

Oxnard College Academic Senate Agenda

Our College Mission:
Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

August 24, 2015 2 PM LLRC-101

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1. Curriculum & pre-reqs
 2. Degree & certificate reqs
 3. Grading policies
 4. Educational program development
 5. Standards/policies re. student preparation & success
 6. College governance structures as related to faculty roles
 7. Faculty roles in accreditation
 8. Policies: faculty development
 9. Processes: Program review
 10. Processes for planning & budget
- Plus 1:
- Other academic & professional matters as mutually agree upon.

- I. Call to Order
- II. Public Comment
- III. Announcements
- IV. Seating of New Senators, Welcome to Fall Semester
- V. Approval of Minutes
- VI. Treasurer's Report
- VII. State of the Senate Report
- VIII. Discussion: Department and Division Representation in Senate and on Committees
- IX. Second Reading: BP/AP's 5070 and First Reading: BP/AP's 5075 (Attendance and Course Adds/Drops)
- X. Discussion: Minor changes in shared governance handbook (including name)
- XI. Committee Reports
- XII. For the Good of the Order
- XIII. Adjournment

Book	Administrative Procedures
Section	Chapter Five, Student Services
Title	Attendance
Number	AP 5070
Status	PROPOSED
Legal	Title 5 Sections 58000 et seq

AP 5070 Attendance

References:

Title 5 Sections 58000 et seq.

This procedure implements Board Policy 5070, as well as section 70901.5 of the California Education Code and section 58000 et seq of Title 5, California Code of Regulations to ensure accurate Attendance Accounting practices.

A. The District shall develop and adopt an academic calendar annually.

1. The calendar shall contain at least 175 days during the fiscal year, shall identify and include holidays and other non-instructional days.
2. The calendar will include at least 32 weeks.
3. Adult or continuing education calendars may be scheduled differently than the college calendar due to facility use and program need.
4. Class hours will be scheduled in accordance with State regulations, regardless of the number of weeks in the session.

B. The District shall schedule classes in accordance with State regulations including observance of the following attendance accounting methods and requirements.

1. Census Week – credit classes that meet on a regular basis each week for a full semester (primary term); applicable only to fall and spring semesters. The enrollment count is taken on the Census date as determined by attendance accounting requirements.
2. Census Day – short-term credit classes which meet on a regular basis for at least 5 days but do not meet for a full semester (primary term). This includes classes held during summer sessions and Intersession. The enrollment count is taken on the census day which is 20% of the class meeting days, excluding holidays.
3. Positive Attendance – classes which do not meet on a regular basis or which operate on an open entry/open exit basis. The actual hours of attendance of each student for each hour are counted. The following classes are always positive attendance: in-service academy, non-credit, and apprenticeship.
4. Independent Study or Work Experience – classes which are identified as independent study or work experience during the curriculum approval process.
5. All scheduled classes shall be advertised and open to the public unless special circumstances provide for an allowable restriction of enrollment in accordance with state regulation.
6. In-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations will conform to all apportionment attendance and course of study requirements imposed by law, and be fully open to the enrollment and participation of the public. Prerequisites for these courses shall not be established or construed so as to prevent academically qualified persons who are not employed by agencies in the criminal justice system from enrolling in and attending the courses.
 - a. Preference in enrollment may be given to persons who are employed by, or serving in a voluntary capacity with a fire protection or fire prevention agency in any course of in-service fire

prevention agency or association.

b. In-service training courses which are restricted to employees of police, fire, corrections, and other criminal justice agencies, shall not report attendance for the restricted courses for purposes of state funding.

7. Scheduled classes where the full cost of instruction is paid by an organization or agency may not be claimed for apportionment.

C. Faculty shall maintain accurate attendance records.

1. Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.

2. Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.

3. Where a class has both scheduled meeting times and positive attendance hours, faculty shall record the attendance hours for both the scheduled meeting times and the positive attendance hours, and shall document the instructional activities that take place during the positive attendance hours.

3. Any student absent from the first class meeting may be dropped by the instructor.

4. All rosters must be cleared of inactive enrollment as of the end of the business day before the census date (full semester classes) or census day (short-term classes). Inactive enrollment is defined as:

a. "No shows" or

b. "Is no longer attending or actively participating" such as students who have accumulated excessive unexcused absences.

5. Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.
- Faculty may but are not required to drop students for lack of participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus.

6. After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.

7. Faculty may include a statement in the course syllabus to the effect that it is the student's responsibility to drop or withdraw from the class; however, this does not alleviate the faculty member from the requirement to clear his/her roster of inactive enrollments before the census day/date of each course.

8. Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.

9. Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.

10. Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.

11. Faculty will determine if work missed during any absence can be made up.

12. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.

13. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative grade.

14. Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

Book Administrative Procedures
Section Chapter Five, Student Services
Title Attendance
Number BP 5070
Status PROPOSED
Legal Title 5 Sections 58000 et seq

BP 5070 Attendance

References:

Title 5 Sections 58000 et seq.

The Chancellor shall establish procedures to ensure attendance accounting, census reporting and apportionment reporting in compliance with Title 5.

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Book Administrative Procedures
Section Chapter Five, Student Services
Title Course Adds and Drops
Number AP 5075
Status PROPOSED
Legal Title 5 Sections 55024 and 58004

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

A. Students may add courses during the first two weeks for a full term course, or the first 15% of a short term course contingent upon:

- 1) the course still having available space
- 2) the instructor's judgment regarding pedagogical and safety issues

B. After the add period concludes:

- 1) students may add a course only with an add authorization code through the last business day before the census date/day.
- 2) students not officially registered in a course shall not be permitted to attend that course.

C. Late Enrollment Procedures:

Students who were in attendance prior to census and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Petition. Verifiable documentation of extenuating circumstances may be required and must be attached to the petition at the time of submission.

- 1) The Late Add petition can be picked up in the Admissions and Records Office or downloaded from the Admissions and Records website.
- 2) Students must obtain approval from the instructor, subject area Dean and/or the EVP/VP or designee.

Withdrawal/Military Withdrawal

Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website.

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 75% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the fourteenth week (or 75% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 75% of Instruction

The permanent record of students who remain in class beyond the fourteenth week of the term in a weekly census section (or 75% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than W.

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the fourteenth week of the term (or 75% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the W. Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, and other circumstances beyond the control of the student.

E. Military Withdrawal

An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The MW shall not be counted in progress probation and dismissal calculations.

Instructor Initiated Drops Prior to Census

A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:

- 1) Been identified as a no show
- 2) Students who are no longer attending or participating in the course
- 3) Students who have officially withdrawn

Faculty may, but are not required to, drop students for lack of active participation after the census date of a course has passed.

The requirement to clear rosters of inactive enrollment is predicated by state law and applies to all courses regardless of the mode of instruction delivery including distance education.

Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.
- Faculty may but are not required to drop students for lack of participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

See BP/AP 4225 and 4227 for more information about course repetition policy and procedures.
See BP/AP 4230 for more information about grading and academic record symbols.

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References:

Title 5 Sections 58000 et seq.

The Chancellor shall establish procedures to ensure that course adds, drops, withdrawals and instructor-initiated census drops occur in compliance with Title 5.

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