Link to access APs/BPs
https://www.dropbox.com/sh/od7iq90zvhtevyn/AAAGqGyFTSZJXsFyZJZokID4a?dl=0

I.	Welcome & Introductions	Denise Allen, Chair
II.	Chancellor's Report	
III.	Approval of Minutes	May 1, 2018 p4
IV.	Old Business	A. BPs & APs 2nd Read & Approval
		1. None
		B. Academic and Professional for Approval
		1. None
V.	New Business	A. Committee Evaluation Results p8
		B. Membership Status p11
		C. Approval of 2018-2019 BP & AP review schedule p12
		D. Approval of BPs & APs without 2nd reading

1.	AP 2710	Conflict of Interest
2.	BP 3280	Grants
3.	AP 3280	Grants
4.	BP 6300	Fiscal Management
5.	AP 6300	Fiscal Management
6.	BP 6330	Purchasing
7.	AP 6300	Purchasing
8.	BP 7130	Compensation
9.	AP 7130	Compensation
10.	BP 7400	Travel
11.	AP 7400	Travel

E. BPs & APs – 1st Read

1.	AP 3435	Discrimination and Harassment Resolution
2.	AP 3505	Emergency Response Plan
3.	BP 3505	Emergency Response Plan
4.	AP 4060	Delineation of Functions Agreements
5.	BP 4060	Delineation of Functions Agreements

6. AP 4103   Work Experience
7. BP 4103   Work Experience
8. AP 4104   Contract Education
9. AP 5110   Counseling
10. BP 5110   Counseling
11. AP 5150   Extended Opportunity Programs and Services
12. BP 5150   Extended Opportunity Programs and Services
13. AP 5500   Standards of Student Conduct
14. BP 5500   Standards of Student Conduct
15. AP 5530   Student Rights and Grievances
16. BP 5530   Student Rights and Grievances
17. AP 6100   Delegation of Authority, Business and Fiscal Affairs
18. BP 6100   Delegation of Authority, Business and Fiscal Affairs
19. AP 6150   Designation of Authorized Signatures
20. BP 6150   Designation of Authorized Signatures
21. AP 7120   Recruitment & Hiring
22. BP 7130   Compensation
23. AP 7130   Compensation
24. AP 7140   Collective Bargaining
25. BP 7140   Collective Bargaining

F. Approval of Academic Calendar Committee Membership & Charge p28
G. BP & AP 6751 Parking Citation Payment Plan - approved 8/2/18
Per AB 503, the AP must be approved by 8/1/18

VI.	Updates	A. ACCJC Catalog Requirements p29

VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments

Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.

IX. Future Topics

1. Brand Identity Update (October 2018)
2. Educational & Facilities Master Plan Update (October 2018)
3. Police Department Written Report (October 2018)
4. TESS Written Report (November 2018)
5. Human Resources Written Report (November 2018)
6. Strong Workforce CHC & SBVC Update (November 2018)
7. District Support Services Update (December 2018)
8. Budget Update (December 2018/February 2019)
9. Membership Election (February 2019)
10. AB 104: *Adult Education Block Grant* Update (February 2019)

11. Webadvisor Update (February 2019)
12. Draft Staffing Plan (March 2019)
13. Emergency Management Committee (March 2019)
14. Committee Evaluation (April 2019)
15. Election of President & VP (April 2019)
16. Preliminary BP & AP Review Schedule (April 2019)
17. Calendar Committee Update (April 2019)
18. Annual approval of 6-year AP/BP review schedule (September 2019)

X.   Adjourn   Next Meeting Scheduled for October 2, 2018, 3:00 PM

Link to access APs/BPs
https://www.dropbox.com/sh/mixjaa04xzir7rw/AADHndLQWZXsF_0GIv6AmrwDa?dl=0

I. Welcome & Introductions	Denise Allen called the meeting to order at 3:05pm
II. Chancellor's Report	Chancellor gave another update on the President search for CHC and provided a timeline handout. The Consultant will be having an open forum on May 8th to gather input to profile and create the recruitment brochure. He mentioned that the Board would be reviewing a possible Bond for the November ballot. The Chancellor will be attending the CTA and CSEA meetings this coming month to give an update on the search.
III. Approval of Minutes	Raymond Carlos moved to approve. Mark McConnell seconded the motion to approve the minutes of April 3, 2018. Jim Holbrook abstained. All others approved.
IV. Old Business	A. BPs & APs 2nd Read & Approval

    1. BP & AP 2410 Board Policies and Administrative Procedures – Jim Holbrook moved to approve the Draft version (not drop box). Mark McConnell seconded the motion to approve. Unanimous approval.

    2. BP & AP 2510 Collegial Consultation – Celia Huston moved to approve the Draft version (not drop box). Raymond Carlos seconded the motion to approve. Unanimous approval.

    3. BP & AP 3280 Grants – Request from T.L. Brink to format section #D with a command voice (verb) make it an action statement. T.L. Brink moved to approve the Draft version (not drop box). Raymond Carlos seconded the motion to approve. Unanimous approval.

    4. BP & AP 3300 Public Records – Mark McConnell moved to approve the drop box version. Celia Huston seconded the motion to approve. Unanimous approval.

    5. BP & AP 3420 Equal Employment Opportunity – Jim Holbrook moved to approve the drop box version. T.L. Brink seconded the motion to approve. Unanimous approval

    6. BP & AP 3530 Weapons on Campus – Mark opened a discussion on language of carrying a knife. Jim Holbrook moved to approve the drop box version. Cassandra Thomas seconded the motion to approve. Vote was taken it passed

    7. AP 6305 Reserves – brand new advised – Jim Holbrook moved to approve the drop box version. Mark McConnell seconded the motion to approve. Unanimous approval.

    8. BP & AP 6320 Investments (1st read in Feb 18)

9. BP & AP 6340 Bids and Contracts – Mark McConnell moved to approve the Draft version (not drop box). T.L. Brink seconded the motion to approve. Unanimous approval.
10. BP & AP 7100 Commitment to Diversity
11. BP 7260 Classified Supervisors and Managers
12. BP & AP 7400 Travel (Legal update #31)
13. BP & AP 7500 Volunteers (Legal update #31)
– Mark McConnell moved to approve the drop box version. Jim Holbrook seconded the motion to approve the BP & AP 7100, BP 7260, BP & AP 7400, and BP & AP 7500. Unanimous approval.

B. Academic and Professional for Approval – Draft Version (not drop box)
1. BP & AP 3715 Intellectual Property – Denise asked if the committee would do a blind approval of the following BP's & AP's 3715, 4235, 5010, and 5050 – Jim Holbrook moved to approve. Mark McConnell seconded the motion. Unanimous approval
2. BP & AP 4020 Program, Curriculum and Course Development – Pulled by committee for review – Jim Holbrook opposed, all other approved.
3. BP & AP 4225 Course Repetition – Pulled by committee for review – Mark McConnell opposed, all other approved
4. BP & AP 4235 Credit by Examination
5. AP 4236 – Pulled by committee for review – After, T.L. Brink moved to approved. Raymond Carlos seconded the motion. Unanimous approval.
6. BP & AP 5010 Admissions
7. BP & AP 5050 Student Success

V. New Business

A. BPs & APs – 1st Read
1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies – Request for documents to be attached to the policy
B. Committee Evaluation
Denise Allen asked everyone to complete the evaluation; we received eight evaluations at the end of the meeting.
C. Election of President
Celia Huston made a motion to nominate Denise Allen as President. Jim Holbrook seconded the motion. Unanimous approval to elect Denise Allen.

VI. Updates

A. Districtwide Standing Committee & Organizational Chart Update
Committee reviewed the chart. There was an error in spelling, an email will be sent to Jeremiah Gilbert.
B. Human Resources Update (list of new hires)
Committee reviewed the list of new hires.

VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments	
IX. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly <u>as noted</u> NOTE: All APs and BPs should be submitted together for approval. REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what was recommended by their legal partners.	All BPs & APs in this section will **<u style="color:red">return to DA in September</u>**, unless otherwise noted: 1. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP 2. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review) 3. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together) 4. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review) 5. BP & AP 4060 Delineation of Functions agreement 6. BP & AP 4103 - Work Experience 7. AP 4104 Contract Education No BP 8. BP & AP 5110 Counseling 9. BP & AP 5150 Extended Opportunity Programs and Services 10. AP & BP 5500 Standards of Student Conduct (requested on 3/6/18 to bring forward to April DA. 1st read in May. 2nd read in September) 11. AP 5530 Student Rights and Grievances (Legal update #31) 12. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres) 13. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres) 14. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP 15. BP & AP 6400 Financial Audits (Legal update #31) 16. AP 6850 Hazardous Materials (Legal update #31) No BP 17. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP 18. BP & AP 7150 Evaluation (1st read in March 18) 19. BP & AP 7210 Academic Employees (1st read in Feb 18) 20. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP 21. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17) 22. BP & AP 7250 Educational Administrators 4/3/18 DA - change (AP 7250) F1 from 15 members to 16 members and CSEA from one appointee to two CSEA appointees. These changes will be sent to the Board for approval. Any additional changes to be discussed at the next DA meeting. 23. AP 7260 Classified Supervisors and Managers 4/3/18 DA pulled BP & AP 7260 for DA next month. BP to 2nd read 5/1/18 24. BP & AP 7310 Nepotism (Legal update #31) 25. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?) 26. BP & AP 7380 Retiree Health Benefits: Academic Employees –

	brand new required (note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)
X.　Future Topics	1. Preliminary BP & AP Review Schedule (April) 2. Human Resources Update (TBD) 3. Membership Election (February) 4. Annual approval of 6-year AP/BP review schedule (September) 5. Budget Update (TBD) 6. EDCT Organizational Chart – Galope (TBD) 7. Instructional Initiatives Committee – Galope (TBD) 8. Auditing Update (Summer 2018) 9. Educational & Facilities Master Plan Update (TBD 2019) 10. Web-advisor Update (TBD) 11. AB 104 Update (TBD) 12. Emergency Management Committee (TBD) 13. District Support Services Update (written reports) 14. Police Department Update (written reports) 15. TESS Updates (written reports)
XI.　Adjournment	Meeting adjourned at 4:35 pm. Next meeting for September 4, 2018, 3:00pm

Name of Committee: District Assembly

Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.

How long have you served continuously on this committee?   **3** 1st year   **2** 2 years   **1** 3 years   **1** 4 or more years   **1** blank

On how many other committees did you serve this year?   **0** 0   **0** 1   **0** 2   **3** 3   **1** 4   **4** 5 or more

Did you serve as chair or convener of this committee this year?   **0** Yes   **7** No   **1** blank

Do you expect to serve on this committee again next year?   **5** Yes   **1** No   **2** I don't know

What is your primary function at SBCCD?   **4** FT Faculty   **0** PT Faculty   **2** Classified   **0** Confidential   **1** Manager   **0** Student   **1** blank

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
Collaborative: Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	5	1	1	0	0	1
Transparent: Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	3	3	1	0	0	0
Evidence-Based: Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	2	3	2	0	0	1
Effective: Working properly and productively toward the committee's intended results	2	2	3	0	0	1
Efficient: Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	2	1	3	1	0	1

Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	5	3	0	0
My ideas are treated with respect, whether or not others agree with them.	4	4	0	0
I have had sufficient opportunity to provide input into committee recommendations.	4	4	0	0

Please rate the following aspects of the committee's work overall this year.

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge	2	4	0	1	0	1
Quality of communication within the committee	3	3	2	0	0	0
Quality of information flow from the committee to the constituency groups	1	3	2	1	0	1
Quality of information flow from the constituency groups to the committee	1	2	3	1	0	1
Quality of communication by the committee with the District community as a whole	1	3	1	2	0	1
Access to data needed for deliberations	2	2	2	1	0	1
Access to meeting space	5	2	1	0	0	0
Access to other resources needed for the committee to work effectively	2	4	1	0	0	1
Training or mentoring for you as a committee member	0	1	4	0	2	1
Establishment of expectations or norms for committee members and convener(s)	1	2	3	1	0	1
Adherence to expectations or norms for committee members and convener(s)	2	1	2	0	0	2

Please enter this committee's most significant accomplishment this year:
- Getting through a lot of AP's/BP's
- Getting the process of moving AP's & BP's moving!
- Very collegial when discussing topics

Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

- *People need to show up consistently*
- *Getting to other stuff*
- *This may not be a place for union members to bring up their 'challenges'; I learned a lot , the process to make changes is slow, but out students may expect us to move quicker.*

District Assembly Membership
Terms Ending 2018 and 2019 (as of 8/27/18)

OFFICERS[2]

2 The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)

President: Denise Allen (18)   **Recorder: Stacey Nikac**
Vice President: Mark McConnell (18)

FACULTY

Crafton Hills College (2)   **San Bernardino Valley College (3)**
T.L. Brink (18)   Amy Avelar (19)
Lorrie Green (19)   Craig Luke (18)
                                                       Jeffrey Demsky (18)

CLASSIFIED STAFF[1]

[1]To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

District (1)   **Crafton Hills College (1)**   **San Bernardino Valley College (1)**
Susan Ryckevic (18)   Kathy Wilson (18)   Cassandra Thomas[1] (19)

MANAGEMENT STAFF

District (1)   **Crafton Hills College (1)**   **San Bernardino Valley College** (1)
Robert Levesque (18)   Keith Wurtz (19)   Raymond Carlos (18)

STUDENTS

Crafton Hills College (2)   **San Bernardino Valley College (2)**
Marcus McInerney (18)   Santiago Castillo (18)
Junior Gutierrez (alternate)   Jessica Robledo (Alternate)

EX-OFFICIO

#		
1.	Chancellor of the District	Bruce Baron
2.	President of Crafton Hills College	Mike Strong (designee)
3.	President of San Bernardino Valley College	Diana Rodriguez
4.	President of the CHC Academic Senate	Mark McConnell
5.	President of the SBVC Academic Senate	Celia Huston
6.	President of the CHC Classified Senate	Brandi Mello
7.	President of the SBVC Classified Senate	Kathryn Jaramillo
8.	President of the CHC Student Body Association	Amber Snow
9.	President of the SBVC Student Body Association	Rocio Aguayo

VESTED

Black Faculty and Staff Association	James Smith
Latino Faculty and Staff Association	Mary Valdemar
CTA President (or designee)	Sheri Lillard
CSEA President (or designee)	Kevin Palkki

			Review Notes	Academic & Professional	Lead Individual	Sep 1st read	Oct 1st read
1000's	1000's	Board of Trustees and the Chancellor					
BP	1100	The San Bernardino Community College District	no AP	N	Stacey Nikac		1
BP	1200	District Mission Statement	no AP	N	Stacey Nikac		1
2000's	2000's	Board of Trustees and the Chancellor					
BP	2010	Board Membership	no AP	N	Stacey Nikac		information
BP	2310	Regular Meetings of the Board	no AP	N	Stacey Nikac		information
BP	2315	Closed Sessions	no AP	N	Stacey Nikac		information
BP	2320	Special and Emergency Meetings		N	Stacey Nikac		information
AP	2320	Special and Emergency Meetings		N	Stacey Nikac		information
AP	2360	Minutes	NEW ADVISED	N	Stacey Nikac		information
BP	2410	Board Policy & Procedures		N	Stacey Nikac	information	
AP	2410	Board Policy & Procedures		N	Stacey Nikac	information	
AP	2430	Delegation of Authority to the Chancellor	NEW ADVISED	N	Stacey Nikac		information
BP	2510	Collegial Consultation	BP pulled @ Bd 1st read 6/21/18)	Y	Stacey Nikac		1
AP	2510	Collegial Consultation		Y	Stacey Nikac		1
BP	2710	Conflict of Interest	AP approved 5/11/17	N	Jose Torres		information
AP	2710	Conflict of Interest	waive 2nd read and approve	N	Jose Torres	1	
3000's	3000's	Chancellor and Chancellor's Cabinet					
AP	3100	Organizational Structure	NEW ADVISED;	N	Jose Torres		
BP	3280	Grants	waive 2nd read and approve	N	Jose Torres		
AP	3280	Grants	waive 2nd read and approve	N	Jose Torres		
AP	3435	Discrimination and Harassment Resolution Procedures	no BP	N	Kristina Hannon	1	
BP	3440	Service Animals	NEW REQUIRED;	N	Kristina Hannon		
AP	3440	Service Animals	NEW REQUIRED;	N	Kristina Hannon		
BP	3505	Emergency Response Plan		N	Al Jackson	1	
AP	3505	Emergency Response Plan		N	Al Jackson	1	
BP	3590	Energy Conservation		N	Farrah Farzaneh		
AP	3590	Energy Conservation		N	Farrah Farzaneh		

Board Policies and Administrative Procedures to be reviewed
during the 2018-2019 Academic Year

			Review Notes	Academic & Professional	Lead Individual	Sep 1st read	Oct 1st read
BP	3600	Auxiliary Organizations	need AP from CCLC	N	Jose Torres		
BP	3710	Securing of Copyright		N	Angel Rodriguez		
AP	3710	Securing of Copyright		N	Angel Rodriguez		
BP	3720	Computer and Network Use		N	Andy Chang		1
AP	3720	Computer and Network Use		N	Andy Chang		1
AP	3750	Use of Copyrighted Material	NEW ADVISED	N	Andy Chang		
BP	3900	Speech: Time, Place, and Manner		N	Angel Rodriguez		
AP	3900	Speech: Time, Place, Manner		N	Angel Rodriguez		
BP	3920	Electronic Mail		N	Andy Chang		
AP	3920	Electronic Mail		N	Andy Chang		
4000's	4000's	Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents					
BP	4060	Delineation of Functions Agreements		Y		1	
AP	4060	Delineation of Functions Agreements		Y		1	
BP	4100	Graduation Requirements for Degrees and Certificates		Y			
AP	4100	Graduation Requirements for Degrees and Certificates		Y			
BP	4103	Work Experience		Y		1	
AP	4103	Work Experience		Y		1	
AP	4104	Contract Education	no BP	Y		1	
BP	4226	Multiple and Overlapping Enrollments		Y			
AP	4226	Multiple and Overlapping Enrollments		Y			
BP	4232	Pass/No Pass		Y			
AP	4232	Pass/No Pass		Y			
BP	4250	Probation, Dismissal, and Readmission		Y			
AP	4250	Probation, Dismissal, and Readmission		Y			
BP	4800	Human Remains		N			
AP	4800	Human Remains		N			
5000's	5000's	Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents					
AP	5045	Student Records - Challenging Content & Access Log	no BP	Y			
BP	5055	Enrollment Priorities		N			
AP	5055	Enrollment Priorities		N			
BP	5110	Counseling		Y		1	
AP	5110	Counseling		Y		1	
BP	5120	Transfer Center		Y			

			Review Notes	Academic & Professional	Lead Individual	Sep 1st read	Oct 1st read
AP	5120	Transfer Center		Y			
BP	5150	Extended Opportunity Programs and Services		Y		1	
AP	5150	Extended Opportunity Programs and Services		Y		1	
BP	5210	Communicable Disease, Students		N			
AP	5210	Communicable Disease, Students		N			
BP	5300	Student Equity		Y			
AP	5300	Student Equity		Y			
BP	5500	Standards of Student Conduct		Y		1	
AP	5500	Standards of Student Conduct		Y		1	
BP	5530	Student Rights and Grievances		Y		1	
AP	5530	Student Rights and Grievances		Y		1	
6000's	6000's	Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services					
BP	6100	Delegation of Authority, Business and Fiscal Affairs		N	Jose Torres	1	
AP	6100	Delegation of Authority, Business and Fiscal Affairs		N	Jose Torres	1	
BP	6150	Designation of Authorized Signatures		N	Jose Torres	1	
AP	6150	Designation of Authorized Signatures		N	Jose Torres	1	
BP	6300	Fiscal Management	waive 2nd read and approve	N	Jose Torres	1	
AP	6300	Fiscal Management	waive 2nd read and approve	N	Jose Torres	1	
AP	6322	Employee Indemnity Bonds	no BP; NEW ADVISED;	N	Jose Torres		
BP	6330	Purchasing	waive 2nd read and approve	N	Jose Torres	1	
AP	6330	Purchasing	waive 2nd read and approve	N	Jose Torres	1	
AP	6345	Bids and Contracts - UPCCAA	no BP, NEW REQUIRED;	N	Jose Torres		
AP	6350	Contracts - Construction	no BP;	N	Jose Torres		
AP	6365	Contracts - accessibility of IT	no BP, NEW ADVISED;	N	Jose Torres		
AP	6370	Contracts - Personal Services	no BP; NEW REQUIRED;	N	Jose Torres		

			Review Notes	Academic & Professional	Lead Individual	Sep 1st read	Oct 1st read
AP	6540	Insurance	review with BP; NEW REQUIRED;	N	Jose Torres		
AP	6700	Civic Center and Other Facilities Use	review with BP; NEW REQUIRED;	N	Jose Torres		
AP	6850	Hazardous Materials	no BP; NEW ADVISED;	N	Jose Torres		
AP	6950	Drug and Alcohol Testing (U.S. Department of Transportation)	no BP; NEW REQUIRED;	N	Jose Torres		
7000's		Vice-Chancellor of Human Resources					
AP	7120	Recruitment & Hiring	review with BP;	N	Kristina Hannon	1	
AP	7126	Applicant Background Investigations and Reference Checks	no BP; NEW ADVISED;	N	Kristina Hannon		
BP	7130	Compensation	waive 2nd read and approve	N	Kristina Hannon	1	
AP	7130	Compensation	waive 2nd read and approve	N	Kristina Hannon	1	
BP	7140	Collective Bargaining		N	Kristina Hannon	1	
AP	7140	Collective Bargaining		N	Kristina Hannon	1	
AP	7145	Personnel Files	no BP; NEW ADVISED;	N	Kristina Hannon		
BP	7150	Evaluation		N	Kristina Hannon		
AP	7150	Evaluation		N	Kristina Hannon		
BP	7160	Professional Development		N	Kristina Hannon		
AP	7160	Professional Development		N	Kristina Hannon		
AP	7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies	NEW REQUIRED;	Y	Kristina Hannon		
AP	7212	Temporary Faculty	NEW ADVISED;	N	Kristina Hannon		
AP	7215	Academic Employees: Probationary Contract Faculty	NEW ADVISED;	N	Kristina Hannon		
AP	7216	Academic Employees: Grievance Procedure for Contract Decisions	NEW REQUIRED;	N	Kristina Hannon		
AP	7232	Classification Review	NEW ADVISED;	N	Kristina Hannon		
AP	7233	Claims for Out of Class	NEW ADVISED;	N	Kristina Hannon		

				Review Notes	Academic & Professional	Lead Individual	Sep 1st read	Oct 1st read
AP	7234	Overtime		NEW REQUIRED;	N	Kristina Hannon		
AP	7236	Certification of Freedom from TB		NEW REQUIRED;	N	Kristina Hannon		
BP	7240	Confidential Employees			N	Kristina Hannon		
AP	7240	Confidential Employees			N	Kristina Hannon		
BP	7310	Nepotism			N	Kristina Hannon		
AP	7310	Nepotism			N	Kristina Hannon		
AP	7337	Fingerprinting		NEW REQUIRED;	N	Kristina Hannon		
AP	7343	Industrial Accident and Illness Leave		NEW REQUIRED;	N	Kristina Hannon		
AP	7344	Notifying District of Illness		NEW ADVISED;	N	Kristina Hannon		
AP	7346	Employees Called to Military Duty		NEW ADVISED;	N	Kristina Hannon		
AP	7347	Paid Family Leave		NEW ADVISED;	N	Kristina Hannon		
AP	7348	Accommodations		NEW ADVISED;	N	Kristina Hannon		
AP	7350	Resignations			N	Kristina Hannon		
BP	7365	Discipline & Dismissal - Classified Employees			N	Kristina Hannon		
AP	7365	Discipline and Dismissal - Classified Employees		NEW REQUIRED;	N	Kristina Hannon		
AP	7370	Political Activity		review with BP; NEW ADVISED;	N	Kristina Hannon		
AP	7371	Personal Use of Public Resources		NEW REQUIRED;	N	Kristina Hannon		
BP	7380	Retiree Health Benefits - Academic Employees		review with AP	N	Kristina Hannon		
BP	7400	Travel		waive 2nd read and approve	N	Jose Torres		
AP	7400	Travel		waive 2nd read and approve	N	Jose Torres		
BP	7510	Domestic Partners		NEW REQUIRED;	N	Kristina Hannon		
BP	7700	Whistleblower Protection		NEW ADVISED;	N	Kristina Hannon		
AP	7700	Whistleblower Protection		NEW ADVISED;	N	Kristina Hannon		

Board Policies and Administrative Procedures to be reviewed
during the 2018-2019 Academic Year

			Nov 1st read	Dec 1st read	Feb 1st read	Mar 1st read	Apr 1st read
1000's	1000's	Board of Trustees and the Chancellor					
BP	1100	The San Bernardino Community College District					
BP	1200	District Mission Statement					
2000's	2000's	Board of Trustees and the Chancellor					
BP	2010	Board Membership					
BP	2310	Regular Meetings of the Board					
BP	2315	Closed Sessions					
BP	2320	Special and Emergency Meetings					
AP	2320	Special and Emergency Meetings					
AP	2360	Minutes					
BP	2410	Board Policy & Procedures					
AP	2410	Board Policy & Procedures					
AP	2430	Delegation of Authority to the Chancellor					
BP	2510	Collegial Consultation					
AP	2510	Collegial Consultation					
BP	2710	Conflict of Interest					
AP	2710	Conflict of Interest					
3000's	3000's	Chancellor and Chancellor's Cabinet					
AP	3100	Organizational Structure					1
BP	3280	Grants					
AP	3280	Grants					
AP	3435	Discrimination and Harassment Resolution Procedures					
BP	3440	Service Animals					1
AP	3440	Service Animals					1
BP	3505	Emergency Response Plan					
AP	3505	Emergency Response Plan					
BP	3590	Energy Conservation	1				
AP	3590	Energy Conservation	1				

Board Policies and Administrative Procedures to be reviewed
during the 2018-2019 Academic Year

			Nov 1st read	Dec 1st read	Feb 1st read	Mar 1st read	Apr 1st read
BP	3600	Auxiliary Organizations		1			
BP	3710	Securing of Copyright			1		
AP	3710	Securing of Copyright			1		
BP	3720	Computer and Network Use					
AP	3720	Computer and Network Use					
AP	3750	Use of Copyrighted Material					1
BP	3900	Speech: Time, Place, and Manner				1	
AP	3900	Speech: Time, Place, Manner				1	
BP	3920	Electronic Mail		1			
AP	3920	Electronic Mail		1			
4000's	4000's	Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents					
BP	4060	Delineation of Functions Agreements					
AP	4060	Delineation of Functions Agreements					
BP	4100	Graduation Requirements for Degrees and Certificates					
AP	4100	Graduation Requirements for Degrees and Certificates					
BP	4103	Work Experience					
AP	4103	Work Experience					
AP	4104	Contract Education					
BP	4226	Multiple and Overlapping Enrollments					
AP	4226	Multiple and Overlapping Enrollments					
BP	4232	Pass/No Pass					
AP	4232	Pass/No Pass					
BP	4250	Probation, Dismissal, and Readmission					
AP	4250	Probation, Dismissal, and Readmission					
BP	4800	Human Remains					
AP	4800	Human Remains					
5000's	5000's	Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents					
AP	5045	Student Records - Challenging Content & Access Log					
BP	5055	Enrollment Priorities					
AP	5055	Enrollment Priorities					
BP	5110	Counseling					
AP	5110	Counseling					
BP	5120	Transfer Center					

			Nov 1st read	Dec 1st read	Feb 1st read	Mar 1st read	Apr 1st read
AP	5120	Transfer Center					
BP	5150	Extended Opportunity Programs and Services					
AP	5150	Extended Opportunity Programs and Services					
BP	5210	Communicable Disease, Students					
AP	5210	Communicable Disease, Students					
BP	5300	Student Equity					
AP	5300	Student Equity					
BP	5500	Standards of Student Conduct					
AP	5500	Standards of Student Conduct					
BP	5530	Student Rights and Grievances					
AP	5530	Student Rights and Grievances					
6000's	6000's	Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services					
BP	6100	Delegation of Authority, Business and Fiscal Affairs					
AP	6100	Delegation of Authority, Business and Fiscal Affairs					
BP	6150	Designation of Authorized Signatures					
AP	6150	Designation of Authorized Signatures					
BP	6300	Fiscal Management					
AP	6300	Fiscal Management					
AP	6322	Employee Indemnity Bonds					
BP	6330	Purchasing		1			
AP	6330	Purchasing		1			
AP	6345	Bids and Contracts - UPCCAA			1		
AP	6350	Contracts - Construction			1		
AP	6365	Contracts - accessibility of IT			1		
AP	6370	Contracts - Personal Services			1		

			Nov 1st read	Dec 1st read	Feb 1st read	Mar 1st read	Apr 1st read
AP	6540	Insurance				1	
AP	6700	Civic Center and Other Facilities Use				1	
AP	6850	Hazardous Materials					1
AP	6950	Drug and Alcohol Testing (U.S. Department of Transportation)					1
7000's		Vice-Chancellor of Human Resources					
AP	7120	Recruitment & Hiring					
AP	7126	Applicant Background Investigations and Reference Checks	1				
BP	7130	Compensation					
AP	7130	Compensation					
BP	7140	Collective Bargaining					
AP	7140	Collective Bargaining					
AP	7145	Personnel Files	1				
BP	7150	Evaluation	1				
AP	7150	Evaluation	1				
BP	7160	Professional Development	1				
AP	7160	Professional Development	1				
AP	7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies		1			
AP	7212	Temporary Faculty		1			
AP	7215	Academic Employees: Probationary Contract Faculty		1			
AP	7216	Academic Employees: Grievance Procedure for Contract Decisions		1			
AP	7232	Classification Review		1			
AP	7233	Claims for Out of Class		1			

			Nov 1st read	Dec 1st read	Feb 1st read	Mar 1st read	Apr 1st read
AP	7234	Overtime			1		
AP	7236	Certification of Freedom from TB			1		
BP	7240	Confidential Employees			1		
AP	7240	Confidential Employees			1		
BP	7310	Nepotism			1		
AP	7310	Nepotism			1		
AP	7337	Fingerprinting				1	
AP	7343	Industrial Accident and Illness Leave				1	
AP	7344	Notifying District of Illness				1	
AP	7346	Employees Called to Military Duty				1	
AP	7347	Paid Family Leave				1	
AP	7348	Accommodations				1	
AP	7350	Resignations					1
BP	7365	Discipline & Dismissal - Classified Employees					1
AP	7365	Discipline and Dismissal - Classified Employees					1
AP	7370	Political Activity					1
AP	7371	Personal Use of Public Resources					1
BP	7380	Retiree Health Benefits - Academic Employees					
BP	7400	Travel					
AP	7400	Travel					
BP	7510	Domestic Partners					
BP	7700	Whistleblower Protection					
AP	7700	Whistleblower Protection					

			May 1st read
1000's	1000's	Board of Trustees and the Chancellor	
BP	1100	The San Bernardino Community College District	
BP	1200	District Mission Statement	
2000's	2000's	Board of Trustees and the Chancellor	
BP	2010	Board Membership	
BP	2310	Regular Meetings of the Board	
BP	2315	Closed Sessions	
BP	2320	Special and Emergency Meetings	
AP	2320	Special and Emergency Meetings	
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3000's	3000's	Chancellor and Chancellor's Cabinet	
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BP	3600	Auxiliary Organizations	
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AP	5120	Transfer Center	
BP	5150	Extended Opportunity Programs and Services	
AP	5150	Extended Opportunity Programs and Services	
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AP	6540	Insurance	
AP	6700	Civic Center and Other Facilities Use	
AP	6850	Hazardous Materials	
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BP	7400	Travel	
AP	7400	Travel	
BP	7510	Domestic Partners	1
BP	7700	Whistleblower Protection	1
AP	7700	Whistleblower Protection	1

Academic Calendar Committee Membership & Charge

Charge

The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District. The deliberations from this committee will be reported to District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar.

Membership

- President, District Assembly (co-chair)
- Executive Director of Human Resources (co-chair)
- 2 Managers from each campus (appointed by the college presidents)
- 1 Classified staff from each campus (appointed by CSEA)
- 2 Faculty from each campus including Professional Development Coordinators or designees (appointed by the Academic Senates)
- 1 CTA representative
- Director, Internal Audits
- 1 representative from Administrative Applications for coordination with the State for calendar compliance (appointed by Director, Administrative Applications)
- Executive Director of Research & Institutional Effectiveness

Reviewed and Modified by Academic Calendar Committee, Sept. 27, 2017

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
Western Association of Schools and Colleges

Accreditation Standards
(Adopted June 2014)

Catalog Requirements
The following list of required information must be included in the college catalog.

1. General Information
- Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
- Educational Mission
- Representation of accredited status with ACCJC, and with programmatic accreditors if any
- Course, Program, and Degree Offerings
- Student Learning Outcomes for Programs and Degrees
- Academic Calendar and Program Length,
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

2. Requirements
- Admissions
- Student Tuition, Fees, and Other Financial Obligations
- Degrees, Certificates, Graduation and Transfer

3. Major Policies and Procedures Affecting Students
- Academic Regulations, including Academic Honesty
- Nondiscrimination
- Acceptance and Transfer of Credits
- Transcripts
- Grievance and Complaint Procedures
- Sexual Harassment
- Refund of Fees

4. Locations or Publications Where Other Policies may be Found

Source:
https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf

PART III – INSTITUTIONAL LEARNING OUTCOMES

The five (5) Institutional Learning Outcomes listed below describe the skills and abilities the student should be able to demonstrate after completing the requirements for an Associate Degree at San Bernardino Valley College. These Institutional Learning Outcomes are embedded in our established pattern of general education courses, in our more advanced major-preparation courses, and in the student service learning experiences we provide over the span of a student's enrollment at the college. In addition, assignments that lead to the acquisition of these core skill sets are embedded in the coursework required for vocational certificates. The Institutional Learning Outcomes are:

1. **COMMUNICATION SKILLS**
   LITERACY: Reading, listening, observing, speaking, and writing.
   INTERPERSONAL SKILLS: Working with individuals and groups, including conflict resolution and giving/receiving constructive feedback.

2. **QUANTITATIVE SKILLS**
   MATHEMATICAL THEORY: Understanding mathematical concepts and structures.
   APPLIED MATHEMATICS: Applying mathematical skills and numerical data to analyze and solve real world problems.
   MATHEMATICAL VISUALIZATION: Using graphs, charts, and tables.

3. **CRITICAL THINKING SKILLS**
   INFORMATION LITERACY: Finding, interpreting, and evaluating information in print, electronic, and non-electronic media sources.
   LOGICAL REASONING: Constructing, supporting, analyzing, and evaluating arguments.
   PROBLEM SOLVING: Using evidence-based reasoning to articulate a problem and propose hypotheses or solutions.
   CREATIVITY: Using creative reasoning for problem solving and personal and social expression.

4. **DISCIPLINE SPECIFIC SKILLS**
   DISCIPLINE THEORY: Understanding and employing discipline vocabulary, ideas, theories, standards, and ethics.
   DISCIPLINE TECHNOLOGY: Using tools, computers, instruments, and equipment relevant to discipline.
   DISCIPLINE PERFORMANCE: Working in labs, workshops, clinics, performances, and work experience relevant to discipline.

5. **PERSONAL, SOCIAL, PROFESSIONAL RESPONSIBILITY**
   SELF-KNOWLEDGE: Understanding and evaluating personal strengths, weaknesses, biases, and values.
   GOAL SETTING: Setting goals that are realistic and balance educational, professional, and personal life.
   CULTURAL AWARENESS: Understanding and respecting one's own culture, other cultures, and diversity.
   ETHICS: Understanding and practicing ethics, intellectual honesty, fairness, and personal responsibility.

Student Learning Outcomes for courses are on the Course Outline of record, and Program Learning Outcomes for certificates and degree are located on the Program of Study. The Course Outline of Record and the Program of Study may be viewed at:
http://www.curricunet.com/SBVC/

PART IV - COURSE DESCRIPTIONS

Each course entry in this catalog includes the course number, title, prerequisite, a brief description, the number of semester units, and the number of hours the course meets based on an 18 week semester. The course entries also include information about how the course credit applies to associate degrees and transfer to The California State University and University of California systems.

- Courses numbered from 600 through 699 are non-credit and do not receive any type of college credit.
- Courses numbered from 001 through 099 are generally applicable to certificate and associate degree programs.
- Courses numbered from 100 through 299 are generally applicable for associate degrees and baccalaureate degrees conferred by universities.
  - Courses that are designated CSU transfer to CSU campuses system wide.
  - Courses designated UC are approved by the UC Office of the President as comparable to courses offered at UC. Courses with *UC notation indicate that some credit limitation applies. UC limits credit on courses that are similar in nature or taken after a higher-level course(s). To access information on SBVC courses that transfer to UC, go to **www.assist.org**.
  - Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and research the following websites:
    www.calstate.edu/apply
    uctransfer.universityofcalifornia.edu
    www.assist.org
- Courses numbered from 900-999 are not applicable to associate degrees and generally do not transfer to four-year institutions.
- Certain course entries include a symbol X and a number following the symbol, such as MUS 141X2. This symbol (X) indicates that this is a skill-based course and may be taken for credit more than once; the number following the symbol (X) indicates the number of times the course may be taken for credit.

ANTHROPOLOGY   (CSUGE) AA616
                                    (IGETC) AA618

The Associate in Arts in Anthropology for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the baccalaureate degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of humans and the world in which we live.

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems.
- Use information resources and technology to research current issues in all four subfields of anthropology.
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences.

Required Core Courses (18-19 units)		Units
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
Group A	Choose from the list below	3-4
Group B	Choose from the list below	3
Group C	Choose from the list below	3

Electives Group A (3-4 units)		Units
ANT-3*	Prehistoric Cultures	3
MAT-12*/12H*	Statistics/Honors Statistics	4

Electives Group B (3 units)		Units
GEG-1*/1H*	Physical Geography	3
GEG-2*	Human Geography	3

Electives Group C (3 units)		Units
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

Associate in Arts for Transfer Degree
The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

ART HISTORY   (CSUGE) AA742
                                    (IGETC) AA743

The Associate in Arts in Art History for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an emphasis in art history. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Studio Art, Art History track at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Identify, describe, analyze, and discuss the stylistic characteristics of a wide variety of countries, regions, and periods of European and non-European artworks.
- Formulate and synthesize observations and evaluations regarding the historical, social, and political context in which various forms of art were created in both written and oral form.
- Apply various methodologies for interpreting a range of art forms to evaluate and analyze the ideas and philosophies expressed and explored within the art works.
- Critique, compare, and contrast various key artists, artworks and styles across a wide span of time using appropriate art terminology.
- Recognize distinctive iconography from a mixture of different geographical areas and relate these manifestations to local, social, cosmological, and political institutions.

Required Courses (18 units)		Units
ART-1/1H**	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	3
Electives	Choose from List C	3

List A: Choose 3 units from the following:		Units
ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3
ART-12*	Asian Art History	3

List B: Choose 3 units from the following:		Units
ART-15	Beginning Ceramics	3
ART-18	Intermediate Drawing	3
ART-20	Beginning Sculpture	3
ART-23	Color Theory and Design	3
ART-26	Beginning Painting	3
ART-30A	Printmaking-Introduction	3
ART-36A	Computer Art-Introduction	3
ART-40A	Figure Drawing-Introduction	3
PHO-8	Introduction to Photography	3

List C: Choose 3 units from the following:		Units
Any course from List A or List B not already used above		
ART-4*	Introduction to Visual Culture	3
ART-7*	Women Artists in History	3
ART-10*	Modern and Contemporary Art History	3

ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER

The Communication Studies Associate in Arts for Transfer degree is an interdisciplinary area of inquiry with a foundation in tradition rhetoric and contemporary social-scientific theories of human communication. A series of core courses is designed to provide students with the background needed to explore any of several fields in depth. Currently, these areas are public communication, leadership and group communication, and interpersonal/organizational communication. The curriculum is intended for students who wish to develop a fundamental understanding and knowledge of the functions of communication in their daily life and in the fabric of society.

The program is suited to the needs of students who will complete their education at Chaffey College with an A.A. degree, as well as those students who will complete their Chaffey A.A. degree and transfer to a CSU to complete their bachelor's degree. Successful completion of the transfer degree in Communication Studies guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of business, industry, government, social service, and/or education in such areas as teaching, public speaking, consulting, law, announcing and public relations.

To obtain the Communication Studies Associate in Arts for Transfer degree, students must:
• Complete all the major requirements listed below with grades of C or better
• Complete a minimum of 60 CSU-transferable units with a grade point average (GPA) of 2.0 or better.
• Complete either the California State University General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).

Program Learning Outcomes:
Upon the successful completion of this degree, students should be able to:
1. Conceive, develop, and deliver a focused, cogent, and clear oral presentation.
2. Demonstrate the ability to critically listen and analyze speech performances for their logical soundness, elements of proof and delivery.
3. Select and employ appropriate and effective communication skills for the contexts and/or situations in which they find themselves.

Major requirements for the Associate in Arts Transfer (AA-T) Degree:
[A096/30702/1506.00/09.0101]   Units

Core (3 units)

COMSTD 2	Fundamentals of Effective Speaking	3

List A - Any 2 courses (6 units)

COMSTD 4	Fundamentals of Interpersonal Communication	3
COMSTD 6	Fundamentals of Small Group Communication	3
COMSTD 72	Logic and Argumentation	3

List B - Any 2 courses (6 units)
Any List A courses not used above, and/or:

COMSTD 8	Fundamentals of Speech Communication	3
COMSTD 12	Mass Communication and Society	3
COMSTD 14	Oral Interpretation of Literature	3
COMSTD 74	Intercultural Communication	3

List C - Any 1 course (3-4 units)
Any List A and List B courses not used above, and/or:

ANTHRO 3	Introduction to Social and Cultural Anthropology	3
COMSTD 76	Gender and Communication	3
COMSTD 78	Family Communication	3
JOUR 10	Newswriting	3
JOUR 30	Student Media Practicum I	3
PHOTO 10	Beginning Photography	4
PSYCH 1	Introduction to Psychology	3
SOC 10	Introduction to Sociology	3
	Total units for the major	**18-19**

	IGETC	CSUGE
General Education	37	39
Total units that may be double-counted	12	15
Elective (CSU transferable) units	16-17	17-18
Total units required for the degree	60	60

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program is designed to (1) prepare students for the employment market at the entry level in computer and information technology in all sizes and types of organizations, (2) provide a foundation for those students who plan to complete a four-year program in computer information systems or related fields of study, and (3) upgrade current skills to facilitate assumption of assume greater responsibility in a current employment position. This major prepares students for Information Technology careers in networking, hardware support, programming, Internet and Web development, game development, or other emerging technologies depending on the courses selected.

Program Learning Outcomes:
Upon the successful completion of this degree, students should be able to:
1. Demonstrate the use, synthesis, and application of computer and information technology skills required to assume an entry-level position in all sizes and types of organizations.
2. Demonstrate the use, synthesis, and application of computer and information technology skills required to upgrade current skills to assume greater responsibility in a current or new employment position.
3. Demonstrate the use, synthesis, and application of computer and information technology skills required to transfer to a four-year college or university program in Computer Information Systems or related majors.

To obtain an Associate's Degree, students must complete both the major requirements below and the graduation requirements listed on page 38.

Major requirements for the Associate in Science Degree:
[S100/04765/0702.00*/11.0103]   Units

CIS 1	Introduction to Computer Information Systems	3
CIS 4	Fundamentals of Microsoft Windows	1.5
CIS 50	Introduction to Computer Networks	3
CIS 68	Internet Technologies	1.5
CISPROG 1	Introduction to Computer Programming	3
CISIWEB 72	Web Page Development and Publishing	3