



Academic Senate AGENDA

Facilitator: Amber Gillis, President

Recorder: Nikki Williams, Secretary

Date: November 17, 2019

Time: 12:30-2:00 p.m.

Location: Boardroom

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

SENATORS:

<input type="checkbox"/> Estrada, Harvey	<input type="checkbox"/> Mills, Jesse	<input type="checkbox"/> Schwitkis, Kent
<input type="checkbox"/> Evans, Jerome	<input type="checkbox"/> Moldoveanu, Minodora	<input type="checkbox"/> Sidhu, Rajinder
<input type="checkbox"/> Gillis, Amber	<input type="checkbox"/> Moore, Sean	<input type="checkbox"/> Thomas, Shirley
<input type="checkbox"/> Khan, Mahbub	<input type="checkbox"/> Pham, Hoa	<input type="checkbox"/> Valdry, Andree
<input type="checkbox"/> Kooiman, Brent	<input type="checkbox"/> Richardson, Pamela	<input type="checkbox"/> Villalobos, Jose
<input type="checkbox"/> Maruri, Carlos	<input type="checkbox"/> Roeun, Malinni	<input type="checkbox"/> Williams, Nikki
	<input type="checkbox"/> Schumacher, Holly	

AGENDA:

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Review and Approval of Minutes from October 3, 2019 Meeting**
- 4) **Reports**
 - a) President's Report
 - b) Vice President's Report
 - c) Faculty Board Representative Report
 - d) Academic Affairs Report
 - e) Accreditation Report
 - f) Curriculum Report
 - g) Distance Education Report
 - h) Faculty Development Report
- 5) **Unfinished Business**
 - a) Second Read and Vote: BP3715 Intellectual Property
 - b) Second Read and Vote: BP2520 Academic Senate
 - c) Second Read and Vote: Program Mappers Process
 - d) Second Read and Vote: Human Development Minimum Qualifications
- 6) **Actionable and Discussion Items**
 - a) First Read: AR3715 Intellectual Property
 - b) First Read: Current Curriculum Approvals – November 5, 2019
 - c) Syllabus Statements

7) Informational Items

- a) BP3570: District Smoking Policy
- b) BP5035: Withholding of Student Records
- c) BP5040: Student Records, Directory Information, and Privacy
- d) AR5045: Student Records – Challenging Content and Access Log

8) Announcements

9) Future Agenda Items

- a) Fall 2019 Plenary Report
- b) Syllabus Statements (Con't)
- c) Enrollment Management Plan Outline
- d) Compton College Spring 2020 Course Offerings
- e) Minimum Qualifications Statement
- f) Curriculum Handbook Revisions

10) Adjournment

Next Scheduled Meeting: November 21, 2019 at 12:30pm
Staff Lounge



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 2520 Academic Senate

Issued: May 19, 2015

Reference:

Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq
Accreditation Standard IV.A
Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senates' organization, membership functions, and committee structure shall be developed by the Academic Senate.

COMPTON COLLEGE ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

<u>FALL 2019</u>	<u>LOCATION</u>	<u>SPRING 2020</u>	<u>LOCATION</u>
September 5	Board Room	February 20	Board Room
September 19	Board Room	March 5	Board Room
October 3	Board Room	March 19	Board Room
October 17	Board Room	April 2	Board Room
November 7	Board Room	April 16	Board Room
November 21	Staff Lounge	May 7	Board Room
December 5	Board Room	May 21	Board Room
		June 4	Board Room

Per the Brown Act, all votes must be recorded by name. Only Nos and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

CCCD Academic Senate Roster

2019-2020 (19 members)

Officers:

President/Chairperson	Amber Gillis (18-20)
President-Elect/Chairperson-Elect	Minodora Moldoveanu (19-20)
Vice President/Vice Chairperson	Jesse Mills (19-21)
Secretary/Secretary	Nikki Williams (19-21)
Curriculum/Curriculum Representative	Sean Moore (17-20)
Adjunct Representative	Mahbub Khan (19-21)
Board Representative	Jerome Evans (19-21)

Members:

Career and Technical Education (2)

Brent Kooiman (19-20)
Pamela Richardson (20-21)

Health and Human Services (2)

Shirley Thomas (19-21)
Hoa Pham (19-20)

Humanities (2)

Minodora Moldoveanu (20-21)
Nikki Williams (19-20) Secretary

Social Sciences and Fine Arts (2)

Jesse Mills (20-21)
Harvey Estrada (19-20)

Mathematics (2)

Malinni Roeun (19-20)
Jose Villalobos (19-21)

Science (2)

Kent Schwitkis (19-21)
Rajinder Sidhu (19-20)

Library and Learning Resource Unit (1)

Andree Valdry (20-21)

Counseling (2)

Holly Schumacher (20-21)
Carlos Maruri (19-21)

At-Large (2)

Jerome Evans (19-21)
Amber Gillis (19-21)

Adjunct Representatives (2)

Mahbub Khan (19-21), Adjunct Representative
Vacant (19-21)



Academic Senate Minutes

Facilitator: Amber Gillis, President

Recorder: Nikki Williams, Secretary

Date: October 17, 2019

Time: 12:30-2:00 p.m.

Location: Boardroom

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

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ATTENDEES:

Estrada, Harvey
 Evans, Jerome
 Gillis, Amber
 Khan, Mahbub
 Kooiman, Brent
 Maruri, Carlos

Mills, Jesse
 Moldoveanu, Minodora
 Pham, Hoa
 Richardson, Pamela
 Roemun, Malinni
 Schumacher, Holly

Schwitkis, Kent
 Sidhu, Rajinder
 Thomas, Shirley
 Valdry, Andree
 Villalobos, Jose
 Williams, Nikki

AGENDA:

- 1) **Call to Order-** 12:46pm Amber Gillis
- 2) **Approval of Agenda-** Evans/Schwitkis
- 3) **Review and Approval of Minutes from October 3, 2019 Meeting-** Schwitkis/Villalobos
- 4) **Reports**
 - a) **President's Report-** Amber Gillis
Annual certification- We did not need to get it last year while we were still connected to El Camino College. We approved this at the Senate E-board meeting and it was signed. This had to go back to the Chancellor's Office last week and needed to make the board meeting because this had a due date of the 18th. There is a Credit Cooperative Work Experience Plan that needs to be worked on for the college. S. Atkinson-Alston- None of these courses are associated with a degree or certificate. Those classes are just an option. The plan is under revision for Compton.
 - b) **Vice President's Report**
No report
 - c) **Faculty Board Representative Report-** Jerome Evans
Thank you all for your participation in our annual Latino Heritage Book Fair. We raised \$978 for this season. Thank you all for being so gracious in your donations. I would like to give a special shout out to Axa Maradiaga, Aurora Cortez-Perez, Susan Johnson, and Susan Gilmore. They helped to man the book fair and organize the books. We will be doing this again in February and March and I am sure I can depend on you then.
 - d) **Academic Affairs Report-** S. Atkinson-Alston
We are taking a look at the Vo-tech building to revamp VT 212A as the Distance Education Technology room. The second 8 weeks begins on Saturday. If you are finishing the first 8 week classes make sure you are preparing to submit your grades. I will come up with a short list of things that you all need to submit in hard copy format. You need to submit grades and attendance online and you should keep hard copies for your records. There are supposed to be three grades that you submit, not just a final grade. J. Philips- What about online attendance tracking? Can you clarify what you want us to do? A. Gillis- We were told by Barb that online should not be taking attendance. We need clarity on this especially for audit purposes.

S. Atkinson-Alston- We may be able to request that to be able to do this. Discussion followed. A. Gillis- We should start collecting a list of items that we have problems with and we need help with. Flex Reporter does not have all of our Flex Day attendance. S. Atkinson-Alston- Send Nelson Shirota any issues you have with your flex hours.

e) Accreditation Report- S. Atkinson-Alston

We are preparing for our mid-term report and we need continue to collect evidence. If you are on a writing team please make sure that you are collecting evidence for the report. Our first draft is due in December but I need something to write from. We need to know what the updates are.

f) Curriculum Report

No report

g) Distance Education Report- Jasmine Phillips

We have our new LMS Specialist Allister Cady. We will be working with Gema and Dr. A to make sure that he is trained. We have only 7 spots left in our Accessibility Course. This is a 4 week online course with the CVC-OEI. If you teach on ground and you want a Canvas course shell you will need to be accessibility trained. Get the word out about that. We have our FCRC and DEAC meeting next Tuesday. We have our professional development Can-innovate on October 25th. We will be hosting a viewing room and have Chipotle as lunch.

h) Faculty Development Report

Our next Faculty Development Meeting is on October 29 from 1-2 and anyone is welcome to attend. We still need participants from Counseling, Nursing, and Social Science. One of the discussion we will conclude is if we want to have Felicia Darling as our Spring Flex presenter or if anyone has other suggestions. We just need this information quickly. You can email me or tell anyone who is on the committee. There is another presenter, Corinne Hoisington that we can look at. She is very DE oriented and did augmented reality in the classroom and online and is using VR online and in the classroom. Dr. Curry asked me to ask Senate about book club getting a budget. Faculty Development needs a budget so that the book club can buy books for the members so that we can read books and decide if we want to read it campus wide. The idea behind this is that we need to have a process in place so that there is always funding in place. Discussion followed. Real College Conference- There is one in Oakland on December 4-5 and the next national one is at Rutgers in October 2020. There is Real College survey. Please do this. Book Club is on Friday October 25th. I have one more book left if anyone would like to join book club.

5. Unfinished Business

A. Gillis- Enrollment Management Plan Outline- Second read. Did anyone provide Elizabeth with any recommendation or changes? S. Atkinson Alston- Each number on the plan was assigned to members and they were tasked with reaching out to people to get information or feedback. K. Schwitkis- Are the requirements for the plans accessible? S. Atkinson Alston- It is probably in the OneDrive and we can ask for access. Discussion followed. A. Gillis- What they would like us to do is provide any additional feedback and vote to approve the document. We can vote on the document or we can table it and provide further feedback. There needs to be greater detail in each particular area because we are not comfortable with what each line means. Motion to suspend the vote on the Enrollment Management Plan Outline until November- Schwitkis/Evans. Vote taken and the motion carries.

A. Gillis- BP 7120 second read. The policy is written as legally required. Human Resources followed the recommendation and requirements for what was needed and required by law. We should be looking at this just from a faculty lens. There are other constituency groups that are looking at this. Discussion followed. Motion to Approve BP 7120- Schwitkis/Moldoveanu. Vote taken and the motion carries.

6. Actionable and Discussion Items

- a. First Read: BP 3715 Intellectual Property- It is very thin and I want to bring this forward to you as it is currently written. There are some problems that are here. There is reference to an Administrative Regulation that we do not have, so we need to write the matching AR to go with it. H. Pham- What do you mean by intellectual property? A. Gillis- I looked at El Camino's and I think it would be helpful if we define what this is. Discussion followed. Please take this back to your constituents and have them take a look to provide feedback.
- b. First Read BP 2520 Academic Senate- This is in your packet. I started making some changes. We have our standard board policy which has been in place for a long time. I want to clarify some information and bring in some language from another BP 2510. Please take a look at it and provide Minodora or myself with any feedback. We will bring it forward for a second read and vote at our next meeting. Discussion followed.
- c. Minimum Qualifications Adoption- Process- At our E-board meeting we talked about minimum qualifications in terms of process. Has anyone talked to your constituents about this? I think we are leaning towards adopting the state minimum qualifications. This is going to be an ongoing process.
- d. First Read: Program Mappers Process- We have been asked to work on program maps for the last 2 years. It

has been going back and forth that the program maps are not accurate. These are very important because this is what we will use to develop schedules and plan courses for the next few years. This needs to be accurate so that students will be able to get through their programs in a timely manner. We had a meeting 2 weeks ago to look at writing out that plan. Dr. Curry is asking the senate to take a look at the plan in the packet and provide feedback. Discussion followed. H. Schumacher- If there is tweaking, who is it that should do this? A. Gillis- This is what the process will entail. The faculty and Guided Pathway counselors will be making these adjustments. These maps are owned by faculty. These are something that should be in constant review. They are live maps that the students will use to select classes and the college will use to create semester schedules. Discussion followed. We are looking to approve the maps and get all faculty to sign. This is a first read so take a look and provide me with some feedback.

e. First Read: Human Development Minimum Qualifications- A. Gillis- This was done well. If we have any recommendations please send this to Jasmine Phillips or Roza Ekimyan.

7. Information Items

- a. Annual Curriculum Approval Certification

8. Announcements

9. Future Agenda Items

10. Adjournment- 2:09pm

Next Scheduled Meeting: November 7, 2019 at 12:30pm
Boardroom



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 3715 Intellectual Property

Issued: October 20, 2015
Revised: November 7, 2019

Compton Community College District recognizes intellectual property as the works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law stemming from the original ideas and scholarship of Compton Community College District employees and students.

Intellectual property is usually divided into copyrights, patents, trademarks, and trade secrets. The President/CEO shall develop, through the Collaborative Governance process, the procedures that define the rights, interests, protection, and transfer of intellectual property created by Compton Community College District employees and students.

Furthermore, in the development and maintenance of these procedures, the President/CEO shall solicit regular and ongoing input regarding this policy from key stakeholders, in accordance with Compton Community College District's policies regarding Collaborative Governance and local decision-making with respective collective bargaining units, the Academic Senate, and ASB.

~~The Chief Executive Officer shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.~~

~~Applicable Administrative Regulations:
AR 3715 Intellectual Property~~

References:
American Association of University Professors, 2019
17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Sections 1.1 et seq.

Board of Trustees Meeting – November 17, 2015

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COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 2520 Academic Senate

Issued: May 19, 2015

Reviewed: October 17, 2019

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Compton Community College District Board of Trustees (hereafter The Board), with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board, or its designee, will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on the recommendations of the Academic Senate, as the representative of faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senate's organization, membership functions, and committee structure shall be developed and maintained by the Academic Senate.

Additionally, Per Board Policy 2510, Participation in Local Decision Making, the Academic Senate "retains the right independently to consult collegially with the Board or its designees with respect to academic and professional matters and nothing in this policy shall be interpreted as diminishing or otherwise derogating that right. The Board or its designee, the CEO, will listen to the advice of the senate, and when there is disagreement, the Board or the CEO will explain in writing the reason for the disagreement."

References:

Education Code Section 70902(b)(7);

Title 5, Sections 53200 et seq.

Accreditation Standard IV.A

Board Policy 2510 Participation in Local Decision Making

Compton College Academic Program Maps Process

Compton College recognizes the following process for the development and ongoing, regular maintenance of its Academic Program Maps:

1. The discipline faculty members and their assigned guided pathways counselor will develop and/or review their academic program map.
2. The assigned guided pathways counselor will share the academic program map with the counseling department faculty.
3. The counseling department faculty will review the academic program map and provide feedback to the guided pathways counselor.
4. The discipline faculty members and the guided pathway counselor will review and approve their academic program map.
5. The program map will then be submitted to the division dean and the division chair by the assigned guided pathway counselor.
6. The division dean and the division chair will review and approve the academic program map.
7. The Academic Senate shall receive the academic program map as an informational item.
8. The Dean of Counseling and Guided Pathways, the Vice President of Student Services, and the Vice President of Academic Affairs will review and approve the academic program maps.

Once this process has been approved, the Dean of Counseling and Guided Pathways will develop, *in consultation with faculty and the Academic Senate*, an Academic Program Maps Approval Form.

Approved academic program maps and completed approval form will be available in the Counseling Department.



Compton College

Human Development Minimum Qualifications

Counseling Human Development Courses

Masters in counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling or marriage and family therapy. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRED QUALIFICATION

Doctorate in education, psychology, counseling psychology, educational psychology, or counseling. Understanding of learning styles and experience teaching career development theories and soft skills as motivation, communication skills, interdependence, and lifelong learning. Experience in effectively utilizing educational and instructional technology. Training in Canvas and in On Course.

Counseling EOPS Courses

Masters in counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling or marriage and family therapy, AND EOPS counselors hired after October 24, 1987, shall:(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages OR (2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages AND In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

Counseling Career Courses

Masters in counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling or marriage and family therapy. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRED QUALIFICATIONS

Career Certification, or 6 or more units in Career specific courses, or MBTI Certification, or Strong's Interest Inventory Certification, Strength's Finder Certification or True Colors Certification or 5 years or more in Career specific counseling. Doctorate in education, psychology, counseling psychology, educational psychology, or counseling. Understanding of learning styles and experience teaching career



development theories and soft skills as motivation, communication skills, interdependence, and lifelong learning. Experience in effectively utilizing educational and instructional technology. Training in Canvas and in On Course.

Counseling Athletics Courses

Masters in counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling or marriage and family therapy. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRED QUALIFICATIONS

Previous experience in community college athletic counseling and knowledge in athletic NAIA and NCAA transfer requirements. Passing of Athletic Counselor Exam through 3c2A Organization. Doctorate in education, psychology, counseling psychology, educational psychology, or counseling. Understanding of learning styles and experience teaching career development theories and soft skills as motivation, communication skills, interdependence, and lifelong learning. Experience in effectively utilizing educational and instructional technology. Training in Canvas and in On Course.

**Compton College Curriculum Committee
Cyclical - No Proposed Changes**

November 5, 2019

	Course Name	Originator First Name	Originator Last Name	Existing Course Information (2019-2020 Compton College Catalog)	Proposed Changes
1	AJ 170 - Constitutional Law for Criminal Justice	Donald	Mason	54 lecture; 0 lab; 108 outside. 3 units.	Standard course review. No proposed changes
2	ANAT 130 - Essentials of Anatomy and Physiology	Emma	Adams	36 lecture; 108 lab; 72 outside. 4 units	Course review per CCCO. No proposed changes.
3	ANAT 132 - General Human Anatomy	Emma	Adams	36 lecture; 108 lab; 72 outside. 4 units	Course review per CCCO. No proposed changes.
4	ART 207 - Art History of Mexico and Central and South America	Vanessa	Madrid	Course review for C-ID; 54 lecture; 0 lab; 108 outside. 3 units.	Course Review. No proposed changes
5	ART 209 - History of African Art	Vanessa	Madrid	Course review for C-ID; 54 lecture; 0 lab; 108 outside. 3 units.	Course Review. No proposed changes
6	BIOL 100 - Fundamentals of Biology	Katherine	Marsh	54 lecture; 54 lab; 108 outside. 4 units.	Course Review. No proposed changes
7	BIOL 100H - Honors Fundamentals of Biology	Katherine	Marsh	54 lecture; 54 lab; 108 outside. 4 units.	Course Review. No proposed changes
8	CIS 124 - Introduction to eCommerce	Abdirashid	Yahye	36 lecture; 36 activity; 90 outside. 3 units	Course Review. No proposed changes
9	CIS 160 - Application Development and Programming Using Visual Basic.Net	Abdirashid	Yahye	36 lecture; 36 activity; 90 outside. 3 units	Course Review. No proposed changes
10	CIS 170 - Mashup JavaScript, jQuery and AJAX	Abdirashid	Yahye	54 lecture; 54 lab; 108 outside. 4 units.	Course Review. No proposed changes
11	COSM 99 - Independent Study	Sean	Moore	min lecture 18; max lecture 54. 1-3 units	CTE- Course 2-year review. No proposed changes
12	MTT 140 - Machine Shop Calculations	Michael	VanOverbeck	54 lecture; 0 lab; 108 outside. 3 units.	Course Review. No proposed changes
13	PHYS 120 - General Physics	Kent	Schwitkis	54 lecture; 54 lab; 108 outside. 4 units.	Course Review. No proposed changes
14	PHYS 122 - General Physics	Kent	Schwitkis	54 lecture; 54 lab; 108 outside. 4 units.	Course Review. No proposed changes
15	COSM 110	Sean	Moore	54 lecture, 270 lab; 108 outside. 8 units	No Changes. Included for Program Proposal
16	COSM 112	Sean	Moore	54 lecture; 270 lab; 108 outside. 8 units	No Changes. Included for Program Proposal.
17	COSM 114	Sean	Moore	54 lecture; 270 lab; 108 outside. 8 units	No Changes. Included for Program Proposal.
18	COSM 116	Sean	Moore	54 lecture; 270 lab; 108 outside. 8 units	No Changes. Included for Program Proposal.

**Compton College Curriculum Committee
Hour Changes**

November 5, 2019

	Course Name	Originator First Name	Originator Last Name	Existing Course Information (2019-2020 Compton College Catalog)	Proposed Changes
1	ART 141 - Digital Art Fundamentals	Vanessa	Madrid	36 lecture; 72 lab; 54 outside. 3 units.	36 lecture; 54 lab; 72 outside. 3 units. Textbook update.
2	ATEC 101 - Introduction to Automotive Service	Gary	Narusawa	36 lecture; 36 lab hours ; 54 outside. 2 units	36 lecture; 54 lab hours; 72 outside hours. 3 units.
3	ATEC 141 - Engine Rebuilding	Gary	Narusawa	90 lecture; 180 lab; 180 outside. 8 units.	90 lecture; 162 lab; 180 outside. 8 units.
4	ATEC 142 - Engine Repair	Gary	Narusawa	90 lecture; 180 lab; 180 outside. 8 units.	90 lecture; 162 lab; 180 outside. 8 units.
5	ATEC 181 - Automotive Air Conditioning	Gary	Narusawa	36 lecture; 72 lab; 72 outside. 3 units.	36 lecture; 54 lab; 72 outside. 3 units.
6	COSM 101 - Introduction to Cosmetology Procedures	Sean	Moore	108 lecture; 540 lab; 54 outside. 13 units	108 lecture; 540 lab; 216 outside. 16 units.
7	COSM 104 - Introduction to Cosmetology I	Sean	Moore	72 lecture; 252 lab; 36 outside. 6.5 units	54 lecture; 270 lab; 36 outside. 8 units.
8	COSM 105 - Introduction to Cosmetology II	Sean	Moore	72 lecture; 252 lab; 36 outside. 6.5 units	54 lecture; 270 lab; 36 outside. 8 units. Remove COSM as a prereq. This was brought over from ECC to be implemented Fall 2019.
9	COSM 125 - Cosmetology Applications	Sean	Moore	2 year CTE course review. Prerequisites: COSM 101, 104 and 105	Prerequisite: COSM 101 or 104
10	COSM 130 - Advanced Cosmetology Applications	Sean	Moore	32 lecture; 224 lab; 36 outside. 5 units	36 lecture; 216 lab; 72 outside. 6 units.
11	COSM 140 - Cosmetology Practicum	Sean	Moore	36 lecture; 180 lab; 24 outside. 4 units	18 lecture; 162 lab; 36 outside. 4 units.
12	COSM 95 - Cooperative Work Experience Education	Sean	Moore	0 lecture; TBA lab; TBA outside. 2-4 units	0 lecture; 60-225 lab; 1-3 units. Regularly scheduled hours of instruction are required for student to achieve course objectives.
13	JAPA 101 - Elementary Japanese I	Valerie	Woodward	90 lecture; 0 lab; 126 outside. 4 units	90 lecture; 0 lab; 180 outside. 5 units.
14	JAPA 102 - Elementary Japanese II	Valerie	Woodward	90 lecture; 0 lab; 126 outside. 4 units	90 lecture; 0 lab; 180 outside. 5 units.
15	MTT 112 - Computer Numerical Control Programming	Michael	VanOverbeck	54 lecture; 18 lab; 90 outside. 3 units	45 lecture; 27 lab; 90 outside. 3 units
16	MTT 160 - General Metals	Michael	VanOverbeck	36 lecture; 72 lab; 54 outside. 3 units.	36 lecture; 54 lab; 72 outside. 3 units.
17	MUSI 103A - Theory and Musicianship I	Harvey	Estrada	90 lecture; 0 lab; 180 outside. 4 units	90 lecture; 180 outside. 5 units.
18	MUSI 131B - Beginning Piano II	Mandeda	Uch	36 lecture; 18 lab; 54 outside. 2 units	18 lecture. 54 lab; 36 outside. 2 units
19	MUSI 190A - Applied Music/Private Lessons	Mandeda	Uch	0 lecture; 72- TBA; 0 outside. 1 unit	54 lab hours. 1 unit
20	MUSI 190B - Applied Music II	Mandeda	Uch	0 lecture; 72- TBA; 0 outside. 1 unit	54 lab hours. 1 unit
21	MUSI 190C - Applied Music III	Harvey	Estrada	0 lecture; 72-TBA; 0 outside. 1 unit	54 lab hours. 1 unit
22	MUSI 190D - Applied Music IV	Harvey	Estrada	0 lecture; 72- TBA; 0 outside. 1 unit	54 lab hours. 1 unit
23	MUSI 203 - Theory and Musicianship III	Mandeda	Uch	90 lecture; 0 lab; 180 outside. 4 units	90 lecture; 180 outside. 5 units
24	MUSI 221 - Introduction to Lyric Diction for Singers	Mandeda	Uch	36 lecture; 36 lab; 72 outside. 2 units	18 lecture; 54 lab; 36 outside. 2 units.
25	MUSI 260 - Woodwind Ensembles	Valerie	Woodward	36 lecture; 0 lab; 18 outside. 1 unit.	0 lecture; 36 activity; 18 outside. 1 unit
26	Cosmetology A.S.	Sean	Moore	41-42 units	44-48 units
27	Cosmetology Level I Certificate of Accomplishment	Sean	Moore	13 units	16 units
28	Cosmetology Level II Certificate of Achievement	Sean	Moore	41-42 units	28-32 units
29	MATH 210 -				Unit Change; Requisite
30	PHYS - 152	Kent	Schwitkis	54 Lecture; 36 lab; 72 outside. 3 units.	Unit Change 54 Lecture; 36 lab; 108 outside; Requisite

Compton College Curriculum Committee
Distance Education
November 5, 2019

	Course Name	Originator First Name	Originator Last Name	Existing Course Information (2019-2020 Compton College Catalog)	Proposed Changes
1	PSYC 101- General Psychology	Brad	Conn	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Requisites; Distance Education
2	SOCI - 102	Tremaine	Truitt	54 lecture; 0 lab; 108 outside. 3 units	Requisite; DE

Compton College Curriculum Committee
Requisites
November 5, 2019

	Course Name	Originator First Name	Originator Last Name	Existing Course Information (2019-2020 Compton College Catalog)	Proposed Changes
1	COMS 140- Small Group Communication			54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID/Requisites. Textbook update. No Changes
2	MATH 140 - Finite Mathematics for Business and Social Sciences	Donald	Roach	72 lecture; 0 lab; 144 outside. 4 units	Course review for C-ID. Requisites
3	MATH 190- Single Variable Calculus and Analytic Geometry I	Jose	Martinez	90 lecture; 0 lab; 180 outside. 5 units.	Course review for C-ID. Requisites
4	MATH 210 -				Unit Change; Requisite
5	MUSI 111- Music Appreciation Survey	Mandeda	Uch	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID/Requisites. No proposed changes
6	PE 277 - Introduction to Kinesiology	Shannon	Williams	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Requisites
7	PHYS - 150	Kent	Schwitkis	72 lecture; 36 lab; 144 outside. 4 units	Requisite
8	PHYS - 152	Kent	Schwitkis	54 lecture; 36 lab; 72 outside. 3 units.	Unit Change 54 Lecture; 36 lab; 108 outside; Requisite
9	PSYC 101 - General Psychology	Brad	Conn	54 lecture; 0 lab; 108 outside. 3 units.	Requisite; DE; Update textbook; C-ID
11	PSYC - 120	Brad	Conn	54 lecture; 54 lab; 108 outside	Requisite; C-ID
11	PSYC - 122	Brad	Conn	54 lecture; 54 lab; 108 outside	Requisite
12	SOCI - 102	Tremaine	Truitt	54 lecture; 0 lab; 108 outside. 3 units.	Requisite; DE; C-ID
13	MATH 210 -	Jose	Martinez	72 lecture; 0 lab; 144 outside. 4 units	Requisite

Compton College Curriculum Committee
C-ID Descriptors
November 5, 2019

	Course Name	Originator First Name	Originator Last Name	Existing Course Information (2019-2020 Compton College Catalog)	Proposed Changes
1	COMS 100 - Public Speaking	Minodora	Moldoveanu	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
2	COMS 120 - Argumentation and Debate	Liza	Rios	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
3	COMS 130 - Interpersonal Communication	Minodora	Moldoveanu	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
4	COMS 140- Small Group Communication			54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID/Requisites. Textbook update. No Changes
5	COMS 250 - Oral Interpretation of Literature	Liza	Rios	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
6	COMS 260 - Introduction to Intercultural Communication	Liza	Rios	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
7	COMS 270 - Organizational Communication	Minodora	Moldoveanu	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Textbook update. No Changes
8	MATH 140 - Finite Mathematics for Business and Social Sciences	Donald	Roach	72 lecture; 0 lab; 144 outside. 4 units	Course review for C-ID. Requisites
9	MATH 190- Single Variable Calculus and Analytic Geometry I	Jose	Martinez	90 lecture; 0 lab; 180 outside. 5 units.	Course review for C-ID. Requisites
10	MUSI 111- Music Appreciation Survey	Mandeda	Uch	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID/Requisites. No proposed changes
11	PE 277 - Introduction to Kinesiology	Shannon	Williams	54 lecture; 0 lab; 108 outside. 3 units.	Course review for C-ID. Requisites
12	THEA 103 - Theatre Appreciation	Valerie	Woodward	54 lecture; 0 lab; 108 outside. 3 units	Course review for C-ID.
13	PSYC 101 - General Psychology	Brad	Conn	54 lecture; 0 lab; 108 outside. 3 units.	Requisite; DE; Update textbook; C-ID
14	PSYC - 120	Brad	Conn	54 lecture; 54 lab; 108 outside	Requisite; C-ID
15	SOCI - 102	Tremaine	Truitt	54 lecture; 0 lab; 108 outside. 3 units.	Requisite; DE; C-ID



COMPTON COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES

AR 3715 Intellectual Property

Issued: November 7, 2019

Definitions

For the purposes of this procedure, Compton Community College District recognizes the following definitions as they relate to intellectual property:

“Administrative Activity” means the execution of the District’s management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogues, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

“Author” or “Creator” means an individual who alone, or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

“District Resources” means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

“Course Materials” are those items prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

“Course Syllabus” means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

“Digital Encoded Work” means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

“Employee” means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

“Intellectual Property” means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

“Student” means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

“Student Employee” means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

“Substantial Use of District Resources” means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District’s resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District’s resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator’s teaching activity.

“Work” means an “original work of authorship fixed in a tangible medium” as used in the Copyright Act.

Ownership of Intellectual Property

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

Employee Intellectual Property Rights

A District employee who is the creator of an academic work in his/her field of expertise owns the copyright in that work. Academic works include textbooks, lecture notes and other course materials, literary works, artistic works, musical works, architectural works and software produced with no more than nominal or incidental use of the District’s resources. Academic works described in this paragraph are owned by the employee even though such works may have been developed within the employee’s scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District’s support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

District Intellectual Property Rights

The District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following circumstances:

1. If intellectual property is created through the District’s administrative activities by an employee working within his/her scope of employment; or
2. If intellectual property is created by an employee executing a duty or specific assignment designated by the District; or
3. If intellectual property is created through the substantial use of District resources; or
4. If intellectual property is commissioned by the District pursuant to a signed contract; or
5. If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or

6. If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The President/CEO may waive the District's interests in its intellectual property by executing a written waiver.

Student Intellectual Property Rights

District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District:

1. Intellectual property created to meet course requirements using college or District resources, and
2. Intellectual property created using resources available to the public.

Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

Modification of Ownership Rights

The general provisions for ownership of intellectual property rights set forth in Section II may be modified by the parties as follows:

Sabbatical Works

Generally, intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.

Assignment of Rights

When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.

Any person may agree to assign some or all of his/her intellectual property rights to the District. In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the

District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.

Sponsorship Agreements

A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

Collaboration/Partnership Agreements

The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

Special Commissions

Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.

Use of Substantial District Resources

In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

Encoded Works/Software for Administrative Activities

The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his/her own initiative that will organize student records, such work is related to the

employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his/her job duties, and that program was created on the employee's own time, the work belongs to the employee.

Collective Bargaining Agreements

In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

Jointly Created Works

Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.

Work Acquired by Assignment (Reassigned Time) or Will

The District may acquire copyrights by assignment (reassigned time) or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.

Materials Implicating Third Party Rights

District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Office of the President/CEO.

Protection of Rights

The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

Payment of Costs

The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

Right of Commercialization

The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

Distribution of Proceeds

An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and

promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

References:

American Association of University Professors, 2019

17 U.S. Code Sections 101 et seq.;

35 U.S. Code Sections 101 et seq.;

37 Code of Federal Regulations Sections 1.1 et seq.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD POLICY

BP 3570 DISTRICT SMOKING POLICY

ISSUED: March 27, 2012
REVISED: May 20, 2014
REVISED: November 19, 2019

References:

California Government Code 7596-7598
California Ed Code 76030-76033(e)
Government Code Section 7597.1

Smoking Policy

Compton Community College District is committed to providing a healthy, comfortable and productive environment, free from the effects of second-hand smoke, for students, faculty, and staff. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, electronic cigarettes (also known as e-cigarettes), cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, shall not be permitted in any District building, vehicle or facility, or on District grounds.

To enforce smoking and tobacco control regulations and procedures, the President\CEO is authorized to:

- *Set enforcement standards for all District sites and campuses;*
- *Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of fines is to be [determined by the Board, cannot exceed one hundred dollars (\$100)]. Funds shall be allocated to include, but not be limited to, the designated enforcement agency, education, and promotion of the policy, and tobacco cessation treatment options.*
- *Direct that the District post signs stating its tobacco use policy on campus, as follows:*
 - *the locations at which smoking or tobacco use is prohibited on campus*
 - *the locations at which smoking or tobacco use is permitted on campus*
- *Inform employees and students of the tobacco use policy and enforcement measures*



**COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF
TRUSTEES POLICIES**

BP 5035 Withholding of Student Records

Issued: November 19, 2019

Reference:

Title 5 Section 59410

The Director of Admissions may withhold diplomas and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.



COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICIES

BP 5040 Student Records, Directory Information, and Privacy

Issued: November 19, 2019

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232g(j);
ACCJC Accreditation Standard II.C.8

The President/CEO shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The President/CEO may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.