
 16. Supports, participates, and provides leadership in the college's focus on continuous quality improvement through the college's institutional effectiveness and research efforts.
 17. Supports, participates, and provides leadership in implementing and maintaining a process for college-wide planning and resource allocation efforts for overall college operations, strategic priorities, and institutional improvement.
 18. Works with the other vice presidents, deans, department chairs, directors or appropriate college and district staff to develop grant applications.
 19. Plans and monitors expenses to ensure fiscal accountability and formulate budget recommendations for center operations including instruction, student services, and administration in alignment with district and college resource allocation parameters.
 20. Reviews and mediates the budget allocation process and sets productivity standards to assure equity and judicious use of resources needed to meet college objectives and targets.
 21. Encourages, coordinates, and initiates resource development for the centers in support of district and institutional goals, strategic priorities, and college-wide and district wide initiatives.
 22. Contributes to the overall planning and decision-making processes for the campuses with regard to administration.
 23. Is responsible for directing the college budget and accounting program to ensure accurate completion of receipt recording and expenditure of funds for college accounts.
 24. Acts as the college safety officer in Madera and Oakhurst; coordinating with District centralized services, police, parking services, college transportation activities, environmental health and safety, maintenance, grounds, and facilities to ensure campus priorities are met.
 25. Provides leadership and professional development for the administrators, faculty including adjunct faculty, and support staff assigned to the Madera and Oakhurst Centers.
 26. Supervises and evaluates personnel.

27. In consultation with the other vice presidents, provides leadership relative to the recruitment and selection procedures and recommendations of new faculty and staff, and provides leadership and oversight of existing faculty & staff, faculty & staff development and evaluations.
28. In consultation with the Vice President of Instruction where applicable, leads the identification and development of new programs, both credit and non-credit, and provides leadership for efforts in innovative teaching strategies including new teaching methods, technology driven curriculum, and distance learning to increase student opportunities.
29. Collaborates with higher educational institutions and employers in pursuit of economic and community development in Madera and Oakhurst and to foster student achievement and better prepare students for the work force and citizenship.
30. Contributes to marketing and communications efforts to meet student needs, to support college programs, and to meet college enrollment goals.
31. In consultation with the Vice President of Student Services, plans and coordinates operations, initiatives and efforts to ensure the student services programs at Madera Center and Oakhurst Center are meeting student needs.
32. Confers with the other vice presidents, the Madera Dean of Instruction, and department chairs and/or division representatives as appropriate regarding academic staff needs, selection, assignments, teaching load, evaluation and retention, and makes recommendations to the college president.
33. Responsible for preparation of examination, office, facility, and teaching schedules in consultation with the other vice presidents, the Madera Dean of Instruction and Oakhurst Center Coordinator, and department chairs and/or division representatives.
34. Prepares and distributes the faculty handbook, schedule of classes and other related documents.
35. Ensures appropriate supervision and operations of the library, child development lab, and tutorial center, and encourages use of these facilities by faculty, staff, and students.
36. Provides leadership in the development of annual reports and updates, particularly those related to instruction, students and administration at the Madera and Oakhurst Centers.
37. Facilitates and works collaboratively with the other vice presidents to ensure consistent and optimal oversight and operations for instruction in all Reedley College locations including Reedley, Madera, Oakhurst, or other locations where the college has a presence.
38. Directs the planning and organization for commencement with the assistance of the Vice President of Student Services and district staff.
39. Other duties as assigned.

Minimum Qualifications

- Possession of a master's degree from an accredited college or university
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment
- Demonstrated sensitivity to and understand of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students

2. Article XVII (Compensation): (Effective July 1, 2013)

- 5.75% increase in salary
- Improvement to current lab factor of .75 to 1.0 (i.e. eliminate lab rate)
- Return to a salary formula applied annually, based on the District's ability to pay, including in-coming and on-going revenues that will maintain the faculty's state standing regarding salary schedule.

Additional Article as per Article V, Section 2: (Effective upon ratification; implemented as soon as practicable following ratification)

3. Article XII (Hours, Workload, Class Size)

- Section 11: Department Chairs. Increase release time from .20 to .50
- Section 12: Reassign Academic Senate. Increase FTE from 1.5 to 2.5

Recommendation:

It is recommended the Board of Trustees convene a public hearing for the purpose of receiving public comment. Following the public hearing, no board action is necessary.

- *Return to salary formula applied annually, based on the District's ability to pay, including in-coming and on-going revenues that will increase the faculty's state standing regarding hourly wage.*

Additional Article as per Article V, Section 3: (Effective upon ratification; implemented as soon as practicable following ratification)

2. Article XI - C (Hours, Workload, Class Size): (Effective upon ratification; implemented as soon as practicable following ratification)

- *Require 1 office hour for each course taught of 3 units or more.*
- *Pay Part-time faculty for each required office hour.*
- *District shall apply for state office hour funds to help pay for cost of office hours.*
- *Pay Part-time faculty for additional activities performed ancillary to their workload (i.e. program review, governance, advising, grant writing, etc.)*
- *Clarify language on reassignment and seniority rights (i.e. clarify terms like "comparable")*

Recommendation:

It is recommended the Board of Trustees convene a public hearing for the purpose of receiving public comment. Following the public hearing, no board action is necessary.