



# COMMITTEE / MEETING TITLE MINUTES



**Facilitator:** Jasmine Phillips

**Recorder:** Jennifer Hill

**Date of Meeting Recorded:** November 17, 2020

**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.

**ATTENDEES PRESENT:**

X Domenic Capozzolo	Sean Moore	X Kendahl Radcliffe
Amber Gillis	X Melain McIntosh	X Andree Valdry
X Jennifer Hill	X Jasmine Phillips	
Guests: Minodora Moldoveanu. Sheri Berger, Holly Schumacher, Keith Curry		

**AGENDA:**

- 1) **Call to Order:** The meeting was called to order at 12:05 p.m.
- 2) **Approval of Agenda:** Jennifer made a motion to approve an amended agenda. Melain seconded. Approved. Motion carried.
- 3) **Review and Approval of Previous Meeting Minutes:** Melain made a motion to approve the minutes. Jennifer seconded. Motion carried.
- 4) **Update on Follow-up Items from Previous Meeting**
  - a. *BP/AR 4235 Credit for Prior Learning-Deadline: Nov 17-Chancellor's Office (Jasmine)*  
Jasmine reported that the Senate had a lot of questions about these policies. The committee wanted to ensure Counseling Department input, as they are concerned about students being sufficiently informed of the process, forms, etc. The involvement of Counseling appears to be a sticking point for administration.
- 5) **New Discussion Items**
  - a. President Curry addressed the committee. He noted that he "has final approval" of what the Senate recommends to the Board and that he will submit his "approval" in writing. Holly pointed out that this is in contravention of the law, which specifically states in Title V and in AB-1725 that the "board representative" and the Senate must *come to mutual agreement prior to recommendations* being forwarded to the Board. There was also confusion regarding current board policy regarding the approval process, i.e., "rely primarily upon" vs "consult collegially".
- 6) **New Action Items**
  - a. *Second Read: AR 4025 Philosophy and Criteria for Associate Degree-Deadline: Dec 8 (Melain)*  
Social sciences provided extensive feedback summarized in the attached document, which includes a record of all changes and corrections. Item number two was edited in the meeting to state "three units" than "nine". Jennifer made a motion to approve; Domenic seconded. Motion carried.



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**b. First Read: BP/AR 4050, Articulation (Melain and Domenic)**

Melain thanked Domenic for his extensive research into similar policies at other colleges. VP Berger mentioned that other districts have separate policies for high school, and the committee generally agreed that was a good idea. We would strike the language related to high schools to begin the process of developing a new board policy. Melain had extensive recommendations as detailed on the attached document. This will return for a second read next month.

**7) Announcements and Informational Items**

None

**8) Future Agenda Items**

- a. First Read: BP 4260 Prerequisites and Corequisites-Deadline: Dec 8 (Amber, Sean)
- b. First Read: AR 4260 Prerequisites and Corequisites-Deadline: Dec 8 (Amber, Sean)
- c. First Read: AR 7211 Minimum Qualifications and Equivalency-Deadline: Spring Semester
- d. First Read: AR 4240 Academic Renewal-Deadline: April 17, 2021 (Carlos)
- e. First Read: BP 4240 Academic Renewal-Deadline: April 17, 2021 (Carlos)
- f. First Read: BP 4245: Academic Rank-Deadline Spring Semester (Amber)
- g. First Read: AR 4245: Academic Rank-Deadline Spring Semester (Amber)

**9) Public Comment via Brown Act**

None

**10) Adjournment:** Melain made a motion to adjourn at 12:49. Jennifer seconded. Motion carried.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 4235 ~~Credit by Examination~~ *Credit for Prior Learning***

**Issued: April 17, 2018**

**Revised: November 13, 2018**

**Revised: xxx, 2020**

Reference:

Title 5, Section 55050

Compton Community College District shall adopt and publish regulations allowing students to receive credit ~~by examination~~ *for prior learning*. ~~Credit by examination for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, industry-recognized documentation, and credit by examination. obtained by one of the following methods:~~

- ~~• Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog demonstrating mastery of the course content, objectives, and outcomes.~~
- ~~• Achievement of a score of three (3) or higher on an Advance Placement Examination administered by the College Entrance Examination Board.~~

~~Credit may be earned by students who satisfactorily pass authorized examinations approved or conducted by proper authorities of the college, in accordance with Title 5 section 55050.~~

Administrative procedures for granting credit ~~by examination~~ *for prior learning* will be developed in collegial consultation with the Academic Senate, as stated in Board Policy 2510.

Applicable Administrative Regulation:

AR 4235 ~~Credit by Examination~~ *for Prior Learning*

AR 4236 Advanced Placement Credit



**AR 4235                      Credit by Examination  
for Prior Learning**

**Issued: April 17, 2018  
Revised: November 13, 2018  
Revised: November 17, 2020**

**References:**

*Board Policy 4235 – Credit for Prior Learning*  
*Education Code Sections 66025.71, 66700, 70901, and 70902*  
*Title 5 sections 55002, 55021, 55023, 55025, 55050, and 55052*  
*The Academic Senate for California Community Colleges, “Awarding Credit Where  
Credit  
is Due,” Spring 2014.*

*Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and received credit through one of the following approved alternative methods for awarding credit listed below:*

- *Achievement of a satisfactory score on an Advanced Placement (AP) examination*
- *Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination*
- *Achievement of a satisfactory score on the College Level Examination Program (CLEP)*
- *Evaluation of Joint Services Transcripts (JST)*
- *Evaluation of industry-recognized credential documentation*
- *Evaluation of student-centered portfolios*
- *Satisfactory completion on an institutional examination, known as Credit by Examination, created and administered by the college faculty in lieu of completion of an active course as listed in the current College Catalog.*

~~The purpose of credit by examination is to allow a student to gain credit~~ *Credit may be awarded for prior learning only* for a specific course by demonstrating mastery of the course content, objectives, and outcomes ~~as for classes listed in the college catalog and on Course Outlines of Record.~~

~~Faculty who normally teach the course, in consultation with the appropriate academic dean, shall determine how courses are selected and those courses eligible for credit by examination. Courses eligible for credit by examination shall be listed in the college catalog.~~

~~Credit by examination may be obtained by one of the following methods:~~

- ~~Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.~~
- ~~Achievement of an examination administered by other agencies approved by the college.~~

## Eligibility Requirements **Determination of Eligibility for Credit for Prior Learning**

- *The student must be currently registered in the college.*
  - *The student must have a Comprehensive Educational Plan on file in the College's designated electronic system.*
  - *The course is listed in the current College Catalog.*
  - *For Credit by Examination the following additional criteria are used:*
1. *A The student must have completed 12 semester units at Compton College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at Compton College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.*
  2. *The student Students shall only be allowed to petition to receive credit by examination one time per course. Students and may not petition for credit examination for a course in which they are currently or have previously enrolled and received a grade, unless statutorily required to renew a license or certification required by State or Federal governments.*
  3. *The student Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester census, except under special circumstances as determined by the faculty who normally teach the course, in consultation with the academic dean.*
  4. *The student Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by faculty who normally teach the course, in consultation with the academic dean.*
  5. *Only those courses listed in the current catalog and approved for credit by examination by the Curriculum Committee at the time of the petition shall be available to students for such credit.*
  6. *Credit by exam is not available for any course that is lower in a sequence than a course for which credit has already granted a grade has already been earned, except under special circumstances determined by the faculty who normally teach the course, in consultation with the academic dean.*
  7. *The maximum amount of credit by examination permissible for Credit by Examination shall not exceed 15 semester units, including not more that 50% of the credit 9 semester units required for the major subject field.*

*Credits earned through Credit for Prior Learning are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government. Credit acquired shall not be counted in determining the 12 semester units*

*of credit in residence required for an associate degree.*

### **Prior Learning Assessment Grading Policy**

- *Grading shall be according to the regular grading system in accordance with- Administrative Regulation 4230: Grading and Academic Record Symbols*
- *Students shall be offered a “Pass/No Pass” grading option if that option is ordinarily available for the course.*
- *Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty in cases of Credit by Examination in accordance with AR 4231: Grade Changes.*

### **Transcript Notations for Credit for Prior Learning**

- *The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.*

### **Advanced Placement**

*See Administrative Regulation 4236: Advanced Placement Credit.*

### **International Baccalaureate**

*Student requesting Credit for Prior Learning using the International Baccalaureate (IB) examination shall receive credit for completing a satisfactory score on a district approved high-level IB examination under the following circumstances:*

- *The student shall complete the Credit for Prior Learning Petition available in the Admissions and Records Office **by meeting with a college counselor.***
- *Official IB transcripts must be on file in the Admissions and Records Office.*
- *The student achieved a minimum acceptable score on the IB examination as listed in the College Catalog.*

### **College Level Examination Program**

*Students requesting Credit for Prior Learning using the College Level Examination Program (CLEP) shall receive credit for completing a satisfactory score on a district approved CLEP under the following circumstances:*

- *The student shall complete the Credit for Prior Learning Petition available in the Admissions and Records Office **by meeting with a college counselor.***
- *Official CLEP transcripts must be on file with the Admissions and Records Office.*
- *The student achieved a minimum acceptable score on the CLEP examination as listed in the College Catalog.*

### **Credit for Military Service/Training**

*Students interested in Credit for Prior Learning using Joint Services Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:*

- *The student shall complete the Request for Military Credit available in the Admissions and Records Office **by meeting with a college counselor.***
- *Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on*

Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), or verified copies of DD214 or DD295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

### **Industry Recognized Credentials**

Students interested in Credit for Prior Learning using industry recognized credentials shall receive credit as recommended by the appropriate division chair or discipline faculty designee under the following circumstances:

- The student shall complete the Credit for Prior Learning Petition available from the Admissions and Records Office **by meeting with a college counselor.**
- The student shall attach all industry recognized credentials to the petition.
- If an industry recognized credential has already been evaluated and approved by the appropriate division chair or discipline faculty designee, the Admissions and Records Office will award credit based on the prior faculty recommendation.
- If an industry recognized credential has not yet been evaluated and approved, the following process shall be followed:
  - The Admissions and Records Office shall route the petition and accompanying industry recognized credentials to the division chair or discipline faculty designee
  - The appropriate faculty review the credentials.
  - If the division chair or discipline faculty designee determine the industry certification adequately measures mastery of the course content set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents ~~to the area dean for review and approval.~~ **Admissions and Records to the area dean for review.**
  - ~~If the dean approves, the documents are forwarded to the~~ **The dean will forward the petition and supporting documentation to** ~~The~~ **the** Admissions and Records Office ~~will to keep the petition to be kept~~ on file and ~~will notate~~ **recorded on** the student transcript.

### **Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using student-created portfolios shall receive credit as recommended by the appropriate division chair or discipline faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file in the Office of Academic Affairs and the rubric aligns the course objectives and outcomes set forth in the Course Outline of Record.
- The student shall complete the Credit for Prior Learning Petition available **in** the Admissions and Records Office **by meeting with a college counselor.**
- Upon verification from the Admissions and Records Office that a rubric is on file and the petition is complete, the Admissions and Records Office will forward the petition to the division chair or discipline faculty designee.
- The chair will notify the student to submit all portfolio materials to them or the

discipline faculty designee.

- If the division chair or discipline faculty designee determines the portfolio adequately measures mastery of the course content set forth in the Course Outline of Record using the rubric on file, the appropriate faculty shall sign the petition with the recorded grade and forward the completed petition and supporting documents to ~~to the area dean for review and approval.~~ **Admissions and Records.** ~~the area dean for review.~~
- ~~If the dean approves, the petition is forwarded to the~~ **The dean will forward the petition to** ~~The the~~ Admissions and Records Office **will to keep the petition to be kept** on file and ~~will notate the recorded on~~ the student transcript.
- ~~The dean~~ **dean** ~~dean division chair or discipline faculty~~ will contact the student to pick up the portfolio materials.

### **Credit by Examination**

Faculty who normally teach the course, ~~in consultation with the appropriate academic dean,~~ shall determine how courses are selected and those courses eligible for credit by examination. Courses eligible for credit by examination shall be approved by the Curriculum Committee and listed in the college catalog.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the division chair or discipline faculty designed prior to initiating the formal process.

### **Procedure for Earning Credit by Examination**

Students shall complete a ~~p~~Petition for ~~e~~Credit by ~~e~~Examination **by meeting with a college counselor** and submit it to the Admissions and Records Office along with satisfactory evidence of knowledge, skills or experience. Students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether or not to petition and attempt credit by examination.

~~The~~ Admissions and Records Office will determine if the eligibility requirements are met. ~~Additionally,~~ ~~t~~The Admissions and Records Office shall forward petitions, with supporting documentation, to the respective **dean** **division chair** of the academic division concerned.

~~The faculty who normally teach the course, in consultation with the academic dean, shall determine the eligibility of the student for such an examination. If a consensus cannot be reached between the faculty who normally teach the course and the academic dean in the respective area regarding the eligibility of the student for such an examination, an adhoc committee shall be formed to determine student eligibility. This adhoc committee shall composed of the Vice President of Academic Affairs, one dean outside the area, and two full-time faculty members. These faculty members will be approved by the Compton College Academic Senate President and will include one full-time faculty member in the subject area and one full-time faculty member outside the subject area. In the event that there is only one full-time faculty member in the subject area, then either a) a full-time faculty member in a related subject area or b) another full-time faculty member in the subject area may be selected from another local, accredited college. This outside faculty member will be selected by the Compton~~



~~College Academic Senate President and approved by the Vice President of Academic Affairs. The findings of this committee are final and are not eligible for appeal.~~

~~Approved petitions must demonstrate that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course content, objectives, and outcomes set forth in the Course Outline of Record for which credit is requested.~~

~~If the petition is approved all eligibility requirements are met, the nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content, objectives, and outcomes as set forth in the Course Outline of Record.~~

Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the Course Outline of Record, may be established by written examination, portfolio, skills demonstration, or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at Compton College. The academic division chair or dean shall notify the student of the examination arrangements.

~~Grading shall be according to the regular grading system used by the college, including a “pass-no pass” option if that option is ordinarily available for the course.~~

~~If credit is granted and all eligibility requirements have been met, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination. The Admissions Office shall retain a copy of the petition and notify the student of the results.~~

#### Restrictions on Units Earned through Credit by Examination

~~Units earned by credit by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Units earned by examination are not to be considered part of the student’s unit load. Credits acquired by examination are not applicable to meeting of such unit and requirements as Selective Service deferment and Veteran’s or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government.~~

#### **Fee Requirements**

A processing fee will be charged to petition for credit by examination. The amount of the fee will be established by the Admissions Office. The amount of the fee cannot exceed the enrollment fee associated with enrollment in the course for which the

student seeks credit by examination. *Fees are not refundable.* Students involved in high school or occupational center articulated programs will be exempted from paying this fee.