

District Academic Standards Meeting Minutes

Thursday, April 6, 2023		3:00-5:00pm		Zoom
Riverside City College Moved to CAK 202Q	Moreno Valley College Moved to SAS 303	Norco College Moved to ITEC 208	District Office CAADO 209	

Committee Members	Guests
<input checked="" type="checkbox"/> Kelly Douglass (DCC Chair, ENG, RIV)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input checked="" type="checkbox"/> Susan Mills (DCC Co-Chair, VC Ed Services)	<input type="checkbox"/> Sabina Fernandez (CPRO, MOV)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Casandra Greene (CPRO, RIV)
<input checked="" type="checkbox"/> Ann Pfeifle (HIS, MOV)	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)	
<input checked="" type="checkbox"/> Nick Franco (AO, NOR)	
<input checked="" type="checkbox"/> Jeanne Howard (AO, MVC)	
<input type="checkbox"/> Clara Lowden (KIN, RIV)	
<input type="checkbox"/> Debbi Renfrow (LIB, MOV)	
<input checked="" type="checkbox"/> Lisa Martin (GUI, NOR)	
Additional Guests: Ines Solis	

Zoom Information

<https://rccd-edu.zoom.us/j/82506905881?pwd=ejYySWlreGJzRGoxa1k5YVJiT0dQQT09>

+1 669 900 6833

Meeting ID: 825 0690 5881

Passcode: 334261

Call to order: 3:06 pm by K. Douglass

Discussion Items

1. Board Policy/Administrative Procedure: Independent Study Courses
 - a. Three sample drafts for administrative procedure AP 2101 Independent Study were reviewed by the committee for potential adoption by RCCD. The committee discussed and considered the procedural legal requirements included with the sample drafts and highlighted applicable language that aligns with RCCD practices.
 - b. The Standards Committee determined this independent study would be for lower division and attached to a course with course content (a body of knowledge being assembled and studied). Student would need to previously have taken courses in the discipline before requesting independent study. The Standards Committee would need to determine and look up how do Independent Study courses transfer and appear on transcripts. Currently RCCD has no Independent Study policy, but

one is needed.

- i. Sample 1 - The student would need to previously be in the discipline and then they would have a specific plan, similar to having an honors contract. Clarification is needed if using this sample with clarifying language for RCCD.
- ii. Sample 2 –This is for a student that cannot be on campus and needs one course to finish degree. RCCD students currently work it out with their professors. This is a different kind of independent study, not what RCCD is looking for.
- iii. Sample 3 – The student has a research idea and needs a faculty to sponsor the research/idea. If using sample 3, Standard Committee highly recommends keeping the following two statements:
 1. It is recommended that student who contemplate enrolling for Independent Study courses should have completed one semester of college work and should have taken at least a minimum of one previous course in the specific department in which they will do the Independent Study.
 2. The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for details.
- c. *QUESTIONS: What would be the appropriate compensation for faculty teaching Independent Study courses? If the Independent Study only has one student, is that part of their load? What would be the allowable units: 1 unit or variable units, possibly up to 3 units like a course, per term or per course? Is it repeatable?*
- d. **NEXT STEPS:** K. Douglass will draft a proposal for AP 2101 Independent Study with notes to see two basic concepts; the first will be like sample 1 and second will be a combination of samples 1 and 3. These will be emailed to the Standards Committee for input. If agreeable by the Standards Committee, these will be submitted to the District Academic Senate meeting scheduled for April 24th.
- e. **RECOMMENDATIONS:** Present a potential draft like sample 1 and include an addition that has a combination of sample 3 to District Academic Senate and request additional input and guidance regarding the committee's questions. Based on feedback received, the Standards Committee can do a second round of review and edits and where appropriate, will consult Faculty Association to request a vote on crossover areas to include in final draft of the administrative procedure.

Adjournment: 4:01 pm

AP 2101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted here, but must include the following:*

- *Procedures for approval of independent study programs*
- *Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.*
- *Procedures for evaluation of student progress*
- *Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods*

NOTE: *The following language in **blue ink** is included for consideration.*

Sample 1 from another District:

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with a faculty member and must be submitted to each college's Admissions and Records Office by the deadlines established by the colleges. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

Sample 2 from another District:

Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons:

- medical emergency;
- course required for graduation not offered within the last four semesters;
- course canceled due to insufficient enrollment; or
- unforeseen change in job status.

The maximum number of units allowed by independent study is ten.

Once properly documented, independent study status is begun only upon approval by each college's Vice President of Instruction and the professor selected to supervise the study. The professor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

The regular grading system applies to all independent study. Grades earned by independent study have the same status as those acquired through regular class attendance. Procedures for evaluation of student progress shall be in accordance with regulations set by the college. A report by the professor on appropriate records bearing the student's name for the purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Access to the professor shall be, at minimum, equivalent to that commonly available to the students in courses conducted by other instructional methods, in addition to regularly scheduled office hours as practiced by the college.

Students taking a course through independent study must register for the specific course section in the regular manner.

Sample 3 from another District:

Independent study courses provide individual students challenging and in-depth study on approved topics within any subject area. They provide the students experience in planning and outlining a course of study on their own initiative under instructor and departmental supervision.

Students desiring to register for an Independent Study course must first develop their own project and submit this in writing for the approval of the instructor who will guide the project, and the appropriate administrator.

A learning contract is established in consultation with a faculty member and must be submitted to each college's Admissions and Records Office by the deadlines

established by the colleges. It must include the number of units and hours of study required, the work product to be evaluated, and the college facility required.

It is recommended that students who contemplate enrolling for Independent Study courses should have completed one semester of college work and should have taken at least a minimum of one previous course in the specific department in which they will do the Independent Study.

Students enrolling in an Independent Study course in a Career Technical Education field must pursue a major or certificate in the Career Technical Education area of which the independent study project is a part.

Academic standards for independent study are the same at those applied to other credit or noncredit courses.

Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for details.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this procedure in September 2005 and February 2008. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention and will be removed upon final approval. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

Administrative Approval:

Legal Citations for AP 2101

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55230

§ 55230. Purpose.

The provisions of this article should be read in conjunction with the provisions of sections 58051 and 58003.1 concerning attendance in approved courses and programs designed and conducted as independent study.

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

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer of subchapter 2 and section and new article 3 (sections 55230-55240) and 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). For prior history of subchapter 2, see Register 93, No. 25.

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55232

§ 55232. Academic Standards.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

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

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).

3. Repealer and 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).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55234

§ 55234. Student Progress.

Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

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

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
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Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55236

§ 55236. Availability of Instructor.

The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

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

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
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Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55238

§ 55238. Eligibility for State Funds.

In order for attendance in a course of independent study to be eligible for state apportionment pursuant to the provisions of this article, the course must be reported as required by this article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78310, 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).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 3. Alternative Instructional Methodologies
Article 3. Independent Study

5 CCR § 55240

§ 55240. Instruction.

The instructor assigned to a course conducted pursuant to this article shall:

- (a) Be qualified to provide service in that capacity during the period in which that service is rendered;
- (b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- (c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- (d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by section 55234.

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

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