



**El Camino College
College Council
Monday, May 22, 2017
1:30 – 2:30 p.m.
Decathlon Room**

College Council Purpose Statement:

To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C - Collaboration:

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members:

Eman Dalili	Chris Jeffries	Susan Pickens
Kristie Daniel-DiGregorio	Dena Maloney	Jean Shankweiler
Irene Graff	Jeanie Nishime	Luukia Smith
Chris Halligan	Barbara Perez	Erika Solorzano
Jo Ann Higdon		

Alternate Members/Support:

Ann Garten - Support
David McPatchell – Alternate

Agenda:

1. Approval of Minutes from May 1, 2017 (Attached) All
2. Board Agenda Review All
3. California Community College District -Cooperative Work Experience Education Plan (Attached) Shankweiler
4. Policies and Procedures (Attached)
 - a. BP 4230 (Grading & Academic Record Symbols) – Revised Shankweiler
 - b. AP 4230 (Grading & Academic Record Symbols) – New – Legally Required Shankweiler
 - c. Title 5 § 55023 (Academic Record Symbols and Grade Point Average) Information Shankweiler
5. Future Meeting Dates Maloney
 - a. June 19, 2017, 1:30 p.m., Library 202 (Monday)
 - b. July 17, 2017, 1:30 p.m., Library 202 (Monday)
 - c. August 21, 2017, 1:30 p.m., Library 202 (Monday)
 - d. September 5, 2017, 1:30 p.m., Library 202 (Tuesday)
6. Other

7. Adjournment

2016-17 College Council Goals

1. Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
2. Review and endorse all components of the Comprehensive Master Plan 2017-2022.
3. Develop a timeline for completion of all legally required policies and procedures.
4. Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.
5. Participate in the annual review of the Mission & Strategic Plan.
6. Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – May 1, 2017

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Kristie Daniel-DiGregorio, Chris Halligan, Jo Ann Higdon, Chris Jeffries, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Erika Solorzano

Alternates/Support/Guest: Linda Clowers, Ann Garten, David McPatchell, Tiffany Ushijima

1. Minutes – April 17, 2017: Approved as presented.
2. Chancellor’s Office Strategic Vision – The California Community Colleges
Chancellor’s Office is developing a long-term, strategic vision for the California Community College System. All are encouraged to participate in this important project. From now until May 31, all interested parties can provide input as directed on this webpage: <https://foundationccc.org/Strategic-Vision-2017>.
3. Equal Employment Opportunity (EEO) Survey – This is the first year implementing an EEO survey, which was designed in response to the development of the 2016-2019 Equal Employment Opportunity Plan. The survey aims to better understand the campus community members’ experiences and to identify opportunities for creating a safer and even more inclusive environment. The survey responses will inform ECCCD’s efforts to implement ongoing diversity programming that offers learning opportunities and personal growth in the area of diversity. The survey is voluntary and will be sent out in three weeks.
4. Institutional Effectiveness Outcomes and Scorecard Report
 - a. Institutional Effectiveness Outcomes –Items noted with a “check mark” indicate that we are on target with the goal. Items noted with a “star” indicate we have already exceeded the goal. ECC has fallen below the target goal on Certificates Awarded, Overall Completion Rate, and Unprepared Completion Rate. A taskforce is being formed to determine the cause and possible strategies for getting back on track. Compton is on target for 10 out of 13 goals.
 - b. Scorecard Report – These are State mandated accountability measures and there is a decline in completion rates Statewide.

5. Update on Website Design Project – It was reported that the contract with Kwall LLC will be voided due to the fact that they are unable to provide the coding/programming services agreed to within our timeline, and at the cost agreed to. We are working with other vendors to provide the coding/programming portion of the project. Staff has been working with College departments to clean up their webpages. We are looking at options for the homepage design mock-ups; staff members are developing the wireframes for the homepage. The site map is in process of being updated; ITS is also upgrading the portal.

6. Policies & Procedures
 - a. AP 2710 (Conflict of Interest) – New Procedure - Legally required – A legal opinion will be sought on the last sentence in paragraph #5: *“This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 71210(b)).”* Once the language is clarified this procedure will come back to College Council.
 - b. BP 7250 (Educational Administrators) – It was decided that paragraph # 8 needs additional language that addresses tenured faculty. Barbara Perez will make this revision.
 - c. AP 7250 (Educational Administrative Reassignment Rights) – It was decided that paragraph # 3 needs additional language to clarify that administrators do not automatically acquire tenure. Jean Shankweiler and Kristie Daniel-DiGregorio will meet to discuss this language.

7. Future Meeting Dates:
 - a. May 22, 2017, 1:30 p.m., Decathlon Room (Monday)
 - b. June 19, 2017, 1:30 p.m., Library 202 (Monday)
 - c. July 17, 2017, 1:30 p.m., Library 202 (Monday)
 - d. August 21, 2017, 1:30 p.m., Library 202 (Monday)
 - e. September 5, 2017, 1:30 p.m., Library 202 (Tuesday)

Upcoming College Council topics:

1. Continue the process of reviewing the list of legally required board policies and monitor the update of policies.

REVISED BOARD POLICY

BOARD POLICY 4230

Grading and Academic Record Symbols

Courses shall be graded using the grading system established by Title 5 section 55023. The grading system shall be published in the college catalog and made available to students.

Commented [CG1]: The procedure has been removed from the policy and is in a new Administrative Procedure. This first paragraph is directly from the CCLC template.

Procedures for implementing this policy will be developed in collegial consultation with the Academic Senate.

Semester Unit of Credit

~~College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.~~

Grades, Grade Points, and Grade Point Average

~~Grade points are numerical values which indicate the scholarship level of letter grades. Grade point average equals total grade points divided by total units attempted for credit courses in which letter grades have been assigned. Grade points are assigned according to the following scale:-~~

~~A-Excellent 4 points for each unit~~

~~B-Good 3 points for each unit~~

~~C-Satisfactory 2 points for each unit~~

~~D-Passing, less than satisfactory 1 point for each unit~~

~~F-Failing 0 points for each unit~~

~~P-Pass (at least satisfactory—units See Note 1-
awarded not counted in grade point
average)~~

~~NP—No Pass (less than satisfactory, or See Note 1-
Failing—units not counted in grade
Point average)~~

~~I-Incomplete See Note 2-~~

~~IP-In Progress See Note 3-~~

~~W-Withdrawal See Note 4-~~

~~MW-Military Withdrawal See Note 5-~~

~~Notes:-~~

~~1- Pass No Pass (formerly Cr/NC for Credit/No Credit) A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending~~

on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree applicable. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to probation or dismissal regulations.

2. I Incomplete

A student may receive a notation of "I" (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student's transcript will be IB, IC, ID, or IF. Collectively, these grades will be referred to as an "I" grade. The written record containing the conditions for removal of the "I" will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the "I" will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

3. IP In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open entry, open exit" course is assigned an "IP" at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade A through F, P or NP) to be recorded on the student's permanent record for the course.

4. W Withdrawal

It is the student's responsibility to process a withdrawal. A student may also be dropped by the instructor if the student has excessive absences. Withdrawal from classes is authorized through the 12th week of instruction in a 16-week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade A through F, P or NP) or an "I" (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

5. MW Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

Notes:-

—The Grade Change process is now covered by BP 4231. Adopted by Board 12/17/07.

—The Probation and Dismissal portion of this policy is now covered by BP 4250. Recommended for adoption 6/09.

—The Course Repetition portion of this policy is now covered by BP 4225. Adopted by the Board 7/17/06.

—The Academic Renewal portion of this policy is now covered by BP 4240. Adopted by Board 8/21/06.

Previous Board Policy Number: 6130, 5/16/05 and 4220, 7/20/09

References:

Title 5 § 55021 and §55023

Related Policies and Procedures:

BP/AP 4231 Grade Change

BP/AP 4250 Probation, Dismissal and Readmission

BP/AP 4225 Course Repetition

BP/AP 4240 Academic Renewal

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98; 7/20/09

Previous Board Policy Number: 6130 (5/16/05) and 4220 (7/20/09)

2016-17 Revision Consultation

Educational Policies Committee: 11/29/16

Deans Council: 4/13/17

Academic Senate: 4/18/17; 5/2/17 (passed)

Board of Trustees:

NEW PROCEDURE – Legally Required

Administrative Procedure 4230

Grading and Academic Record Symbols

Commented [CG1]: This is a new administrative procedure. The procedure was previously contained in the Board Policy. The exact language from the policy was moved into the procedure. Strike outs (deletions) and underlines (additions) indicate changes to the existing language that was in the policy. This has been approved by the Ed Policies Committee, Deans Council, and the Academic Senate.

The grading practices of the El Camino Community College District shall be as follows:

Semester Unit of Credit

College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

Grade Records

Instructors will maintain records required by the District and report grades in a timely manner based on District procedures, as per the Instructor Position Description. Instructors shall maintain a careful record of graded assignments and, to support the grade assigned for the course, the grade roster should have a minimum of three grades plus the final examination grade for each student.

Commented [CG2]: This sentence puts a decades long practice into the procedure. It was required by the 1987 Faculty Handbook and this statement is adapted from the handbook. We are revising the Faculty Handbook and are ensuring that the handbook does not dictate policy or procedure, but instead just describes and refers to it.

Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. The grade point average equals the total grade points divided by the total units attempted for credit courses in which letter grades (evaluative symbols) have been assigned. Grade points are assigned according to the following scale in the chart below and shall be published in the college catalog.

Evaluative Symbols

A	Excellent	4 points for each unit
B	Good	3 points for each unit
C	Satisfactory	2 points for each unit
D	Passing, less than satisfactory	1 point for each unit
F	Failing	0 points for each unit
P	Pass, at least satisfactory (formerly C for Credit)	See Note 1
NP	No Pass, less than satisfactory (formerly NC for No Credit)	See Note 1

Non-Evaluative Symbols

I	Incomplete	See Note 2
IP	In Progress	See Note 3
W	Withdrawal	See Note 4
MW	Military Withdrawal	See Note 5
RD	Report Delayed	See Note 6

Commented [CG3]: We had been using this but it wasn't in our Board policy/academic procedure.

- ~~A Excellent 4 points for each unit~~
- ~~B Good 3 points for each unit~~
- ~~C Satisfactory 2 points for each unit~~
- ~~D Passing, less than satisfactory 1 point for each unit~~
- ~~F Failing 0 points for each unit~~
- ~~P Pass (at least satisfactory units See Note 1 awarded not counted in grade point average)~~
- ~~NP No Pass (less than satisfactory, or See Note 1 Failing units not counted in grade Point average)~~
- ~~I Incomplete See Note 2~~
- ~~IP In Progress See Note 3~~
- ~~W Withdrawal See Note 4~~
- ~~MW Military Withdrawal See Note 5~~

Commented [CG4]: The description of grading symbols was moved into a chart form and divided into evaluative symbols and non-evaluative symbols as defined by Title 5 § 55023.

Notes:

1. P/NP – Pass/No Pass (formerly Cr/NC for Credit/No Credit)

A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. Non-credit courses may also be offered P/NP. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to course repetition limitations and probation or dismissal regulations.

Commented [CG5]: At an Ed Policies Committee meeting with Bill Mulrooney, Matt Kline, and Quajuana Chapman we agreed to recommend that P/NP be an option for noncredit courses. We did not, however, decide to add the use of "SP" (satisfactory progress) for noncredit courses, which is newly allowed by Title 5 § 55023. There are unanswered questions about the use of SP and the intersection of the use of P/NP and SP. If a noncredit course that typically issues no grade begins using "SP," will a student have a notation if they don't receive an SP? How will this translate to the student transcript? Would the course appear on some students' transcripts (those with an SP) but not others' (those without an SP)? Will SP be an option for noncredit courses or automatic? How does the use of SP relate to P/NP? Will they be used all together in a course, in addition to the lack of any grade? We interpreted an SP like a pat on the back to recognize progress in the course, whereas a P indicates mastery of the course content and skills. At the first reading in the Senate, it was noted that SP can be useful for employers who want to see an employee's progress.

2. I - Incomplete

A student may receive a notation of "I" (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student's transcript will be IB, IC, ID, ~~or IF, or INP.~~ Collectively, these grades will be referred to as an "I" grade. The written record containing the conditions for removal of the "I" will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not

Commented [MG6]: Currently there is not an INP option for faculty to give a student an incomplete in a P/NP class. This needs to be an option, especially in classes where students may choose P/NP or a grade.

Commented [CG7]: Title 5 requires that we give students a record of what s/he needs to complete to replace the "I" with a grade. Title 5 § 55023 says, "The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. **This record must be given to the student** with a copy on file with the registrar until the "I" is made up or the time limit has passed." We need to make sure that we are giving students a record of what they need to do to resolve the "I".

complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

3. IP - In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade A through F, P, or NP) to be recorded on the student’s permanent record for the course.

4. W - Withdrawal

~~It is the student’s responsibility to process a withdrawal. It is the responsibility of the student to officially drop a class by the published withdrawal date. If a student fails to drop by that date, the student may be subject to a substandard grade.~~ A student may also be dropped by the instructor if the student has ~~excessive absences~~ been absent for more than 10% of the scheduled class meetings. Withdrawal from classes is authorized through the 12th week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade A through F, P, or NP) or an “I” (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Commented [CG8]: The edits in these sentences bring this into alignment with the language in the new attendance procedure and Title 5.

No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in course repetition and probation and dismissal procedures.

5. MW – Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned “MW.” Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

6. RD – Report Delayed

Commented [CG9]: The language used to describe RD is directly from Title 5 §55023.

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

References:

Title 5 §55021 and §55023

Instructor Position Description. Appendix A. Agreement between El Camino Community College District and El Camino College Federation of Teachers.

Related Policies and Procedures:

BP/AP 4225 Course Repetition

BP/AP 4231 Grade Change

BP/AP 4240 Academic Renewal

BP/AP 4250 Probation, Dismissal and Readmission

El Camino College

Adopted:

2016-17 Revision Consultation

Educational Policies Committee: 11/29/16

Deans Council: 4/13/17

Academic Senate: 4/18/17; 5/2/17 (passed)

Board of Trustees:

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" 2007.)	
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)	

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the "FW" described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
	The “I” may be made up no later than one year following the end of the term in which it was assigned.
	The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.
IP	In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.
RD	Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
W	Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. New subsection (g) and amendment of Note filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).

3. Amendment of subsection (a) - Table filed 9-28-2016; operative 10-28-2016. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2016, No. 41).

This database is current through 11/11/16 Register 2016, No. 46

5 CCR § 55023

**California Community College District
Cooperative Work Experience Education Plan**

**PART I CONTACT
INFORMATION**

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

El Camino Community College District		
El Camino College, Compton Educational Center		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Dr. Jean Shankweiler

Title: Vice President Academic Affairs

District: El Camino College District

Email: jshankweiler@elcamino.edu

Phone: (310)660-3593 ext. 3119

**California Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**
(§55251)

Date plan approved by local board: _____ (*Please also attach Board minutes or other documentation.*)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

**California Community College District
Cooperative Work Experience Education Plan**

(2) Specific description of (§55251):

(a) District responsibilities (§55251):

Background: Title 5 criteria and requirements

District Services. (§55255). **(6.4)**

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Responsibilities of the College, Employer, Student and District (6.0)

6.1 Responsibilities of the College are to:

6.1.1 Register students in the appropriate CWEE program. The prerequisite for a specific CWEE program is as written in the College catalogs.

6.1.2 Provide CWEE Coordinators/Instructors time to maintain and promote the CWEE program in the following manner:

6.1.2.1 Develop contacts with business, industry and governmental agencies for potential job learning stations;

6.1.2.2 Maintain good public relations by speaking to civic, educational, governmental, and service organizations;

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- 6.1.2.3 Introduce CWEE instructors to key personnel within business, industry and governmental agencies;
- 6.1.2.4 Work closely with the college counseling/career center staff;
- 6.1.2.5 Maintain liaison with the faculty and administration;
- 6.1.2.6 Handle student and instructor appeals related to CWEE;
- 6.1.2.7 Administer the CWEE budget;
- 6.1.2.8 Participate in college advisory committees;
- 6.1.2.9 Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEE;
- 6.1.2.10 Evaluate student program applications to determine eligibility for entrance into the program;
- 6.1.2.11 Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous;
- 6.1.2.12 Provide a weekly CWEE class (orientation);
- 6.1.2.13 Provide referral to counseling, career center, and other student services staff as needed;
- 6.1.2.14 Obtain written employer evaluations, in addition to completing an on-site consultation with the employer;
 - 6.1.2.14.1 Alternatives to in-person site visits will be approved on a case-by-case basis by the CWEE Coordinator and documented on the Site Visit form.
- 6.1.2.15 Assure that work done by students contributes to their occupational or educational goals.
 - 6.1.2.15.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Coordinator/instructor and student.

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6.1.2.15.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.

6.1.2.16 Evaluate work done by students and award grade and credit for successful accomplishment each enrollment term

6.1.2.16.1 CWEE Coordinator/ Instructor will consult with employers in person to assess student progress on the job;

6.1.2.16.2 CWEE Coordinator/ Instructor will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester;

6.1.2.16.3 CWEE Instructor will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews from employers.

6.1.2.16.3.1 CWEE instructor will submit completed and signed El Camino Community College District waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

6.1.2.17 Evaluate the CWEE Program through the college program review process.

6.1.2.18 Participate in the evaluation process for CWEE instructors.

6.1.2.19 Provide the instructor with CWEE forms for students and employers including the district's liability for unpaid internships.

6.1.2.20 Collect CWEE student records from CWEE instructors and maintain work experience participant records according to Title V regulations

6.1.3 Provide CWEE Instructors with reasonable assigned time in terms of weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the orientation class;

6.1.4 Assign adequate clerical support to the CWEE program to maintain records;

6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development;

6.2 Responsibilities of the student are to: (6.2)

6.2.1 Attend required weekly orientation, group seminars, and/or individual conferences called by the CWEE instructor;

6.2.2 Notify the CWEE instructor of any changes of job, supervisor, or work hours;

6.2.3 Return completed and signed El Camino Community College District waiver form and required documents to the CWEE instructor including an application form, learning objective agreement form, performance evaluation forms, timesheet, and when applicable an unpaid internship agreement form;

6.2.3.1 Complete and sign the El Camino Community College District Waiver/Assumption of Risk form at the beginning of the enrollment term and prior to the start of the student's work participation at the job learning station.

6.2.3.2 Complete and sign, if applicable, the Self Employment form designating and identifying a qualified supervisor/mentor for the self-employed student.

6.2.4 Report hours worked;

6.2.5 Consult the CWEE Instructor and/or Coordinator concerning job-related problems.

6.3 Responsibilities of the Employer and the Job Learning Stations (6.3)

6.3.1 Job learning stations and employer shall meet the following criteria:

6.3.1.1 Employers or designated representatives agree with the intent and purposes of CWEE for students and are given a copy of each student's approved on-the-job measurable learning objectives;

6.3.1.2 Provide a reasonable probability of continuous work experience for students during the current Work Experience enrollment term;

6.3.1.3 Employers or designated representatives provide adequate supervision, facilities, equipment and materials at the job learning stations to achieve on-the-job measurable learning objectives;

6.3.1.4 Employers agree to comply with all appropriate federal and state

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employment regulations; and

6.3.2 Employers agree to sign the following forms and complete the following activities:

6.3.2.1 Assist students to define new or expanded measurable on the job learning objectives. The objective will be written by the student on the Learning Objectives form, and approved by the employer and instructor; and

6.3.2.2 Evaluate on the Performance Evaluation form agreed upon learning objectives at midterm and at the end of the work experience activity; and

6.3.2.3 Meet with the instructor at the student's job learning station once each semester and complete the Site Visit form documenting the in-person consultation(s) with the employer or designated representative; and

6.3.2.4 Sign and verify the student's hours worked on the Time Sheet form; and

6.3.2.5 Sign the El Camino Community College District Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEE office at the beginning of the enrollment term and prior to the student's start of the unpaid internship; and

6.3.2.6 Verify information on the Application form to establish the location of the student's job learning station, the type of job held, the course identifier, and the number of units in which each student is enrolled.

6.4 Responsibilities of the District are to: **(6.4.4)**

6.4.4 Provide apprenticeship work experience courses when entering into contracts with Joint Apprenticeship Training Committees (JATC). The El Camino Community College District may delegate CWEE coordination/supervision activities to the JATC per Title V of the California Administrative Code.

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(a) District responsibilities

Background: Title 5 criteria and requirements

Records. (§55256). **(4.0)**

(a) The district shall maintain records which shall include at least the following::

(1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.

(2) A record of the work permit issued, if applicable, signed by the designated issuing agent.

(3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

(4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

(1) Consultation(s) in person with the employer or designated representative.

(2) Personal consultation(s) with the student.

(3) Evaluation of the student's achievement of the on-the-job learning objectives.

(4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Records (4.1)

4.1 The Colleges shall maintain student records which shall include at least the following:

4.1.1 The type and units of Cooperative Work Experience Education in which the student is enrolled, where the student is employed, and the type of job held and a statement signed and dated by the CWEE instructor which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.

4.1.2 A record of the work permit issued, if applicable, signed by the designated issuing agent.

4.1.3 New or expanded on-the-job written, measurable, learning objectives which serve as part of the basis for determining the student's grade, signed by the student, employer, and CWEE Coordinator;

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4.1.4 The employer's report of student CWEE hours worked and performance evaluations based on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

4.2 Records must be maintained which are signed and dated by CWEE Instructor/Coordinator, Employer, and student:

4.2.1 Documentation by CWEE Instructor/Coordinator of consultations with the student;

4.2.2 Documentation by CWEE Instructor/Coordinator of consultations with employers in person with the employer or designated representative at the employer's place of business once each semester; unless site meets the alternative "In-Person" options.

4.2.3 Written evaluation by CWEE Instructor/Coordinator of each student, including the final grade.

4.2.4 The El Camino Community College District Unpaid Internship Agreement signed by the CWEE instructor, the employer or designated representative, and the student when applicable.

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(b) Student responsibilities (§55251):

Background: Title 5 criteria and requirements

Student Qualifications (§55254). **(3.0)**

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

Student Qualifications (3.1)

3.1 In order to participate in CWEE students shall meet the following criteria:

3.1.4 One of the following:

3.1.4.1 Be a registered apprentice as defined by Labor Code Section 3077 enrolled in related or supplementary courses required of the apprentice programs. Community college districts may grant units of credit for CWEE consistent with provisions of this regulation; or

3.1.4.2 Be self-employed and meet the following conditions: Identify a person who is approved by the instructor to serve as the designated evaluator representative. This representative shall be an objective individual in the same profession who can provide the student with constructive and professional feedback regarding the student's professional growth. The relationship of the evaluator and student must be professional and not personal in nature and agree to accept in writing the following employer responsibilities:

- a. Assist the student in identifying new or expanded on-the-job meaningful and measurable learning objectives.
- b. Assist in the evaluation of the student's identified learning objectives
- c. Validate hours worked

3.1.4.3 Participate in part-time or full-time paid employment; OR

3.1.4.4 Paid or unpaid internships

3.1.4.4.1 Unpaid internship participants must submit a signed and dated El Camino Community College District Unpaid Internship Agreement form to CWEE Instructor prior to start of unpaid internship; AND

3.1.5 Be enrolled in Occupational Work Experience Education which is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal for which his/her college program has been designed.

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(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Records. (§55256). **(4.0)**

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.
- (2) Personal consultation(s) with the student.
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

Job Learning Stations. (§55257) **(6.3)**

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

Responsibilities of the Employer and the Job Learning Stations (6.3.1)

6.3.1 Job learning stations and employer shall meet the following criteria:

6.3.1.1 Employers or designated representatives agree with the intent and purposes of CWEE for students and are given a copy of each student's approved on-the-job measurable learning objectives;

6.3.1.2 Provide a reasonable probability of continuous work experience for students during the current Work Experience enrollment term.

6.3.1.3 Employers or designated representatives provide adequate supervision, facilities, equipment and materials at the job learning stations to achieve on-the-

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job measurable learning objectives;

6.3.1.4 Employers agree to comply with all appropriate federal and state employment regulations; and

6.3.2 Employers agree to sign the following forms and complete the following activities:

6.3.2.1 Assist students to define new or expanded measurable on-the-job learning objectives. The objectives will be written by the student on the Learning Objectives form, and approved by the employer and instructor on the; and

6.3.2.2 Evaluate learning objectives on the Performance Evaluation form agreed at midterm and at the end of the work experience activity; and

6.3.2.3 Meet with the instructor at the student's job learning station once each semester and complete the Site Visit form documenting the in-person consultation(s) with the employer or designated representative; and

6.3.2.4 Sign and verify the student's hours worked on the Time Sheet form; and

6.3.2.5 Sign the El Camino Community College District Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEE office during an official enrollment term and prior to the student's start of the unpaid internship; and

6.3.2.6 Verify information on the Application form to establish where the student is employed, and the type of job held including the type of course and units in which each student is enrolled.

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(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer. (§55255). **(6.4.2), (6.4.3)**

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations are attached.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Alternatives to in-person site visits will be approved on a case-by-case basis by the CWEE Coordinator and documented on the Site Visit form. **(6.1.2.14.1)**

(d) Other cooperating agencies in the operation of the program, if any. (§55251)

Comments on other cooperating agencies in the operation of the program, if any.

(3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252) **(1.0)**

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals. **(1.1.2)**

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- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. **(1.1.1)**

- Minor Students in Work Experience
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).

- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.

- Work Experience Education Involving Apprenticeable Occupations. (§55250.5)
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council. **(6.4.4)**

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(4) A description of HOW the district will (§55251)

(a) Provide guidance services (§55251):

Describe the specifics on how district will achieve this requirement.

Responsibilities of the College, Employer, Student and District (6.1.2)

6.1.2 Provide CWEE Coordinators/Instructors time to maintain and promote the CWEE program in the following manner:

6.1.2.1 Work closely with the college counseling/career center staff;

6.1.2.2 Maintain liaison with the faculty and administration;

6.1.2.3 Handle student and instructor appeals related to CWEE;

6.1.2.4 Administer the CWEE budget;

6.1.2.5 Participate in college advisory committees;

6.1.2.6-Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEE;

6.1.2.7 Evaluate student program applications to determine eligibility for entrance into the program;

6.1.2.8 Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous;

6.1.2.9 Provide referral to counseling, career center, and other student services staff as needed;

6.1.2.10 Obtain written employer evaluations, in addition to completing an

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on-site consultation with the employer;

6.1.2.15 Assure that work done by students contributes to their occupational or educational goals.

6.1.2.15.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Coordinator/ instructor and student.

6.1.2.15.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.

6.1.2.16 Evaluate work done by students and award grade and credit for successful accomplishment each enrollment term

6.1.2.16.1 CWEE Coordinator/ Instructor will consult with employers in person to assess student progress on the job;

6.1.2.16.2 CWEE Coordinator/ Instructor will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester;

6.1.2.16.3 CWEE Instructor will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews from employers.

6.1.2.16.3.1 CWEE instructor will submit completed and signed El Camino Community College District waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

6.1.2.17 Evaluate the CWEE Program through the college program review process.

6.1.2.18 Participate in the evaluation process for CWEE instructors.

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6.1.2.19 Provide the instructor with CWEE forms for students and employers including the district's liability for unpaid internships.

6.1.2.20 Collect CWEE student records from CWEE instructors and maintain work experience participant records according to Title V regulations

6.1.3 Provide CWEE Instructors with reasonable assigned time in terms of weekly student contact hours to consult with students, and consult in person with employers at least once each semester;

6.1.4 Assign adequate clerical support to the CWEE program to maintain records;

6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development;

(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):

Describe the specifics on how district will achieve this requirement. **(6.1.3)**

6.1.3 Provide CWEE Instructors with reasonable assigned time in terms of weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the orientation class;

6.1.4 Assign adequate clerical support to the CWEE program to maintain records;

6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development;

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(1) Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Work Experience Outside of District. (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

Wages and Workers' Compensation. (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations. (§55257) **(6.3)**

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Responsibilities of the employer partners and the Job Learning Stations **(6.3)**

6.3.1 Job learning stations and employer shall meet the following criteria:

6.3.1.1 Employers or designated representatives agree with the intent and purposes of CWEE for students and are given a copy of each student's approved on-the-job measurable learning objectives;

6.3.1.2 Provide a reasonable probability of continuous work experience for students during the current Work Experience enrollment term;

6.3.1.3 Employers or designated representatives provide adequate supervision, facilities, equipment and materials at the job learning stations to achieve on-the-job measurable learning objectives;

6.3.1.4 Employers agree to comply with all appropriate federal and state employment regulations; and

6.3.2 Employers agree to sign the following forms and complete the following activities:

6.3.2.1 Assist students to define new or expanded measurable on the job learning objectives. The objectives will be written by the student on the Learning Objectives form, and approved by the employer and instructor; and

6.3.2.2 Evaluate learning objectives on the Performance Evaluation form at midterm and at the end of the work experience activity; and

6.3.2.3 Meet with the instructor at student's job learning station once each semester and complete the Site Visit form documenting the in-person consultation(s) with the employer or designated representative; and

6.3.2.4 Sign and verify the student's hours worked on the Time Sheet form; and

6.3.2.5 Sign the Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEE office during an official enrollment term and prior to the student's start of the unpaid internship; and

6.3.2.6 Verify information on the Application form to establish where the student is employed, and the type of job held including the type of course and units in which each student is enrolled.

(2) Coordinate the program and supervise students (§55251) (6.1.2)

Describe the specifics on how district will achieve this requirement.

6.1.2 Provide CWEE Coordinators/Instructors time to maintain and promote the CWEE program in the following manner:

6.1.2.1 Work closely with the college counseling/career center staff;

6.1.2.2 Maintain liaison with the faculty and administration;

6.1.2.3 Handle student and instructor appeals related to CWEE;

6.1.2.4 Administer the CWEE budget;

6.1.2.5 Participate in college advisory committees;

6.1.2.6-Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEE;

6.1.2.7 Evaluate student program applications to determine eligibility for entrance into the program;

6.1.2.8 Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous;

6.1.2.9 Provide a weekly CWEE class (orientation);

6.1.2.10 Provide referral to counseling, career center, and other student services staff as needed;

6.1.2.11 Obtain written employer evaluations, in addition to completing an on-site consultation with the employer;

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6.1.2.12 Assure that work done by students contributes to their occupational or educational goals.

6.1.2.12.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Coordinator/ instructor and student.

6.1.2.12.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.

6.1.2.13 Evaluate work done by students and award grade and credit for successful accomplishment each enrollment term

6.1.2.13.1 CWEE Coordinator/ Instructor will consult with employers in person to assess student progress on the job;

6.1.2.13.2 CWEE Coordinator/ Instructor will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester;

6.1.2.13.3 CWEE Instructor will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews from employers.

6.1.2.13.3.1 CWEE instructor will submit completed and signed El Camino Community College District waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

6.1.2.14 Evaluate the CWEE Program through the college program review process.

6.1.2.15 Participate in the evaluation process for CWEE instructors.

6.1.2.16 Provide the instructor with CWEE forms for students and employers including the district's liability for unpaid internships.

6.1.2.17 Collect CWEE student records from CWEE instructors and maintain work experience participant records according to Title V regulations.

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(3) Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable (§55251) (6.1.2.9)

Describe the specifics on how district will achieve this requirement.

- 6.1.2.9 Provide appropriate and continuous instructional support and supervision for students throughout their enrollment in CWEE;
- 6.1.2.10 Evaluate student program applications to determine eligibility for entrance into the program;
- 6.1.2.11 Discuss and approve student learning objectives and ensure that they are measurable and academically rigorous;
- 6.1.2.12 Provide a weekly CWEE class (orientation);
- 6.1.2.13 Provide referral to counseling, career center, and other student services staff as needed;
- 6.1.2.14 Obtain written employer evaluations, in addition to completing an on-site consultation with the employer;
- 6.1.2.15 Assure that work done by students contributes to their occupational or educational goals.
 - 6.1.2.15.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Coordinator/ instructor and student.
 - 6.1.2.15.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.
- 6.1.2.16 Evaluate work done by students and award grade and credit for successful accomplishment each enrollment term.
 - 6.1.2.16.1 CWEE Coordinator/ Instructor will consult with employers in person to assess student progress on the job;

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6.1.2.16.2 CWEE Coordinator/ Instructor will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester;

6.1.2.16.3 CWEE Instructor will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews from employers.

6.1.2.16.3.1 CWEE instructor will submit completed and signed El Camino Community College District waiver forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

6.1.2.17 Evaluate the CWEE Program through the college program review process.

6.1.2.18 Participate in the evaluation process for CWEE instructors.

6.1.2.19 Provide the instructor with CWEE forms for students and employers including the district's liability for unpaid internships.

6.1.2.20 Collect CWEE student records from CWEE instructors and maintain work experience participant records according to Title V regulations

(d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement. (6.1.2.15)

6.1.2.15 Assure that work done by students contributes to their occupational or educational goals.

6.1.2.15.1 Individual student learning objectives identifying new or expanded learning will be agreed upon by employer, CWEE Coordinator/ instructor and student.

6.1.2.15.2 Performance evaluations on these specific objectives at the end of the enrollment term will assure that work done by students contributes to their occupational or educational goals.

6.1.2.16 Evaluate work done by students and award grade and credit for successful accomplishment each enrollment term

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6.1.2.16.1 CWEE Coordinator/ Instructor will consult with employers in person to assess student progress on the job;

6.1.2.16.2 CWEE Coordinator/ Instructor will receive written overall evaluation of students from employers, as well as the rating on specific learning objectives set forth for the semester;

6.1.2.16.3 CWEE Instructor will award student grade and units earned based on evaluations of job site hours, required documents, course assignments, and student performance reviews from employers.

6.1.2.16.3.1 CWEE instructor will submit completed and signed El Camino Community College District forms and required documents including an application form, learning objective agreement, performance evaluation, timesheet; and when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

6.1.2.17 Evaluate the CWEE Program through the college program review process.

6.1.2.18 Participate in the evaluation process for CWEE instructors.

6.1.2.19 Provide the instructor with CWEE forms for students and employers including the district's liability for unpaid internships.

6.1.2.20 Collect CWEE student records from CWEE instructors and maintain work experience participant records according to Title V regulations

6.1.3 Provide CWEE Instructors with reasonable assigned time in terms of weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the orientation class;

6.1.4 Assign adequate clerical support to the CWEE program to maintain records;

6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development;

(e) Describe basis for awarding grade and credit (§55251)

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Background: Title 5 criteria and requirements

Work Experience Credit. (§55255.5). **(5.0)**

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

5.4 Other conditions required for awarding credit: **(5.0)**

5.4.1 Work Experience hours must be completed during the term in which they are enrolled.

5.4.2 Students must submit required program forms and assignments during the term in which they are enrolled.

5.4.3 Units earned will be based only on full unit increments of 1-4.

College Credit and Repetition **(2.0)**

2.1 For the satisfactory completion of all types of Cooperative Work Experience Education (CWEE), students may earn up to a total of 16 semester credit hours, subject to the following limitations:

2.1.1 Occupational Work Experience Education:

2.1.1.1 Students may earn no more than four (4) semester units per enrollment term, with a maximum total of sixteen (16) semester units over the course of four (4) terms, during the student's enrollment in any community college.

2.1.1.2 Students may earn up to eight (8) semester units in any one enrollment term under special circumstances and with prior approval by

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CWEE Coordinator and/or department chair or division dean.

2.1.2.3 It is possible that some students will be unable to accumulate the full sixteen (16) semester units of work experience during four (4) terms. Therefore, under special circumstances, with prior approval by the CWEE Coordinator and/or department chair or division dean, students may accumulate the full sixteen (16) semester units of work experience in their occupational or educational goals over the course of five (5) or more terms.

(f) Provide adequate clerical & instructional services (§55251) (6.1.4)

Comments, if any.

6.1.4 Assign adequate clerical support to the CWEE program to maintain records;

6.1.5 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development;

(b) If district changes the plan, will submit changes for approval (§55251)

Check to indicate compliance

Yes