



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Adopted)**  
 Regular Meeting, Thursday, May 5, 2016  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Tina Aguirre	<input type="checkbox"/> David Drury
	<input type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Sydney Rice	<input type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Jose Gutierrez	
<b>Consultants:</b>	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ashok Naimpally
	<input type="checkbox"/> David Zielinski	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
<b>Ex-officio</b>	<input type="checkbox"/> Michael Heumann			
<b>Visitors:</b>	Daniel Ortiz	Mary Jo Wainwright		
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 1:02 pm on Thursday, May 5, 2016.

**B. Approval of the Minutes**

**1. Regular Meeting of April 21, 2016**

*M/S/C (Gilison/White) to approve the minutes of the April 21, 2016, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

**a. MUS 220 – Intermediate Harmony I (3)**

*M/S (Hegarty/Blek) to approve the update to objectives, content, and prerequisite for MUS 220, effective 2016-2017. The motion carried.*

**B. Catalog Textual Items**

**1. Additional Associate Degrees and Certificates (New, p. 46)**

*M/S (Aguirre/Blek) to approve the addition of the Additional Associate Degrees and Certificates statement to the 2016-2017 catalog page 46, effective 2016-2017, as presented. The motion carried.*

**2. Admissions and Registration (2015-2016 Catalog, pp. 12, 14, 15, 16, 20, 34, 36, and 41)**

*M/S (Gilison/Blek) to approve the revision to the Admissions and Registration catalog statements (2015-2016 Catalog, pp. 12, 14, 15, 16, 20, 34, 36, and 41), effective 2016-2017, as presented. The motion carried.*

**3. Residency (2015-2016 Catalog, pp. 12-13)**

*M/S (Blek/Ruiz) to approve the revision to the Residency catalog statement (2015-2016 Catalog, pp. 12-13), effective 2016-2017, as presented. The motion carried.*

**C. Curriculum Policies and Procedures**

**1. AP 4101 Independent Study**

*M/S (Blek/Gilison) to approve the revision to Administrative Procedure (AP) 4101 Independent Study, effective upon Board approval, as corrected. The motion carried.*

Document corrected to include "or noncredit courses" to Academic Standards statement.

**2. AP 4102 Advisory Committees**

*M/S (Ruiz/Blek) to approve the revision to Administrative Procedure (AP) 4102 Advisory Committees, effective upon Board approval, as presented. The motion carried.*

**3. AP 4104 Contract Education**

*M/S (Blek/Ruiz) to approve the revision to Administrative Procedure (AP) 4104 Contract Education, effective upon Board approval, as corrected. The motion carried.*

Correction to the second paragraph, second sentence. Replace the first word "Credit" with "Contract".

**4. AP 4105 Distance Education**

*M/S (Blek/Argüelles) to approve the revision to Administrative Procedure (AP) 4105 Distance Education, effective upon Board approval, as presented. The motion carried.*

**III. Discussion Items - None**

**IV. Information Items**

The Curriculum Institute will be July 7<sup>th</sup>-9<sup>th</sup> in Anaheim. The deadline to register is June 6<sup>th</sup>. Please contact Dixie if you are interested in attending for more information.

Gloria informed the members that due to changes in the BOG grant there will most likely be a loss of students in the Fall 16 semester. Students are being notified that they will not be able to receive BOG funding if they have been on academic probation for two semesters. She encouraged committee members to talk to faculty about how they can help students by referring them to SSSP representatives or Norma Nunez.

**V. Other Items - None**

**VI. Next Regular Meeting: May 19, 2016, 12:50pm in the Board Room**

**VII. The meeting adjourned at 1:15 p.m.**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

**CATALOG CHANGES**  
IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE

Action of Curriculum Committee  
(MSC Approved) \_\_\_\_\_  
(MSC Denied/Tabled) \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_

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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2016-2017**

ACTION REQUESTED: Catalog Revision

JUSTIFICATION: To add Additional Associate Degrees and Certificates statement.

CURRENT LOCATION: NA General Catalog Page(s): Page(s) 46

**Page 46 – below Certificates of Achievement**

**Additional Associate Degrees and Certificates**

A student may earn multiple Associate Degree and Certificates from Imperial Valley College. Each additional degree and Certificate of Achievement will be posted to the student's academic record and the student will receive diplomas for each degree and Certificate of Achievement earned. For additional degrees and certificates any course used to meet the prescribed graduation requirements may count toward more than one degree and certificate. Courses used for one major may be used to meet the prescribed graduation requirements for additional majors. Courses used to meet competency requirements and general education requirements for the first degree may be used to fulfill these requirements for additional degrees, provided the student has maintained "continuous" enrollment. If a break in enrollment occurs, a student must comply with the competency, general education, and major requirements in effect at the time the student resumes attendance or those in subsequent years of the student's enrollment.

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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2016-2017**

**ACTION REQUESTED:** Catalog Revision

**JUSTIFICATION:** Updates to Admissions and Registration catalog sections.

**CURRENT LOCATION:** Various – as noted below General Catalog Page(s): Page(s) Various – as noted below

**Eligibility (Page 12)**

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college assessment tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination).
2. Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.
3. High school students who are recommended by the high school principal for one to eleven units of work. A Special Student Application for Concurrent Enrollment must be submitted along with the IVC Application for Admission. Deadline dates for each term are noted on the K12 application.
4. College transfers who submit official transcripts may be granted advanced standing.
5. International students on F-1 student visas may be admitted. The International Student Application Packet must be completed and submitted to the Admissions and Records Office by June 1 for the fall semester admission, and November 1 for the spring semester. Students must have a local sponsor and provide documentation that sufficient funding is available for at least one year of tuition and fees as well as living expenses. Beginning with the As of the Fall 2015 semester the TOEFL exam is required of students as a condition of admission.

**International Students (Page 14)**

Imperial Valley College defines an “international student” as a student attending college full time while on an F-1 visa. Applications for admission in IVC’s International Student Program are available online at [www.imperial.edu](http://www.imperial.edu), on the Admissions and Records website under “Forms.” Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: [www.imperial.edu](http://www.imperial.edu).

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. Students with other types of visas (not F-1) should check with Admissions & Records to determine eligibility for enrollment as well as establishing residency.

Other requirements for admission include the following:

1. Complete and submit the International Student Application. The International Student Application can be found by accessing the IVC website at: [www.imperial.edu](http://www.imperial.edu), click on For Students then select Admissions & Records. On the Admissions & Records website click on Forms toward the bottom of the page then select Application –

**International Students.** Application deadlines for each primary term are noted on the application. International students are only accepted for primary terms (Fall and Spring).

2. Submit an Application for Admission to Imperial Valley College – online. Go to [www.imperial.edu](http://www.imperial.edu) and click on Apply Now on the top right corner of the IVC homepage. Follow the directions to complete the Application for Admission through CCCApply.
3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College for an academic year.
4. A local sponsor is required. This person must reside in the Imperial Valley, unless the student is a commuter student.
5. A TOEFL exam score. (iBT = 45-46, cBT = 133, pBT = 450+)
6. Health insurance coverage. Imperial Valley Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available in the Admissions and Records Office.
7. For transfer students a transfer clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
8. Students under 18 years of age must be living with a legal guardian as stated in the admission requirements.

Upon acceptance, students will be administered assessment testing. During the assessment session, students are given tests in writing, reading, and mathematics to determine their skill levels in these areas. Based on the results of English proficiency, students will be advised as to the recommended level of enrollment in English, math, and other courses. Students will receive their results from their assessment tests on the day of testing.

Our English as a Second Language courses lead into an academic program.

## **REGISTRATION (Page 14)**

### **Open Enrollment Policy**

In conformity with the provisions of Title 5 of the California Administrative Code, the governing Board of the Imperial Community College District affirms a policy of open enrollment. Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, gender, race, color, medical condition, Vietnam era status, ancestry, sexual identification, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

### **New Students and Returning Students**

New students are those who have never enrolled in classes at Imperial Valley College.

Returning students are those who have previously attended either Imperial Valley College but have been absent from the college for a semester or more, excluding summer.

Returning students are given a registration date and time for Priority Registration each semester.

Returning students registration times are based on the total degree applicable units completed along with other factors (i.e., Athlete, EOPS, Veteran, Disabled Students Program, etc.).

New Non-matriculated students are given a date and time and are the last group to participate in registration. Non-matriculated students are new students who have not completed the online orientation, assessment tests and do not have an educational plan.

### **Continuing Students**

Continuing students are those who have been registered during the immediately preceding semester and have received at least one letter grade or "W." Those who were registered during the semester but did not complete a course with a letter grade or "W" will have forfeited their continuing student status.

### Student Portal and WebSTAR

Student Portal is the IVC web portal that enables students to view their registration times. WebSTAR enables students to view their class schedules, grades, and academic history; add or drop classes; and access a variety of useful resources. Students need an ID number and a Personal Identification Number (PIN) to use the Student Portal. For more information about the Student Portal, please refer to the IVC website: [www.imperial.edu](http://www.imperial.edu).

### Maintaining Student Contact Information

It is important for students to maintain current contact information, including the phone number and address in their college record. An address and phone number may be updated through the student's WebSTAR account under "My Information" or through the Admissions and Records Office, located in the Administration Building. Mail returned from the U.S. Postal Service with a new forwarding address will be used as the basis for updating a student record.

### Priority Registration Times (Page 15)

As of Fall 2014 the California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their education goals. To be eligible for priority registration new students must complete the following:

1. New students must matriculate – complete the Accuplacer Assessment (or provide approved alternative), and complete college orientation and advisement.
2. Students must also have an education plan.
3. Continuing students must be in good academic standing (2.0 G.P.A) and have not exceeded 90 degree applicable units (not including units in basic English, basic Math or English as a Second Language). Students are encouraged to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

Active-duty military and veteran, current and former foster youth, CalWORKS, followed by student in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above pursuant to Education Code section 66025.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.

**• Also beginning Fall 2016 two consecutive primary terms of Probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation.**

Students may appeal the loss of enrollment priority for the following reasons:

1. When the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student; or
2. a student with disabilities who applied for but didn't receive accommodation in a timely manner; or
3. for students enrolled in high unit majors.

Students may appeal the loss of the BOG Fee Waiver for any of the following reasons:

1. Verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. Student with disabilities who applied for but didn't receive accommodation in a timely manner.
3. Significant academic improvement.
4. Changes in student's economic situation.
5. Evidence student was unable to obtain essential support services.
6. Special consideration of factors for CalWorks, EOPS, DSPS and Veteran students.

The appeals petition can be found at [www.imperial.edu](http://www.imperial.edu) click on *For Students* and select *Admissions & Records*. Click on *Forms* toward the bottom of the webpage.

The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

Students will find their registration times on the Student Portal once they login at least two to three weeks before priority registration begins.

The registration time established for each student is the date and time the student can start using the online registration system for a given semester. Once that date has passed, students may continue to use the online system until it becomes unavailable near the end of the semester.

Registration appointments for continuing students are determined by the number of **degree applicable** units the student has completed at the college. Students are encouraged to register as early as possible using the online registration system for the best possible course selection.

### **Wait Lists (Page 15)**

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List. **Students cannot be added to a wait list IF:** (1) it is prior to a student's registration appointment; or (2) the student is already enrolled, or on a wait list for another section of the same class; or (3) the wait list is full; or (4) the class has started. Students are added to the wait list for a class on a first-come, first-served basis. When a student has cleared the Wait List and is able to register for the class they will receive an email. **Once cleared from the Wait List the student will have 24 hours only to register for the class.**

### **Student Photo ID (Page 16)**

Once students have enrolled and paid their fees, they may obtain their permanent student photo ID card in the **Casbah Room located in the** College Center (Building 600) during posted hours. Students must present a driver's license or other photo identification card along with a copy of their current class schedule. The student photo ID is required to utilize many services on campus.

### **Basic Skills Coursework Limit (Page 34)**

Courses in the basic skills category include those courses that are non-degree applicable in writing, special services, and mathematics. In most cases students may not enroll in more than 30 semester units of basic skills coursework.

The following courses are exempted from this limitation:

1. English as a Second Language
2. Certain DSPS courses associated with Learning Disabilities

The college may grant a waiver to the 30-unit basic skills course limitation to any student who demonstrates significant and measurable progress toward the development of the skills needed for successful enrollment in college level courses. **If granted a Basic Skills Waiver grants one additional semester beyond the 30 unit cap.** Students who have exhausted the unit limitation will be referred to appropriate noncredit education programs. For waivers or further information regarding this policy, students should contact the Admissions and Records Office.

### **Transfer Credit (Page 36)**

Imperial Valley College (IVC) grants credit for lower-division units earned at institutions of higher education regionally accredited by the Association of Schools and Colleges. **and/or hold another accreditation recognized by the Council for Higher Education Accreditation (CHEA).**

To be considered for transfer credit, students must request that official transcripts be forwarded directly to the Admissions and Records Office from each institution where courses were taken, or present an official transcript in an unopened envelope sealed by the college/university. Transcripts that have been opened by anyone other than an IVC official will not be considered official and will not be evaluated.

### **Probation - Dismissal – Reinstatement (Page 41)**

Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective, and providing special assistance to students in reassessing their educational objectives and guiding them to accomplish these goals. Students who are placed on probation will be identified prior to the beginning of the next term and will be referred to the Counseling Center.



Registration priority shall be lost at the first registration opportunity after a student is placed on Academic or Lack-of-Progress Probation or any combination thereof for two consecutive terms as defined in Board Policy and Administrative Procedure 4250.

**Also beginning with the Fall 2016 semester two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver (Board of Governors Fee Waiver) until the student is no longer on probation.**

### **Scholastic Probation**

Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on academic probation if the cumulative grade point average is below 2.00 for all grades earned at IVC. Students will be removed from academic probation when their cumulative grade point average at IVC is 2.00 or higher.

### **Scholastic Dismissal**

Students on Scholastic Probation will be dismissed if they earn a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters of enrollment, excluding winter and summer terms. Students who are dismissed will not be allowed to take classes the following Semester. They will be required to meet with a counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status.

### **Lack-of-Progress Probation**

Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on Lack-of-Progress Probation when the percentage of all units attempted for which symbols of W, I and NP (and former grade NC) are earned at IVC reaches 50 percent or more. Students will be removed from Lack-of-Progress Probation when the percentage of all units attempted at IVC for which symbols of W, I and NP (NC) are earned drops below 50 percent.

### **Lack-of-Progress Dismissal**

Students who have earned Lack-of-Progress Probation for three consecutive semesters, excluding winter and summer terms, will be dismissed. Students who are dismissed will not be allowed to take classes the following semester. Students will be required to meet with a Counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status.

### **Reinstatement**

Students seeking reinstatement after scholastic or lack-of-progress dismissal must submit a petition for reinstatement to the Office of Admissions and Records by the deadline date noted on the Reinstatement Petition. Petitions may be acted on by the Director of Admissions and Records or referred to the Admissions, Registration and Petitions Committee for consideration. Decisions made by the Committee are final.

### **Appealing the Loss of Enrollment Priority or the Loss of the BOG Fee Waiver.**

To appeal the loss of enrollment priority or loss of the BOG Fee Waiver students need to complete the **Petition to Appeal Loss of Enrollment Priority and/or Loss of BOG**. As indicated on the petition students must also attach a typed narrative of their situation along with a copy of a current Comprehensive Educational Plan (2+ semesters). Students may need to schedule an appointment with their counselor to acquire the Comprehensive Educational Plan. Once completed the petition along with supporting documents needs to be submitted to Admissions & Records (Building 10). Deadline dates are indicated on the petition. Students can pick up a copy of the petition in Admissions & Records (Building 10) or by downloading a copy off the Admission & Records Website under *Forms*.

Petitions may be acted on by the Director of Admissions & Records or referred to the Admissions, Registration and Petitions Committee for consideration. Decisions made by the Committee are final.

### **Transcript Fee (Page 20)**

All outstanding financial and other obligations to the College must be met prior to the issuance of transcripts.

Imperial Valley College is able to offer to our current and alumni students Secure Transcript from **Parchment** – the secure, electronic way to request and send transcripts. It's easy to use, it's secure, and it's available 24/7. **Parchment** will deliver your official transcript anywhere you need it to go - other colleges and universities, scholarship funds, employers, even to yourself if you need it. Instructions ~~and the form~~ for requesting transcripts



are available on the College website at [www.imperial.edu](http://www.imperial.edu). From the IVC website click on *Request Your Transcripts*. You can also access the Parchment website directly at [www.Parchment.com](http://www.Parchment.com).

**NOTE:** The College cannot accept transcript requests by email, fax or phone.

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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2016-2017**

**ACTION REQUESTED:** Catalog Revision

**JUSTIFICATION:** Updates to Residency catalog sections.

**CURRENT LOCATION:** 12-13 General Catalog Page(s): Page(s) 12-13

## Residency

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions: 1.) A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. 2.) Residence classification is the responsibility of the Admissions and Records Office.

The initial residency classification will be made at the time the student applies for admission.

**Resident** – A student who has resided within California for at least one year prior to the residence determination date and has met the residency standards stipulated in Title 5 of the California Administrative Code. The “residence determination date” is the day immediately preceding the opening day of instruction each term during which the student proposes to attend college in the Imperial Community College District.

**Nonresident** – A student who has not resided in the state for more than one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them from establishing residency. Foreign students admitted to the United States under student visas are classified as nonresidents.

**Rules Determining Residence** – The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his or her residence. A woman’s residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor’s residence is that of the parent with whom the last place of abode was maintained. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor’s own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control.

**Determination of Resident Status** – A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- As student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.

- A student who has not been an adult for one year preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- As student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets specific requirements.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
- A veteran who was discharged or released from at least 90 days of active duty service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

**Right to Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Director of Admissions & Records, may make written appeal to the Admissions and Records Office within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – The appeal is to be submitted to the Admissions and Records Office which must forward it to the Chief Student Services Officer within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Chief Student Services Officer shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Chief Student Services Officer shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

**Reclassification** – A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. Petitions are to be submitted to the Admissions and Records Office. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student has failed to petition for reclassification prior to the residency determination date. In no case, however may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements (Ed Code 68044 and Title 5, Section 54032):

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent, in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022 and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Admissions and Records Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

**Non-Citizens** – If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. Citizens, permanent residents of the U.S., and aliens who are not immigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions and Records Office. Students may appeal the decision.

**Action Item 3a**

Committee: DE Committee  
Committee Topic: AP 4101 Independent Study

**AP 4101 Independent Study**

**Statement of Current Policy**

- AP 4101 currently reads as follows:

*Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.*

[A copy of AP 4101 is attached hereto.]

**DE Committee Involvement and Previous Actions**

- The DE Committee was asked to review AP 4101 during Fall 2013. The DE Committee determined that distance education should not be included in AP 4101.
- On October 23, 2013, the DE Committee recommended removal of the section referencing distance education and forwarded their recommendation to the Office of Academic Services for consideration.
- On December 10, 2013, the Curriculum Committee concurred with the DE Committee's Recommendation. No subsequent action was taken to eliminate AP 4101.
- On September 21, 2015, the Office of Academic Services requested that the DE Committee review suggested revisions to AP 4101 and make recommendations to be forwarded to the Curriculum Committee and Academic Senate. A copy of the proposed revisions is attached hereto.

**DE Committee Position**

- The DE Committee reaffirms that the current AP 4101 referencing distance education should be removed.
- The DE Committee confirms that, according to CCLC, AP 4101 is legally required and cannot be eliminated.
- The DE Committee confirms that, according to CCLC, AP 4101 must include the local practice for independent study, including the following:
  - Procedures for approval of independent study programs
  - Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.
  - Procedures for evaluation of student progress
  - Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods.

**IT IS THE POSITION OF THE DISTANCE EDUCATION COMMITTEE** that, upon review of the suggested revisions of AP 4101 provided by the Office of Academic Services, that AP 4101 be revised as follows:

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
AP 4101 Independent Study**

Reference:  
Title 5, Section 55230 et seq.

~~Distance Education is the only form of independent study currently offered at Imperial Valley College. Please refer to AP 4105 for additional information.~~

### **Independent Study**

Courses offered as independent study are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum.

In courses offered as independent study, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

Independent study courses are not intended to replace existing courses in the discipline. Enrollment shall be through courses numbered 199 and 299.

The maximum credit a student can earn through independent study is 3.0 units.

### **Procedures for Approval of Independent Study**

- Students must have completed at least 12 degree-applicable credit units at Imperial Valley College.
- Students must be in good academic standing and be concurrently enrolled in at least one other class at Imperial Valley College.
- Students must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.
- An independent study contract must be completed by the student and approved by the instructor and signed by the department chairperson, division dean, and the Vice President for Academic Services.
- Independent study contracts must be submitted to the Admissions and Records Office by the last day to add a full-term course.

### **Academic Standards**

The academic standards applicable to courses of independent study shall be the same as those applied to other credit courses at Imperial Valley College.

*or non credit courses*

### **Procedures for Evaluation of Student Progress**

Procedures for evaluation of student progress in independent study courses shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

### **Access to the Instructor**

Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the independent study proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Admissions and Records Office.

## **CERTIFICATION**

*We hereby certify that the above position statement was approved by the Distance Education Committee on October 27, 2015.*

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*Gaylla A. Finnell, Co-Chair*

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*David Zielinski, Co-Chair*

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**AP 4102 ~~Advisory Committees Occupational/Vocational Technical Programs~~**  
**Career and Technical Education (CTE) Programs**

Reference:

Title 5, Section 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2<sup>nd</sup> Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; ~~34 C.F.R. Part 600.1;~~

ACCJC Accreditation Standard II.A.14

**I. ESTABLISHMENT OF AND APPOINTMENT PROCESS FOR RELATED**  
**PROGRAM ADVISORY COMMITTEES**

**A. Introduction**

The primary mission of the California Community Colleges is to empower the community colleges through leadership, advocacy, and support. The vision is for a better future for Californians by providing access to lifelong learning for all citizens and create a skilled, progressive, workforce to advance the State's interest. ~~advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement [Section 66010.4(a)(3)].~~ The Carl D. Perkins Career Vocational Technical Education Act (CTEA) of 2006 provides an increased focus on the academic achievement of career and technical education students, strengthen the connections between secondary and postsecondary education, and improve state and local accountability. ~~(VTEA) 1998 and the California State Plan for Vocational and Technical Education, February 2000, mandate the establishing and maintaining of Career Technical/Vocational Education Program Advisory Committees.~~

~~All California Community Colleges that participate in Career and~~ Technical ~~Vocational~~ Education must appoint and have active ~~P~~rogram ~~A~~advisory ~~C~~ommittees to develop recommendations on the specific program and to serve as ~~a~~ liaison between the ~~e~~College and Business, Industry, Government, and Community potential employers.

To this end, ~~the District Imperial Valley College~~ has designed, adopted, and implemented the *Program Advisory Committee Handbook*, ~~revised February 2006~~, to serve as a campus-wide resource, guide, and reference. All ~~IVC-District~~



personnel responsible for the development and maintenance of relevant and effective [Career and Technical Education \(CTE\) Applied Sciences](#) programs can use this document as a resource guide for their [program](#) [Advisory](#) [Committees](#).

#### **B. Definition of a Program Advisory Committee**

A program advisory committee is a group of volunteers selected to provide advice and/or support to the [College District](#), [department](#) [division](#) chairs, faculty, and administration in a specific [career technical education](#) program ~~occupational and area and~~ discipline.

#### **C. Purpose of a Program Advisory Committee**

The primary purpose of any program advisory committee is to assist the [College District](#) in maintaining [career and technical education](#) ~~applied sciences (vocational education)~~ programs that match the realistic needs of Business and Industry. Since Business and Industry are in a constant process of change, maintaining an awareness of the nature and scope of such changes is almost impossible for the college instructional staff. Accordingly, it is absolutely necessary that the [College District](#), and its staff, maintain input from Business and Industry partners, which will allow the [College District](#) to update its programs in accordance with current changes within any [career and technical education](#) ~~occupational~~ field.

#### **D. Qualifications of Program Advisory Committee Members**

The members of the program advisory committees should be individuals with a strong sense of responsibility and civic-mindedness who are willing to assume the responsibility of advising the [faculty](#), staff, [and](#) administration, ~~and trustees~~ on matters of educational concern related to their [career](#) ~~occupation~~. Committee members will commit to the following:

- 1. ADEQUATE TIME** - The person selected must be able to devote sufficient time and enthusiasm to the committee's work.
- 2. REPRESENTATIVE OF THE BUSINESS OR ~~OCCUPATION~~ CAREER** - Employer representatives are selected from Business, Industry, and/or Government agencies that are recognized for their progressive practices and efficient operations. They may be owners, managers, or selected representatives from various [careers](#) ~~occupations~~ and professions. The employee representatives are professional and skilled craftspeople respected in their trades. A balanced representation of different aspects of the [career](#) ~~occupation~~ is sought.

~~3.~~ **LEADERSHIP** - Members of the committee have demonstrated leadership within their respective careers. ~~occupations.~~

~~4.3.~~

**E. Procedure for Appointment of Program Advisory Committee Members**

1. Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Economic and Workforce Development.

2.

~~1.3.~~ Prospective committee members may be recommended by ~~teaching~~ faculty, department chairs ~~persons,~~ administrators, ~~ive staff,~~ committee members, and members of the Board of Trustees.

~~2.4.~~ The CTE administrator, in concert with the ~~occupational program~~ lead responsible for the CTE ~~occupational~~ program for which the committee is formed, is responsible for contacting prospective committee members to confirm their willingness to serve.

~~3.5.~~ The Dean of Economic and Workforce Development ~~President of the College, on behalf of the Board of Trustees,~~ names the committees and notifies the individual members of their appointments.

~~4. College representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and other individuals, as appropriate.~~

**F. Membership of Program Advisory Committee Members**

Each program area should have its own advisory committee, which would be composed of the following representatives:

1. Business and Industry who manage and/or supervise in the CTE program ~~occupational areas of concern.~~

2. Business, Industry, Government who work in the career ~~occupational areas~~ representing the CTE program.

3. The Employment Development Department (EDD).

4. Faculty members teaching in the CTE program. ~~Instructional college staff in the areas of occupational concern and in academic supporting areas.~~

5. The community who are aware of the needs of the disadvantaged and the handicapped.

~~6. The s~~Career and Technical Education students who are enrolled in the CTE programs.~~in training in the occupational programs.~~

~~7. College~~District representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and other individuals, as appropriate.

~~7.8. College~~District representatives do not act as officers of a committee. They serve in a capacity of consultant or resource persons in order to assist the committee in its work.

#### **G. Program Advisory Committee Functions**

The committees act in an advisory capacity. They have neither legislative nor administrative authority. Responsibility for decision and action rests with the Board of Trustees, the President, and the faculty and staff to whom responsibility for administration and implementation has been delegated.

Program A advisory committees are extremely important in the development of a two-way system of understanding and communication between ~~Imperial Valley College~~the District and its community. The confidence of the public is secured when the counsel of experienced and responsible citizens is solicited and acted upon by the college.

Although the power of ~~an~~ a program advisory committee is based upon advisement and recommendations, the input of any active group is critical to the success of ~~college e~~Career and tTechnical eEducation programs. Without such input, the ~~eCollege-District~~ staff would be hard-pressed to make valid content decisions, program improvement, and program expansion. Historically, active program advisory committees have made significant contributions to program implementation and development.

#### **H. Responsibilities of the Program Advisory Committee**

1. Review, evaluate, and make recommendations concerning the content of instructional courses in the CTE~~occupational~~ program.
2. Review, evaluate, and recommend the courses to be included in the CTE program~~area~~. This includes the addition, /deletion, or ~~other forms of~~ revisions to any existing courses within the CTE program~~area~~.

3. Assist in reviewing instructional techniques and instructional procedures within the CTE occupational program.
4. Assist in the recruitment and screening of prospective employees ~~staff~~ for the instructional program, including full-time and part-time ~~staff~~.
5. Make recommendations concerning use of instructional materials, including texts, audiovisual materials, lab assignment, etc.
6. Take recommendations concerning the availability of program facilities, equipment, and instructional supplies for the program.
7. Make recommendations concerning support~~ive~~ services such as counseling, student placement, tutorial services, student clubs, etc.
8. Assist the eCollege-District in its job placement services for students.
9. Assist with public relations efforts of CTE occupational programs.

#### **I. Responsibilities of Program Advisory Committee Chair**

1. Prepare and mail agenda and attachments to be discussed.
2. Notify members and administration of the meeting.
3. Provide program status reports (statistical and descriptive info).
- ~~3.4. Mail minutes to all concerned.~~

#### **J. Responsibilities of College Representatives**

1. Arrange for a meeting place and parking permits if needed.
- ~~2. Prepare and mail agenda and attachments to be discussed.~~
- ~~3. Notify members and administration of the meeting.~~
- ~~4. Provide for representation.~~
- ~~5.4. Provide program status reports (statistical and descriptive info).~~
- ~~6.5. Keep and file minutes of all meetings.~~
- ~~7.6. Mail minutes to all concerned.~~

~~8. Topics discussed at meetings should not be confined to those proposed by the college staff. It is important that they consult with other members of the committee in order to include what the community believes to be the strengths and weaknesses in the program and to get ideas for improvement.~~

~~College representatives do not act as officers of a committee. They serve in a capacity of consultant or resource persons in order to assist the committee in its work.~~

~~Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Instruction for Applied Sciences.~~

#### **K. Conducting Meetings**

The Program Advisory Committee chair~~chairperson~~ and the ~~e~~College District representatives will develop the agenda. The agenda, minutes of the previous meeting, and notices of future meetings will be distributed in a timely manner.

Program advisory committee meeting protocol should be consistent with Robert's Rules of Order and should include:

1. The matter of business to be acted upon should be presented to the committee in the form of a motion.
2. A motion, when moved, seconded, discussed, and carried, becomes a recommendation of the committee. The minutes should show who made the motion, who seconded it, and the nature of the vote ~~(i.e. unanimous, 5-2, etc.)~~.
3. The minutes should reflect a summary of discussion ~~without necessarily attempting to report it verbatim~~.
4. Draft minutes should be written promptly after the meeting and sent to members of the committee. Minutes are not official until approved at the next meeting.
5. Copies of the minutes should be filed with the CTE programs' department and with the Dean of Economic and Workforce Development~~Instruction for Applied Sciences, who will distribute them to appropriate administrators.~~

#### **L. Follow-up on Recommendations**

When the committee's recommendations have been discussed, addressed, and/or accepted and implemented by the ~~eCollege District~~ staff, committee members should be so informed, and receive follow-up reports on the outcome and/or effectiveness of their recommendations. They should also be advised if their proposals cannot be accepted by the ~~eCollege District~~, and the reasons for not accepting the committee's proposals should be clearly stated.

#### **M. Summary**

The program advisory committee is a source of public counsel. The judgments of committee members commonly reflect sound community thinking, and the suggestions for improvements that result from committee action should be considered. Only through communication and close cooperation with the community can Imperial Valley College hope to develop quality career and technical ~~occupational~~ education programs.

## **II. PROVISIONS FOR DOCUMENTING THE COMPETENCE OF STUDENTS COMPLETING CAREER AND TECHNICAL EDUCATION ~~VOGATIONAL AND OCCUPATIONAL~~ PROGRAMS**

### **A. ~~OCCUPATIONAL/VOGATIONAL~~ CAREER TECHNICAL EDUCATION CURRICULA PROGRAMS**

~~Imperial Valley College~~ The District has developed career programs which reflect employment opportunities of Imperial County and the region. Program a Advisory committees work closely with the ~~College District~~ to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science degree. It is recommended that students plan a broad educational background, including general education courses.

It is most important that students consult with a counselor prior to or during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the students.

### **B. CERTIFICATES**

College ~~Occupational~~ certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated CTE ~~occupational~~ fields. Certificate programs are available in some of the CTE ~~occupational~~ areas for which

the College offers the Associate Degree. To qualify for a College~~n-occupational~~ certificate, a student must:

1. Complete all courses listed with requirements for a particular certificate.
2. Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.
3. File a certificate petition with the Admissions Office~~Dean of Admissions~~ not later than the end of the fourth week of each semester and the first week of the summer session (deadlines subject to change).

### ~~C. CREDIT FOR CORRESPONDENCE AND EXTENSION COURSES~~

~~A student may petition to have a maximum of six units of credit counted toward graduation for correspondence or extension courses which meet the following standards:~~

- ~~1. Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.~~
- ~~2. Courses must be designated as recommended for lower division credit by the college or university.~~

~~It is the responsibility of the student to submit evidence establishing the above standards to:~~

~~IVC Registrar  
PO Box 158  
380 E Aten Road  
Imperial, CA 92251-0158~~

### III. U.S. DEPARTMENT OF EDUCATION DISCLOSURE REQUIREMENTS

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Student Services Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.



The Chief Student Services Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

IMPERIAL COMMUNITY COLLEGE DISTRICT  
AP 4104 Contract Education—~~Not for Credit~~

Reference:  
Title 5, Section 55170

The District recognizes that local business needs may include training programs not available or accessible through regular credit and/or noncredit courses. To address this community need, the District may enter into individual training contracts with public or private agencies to provide customized training contracts tailored to specific needs including content, location, enrollment, and hours. These services will include a full range of employee training and development services including industry-specific technical training, workforce training, computer applications, and other related areas.

Contract courses ~~which are~~ may be offered as “for credit or not-for-credit”. <sup>Contract</sup> ~~Credit~~ courses shall have the same scope and rigor as regular credit classes.

Contract courses shall only open for individuals identified by the contracting agent. No state apportionment shall be claimed for contract education classes. The entire program cost shall be charged to the contracting agency. ~~The Superintendent/~~ Request for contract classes shall be made through the Vice-President for Academic Services or designee ~~has the authority to sign and ratify contracts on behalf of~~ shall be consistent with the overall mission of the College. The Board of Trustees shall approve/ratify such educational contracts.

Refer to AP 4610 Instructional Service Agreements for contract education for “credit” or “non-credit” courses.

## IMPERIAL COMMUNITY COLLEGE DISTRICT AP 4105 Distance Education

### Reference:

Title 5, Sections 55200 et seq.

[34 CFR Section 602.17](#) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ~~34 C.F.R. § 602.17.~~

[ACCJC Accreditation Standard II.A.1](#)

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. [This definition includes both hybrid and fully online classes.](#)

~~For the purpose of scheduling, Online, Hybrid, and Web-Enhanced classes at Imperial Valley College will be defined as follows:~~

- ~~• Online courses may have up to three face-to-face class meetings scheduled throughout the semester. They meet and complete assignments mostly over the Internet.~~
- ~~• Hybrid classes meet face-to-face more than three times. These courses are typically developmental classes, with some exceptions (e.g., Speech 100 or Biology 100).~~
- ~~• Web-Enhanced courses meet face-to-face but have supplemental online interaction.~~

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses, ~~in accordance with the procedures published on the Distance Education website.~~

Certification: When approving distance education courses, the Curriculum ~~& Instruction~~ Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses, ~~as expressed in the course outline of record.~~

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum ~~& Instruction~~ Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular, effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Use of ~~Etudes Blackboard~~ CMS for Distance Education: All distance education courses must utilize the ~~Etudes Blackboard~~ IVC approved course management system (CMS) unless prior approval for alternative technologies is given by the faculty member's division chair, in consultation with the Chief Instruction Officer and the Distance Education Coordinator.

State Authorization for Distance Education: IVC is authorized to provide distance education in the states of California and Arizona.

~~The following steps will be followed when developing and delivering online courses at Imperial Valley College:~~

- ~~1. Complete Etudes 101 (either online or face-to-face)~~
- ~~2. Obtain approval to develop an online or hybrid class from dean, division chair, and/or department chair~~

- ~~3. Sign up for Etudes 201 (one-semester long online development class taught by Instructional Media Designer)~~
- ~~4. Develop Etudes online addendum for approval through Curriculum and Instruction Committee (with the Distance Education Coordinator and Division Chair)~~
- ~~5. Complete Etudes 201 (final exam: evaluation of developed course)~~
- ~~6. Receive approval from DSP&S specialist that course content is Section 508-compliant~~

~~If a faculty member wishes to waive the Etudes 201 class requirement (step 5) he or she can present a completed online class to the DE Coordinator and the Instructional Media Designer for evaluation. If the course passes their evaluation, then the instructor can offer the course. The instructor would also need approval from the dean, division chair, and/or department chair prior to teaching the online course.~~