

## District Academic Standards

### Meeting -Minutes/Notes

**Thursday, May 4, 2023; 3:00-5:00pm**

<https://rccd-edu.zoom.us/j/83401946564?pwd=WIRONIBzVUtENm1hRk5sZzFzUkIvQT09>

Riverside City College CAK 224	Moreno Valley College SAS 303	Norco College ITEC 218	District Office CAADO 209
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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 checked="" type="checkbox"/> Sabina Fernandez (CPRO, MOV)
<input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" 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 checked="" type="checkbox"/> Clara Lowden (KIN, RIV)	
<input checked="" type="checkbox"/> Norma Martinez (SPA, MOV)	
<input type="checkbox"/> Lisa Martin (GUI, NOR)	
Additional Guests:	

Call to Order: 3:08pm

### Discussion Item

1. Independent Study (attach)
  - a. Both Norco and Riverside liked Option 2, Moreno Valley did not have comments but were interested to combine both. Kelly mentioned elements from Option 1 are in Option 2, but will edit and make it more like a list.
  - b. Committee reviewed the policy, the minor recommendations from the colleges were noted and completed the draft.
  - c. The policy will be sent to all Academic Senate Presidents, and to be taken to Senate for a second read on May 16<sup>th</sup> meeting.
2. Ethnic Studies Title 5 Changes
  - a. Topic will be discussed at the June 1<sup>st</sup> meeting.

Adjourn: 4:21pm

Academic Affairs

AP 2101 INDEPENDENT STUDY – Option 1

Commented [DK1]: Consider numbering this to an existing or proposed BP.

References:

Title 5 Sections 55230 et seq.

Independent study programs are developed by establishing a lower-division level learning contract as an additional component of an existing lower-division class the student is enrolled in 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 the respective faculty member and must be submitted to the respective college’s Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Units and hours of study should be determined depending on the amount and type of instruction defined in the contract with these options:

- 54 lab hours (TBA allowed) = 1 unit for primarily supervisory instruction; this can also include a variable unit option;
- 18 lecture hours with 36 outside-of-class hours for independent study that includes a weekly direct instruction component with the instructor.

Commented [KD2]: This section still needs review; this is correct regular unit value, but Standards needs to discuss if lecture should be an option given nature of course; example from other CCC was lab (1 unit, 3 student hours a week) and while lecture isn’t ruled out anywhere, a 1 unit course with required regularly weekly hour of meeting sounds like small class instruction, not independent study. Change to specify lab or cut from AP but include in curriculum handbook?

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 shall be the same as that commonly available to students in courses conducted by other instructional methods.

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.

Commented [KD3]: QUESTION: This seems very specific, but do we want it, and if so, should we make sure CTE deans see this before final approval to see if wanted?

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.

Administrative Approval: [Redacted]

## 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.

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Title 5. Education  
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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.

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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.

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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.

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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.

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Academic Affairs

AP 2101 INDEPENDENT STUDY – Option 2

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References:

Title 5 Sections 55230 et seq.

Lower-division 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.

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

The independent study course will be developed by establishing a lower-division level learning contract and must be signed by the student doing the independent study work, the faculty member supervising the independent study (typically a current or past professor in the discipline), and the division dean. The learning contract must be submitted to the respective college's Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Units and hours of study should be determined depending on the amount and type of instruction defined in the contract with these options:

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