

**Board of Trustees**

Teresa R. Brown, President  
Janet Rivera, Vice President  
C Jennet Stebbins, Clerk  
Steve Castellanos, Member  
Mary Ann Cox, Member  
Taj M. Khan, Member  
Ted Simas, Member  
Waymond Hall, Student Representative

**College Superintendent/President**  
Dr. Raúl Rodríguez

**BOARD OF TRUSTEES AGENDA**

**April 6, 2010**

**SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT**

**Regular Meeting of the Board of Trustees**

**Closed Session 4:30 P.M.**  
**Public Meeting 5:00 P.M.**



**Administration Building  
Board Room, Administration 103  
5151 Pacific Avenue  
Stockton, CA 95207**

# SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

Tuesday, April 6, 2010

Board Room, Administration 103  
5151 Pacific Avenue, Stockton, CA

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## AGENDA

4:30 P.M. Closed Session (Personnel, Negotiations, Litigation, Real Property Transactions)  
5:00 P.M. Public Meeting

**I. CALL TO ORDER**

**II. COMMUNICATIONS**

A. Comments from the Public.

**III. CLOSED SESSION**

A. Public Employee Discipline/Dismissal/Release.  
[Government Code Section 54957]

B. Labor Negotiations.

Status on Contract Negotiations and Benefit Issues with the Bargaining Units.  
[Government Code Section 54957.6]

**IV. RECONVENE PUBLIC SESSION**

A. Announcement of reportable actions taken by the Board of Trustees in closed session.

**V. PLEDGE OF ALLEGIANCE**

**VI. COMMUNICATIONS**

A. Comments from the Public.

**VII. RECOGNITIONS - ACTION**

A. Introduction of the April 2010 Non-Teaching Award Recipient Amal Elayyan.

B. Introduction of the April 2010 Adjunct Faculty Award Recipient Kathy Schick.

**VIII. NONCONSENT – ACTION**

A. Consideration of Proposed Adoption of Policy 7211 "Faculty Service Areas, Minimum Qualifications, and Equivalencies". (*Second Reading*)

B. Consideration of Proposed Amendment Policy 6001 "Philosophy of General Education" and rename/renumber to Board Policy 4025 Philosophy and Criteria for Associate Degree and General Education. (*Second Reading*)

C. Consideration of Proposed Amendment Policy 6002 "Criteria for Determining" General Education Courses and rename/renumber to Administrative Procedure 4025 "Philosophy and Criteria for Associate Degree and General Education". (*Second Reading*)

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

- IX. REPORTS**  
A. Counseling and Special Services Division Report – Dean Delecia Nunnally.
- X. FUTURE BOARD AGENDA ITEMS**  
A. Board of Trustees.
- XI. COMMUNICATIONS**  
A. Comments from the Superintendent/President.  
B. Comments from Board Members.  
C. Comments from Constituent Groups.
- XII. COMING EVENTS AND CONFERENCES**  
A. Calendar of Events.  
Information available on-line at <http://calendar.deltacollege.edu/>

*Materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent/President in the Administration Building, Room 103, 5151 Pacific Avenue, Stockton, CA. Such documents are also available on the Delta College Website at [www.deltacollege.edu](http://www.deltacollege.edu) subject to staff's ability to post the documents before the meeting.*

**\*\*The next regular meeting of the Board of Trustees is April 20, 2010\*\***

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

# ***Board of Trustees***

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

RECOG  
A 1.1  
**RECOGNITION**

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**SUBJECT:** Introduction of the April 2010  
Non-Teaching Award Recipient

**DATE:** April 6, 2010

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**A. NAME OF AGENDA ITEM**

Introduction of the April 2010 Non-Teaching Award Recipient.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background:

1.1 The Academic Senate will present the April 2010 Academic Senate Non-Teaching Award to the following recipient:

- Amal Elayyan, Library Technician

Informational Only.

# ***Board of Trustees***

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

RECOG  
B 1.1  
**RECOGNITION**

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**SUBJECT:** Introduction of the April 2010  
Adjunct Faculty Award Recipient

**DATE:** April 6, 2010

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**A. NAME OF AGENDA ITEM**

Introduction of the April 2010 Adjunct Faculty Award Recipient.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background:

1.1 The Academic Senate will present the April 2010 Academic Senate Adjunct Faculty Award to the following recipient:

- Kathy Schick, Adjunct Faculty.

Informational Only.

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

NONCON A  
1.1  
**ACTION**

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**SUBJECT:** Consideration of Proposed Adoption  
of Board Policy 7211 "Faculty Service Areas,  
Minimum Qualifications, and Equivalencies"  
(Second Reading)

**DATE:** April 6, 2010

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1 **A. NAME OF AGENDA ITEM**

2  
3 Consideration of Proposed Adoption of Board Policy 7211 "Faculty Service Areas,  
4 Minimum Qualifications, and Equivalencies."  
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6 **B. STATEMENT OF ISSUE/PURPOSE**

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8 1. Purpose and Background:

9  
10 1.1 The proposed Board Policy (BP) 7211 "Faculty Service Areas, Minimum  
11 Qualification, and Equivalencies," establishes clearer, evidence-based  
12 policies and procedures for assigning disciplines, determining  
13 equivalencies, and adding additional disciplines. The proposed changes  
14 to the Administrative Procedure (AP) 7211 also clarify the composition and  
15 role of the equivalency committees, and sets appropriate deadlines to  
16 apply as outlined in the Education Code as it applies to Reductions in  
17 Force (RIF), in addition to two additional dates to apply for equivalencies  
18 as a convenience to faculty who want to add disciplines for upcoming  
19 semesters. The consideration of the proposed changes to the AP also  
20 included the development of internal forms to support the qualification and  
21 review process.  
22

23 2. Status:

24  
25 1.1 The Board Policy and changes to the Administrative Procedure presented  
26 are a result of collaboration between the Academic Senate, the Vice  
27 President of Instruction, and Human Resources staff.  
28

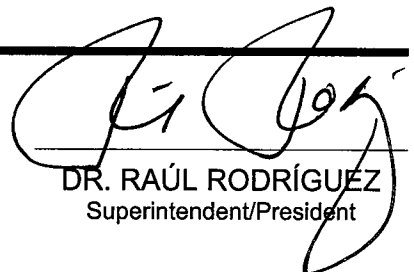
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RECOMMENDED:



DR. MATT WETSTEIN  
Executive Secretary  
Policy & Procedures Review  
Committee

APPROVED FOR  
CONSIDERATION:



DR. RAÚL RODRÍGUEZ  
Superintendent/President

# **Board of Trustees**

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

**NONCON A**  
**1.2**  
**ACTION**

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**SUBJECT:** Consideration of Proposed Adoption  
of Board Policy 7211 "Faculty Service Areas,  
Minimum Qualifications, and Equivalencies"  
(Second Reading)

**DATE:** April 6, 2010

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- 1.2 The proposed policy and procedure have been reviewed by governance groups, members of the Policy and Procedures Review Committee, and endorsed by the President's Council on February 23, 2010.

## **C. RECOMMENDATION**

It is recommended that the Board of Trustees accept the Second Reading of the proposed adoption of Board Policy (BP), and the proposed changes to the Administrative Procedure (AP) 7211 and the companion forms (Form 7211.1, Discipline/FSA Tracking; Form 7211.2, Faculty Equivalency Committee Determination Form; and, Form 7211.3 Declaration Form for Additional Disciplines).



Faculty Service Areas, Minimum Qualifications, and Equivalencies  
Minimum Qualifications, Equivalencies, and Faculty Service Areas

BP 7211      Faculty Service Areas, Minimum Qualifications, and Equivalencies  
Minimum Qualifications, Equivalencies, and Faculty Service Areas

NONCON A  
1.3

Reference:      Education Code Sections 70902(d), 87001, 87003, 87100, 87743-87746;  
Government Code 3543-3543.8

1. Disciplines and Minimum Qualifications

Each prospective adjunct or contract faculty candidate shall submit the appropriate evidence with their application to support the awarding of his/her requested discipline(s). Disciplines will be reviewed in accordance with AP 7211 and determined based on meeting the requirements of the Minimum Qualifications for Faculty and Administrators in California Community Colleges adopted by the Board of Governors of the California Community Colleges, and any additional District competency standards. At the time of initial employment, the discipline(s) for which Minimum Qualifications have been met will be assigned and Form 7211.1 shall be completed and maintained in the personnel file and a copy sent to the faculty member. (See AP 7211)

Additional discipline(s) may be added after the initial hire date through the process outlined in AP 7211. Upon approval of the additional discipline(s), Form 7211.1 shall be updated and the updated copy shall be sent to the faculty member.

A Faculty Service Area is a grouping of disciplines. The disciplines included in an FSA are negotiated by the Faculty Association in consultation with the Academic Senate and approved by the Board as outlined in the Collective Bargaining Agreement. During a Reduction in Force, the function of the FSA(s) is to establish a seniority-based lay off order within single or multiple FSA(s).

At the time of initial hire, Human Resources shall place contract faculty in the appropriate Faculty Service Area(s) based on their approved faculty discipline(s). FSA(s) shall be recorded on Form 7211.1 at the time the discipline(s) are approved and in accordance with the negotiated FSA(s).

Adjunct, ~~r~~Regular and contract faculty may apply for additional discipline(s) according to the procedures and timelines outlined in AP 7211. When applicable, FSA(s) shall be updated on Form 7211.1 at the time the additional disciplines are approved and in accordance with the negotiated FSA(s).



Administrative Procedure 7211
Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

Bold Double Underline Policy and Procedures Review Committee

AP 7211 Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

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Reference: Education Code Sections 87001, 87003, 87743.2- 87743-87746; Government Code
3543-3543.8; Title 5, Section 53400 et seq.

A. Assigning Disciplines at Initial Employment

Disciplines are assigned based on meeting the discipline requirements outlined in the
Minimum Qualifications for Faculty and Administrators in California Community
Colleges adopted by the Board of Governors of the California Community Colleges, and
any additional District competency standards, and Board approval. An adjunct or
contract faculty member shall be assigned those disciplines that for which he/she qualifies
applies and for which he/she qualified for based on the evidence (transcripts and letters
verifying employment) submitted at the time of application. Self-declared information
shall not be accepted as evidence.

Minimum Qualifications can be met by meeting the required educational degree(s) or by
an equivalency.

B. Equivalency Process

An applicant may request to be evaluated for the equivalent to the required degree(s).
The applicant may do so by completing the Supplemental Equivalency Application
Faculty Equivalency Committee Determination Form (Form 7211.2). For initial hires,
the Supplemental Equivalency Application Faculty Equivalency Committee
Determination Form shall be submitted at the time of application with the evidence to
support the request for equivalency. As part of the application review process and prior
to the interview, the three (3) faculty members on the hiring screening committee shall
act as the equivalency committee and shall determine if a candidate has equivalent course
work and/or experience equivalent to the required degree(s) prior to the interview.

In all cases, whether at initial hire or when requesting an additional discipline, the
equivalency committee shall be composed of three (3) faculty members in the discipline or



Faculty Services Areas, Minimum Qualifications, and Equivalencies  
Minimum Qualifications, Equivalencies, and Faculty Service Areas

**Bold Double Underline Policy and Procedures Review Committee**

AP 7211 Faculty Services Areas, Minimum Qualifications, and Equivalencies  
Minimum Qualifications, Equivalencies, and Faculty Service Areas

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closely related disciplines for which the equivalency is being requested. The faculty shall be appointed by the Academic Senate President who may consult with appropriate faculty and the Division Dean. The equivalency committee shall follow Education Code Section 87359 to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the required degree(s). The equivalency committee shall:

- Review all evidence submitted to support the equivalency request (self-declared information is not evidence).
- Complete and sign Form 7211.2 for the approved discipline(s) and state the rationale and evidence used to grant the equivalency.
- Forward the completed Form 7211.2, the evidence submitted, and the application to the Academic Senate President for his/her approval or disapproval to review, sign and recommend. This form and information shall then be forwarded to the Assistant Superintendent/Vice President of Instructional Services or her/his designee or the Vice President of Student Services or her/his designee to review, and sign and recommend.

Human Resources shall submit to the Board for approval only those disciplines approved recommended by the equivalency committee, the Academic Senate President, and the Vice President of Instructional Services or her/his designee or the Vice President of Student Services or her/his designee.

The Human Resources Department shall maintain a master list of approved disciplines for faculty, denoting the date of assignment, whether derived from initial hire, equivalency screening, and/or from a request for assignment of an additional discipline. This master list shall contain notes of special circumstances the rationale surrounding an approval or disapproval of a request and the evidence used in the determination, and may be made available to the screening/equivalency committees for consultation on



Administrative Procedure 7211
Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

Bold Double Underline Policy and Procedures Review Committee

AP 7211 Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

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precedent-setting decisions from the past to use as a resource.

C. Adding Additional Disciplines for Currently Employed Adjunct, Regular or Contract or Adjunct Faculty Members

If an existing faculty member wishes to add an additional discipline(s), the faculty member may do so by applying and submitting a completed Declaration of Form for Additional Faculty Discipline(s) for Regular or Contract Faculty (Form 7211.3) with all supporting evidence (self-declared information shall not be accepted as evidence) and submitting them to the Human Resources Office. This application Form 7211.3 shall be received by the District on or before February 15 in order to be considered in any proceeding pursuant to Education Code Section 87743 (Reduction in Force) during the academic year in which the application declaration is received.

- 1. In all other cases not involving proceedings pursuant to Ed Code Sec 87743, all requests for adding additional disciplines shall be received by the District by the following dates:
- First Friday in October to take effect for the following Spring semester
- Second Friday in March to take effect for the following Fall Semester
2. Human Resources shall notify the Academic Senate President when an equivalency review is needed, and the Academic Senate President shall appoint the appropriate faculty for the equivalency review committee. The Equivalency procedure Process (B) as outlined above shall be followed.



Administrative Procedure 7211
Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

Bold Double Underline Policy and Procedures Review Committee

AP 7211 Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

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MOVE THE FOLLOWING - LINES 76 - 109 TO FACULTY HIRING PROCEDURE

6. Emergency Hires

The following procedures shall apply in emergencies or special circumstances:

A. In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the candidate will fill out form 7211.2. The screening committee shall determine the equivalency status if the candidate meets the minimum qualifications of the discipline prior to immediately following the interview, and make a recommendation to the department chair or appropriate area administrator if there is no chair dean. The screening committee shall follow the Equivalency Process as outlined above

- This recommendation shall be forwarded to the Human Resources Office and the appropriate Vice President.

B. The Assistant Superintendent/Vice President of Instructional Services or her/his designee, or the Vice President of Student Services or her/his designee will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by the Superintendent/President.

C. For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

- 1. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full hiring equivalency process to take place.
2. Additional sections of a class added shortly before the beginning of a session or after the session begins.



Administrative Procedure 7211
Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

Bold Double Underline Policy and Procedures Review Committee

AP 7211 Faculty Services Areas, Minimum Qualifications, and Equivalencies
Minimum Qualifications, Equivalencies, and Faculty Service Areas

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- 3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

Internship Programs

It shall be the policy of San Joaquin Delta College the District that individuals who are candidates for a Master's Degree who are selected for an approved internship program and continue to make satisfactory progress toward the Master's Degree may participate in such an internship program and continue in part-time employment under the auspices of such a program for a total of four semesters. If the discipline of the Master's Degree is not in the area of the Bachelor's Degree or a closely related area, then the candidate must demonstrate have successfully completed at least twenty-four degree units of or traditional upper division course work in that discipline.

Graduate Students

It shall be the policy of San Joaquin Delta College the District that an individual may be employed as a temporary faculty member if the individual has some teaching experience and is enrolled as a graduate student at the University of California, the California State University, or any other accredited institution of higher education and has successfully completed at least one semester or two academic quarters of the graduate program. If the discipline of the Master's Degree is not in the area of the Bachelor's Degree or closely related area, then the candidate must demonstrate have successfully completed at least twenty-four units of or traditional upper division course work in that discipline.



AP 7211 — Equivalencies, Faculty Service Areas, and Minimum Qualifications

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Reference:

Education Code Sections 87001, 87003, 87743.2; Title 5, Section 53400 et seq.

1. Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Each faculty member shall be assigned a faculty service area at the time of initial employment based on minimum qualifications and district competency standards.

When a full time faculty member is initially hired the Human Resources Office will forward a request for placement in a faculty service area to the Assistant Superintendent/Vice President of Instructional Services or her/his designee or the Vice President of Student Services or her/his designee, who shall convene a faculty service area committee. The committee will fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications." In order to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate, the committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees.
- Recommend all equivalency determinations to the governing board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

The committee shall be composed of the Assistant Superintendent/Vice President of Instructional Services or her/his designee, or the Vice President for Student Services or her/his designee, the Academic Senate President or her/his designee, two faculty members from the discipline or a closely related discipline appointed by the Academic Senate President.



AP 7211 — ~~Equivalencies, Faculty Service Areas, and Minimum Qualifications~~

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42 The Faculty Service Area Committee will forward its recommendation to the Human Resources  
43 Office.

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45 2. Minimum Qualifications

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47 Faculty shall meet minimum qualifications established by the Board of Governors, or  
48 shall possess qualifications that are at least equivalent to the minimum qualifications set out in the  
49 regulations of the Board of Governors.

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51 3. Equivalency for Applicants & Faculty Service Areas for Faculty Members

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53 In the event that an applicant for a faculty position wishes to assert an equivalency to the existing  
54 requirements of the job description, the applicant may do so by completing the equivalency form  
55 submitted at the time of application.

56  
57 In the event that an existing faculty member wishes to assert equivalency and/or minimum  
58 qualifications in another discipline or faculty service area beginning with the next academic year,  
59 the faculty member may do so by completing the equivalency form and submitting it to the  
60 Human Resources Office before February 15.

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62 A. Upon receipt of the request for equivalency or faculty service area the Human Resources  
63 Office will forward the request(s) on a position-by-position basis to the Assistant  
64 Superintendent/Vice President of Instructional Services or her/his designee, or the Vice  
65 President of Student Services or her/his designee, who shall convene an equivalency or  
66 faculty service area committee.

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68 B. The committee shall be composed of the Assistant Superintendent/Vice President of  
69 Instructional Services or her/his designee, or the Vice President for Student Services or  
70 her/his designee, the Academic Senate President or her/his designee, and two faculty  
71 members from the discipline or a closely related discipline appointed by the Academic  
72 Senate President.

73  
74 C. Upon the request of the Assistant Superintendent/Vice President of Instruction or her/his  
75 designee this committee shall meet and determine the validity of any claimed equivalencies  
76 or faculty service areas in relation to the District minimum qualifications. The decision of  
77 the committee shall be provided to the Human Resources Office with an explanation for any  
78 requests that are not approved.



AP 7211 — ~~Equivalencies, Faculty Service Areas, and Minimum Qualifications~~

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4. Emergency Procedures and Special Circumstances

The following procedures shall apply in emergencies or special circumstances:

A. ~~In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to the Human Resources Office and the appropriate Vice President.~~

B. ~~The Assistant Superintendent/Vice President of Instructional Services or her/his designee, or the Vice President of Student Services or her/his designee will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by the Superintendent /President.~~

C. ~~For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:~~

- ~~1. Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.~~
- ~~2. Additional sections of a class added shortly before the beginning of a session or after the session begins.~~
- ~~3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).~~

5. Equivalency for Internship Programs

~~It shall be the policy of San Joaquin Delta College that individuals who are candidates for a Master's Degree who are selected for an approved internship program and continue to make satisfactory progress toward the Master's Degree may participate in such an internship program~~



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AP 7211 — ~~Equivalencies, Faculty Service Areas, and Minimum Qualifications~~

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122 ~~and continue in part-time employment under the auspices of such a program for a total of four~~  
123 ~~semesters. If the discipline of the Master's degree is not in the area of the Bachelor's degree or a~~  
124 ~~closely related area, then the candidate must demonstrate at least twenty-four units of traditional~~  
125 ~~upper-division course work in that discipline.~~

126 6. Equivalency for Graduate Students

127  
128 It shall be the policy of San Joaquin Delta College that an individual may be employed as a  
129 temporary faculty member if the individual has some teaching experience and is enrolled as a  
130 graduate student at the University of California, the California State University, or any other  
131 accredited institution of higher education and has completed at least one semester or two  
132 academic quarters of the graduate program. If the discipline of the Master's degree is not in the  
133 area of the Bachelor's degree or closely related area, then the candidate must demonstrate at least  
134 twenty-four units of traditional upper-division course work in that discipline.





**FACULTY EQUIVALENCY COMMITTEE DETERMINATION FORM**  
(This is an electronic form – begin to type in the text field \_\_\_\_.)

Equivalency is a process by which a person can meet the minimum qualifications for his/her discipline. It is the responsibility of the candidate to provide conclusive evidence of equivalency through the use of transcripts, publications, statements validating related work experience, and other work products that show a command of the major or occupation in question.

For Degrees – AA/AS, BA/BS, MA/MS	For Experience
Equivalent achievement and breadth and depth of understanding for <u>both</u> : ❖ General Education requirements ❖ Degree major requirements	Possession of thorough and broad skills and knowledge for <u>both</u> : ❖ Mastery of vocational skills through work experience thorough enough for the specific assignment and broad enough to teach other courses in the discipline. ❖ Extensive and diverse knowledge of the working environment of the vocation.

**SUBMIT A WRITTEN EXPLANATION AND INCLUDE TANGIBLE EVIDENCE REFERRED TO ABOVE. ATTACH A SEPARATE SHEET OF PAPER IF NEEDED.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Requested Discipline

Applicant      Job title for which you are applying: \_\_\_\_\_

Current Employee/ Full-time Faculty – Current Discipline(s): \_\_\_\_\_

Current Employee/ Part-time Faculty– Current Discipline(s): \_\_\_\_\_





**Declaration Form for Additional Disciplines**  
(This is an electronic form – begin to type in the text field \_\_\_\_.)

**Employee Name:** \_\_\_\_\_

**Division/Department:** \_\_\_\_\_

Please declare all the additional disciplines you believe you are qualified for by listing them in the spaces provided below. *Attach copies of any transcripts or documentation that you have not previously submitted to the Office of Human Resources and Employee Relations (HRER).*

HRER will review your materials to determine if you meet the minimum qualifications for the discipline(s). The equivalency process may be necessary to make a final determination. Board approval is required to add additional disciplines.

<b>Discipline:</b> _____
<b>Discipline:</b> _____
<b>Discipline:</b> _____
<b>Discipline:</b> _____
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<b>Discipline:</b> _____
<b>Discipline:</b> _____

\_\_\_\_\_  
**Signature** **Date**

<i>HRER Office use:</i>	
Reviewed By: _____	Date: _____
Comments: _____	

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

NONCON B  
1.1  
**ACTION**

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**SUBJECT:** Consideration of Proposed Amendment  
Policy 6001 "Philosophy of General Education"  
and rename/renumber to Board Policy 4025  
Philosophy and Criteria for Associate Degree  
and General Education(Second Reading)

**DATE:** March 16, 2010

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## A. NAME OF AGENDA ITEM

Consideration of Proposed Amendment Policy 6001 "Philosophy of General Education," and rename/renumber to Board Policy 4025 "Philosophy and Criteria for Associate Degree and General Education" (Second Reading).

## B. STATEMENT OF ISSUE/PURPOSE

### 1. Purpose and Background:

1.1 The College has been revising its policies and procedures to fit a new numbering format and language proposed by the Community College League of California (CCLC). Following the CCLC conversion, it is proposed to amend Policy 6001 and rename/renumber to Board Policy 4025 "Philosophy and Criteria for Associate Degree and General Education."

### 2. Status:

2.1 The proposed policy has been reviewed by governance groups, members of the Policy and Procedures Review Committee, and endorsed by the President's Council on March 9, 2010.

## C. RECOMMENDATION

It is recommended that the Board of Trustees accept the Second Reading of proposed amendment of Policy 6001 and rename/renumber to Board Policy 4025 "Philosophy and Criteria for Associate Degree and General Education."

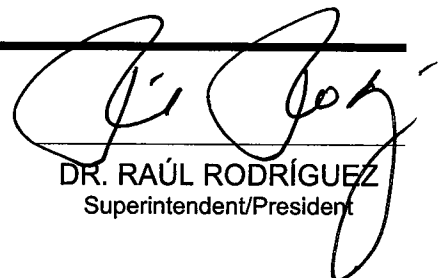
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RECOMMENDED:



DR. MATT WETSTEIN  
Executive Secretary  
Policy & Procedures Review  
Committee

APPROVED FOR  
CONSIDERATION:



DR. RAÚL RODRÍGUEZ  
Superintendent/President



Board Policy 4025 Philosophy and Criteria for Associate Degree and General Education

~~6001 – Philosophy of General Education~~

BP 4025 – Philosophy and Criteria for Associate Degree and General Education

Reference: Title 5 Section 55061; Accreditation Standard II.A.3

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4 General education is an integrated curriculum designed to prepare the student for better self-  
5 understanding and for the responsibilities of living in a global society. Essential elements of general  
6 education include critical thinking, effective communication and knowledge of the multiple  
7 dimensions of the modern world. General education provides a core of knowledge which enables  
8 the student to:

- 9  
10 A. develop new insights about the complex forces in the modern world.  
11  
12 B. develop the ability to think and communicate clearly and effectively through the use of oral,  
13 written, and mathematical skills, and to understand and apply critical thinking and the modes  
14 of inquiry of major disciplines.  
15  
16 C. become aware of other cultures and times.  
17  
18 D. achieve a deeper understanding about the ethical choices individuals face in contemporary  
19 society.  
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21 E. develop the capacity for self-understanding.  
22  
23 F. examine the values inherent in proposed solutions to major social problems.

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

NONCON C  
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**ACTION**

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**SUBJECT:** Consideration of Proposed Amendment  
Policy 6002 "Criteria for Determining"  
General Education Courses and rename/  
renumber to Administrative Procedure (AP) 4025  
"Philosophy and Criteria for Associate Degree  
and General Education" (Second Reading)

**DATE:** April 6, 2010

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## A. NAME OF AGENDA ITEM

Consideration of Proposed Amendment Policy 6002 "Criteria for Determining General Education Courses," and rename/renumber to Administrative Procedure 4025 "Philosophy and Criteria for Associate Degree and General Education" (Second Reading).

## B. STATEMENT OF ISSUE/PURPOSE

### 1. Purpose and Background:

1.1 The College has been revising its policies and procedures to fit a new numbering format and language proposed by the Community College League of California (CCLC). Following the CCLC conversion, it is proposed to amend Policy 6002 and rename/renumber to AP 4025 "Philosophy and Criteria for Associate Degree and General Education."

### 2. Status:

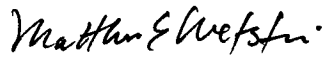
2.1 The proposed policy has been reviewed by governance groups, members of the Policy and Procedures Review Committee, and endorsed by the President's Council on March 9, 2010.

## C. RECOMMENDATION

It is recommended that the Board of Trustees accept the Second Reading of proposed amendment of Policy 6002 and rename/renumber to Administrative Procedure 4025 "Philosophy and Criteria for Associate Degree and General Education."

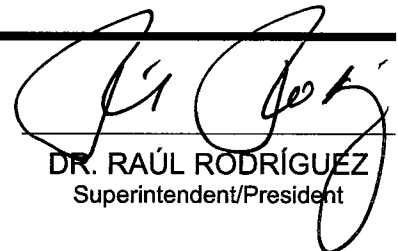
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RECOMMENDED:



DR. MATT WETSTEIN  
Executive Secretary  
Policy & Procedures Review  
Committee

APPROVED FOR  
CONSIDERATION:



DR. RAÚL RODRÍGUEZ  
Superintendent/President



~~6002 – Criteria for Determining General Education Courses~~

AP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061; Accreditation Standard II.A.3.

NONCON C

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A. Criteria for determining General Education courses

1. Courses appropriate for general education will include the following criteria:

1. Course Integrity and Breadth

The course exposes the student to a wide spectrum of principles, theories, beliefs, and knowledge within individual academic disciplines and is not primarily a part of a sequence of courses.

2. Critical Thinking

The course requires the student to critically analyze principles, theories, beliefs, and knowledge included in the course.

2. In addition, courses will also include at least four of the following criteria:

a. Individual Perspectives

The course uses the methods of each discipline to develop the student's ability to examine, evaluate, and express individual perspectives.

b. Integration of Knowledge

The course aims at integrating the major concepts of the course with knowledge from other general education areas.

c. Culture and Heritage

The course examines culture and heritage and their role in understanding and shaping society.

d. Application of Knowledge

The course prepares the student to apply the principles and content of a particular discipline to understand, analyze, and evaluate information to solve problems.



6002—Criteria for Determining General Education Courses

AP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061; Accreditation Standard II.A.3.

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e. Communication of Knowledge

The course prepares the student to communicate information in a variety of ways.

f. Discipline Exploration

The course provides a foundation of knowledge and technique from which the student can continue learning in the general discipline area.

B. Criteria for judging courses as appropriate for the required general education areas include:

1. Natural Sciences

a. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

b. To satisfy the General Education Requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities.

2. Social and Behavioral Sciences

a. Courses in the social and behavioral sciences are those which focus on people as members of society. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.

b. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.



~~6002—Criteria for Determining General Education Courses~~

**AP 4025      Philosophy and Criteria for Associate Degree and General Education**

References:

Title 5 Section 55061; Accreditation Standard II.A.3.

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3. Humanities

- a. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
- b. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and ability to make value judgments.

4. Language and Rationality

- a. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.
- b. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- c. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

5. Awareness of Self and Society

- a. Courses which contain a breadth of subject matter essential for awareness of self and society.
- b. This category should reflect the needs of a dynamic society; therefore, courses may be added, deleted, or changed as the future needs of society may dictate.

# **Board of Trustees**

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

REP A

1.1

## **INFORMATION**

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**SUBJECT:** Counseling and Special Services Division Report

**DATE:** April 6, 2010

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**A. NAME OF AGENDA ITEM**

Counseling and Special Services Division Report.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background

1.1 Dean Delecia Nunnally will give a report on the Counseling and Special Services Division.

**C. RECOMMENDATION**

Informational item only.