



# Academic Policies & Procedures

## AP&P Agenda

Thursday, February 13, 2025

3:00 pm – 5:30 pm T600-J

**Type of Meeting:** *Regular*

**Note Taker:** Sam Darby

**Please Review/Bring:** The past minutes for accuracy.

### Committee Members:

*Dr. Jonathan Compton, Co-chair*  
*Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*  
*Dr. Jessica Eaton, Articulation Officer*  
*Tim Atkerson, AKIN Representative*  
*Travis Lee, IAAT Representative*  
*Alfred Brubaker, IAAT Representative*  
*Darren Watters, HSS Representative*  
*Vacant, HSS Representative*  
*James Dorn, MSE Representative*  
*Dr. Zia Nisani, MSE Representative*  
*Heidi Williams, LACA Representative*  
*Vacant, LACA Representative*

*Gabby Poorman, SBS Representative*  
*Yadira Arellano, SBS Representative*  
*Cynthia Littlefield, AHUM Representative*  
*Jillian Bentley, AHUM Representative*  
*Stephanie Orellana, Library Rep, Librarian*  
*Tamira Palmetto, Student Services, Counseling*  
*Tanya McGinnis, Student Services, Counseling*  
*Amaka Donn, Adjunct Representative*  
*Greg Bormann, Administrative Position*  
*Kathryn Mitchell, Administrative Position*  
*Dr. Windy Franklin-Martinez, Administrative Position*  
*John Cariaga, Student Representative*

*\*Absent*

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 11/14/2024	<i>All</i>	
VI. Informational Items – Revision workflows to add honors courses to requisites – Courses with new start date - Summer 2025 – ABDY 900 – AUTO 900	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	



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– WELD 900 – WELD 901		
VII. Training – Open questions regarding curriculum	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
VIII. Action – Edit all work experience (199) courses to include repeatability (done by AA Specialists)	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
IX. Discussion – CCN Catalog language recommendations	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
X. Reports –		
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 2/27/25, 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		
XIII. Adjournment	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
<b>NEXT MEETING DATE: February 27, 2025</b>		

<b>AP&amp;P Minutes</b>	<b>Thursday, November 14, 2024</b> <b>2:30 pm – 5:30 pm T600-J</b>
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**Type of Meeting:** *Regular*

**Note Taker:** Jen Winn

**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

- |  |   |
|--|---|
| <p><i>Dr. Jonathan Compton, Co-chair*Proxy-Hal Huntsman</i><br/> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i><br/> <i>Dr. Jessica Eaton, Articulation Officer</i><br/> <i>Tim Atkerson, AKIN Representative</i><br/> <i>Travis Lee, IAAT Representative</i><br/> <i>Alfred Brubaker, IAAT Representative</i><br/> <i>Darren Watters, HSS Representative*</i><br/> <i>Vacant, HSS Representative</i><br/> <i>James Dorn, MSE Representative</i><br/> <i>Dr. Zia Nisani, MSE Representative</i><br/> <i>Heidi Williams, LACA Representative</i><br/> <i>Vacant, LACA Representative</i></p> | <p><i>Gabby Poorman, SBS Representative</i><br/> <i>Yadira Arellano, SBS Representative</i><br/> <i>Cynthia Littlefield, AHUM Representative</i><br/> <i>Jillian Bentley, AHUM Representative</i><br/> <i>Stephanie Orellana, Library Rep, Librarian</i><br/> <i>Tamira Palmetto, Student Services, Counseling</i><br/> <i>Tanya McGinnis, Student Services, Counseling</i><br/> <i>Amaka Donn, Adjunct Representative</i><br/> <i>Greg Bormann, Administrative Position</i><br/> <i>Kathryn Mitchell, Administrative Position</i><br/> <i>Dr. Windy Franklin-Martinez, Administrative Position*Proxy-Dr. Rashitta Brown-Elize</i><br/> <i>John Cariaga, Student Representative</i></p> |
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*Guests: Dr. Richie Hao, Dr. Amy Andrada, Lisa O’Leary, Dr. Francisco Fuentes, Nate Dillon*

*\*Absent*

Items	Person	Action
I. Call to Order	<i>Hal Huntsman/ Dr. Kathy Bakhit</i>	The meeting was called to order at 2:37pm
II. Attendance – Roll Call	<i>Hal Huntsman/ Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	<p><b>Action Taken</b>            Motion to approve:            Agenda for 11/14/2024            Motion Second            Motion approved.</p>
V. Approval of the Minutes – 10/31/2024	<i>All</i>	<p><b>Action Taken</b>            Motion to approve:            Minutes for 10/31/2024</p>



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		<p>Motion Second Correction: wrong date for minutes approval, listed 10/10/24 but should be 10/24/24. Motion approved.</p>
<p>VI. Informational Items –</p>	<p><i>Dr. Kathy Bakhit</i></p>	<p>Dr. Bakhit mentioned the CIOs have been discussing adding the new subject for CCN.</p>
<p>VII. Training –</p>		
<p>VIII. Action</p> <p><b>New Course Developments</b> WELD138 Introduction to Metal Fabrication</p> <p><b>New Course Developments – Non-Credit</b> AJ920 Leadership and Ethics in Modern Policing WELD901 Welding Certification Exam</p> <p><b>Substantial Course Revisions</b> ANTH101L Biological Anthropology Lab ANTH102 Introduction to Cultural Anthropology ANTH112 Native North Americans ANTH112H Native North Americans Honors ANTH140 Introduction to Archaeology ART100 Art Appreciation ART102 History of Art, Renaissance to Modern ART113 Painting I ART120 Introduction to Printmaking ART135 Beginning Wheel-Thrown Ceramics ART137 Advanced Wheel-Thrown Ceramics ART150 3-D Design Basics ASTR 101L Astronomy Laboratory AUTO100 Introduction to Automotive Technology AUTO160 Automotive Electrical Fundamentals AUTO211 Automotive Engine Operation and Repair</p>	<p><i>Hal Huntsman/ Dr. Kathy Bakhit</i></p>	<p><b>Action Taken</b></p> <p><b>New Course Developments</b> Motion to approve: WELD138 Introduction to Metal Fabrication Motion Second Motion approved</p> <p><b>New Course Developments – Non-Credit</b> Motion to approve: AJ920 Leadership and Ethics in Modern Policing Motion Second Motion approved</p> <p>Motion to approve: WELD901 Welding Certification Exam Motion Second Motion approved</p> <p><b>Substantial Course Revisions</b> Motion to approve: ANTH101L Biological Anthropology Lab Motion Second Motion approved</p> <p>Motion to approve: ANTH102 Introduction to Cultural Anthropology Motion Second Motion approved</p> <p>Motion to approve:</p>



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AUTO220	Automatic Transmissions and Transaxles	ANTH112	Native North Americans
AUTO230	Manual Transmissions, Transaxles, and Drivelines	Motion Second	
AUTO240	Automotive Suspension and Steering	Motion approved	
AUTO250	Automotive Brake Systems	Motion to approve:	
AUTO260	Automotive Electrical Systems	ANTH112H	Native North Americans Honors
AUTO270	Automotive Heating and Air Conditioning	Motion Second	
AUTO280	Automotive Engine Performance	Motion approved	
BIOL304	A Survey of Emerging and Reemerging Infectious Diseases	Motion to approve:	
CFE201	Child Development Practicum-Observation and Assessment	ANTH140	Introduction to Archaeology
CFE202	Child Development Practicum-Emergent Leadership	Motion Second	
CHIN101	Elementary Chinese I	Motion approved	
CHIN102	Elementary Chinese 2	Motion to approve:	
CHIN201	Intermediate Chinese	ART100	Art Appreciation
CHIN202	Intermediate Chinese	Motion Second	
COMM115	Introduction to Argumentation and Debate	Motion approved	
COMM215	Public Relations Communication	Motion to approve:	
COMM219	Introduction to Intercultural Communication	ART102	History of Art, Renaissance to Modern
DM101	Digital Media Arts	Motion Second	
DM103	Graphic Design I	Motion approved	
DM105	Interactive Media	Motion to approve:	
DM106	Video Design & Production I	ART113	Painting I
DM110	Motion Graphics	Motion Second	
DM112	Experimental Video Production	Motion approved	
DM113	Photoshop I	Motion to approve:	
DM115	Graphic Communications I	ART120	Introduction to Printmaking
DM127	Web Design and Production I	Motion Second	
DM128	Web Design and Production II	Motion approved	
DM143	Computer 2-D Animation	Motion to approve:	
DM145	Computer 3-D Animation	ART135	Beginning Wheel-Thrown Ceramics
DM199	Work Experience Education	Motion Second	
DM203	Graphic Design II	Motion approved	
DM205	Digital Illustration	Motion to approve:	
DM206	Video Design and Production II	ART137	Advanced Wheel-Thrown Ceramics
DM213	Photoshop II	Motion Second	
		Motion approved	



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DM215	Graphic Communications II	Motion to approve:
DM246	Portfolio and Job Search	ART150 3-D Design Basics
DM298	Special Studies Digital Media	Motion Second
ENGR140	Engineering 3D Graphics	Motion approved
FTV155	Film Festival Analysis	
FTV244	Production and Post-Production of the Short Film	Motion to approve:
GEOG205	Introduction to Geographic Information Science (GIS)	ASTR 101L Astronomy Laboratory
GEOG220	Data Acquisition and Management in Geographic Information Science (GIS)	Motion Second
GEOG221	Spatial Analysis in Geographic Information Science (GIS)	Motion approved
GEOG222	Cartography for Geographic Information Science (GIS)	
GEOG298C	Special Studies in Geographic Information Science (GIS)	Motion to approve:
GEOL101L	Physical Geology Lab	AUTO100 Introduction to Automotive Technology
HD103	Career and Life Planning	Motion Second
MATH110	Mathematics for Liberal Arts Students	Motion approved
MATH128	College Algebra for Liberal Arts	
MUS160	Symphonic Band	Motion to approve:
MUS165	Guitar Ensemble	AUTO160 Automotive Electrical Fundamentals
MUS181	Master Chorale	Motion Second
MUSC102	History of Jazz	Motion approved
MUSC103	History of Rock 'n Roll	
MUSC104	The Music Industry	Motion to approve:
MUSC107	History of Women in Rock Music	AUTO211 Automotive Engine Operation and Repair
MUSC108	History of Hip Hop	Motion Second
MUSC122	Stage Voice	Motion approved
MUSC141	Concert Management	
MUSC142	Musical Theatre Workshop	Motion to approve:
POLS201	Contemporary International Relations	AUTO220 Automatic Transmissions and Transaxles
PSY301	Organizational Behavioral Psychology	Motion Second
RADT201	Radiographic Clinical Practicum III	Motion approved
<b>New Program Developments</b>		
Cal-GETC Cert		Motion to approve:
Chicana/o Studies, Latina/o Studies AA-T		AUTO240 Automotive Suspension and Steering
Modern Policing AS		Motion Second
		Motion approved



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<p>Music AA          Music Composition &amp; Songwriting Cert          Music Industry Studies AA          Music Performance &amp; Education Cert          Music Technology, Production, &amp; Management Cert</p> <p><b>Program Revisions</b></p> <p>Airframe Manufacturing Technology BS          All Automotive Systems Cert          Arts and Humanities - Option III AA          Biology AS          Child and Family Education AA          Commercial Music AA          Commercial Photography AA          Commercial Photography Cert          Computer Animation AA          Computer Animation Cert          Computer Science AS          Electrical Technology Cert          Electronics Technology AS          Fire Technology AS          Fire Technology Cert          General Aircraft Maintenance AS          General Business AS          Graphic Design AA          Graphic Design Cert          Industrial Manufacturing Technician Apprentice Cert          Instructional Aide AA          Instructional Aide Cert          Interactive Media-Web Design AA          Interactive Media-Web Design Cert          IT Cybersecurity AS          Medical Assistant AS          Medical Assistant Cert          Paramedic AS          Radiologic Technology AS          Registered Nursing AS          Respiratory Care/Therapy AS          School-Aged Child Care AA          Social and Behavioral Sciences - Option II AA          Video Design and Production AA          Video Design and Production Cert</p>		<p>Motion to approve:          AUTO250 Automotive Brake Systems          Motion Second          Motion approved</p> <p>Motion to approve:          AUTO260 Automotive Electrical Systems          Motion Second          Motion approved</p> <p>Motion to approve:          AUTO270 Automotive Heating and Air          Conditioning          Motion Second          Motion approved</p> <p>Motion to approve:          AUTO280 Automotive Engine Performance          Motion Second          Motion approved</p> <p>Motion to approve:          BIOL304 A Survey of Emerging and Remerging          Infectious Diseases          Motion Second          Motion approved</p> <p>Motion to approve:          CFE201 Child Development Practicum-          Observation and Assessment          Motion Second          Motion approved</p> <p>Motion to approve:          CFE202 Child Development Practicum-          Emergent Leadership          Motion Second          Motion approved</p> <p>Motion to approve:          CHIN101 Elementary Chinese I          Motion Second          Motion approved</p>
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Wildland Fire Technology AS

**Program Deactivations**

CSU General Education Cert

IGETC General Education Cert

Motion to approve:

CHIN102 Elementary Chinese 2

Motion Second

Motion approved

Motion to approve:

CHIN201 Intermediate Chinese

Motion Second

Motion approved

Motion to approve:

CHIN202 Intermediate Chinese

Motion Second

Motion approved

Motion to approve:

COMM115 Introduction to Argumentation and Debate

Motion Second

Motion approved

Motion to approve:

COMM215 Public Relations Communication

Motion Second

Motion approved

Motion to approve:

COMM219 Introduction to Intercultural Communication

Motion Second

Motion approved

Motion to approve:

DM101 Digital Media Arts

Motion Second

Motion approved

Motion to approve:

DM103 Graphic Design I

Motion Second

Motion approved

Motion to approve:





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		<p>DM105          Interactive Media Motion Second Motion approved</p> <p>Motion to approve: DM106          Video Design &amp; Production I Motion Second Motion approved</p> <p>Motion to approve: DM110          Motion Graphics Motion Second Motion approved</p> <p>Motion to approve: DM112          Experimental Video Production Motion Second Motion approved</p> <p>Motion to approve: DM113          Photoshop I Motion Second Motion approved</p> <p>Motion to approve: DM115          Graphic Communications I Motion Second Motion approved</p> <p>Motion to approve: DM127          Web Design and Production I Motion Second Motion approved</p> <p>Motion to approve: DM128          Web Design and Production II Motion Second Motion approved</p> <p>Motion to approve: DM143          Computer 2-D Animation Motion Second Motion approved</p>
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	<p>Motion to approve: DM145            Computer 3-D Animation Motion Second Motion approved</p> <p>Motion to approve: DM199            Work Experience Education Motion Second Motion approved</p> <p>Motion to approve: DM203            Graphic Design II Motion Second Motion approved</p> <p>Motion to approve: DM205            Digital Illustration Motion Second Motion approved</p> <p>Motion to approve: DM206            Video Design and Production II Motion Second Motion approved</p> <p>Motion to approve: DM213            Photoshop II Motion Second Motion approved</p> <p>Motion to approve: DM215            Graphic Communications II Motion Second Motion approved</p> <p>Motion to approve: DM246            Portfolio and Job Search Motion Second Motion approved</p> <p>Motion to approve: DM298            Special Studies Digital Media Motion Second</p>
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		<p>Motion approved  Motion to approve:  ENGR140      Engineering 3D Graphics  Motion Second  Motion approved</p> <p>Motion to approve:  FTV155      Film Festival Analysis  Motion Second  Motion approved</p> <p>Motion to approve:  FTV244      Production and Post-Production of the  Short Film  Motion to <b>table to later in the meeting: approved</b>  Motion to approve  Motion Second  Motion approved</p> <p>Motion to approve:  GEOG205      Introduction to Geographic  Information Science (GIS)  Motion Second  Motion approved</p> <p>Motion to approve:  GEOG220      Data Acquisition and Management in  Geographic Information Science (GIS)  Motion Second  Motion approved</p> <p>Motion to approve:  GEOG221      Spatial Analysis in Geographic  Information Science (GIS)  Motion Second  Motion approved</p> <p>Motion to approve:  GEOG222      Cartography for Geographic  Information Science (GIS)  Motion Second  Motion approved</p>
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		<p>Motion to approve: GEOG298C Special Studies in Geographic Information Science (GIS) Motion Second Motion approved</p> <p>Motion to approve: GEOL101L Physical Geology Lab Motion Second Motion approved</p> <p>Motion to approve: HD103 Career and Life Planning Motion Second Motion approved</p> <p>Motion to approve: MATH110 Mathematics for Liberal Arts Students Motion Second Motion approved</p> <p>Motion to approve: MATH128 College Algebra for Liberal Arts Motion Second Motion approved</p> <p>Motion to approve: MUS160 Symphonic Band Motion Second Motion approved</p> <p>Motion to approve: MUS165 Guitar Ensemble Motion Second Motion approved</p> <p>Motion to approve: MUS181 Master Chorale Motion Second Motion approved</p> <p>Motion to approve: MUSC102 History of Jazz</p>
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		<p>Motion Second Motion approved</p> <p>Motion to approve: MUSC103 History of Rock 'n Roll Motion Second Motion approved</p> <p>Motion to approve: MUSC104 The Music Industry Motion Second Motion approved</p> <p>Motion to approve: MUSC107 History of Women in Rock Music Motion Second Motion approved</p> <p>Motion to approve: MUSC108 History of Hip Hop Motion Second Motion approved</p> <p>Motion to approve: MUSC122 Stage Voice Motion Second Motion approved</p> <p>Motion to approve: MUSC141 Concert Management Motion Second Motion approved</p> <p>Motion to approve: MUSC142 Musical Theatre Workshop Motion Second Motion approved</p> <p>Motion to approve: POLS201 Contemporary International Relations Motion Second Motion approved</p>
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		<p>Motion to approve: PSY301 Organizational Behavioral Psychology Motion Second Motion approved</p> <p>Motion to approve: RADT201 Radiographic Clinical Practicum III Motion Second Motion approved</p> <p><b><i>New Program Developments</i></b></p> <p>Motion to approve: Cal-GETC Cert Motion Second Motion approved</p> <p>Motion to approve: Chicana/o Studies, Latina/o Studies AA-T Motion Second Motion approved</p> <p>Motion to approve: Modern Policing AS Motion Second Motion approved</p> <p>Motion to approve: Music AA Motion Second Motion approved</p> <p>Motion to approve: Music Composition &amp; Songwriting Cert Motion Second Motion approved</p> <p>Motion to approve: Music Industry Studies AA Motion Second Motion approved</p> <p>Motion to approve: Music Performance &amp; Education Cert Motion Second</p>
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		<p>Motion approved Motion to approve: Music Technology, Production, &amp; Management Cert Motion Second Motion approved</p> <p><b>Program Revisions</b> Motion to approve: Airframe Manufacturing Technology BS Motion Second Motion approved</p> <p>Motion to approve: All Automotive Systems Cert Motion Second Motion approved</p> <p>Motion to approve: Arts and Humanities - Option III AA Motion Second Motion approved</p> <p>Motion to approve: Biology AS Motion Second Motion approved</p> <p>Motion to approve: Child and Family Education AA Motion Second Motion approved</p> <p>Motion to approve: Commercial Music AA Motion Second Motion approved</p> <p>Motion to approve: Commercial Photography AA Motion Second Motion approved</p> <p>Motion to approve: Commercial Photography Cert</p>
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		<p>Motion Second Motion approved</p> <p>Motion to approve: Computer Animation AA Motion Second Motion approved</p> <p>Motion to approve: Computer Animation Cert Motion Second Motion approved</p> <p>Motion to approve: Computer Science AS Motion Second Motion approved</p> <p>Motion to approve: Electrical Technology Cert Motion Second Motion approved</p> <p>Motion to approve: Electronics Technology AS Motion Second Motion approved</p> <p>Motion to approve: Fire Technology AS Motion Second Motion approved</p> <p>Motion to approve: Fire Technology Cert Motion Second Motion approved</p> <p>Motion to approve: General Aircraft Maintenance AS Motion Second Motion approved</p> <p>Motion to approve:</p>
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		<p>General Business AS Motion Second Motion approved</p> <p>Motion to approve: Graphic Design AA Motion Second Motion approved</p> <p>Motion to approve: Graphic Design Cert Motion Second Motion approved</p> <p>Motion to approve: Industrial Manufacturing Technician Apprentice Cert Motion Second Motion approved</p> <p>Motion to approve: Instructional Aide AA Motion Second Motion approved</p> <p>Motion to approve: Instructional Aide Cert Motion Second Motion approved</p> <p>Motion to approve: Interactive Media-Web Design AA Motion Second Motion approved</p> <p>Motion to approve: Interactive Media-Web Design Cert Motion Second Motion approved</p> <p>Motion to approve: IT Cybersecurity AS Motion Second Motion approved</p> <p>Motion to approve:</p>
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		<p>Medical Assistant AS Motion Second Motion approved</p> <p>Motion to approve: Medical Assistant Cert Motion Second Motion approved</p> <p>Motion to approve: Paramedic AS Motion Second Motion approved</p> <p>Motion to approve: Radiologic Technology AS Motion Second Motion approved</p> <p>Motion to approve: Registered Nursing AS Motion Second Motion approved</p> <p>Motion to approve: Respiratory Care/Therapy AS Motion Second Motion approved</p> <p>Motion to approve: School-Aged Child Care AA Motion Second Motion approved</p> <p>Motion to approve: Social and Behavioral Sciences - Option II AA Motion Second Motion approved</p> <p>Motion to approve: Video Design and Production AA Motion Second Motion approved</p>
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		<p>Motion to approve: Video Design and Production Cert Motion Second Motion approved</p> <p>Motion to approve: Wildland Fire Technology AS Motion Second Motion approved</p> <p><b>Program Deactivations</b> Motion to approve: CSU General Education Cert Motion Second Motion approved</p> <p>Motion to approve: IGETC General Education Cert Motion Second Motion approved</p>
IX. Discussion –	<i>Dr. Kathy Bakhit/Dr. Jessica Eaton</i>	No report
X. Reports –		
XI. Catalog –	<i>Robyn Serrano</i>	No report
XII. Date of Next Meeting – 2/13/25, 2/27/25, 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		
XIII. Adjournment	<i>Dr. Kathy Bakhit</i>	<p>Motion to adjourn: Motion Approved The meeting concluded at 4:16pm.</p>
<b>NEXT MEETING DATE: February 13, 2025</b>		



## DRAFT CCN CATALOG LANGUAGE RECOMMENDATIONS/Dec. 2024

February 4, 2025

Esteemed colleagues:

The following information is sent to you on behalf of the Common Course Numbering (CCN) Steering Committee:

- California Community Colleges Chancellor's Office (Chancellor's Office), Rowena M. Tomaneng, Deputy Chancellor
- Academic Senate for California Community Colleges (ASCCC), Cheryl L Aschenbach, Lassen College
- California Community Colleges Chief Instructional Officers (CCCCIO), Isabel O'Connor, Vice President of Instruction Mesa College
- California Community Colleges Chief Student Services Officers (CSSO), Jesus Vega, Vice President of Student Services, Reedley College

The Common Course Numbering [legislation](#) requires that colleges incorporate common course numbers from the adopted system into its course catalog. The language used to describe the Common Course Numbering (CCN) system in catalogs is at the discretion of individual colleges and districts.

At the request of the CCN Steering Committee, suggestions and examples that institutions might consider incorporating CCN language as they develop or update their catalog content is listed below:

- Some institutions may choose to use phrases such as "Course formerly known as..." in course descriptions or program guides.
- Others may opt for an asterisk (\*) to indicate a change.
- A dedicated catalog page or webpage may be created specifically for CCN information.
- A crosswalk of courses can be made available to support services, counselors, admissions, records, and students.

See examples from California community colleges below.

- San Diego Community College District
- Miramar College

- Irvine Valley College
- Orange Coast College
- State Center Community College District

### **Example from the San Diego Community College District**

**SDCCD | [Website link](#) | [Miramar Specific Materials](#)**

### **General Course Information**

- In accordance with California Education Code, Section 78221.5, students have the right to access transfer-level coursework and academic credit English Language Acquisition (ELAC) coursework. Please refer to Assessment or see a counselor for details. Students must earn a grade of “C” or better in courses required for the major. Please note not all courses will be available every semester, and some courses may be canceled if enrollment doesn’t meet the minimum requirements set by the San Diego Community College District. The hours listed in the course description indicated the hours the class meets, unless stated otherwise.

### **Course Numbering System**

The course numbering system has meaning with regard to level and transfer. See the description below:

- 1–49 Basic Skills or college preparatory courses. Credit does not apply toward the associate degree and is not intended for transfer to a four-year college or university. Final determination regarding the transfer of credit rests with the receiving institution.
- 50–99 Course credit applies toward the associate degree and is not intended for transfer to a four-year college or university. Final determination regarding the transfer of credit rests with the receiving institution.
- 100–299 Course credit applies toward the associate degree and is intended for transfer to a four-year college or university. (Some courses may be identified as associate degree applicable only. See catalog course description.) Final determination regarding the transfer of credit rests with the receiving institution. Note: Experimental courses numbered 265 may or may not be degree applicable or transferable. Please check the individual course details in the online schedule for more information.
- 300–391 Apprenticeship and in-service courses. See Catalog course description to determine associate degree and/or transfer credit .
- 392–399 Special Topics courses that employ a consistent disciplinary framework as described by a complete course outline of record but utilize a

specific focus area that may change from term to term may be offered in some disciplines. See the class schedule for specific titles and course details. (See catalog course description to determine associate degree and/or transfer credit.)

- 400-599 Upper division courses. Students must be admitted to a SDCCD college baccalaureate degree program.
- Apprenticeship 345, 349, 349-D, DSPS 65, Field Experience/Internship 275, Independent Study 290, Individualized Instruction 296, Experimental Topics 18, 23, 63, 265, Tutoring 44, and Work Experience courses 270, 272 have Districtwide designated Numbers.

### **Common Course Numbering System**

The Common Course Numbering (CCN) System is a state-mandated initiative (AB1111) aimed at simplifying student transfer and ensuring uniformity in course numbers across California Community Colleges.

Starting Fall 2025, SDCCD Colleges will switch to a new course numbering system. This new system, called the Common Course Numbering (CCN) system, will use the following structure:

- Subject: Four letter abbreviation (e.g., ENGL for English).
- Course Type Identifier: C= Common Course Number; local courses would not have a C; and
- Course Number: Standardized 4-digit course identification.

C1000-C1999 = 100 level course

C2000-C2999 = 200 level course

Courses identified as common will feature a "C" in their catalog numbers (e.g., ENGL 101 will become ENGL C1000). Some subject area prefixes will also change to align with statewide standards (e.g., POLI will become POLS). Revisions, including new course numbers and subject prefixes, will be clearly indicated in the college catalog and class schedules to help students easily identify and navigate these changes.

For the latest information about Common Course Numbering, including an updated list of courses and answers to frequently asked questions, please visit the [Common Course Numbering website](#).

### **Example from the Orange Coast College**

**“Communication Studies (CMST, COMM)”** – Page title is updated to include secondary discipline code. CCN will be added to the top of the subject page as “Course Description (Per Subject).” Description at top of the subject page is added that includes the course and title: “CMST A110/G110/C110 has adopted a California Community College Common Course Number (CCN) of COMM C1000 (TITLE).”

**Example from Irvine Valley College**

In compliance with Assembly Bill (AB) 1111, which mandates the adoption of Common Course Numbering (CCN) across all California community colleges, several CSU- and UC-transferable courses have been updated with revised CCN course numbers and titles. Below are the courses included in Phase 1.

For information about upcoming phases or any questions, please contact the Articulation Office at (949) 451-5324 or [ivarticulation@ivc.edu](mailto:ivarticulation@ivc.edu).

<b>Current Course</b>	<b>Course Title</b>	<b>CCN Course</b>	<b>CCN Course Title</b>
<b>COMM 1 and 1H</b>	<b>Communication Fundamentals/Honors</b>	<b>COMM C1000/H</b>	<b>Introduction to Public Speaking/ Honors</b>
<b>MATH 10</b>	<b>Introduction to Statistics</b>	<b>STAT C1000</b>	<b>Introduction to Statistics</b>
<b>PS 1 and 1H</b>	<b>American Government/Honors</b>	<b>POLS C1000/H</b>	<b>American Government/ Honors</b>
<b>PSYC 1 and 1H</b>	<b>Introduction to Psychology/Honors</b>	<b>PSYC C1000/H</b>	<b>Introduction to Psychology/ Honors</b>
<b>WR 1 and 1H</b>	<b>College Writing/Honors</b>	<b>ENGL C1000/H</b>	<b>Academic Reading and Writing/ Honors</b>
<b>WR 2 and 2H</b>	<b>College Writing 2: Critical Thinking, Writing/Honors</b>	<b>ENGL C1001/H</b>	<b>Critical Thinking and Writing/ Honors</b>

**Example from State Center Community College District**

## [Finding CCN Courses in Online Catalog](#)

### **Changes Effective Fall 2025**

As a result of [AB 1111](#), California Community Colleges are in Phase 1 of adopting a common course numbering system for all general education and transfer pathway courses. The purpose of the CCN system is to ensure that comparable courses across all community colleges have the same course number. The goal is to streamline the transfer process from California Community Colleges to four-year postsecondary educational institutions and reduce excess credit accumulation.

The chart provides a list of courses that will be offered throughout the SCCCDC with a comparison of the current course prefix and number and the new course prefix and number based on the CCN system beginning fall 2025. If you have any questions, please contact your counselor at the college you are attending or plan to attend.

The Chancellor's Office is committed to supporting the colleges in their implementation of CCN and will provide additional guidance and technical assistance as needed. If you have any questions, please send them directly to [Transfer@CCCCO.edu](mailto:Transfer@CCCCO.edu).