



Substantive Change Proposal
Addition of courses that constitute 50% or more of a program offered through a mode of distance education or electronic delivery

Mt. San Jacinto Community College District
1499 N. State Street
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February 14, 2011

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To

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

TABLE OF CONTENTS

- A. Overview of Substantive Change 6**
 - 1. Description of Proposed Program 6
 - 2. Relationship to the Institutional Mission..... 6
 - 3. Rationale for Request 7

- B. Description Of Educational Programs To Be Offered 8**

- C. Planning Process Leading to Request for Change 9**
 - 1. Needs and Resource Assessment 10
 - 2. Anticipated Effect of the Proposed Change on the Rest of the Institution..... 10
 - 3. Benefits Resulting from Change 11

- D. Institutional Resources and Process for Change 11**
 - 1. Faculty, Management, and Support Staffing..... 11
 - 2. Equipment and Facilities, Including Adequate Control Over any Off-Site Campus13
 - 3. Fiscal Resources – Initial and Long Term and Sources of Funding 15
 - 4. Plan for Monitoring Outcomes 16

- E. Evidence of Internal and External Approvals 17**
 - 1. Administrative..... 18
 - 2. External Regulatory and Legal Requirements..... 18
 - 3. Mt. San Jacinto College Governing Board Approvals 18

- F. Evidence of Maintenance of Eligibility Requirements 18**
 - 1. Authority
 - 2. Mission
 - 3. Governing Board
 - 4. Chief Executive Officer
 - 5. Administrative Capacity
 - 6. Operational Status
 - 7. Degrees
 - 8. Educational Programs
 - 9. Academic Credit

- 10. Student Learning and Achievement
- 11. General Education
- 12. Academic Freedom
- 13. Faculty
- 14. Student Services
- 15. Admissions
- 16. Information and Learning Resources
- 17. Financial Resources
- 18. Financial Accountability
- 19. Institutional Planning and Evaluation
- 20. Public Information
- 21. Relations with Accrediting Commission

G. Evidence that Each Accreditation Standard will still be Fulfilled Related to the Change and that All Relevant Commission Policies are Addressed 29

- 1. Standard I..... 29
- 2. Standard II..... 30
- 3. Standard III..... 32
- 4. Standard IV..... 32
- 5. Process for Monitoring and Evaluating the Effectiveness and Learning Outcomes expected through the proposed change 32

H. Appendices 34

- EXHIBIT 1: MT. SAN JACINTO COLLEGE PROGRAMS THAT CONTAIN 50% OR MORE UNITS IN DISTANCE EDUCATION 35
- EXHIBIT 2: MT. SAN JACINTO COLLEGE COURSE OUTLINE OF RECORD LISTING..... 36
- EXHIBIT 3: DISTANCE EDUCATION AND STUDENT ACHIEVEMENT DATA..... 37
- EXHIBIT 4: DISTANCE EDUCATION UNRESTRICTED GENERAL FUND BUDGETS 38
- EXHIBIT 5: ORGANIZATIONAL CHART SHOWING MANAGEMENT STRUCTURE FOR MT. SAN JACINTO COLLEGE 39

EXHIBIT 6: MT. SAN JACINTO COLLEGE BOARD OF TRUSTEES MEETING ACTIONS TO APPROVE THE SUBSTANTIVE CHANGE PROPOSAL REQUEST 40

EXHIBIT 7: DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT BOARD POLICY 2430 41

EXHIBIT 8: MATRIX SHOWING STUDENT ACCESS TO STUDENT SUPPORT SERVICES AND LEARNING RESOURCES APPROPRIATE TO THE PROGRAMS OFFERED ONLINE, OFF-SITE, AND ON-SITE 42

STATEMENT OF REPORT REVIEW AND APPROVAL

The Mt. San Jacinto College Substantive Change has been reviewed for accuracy and validated by the District's governance leadership. It was approved by the Mt. San Jacinto Community College District Board of Trustees on March 10, 2011.

Roger W. Schultz
Superintendent/President

Gene Kadow
President, Board of Trustees

A. OVERVIEW OF SUBSTANTIVE CHANGE

Description of Proposed Program

The purpose of this substantive change proposal is to request approval for Mt. San Jacinto College (MSJC) to offer the following two (2) associate degrees and nine (9) employment concentration certificates through the distance education mode.

Associate Degrees

- English
- Geography

Employment Concentration Certificates

- Entrepreneurship
- Event Operations Management
- Professional Development
- Project Management
- Records Management
- Virtual Office Professional
- OpenOffice Specialist
- Database Administration
- Service Desk Software

Relationship to the Institutional Mission

The current mission statement of Mt. San Jacinto College is consistent with the establishment of associate degrees and/or certificates where fifty percent or more of the course requirements may be completed online. The College mission statement, as printed in the 2010-11 College Catalog is as follows:

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographical boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

To meet the current and future needs of its students, Mt. San Jacinto College utilizes face-to-face, online, and hybrid delivery methods of instruction. The varied instructional delivery systems enable students to complete their educational goals while meeting the learning

objectives published in the course curriculum. Mt. San Jacinto College has increased distance education offerings to meet student needs and address the edicts within the College's mission statement.

Rationale for Request

As part of the College's Annual Report to the Accrediting Commission of Junior and Community Colleges, Mt. San Jacinto College identified several programs and degrees that met the 50 percent threshold. As such, Mt. San Jacinto College is maintaining compliance with the ACCJC and submitting this substantive change proposal to seek appropriate approval.

The need to expand Mt. San Jacinto College's programs and services results from two factors: a substantially underserved population already residing within the district service area, and future population growth. As the College has grown, the demand for classes each semester has also contributed to the need for the institution to consider offering multiple sections of classes in order to enhance students' chances for completing degree and certificate programs in a reasonable amount of time and per their own completion goals. The result is students meeting their transfer, career, and technical education goals by way of flexible learning opportunities where they may take classes towards earning degrees and certificates. Both components make it clear that the College confronts a critical need for expansion in both facilities and non-traditional delivery modes, so that college programs and services can reach the population of Southwestern Riverside County.

Mt. San Jacinto College has been unable to increase facility space to meet the burgeoning student need for courses. Over the last four years the College service area residents have rejected two general obligation bond measures and as a result distance education became a viable option for providing additional access for students.

As a means to increase access to education, Mt. San Jacinto College has offered distance education courses for more than 10 years. In addition, the institution has built and maintained comprehensive instructional and student support services available for distance education students.

Clearly, if Mt. San Jacinto College had attempted to meet student needs only by constructing new buildings; many potential students would not be reached who might otherwise benefit from courses. Instead, enrollment services, guidance, counseling, and instructional programs and services have all developed on-line dimensions. Further, the College's Educational Master Plan has proposed that Mt. San Jacinto College continue the development of online offerings to reach 30% of the total offering by 2020. Offering degree and certificate program requirements

online affords students with a variety of opportunities to achieve their educational, personal, and professional goals.

Mt. San Jacinto College's submission of the Distance Education Substantive Change Proposal is based upon the growth in distance education over the past five years as well as a number of degrees and certificates for which 50% or more of the course work is offered online.

B. DESCRIPTION OF EDUCATIONAL PROGRAMS TO BE OFFERED

The change in the mode of delivery does not constitute the creation of a new educational program. Each program reflected in this proposal is part of an existing program offered by Mt. San Jacinto College.

The programs proposed to be offered via distance education are already offered with traditional face-to-face delivery of instruction. Major, general education, and graduation requirements are identical for both distance education and face-to-face programs. Courses, regardless of their mode of delivery, share a common curriculum and outline of record. In addition, Mt. San Jacinto College has procedures in place to ensure that rigor, breadth, objectives, learning outcomes and academic quality of courses and programs offered in the distance education mode meet the same standards as those offered in the traditional on-campus mode.

The Mt. San Jacinto College Catalog for 2010-11 was used to determine graduation requirements and individual major requirements for the associate degrees in English and Geography, as well as the nine employment concentration certificates.

Employment Concentration Certificates:

- Entrepreneurship
- Event Operations Management
- Professional Development
- Project Management
- Records Management
- Virtual Office Professional
- OpenOffice Specialist
- Database Administration
- Service Desk Software

The Mt. San Jacinto College Curriculum Committee separately approves each course proposed for distance delivery to ensure that the following criteria are met:

- Regular and effective contact is maintained between the instructor and students through group or individual meetings, orientation, review sessions, study sessions, field trips, library workshops, chat rooms, telephone contact, email, or other activities.
- Effective pedagogical techniques appropriate to the distance education mode are utilized to ensure that quality and rigor of instruction is equivalent to that of the on-campus version of the course.
- Appropriate technology is used to achieve course objectives
- Multiple measures are used to achieve and assess student learning

Student achievement data for all instructional programs is reported by the Office of Institutional Research. Student achievement data information can be found as an exhibit within the appendix.

C. PLANNING PROCESS LEADING TO REQUEST FOR CHANGE

Mt. San Jacinto College has been offering classes online since 2000. The College has well established policies and procedures for the establishment and teaching of distance education courses. All distance education courses and programs of study are approved by the College's Curriculum committee and all online courses and programs of study require separate approval by the committee as required by Title 5 of California Code of Regulations. The policies and procedures related to online program approval are located in the Best Practices handbook for the Curriculum Committee.

<http://www.msjc.edu/CollegeInformation/Administration/Committees/CurriculumCommittee/Documents/MSJC%20Curriculum%20Best%20Practices%208-30-10.pdf> .

The institution is currently completing a six-year Technology Plan which will integrate the needs identified within the Educational Master Plan. The Technology Plan is slated to be completed by the end of the spring 2011 semester and will include recommendations related to distance education services, programs, and resources.

The Distance Education/Instructional Technology unit has expanded rapidly in the past decade and will continue to grow apace. The college administration has proposed a 30% mix of online and hybrid classes to traditional ones, which would nearly double the college's reliance on this unit as a part of the whole over the next ten years. Plans are in place to implement a feasibility study for the establishment of a —virtual college -that would provide a center point of

administration of distance education classes and professional development for faculty who teach online.

Mt. San Jacinto College students can currently access major portions of the college operation via online programs and services. Enrollment service, catalog and schedule, faculty consultation via email, library research (via electronic databases for journals and periodicals), and a wide variety of courses, including a full general education pattern of courses can be taken online. A matrix identifying the specific student support services and programs available to the institution's online student population may be located as an exhibit within this substantive change proposal.

Guidance classes and some aspects of the Learning Resource Center function are either already online or developing online dimensions, so that learning supports can be extended to students who are required or simply prefer to take courses without visiting campus.

Needs and Resource Assessment

Mt. San Jacinto College has also integrated distance education into several grant funded initiatives such as the College's recent US Department of Education Title V grant. The \$2.9 million dollar grant focuses on several student success initiatives, with one of its objectives to create effective strategies for increasing student success in online courses. Specifically, the grant will allow for a more robust and comprehensive online orientation as well as resources to assist students participating in distance education courses.

Each academic year, the distance education unit completes an annual program assessment. Within this assessment, each area of distance education reviews staffing, enrollment, coursework, environmental trends, strengths, areas of recommendation/improvement, and opportunities for expansion. Specific items of need, including staffing, technology, instructional equipment, and facilities are listed and forwarded to the Vice President of Instruction for further prioritization and division goal development. This program review process allows for appropriate and integrated resource allocation requests that meet the needs of students, work toward achieving the institution's mission and strategic direction, and is data-driven.

Anticipated Effect of the Proposed Change on the Rest of the Institution

Since all programs of study are already approved by the California Community College Chancellor's Office and are currently offered successfully online, this substantive change will have no adverse impact on the institution. Mt. San Jacinto College anticipates that the change

requested in this proposal will be a positive one for the college constituents by making more options available for higher education.

Benefits Resulting from Change

As noted in the rationale for this substantive change proposal, offering degree and certificate requirements online affords students with multiple opportunities to achieve their educational, personal and professional goals.

D. INSTITUTIONAL RESOURCES AND PROCESS FOR CHANGE

Faculty, Management, and Support Staffing

The Mt. San Jacinto College Distance Education (DE) program hosts over 350 sections of classes via the Blackboard server. The program has a 92% fill rate and continues to grow exponentially. In 2000 there were two online courses, and as of Spring 2008 there were 350 sections of over 90 distinct courses. In 2011, our class total is approximately 350 per semester. Mt. San Jacinto College has offered over 400 sections in past semesters, but due to the economic situation, course sections have been adjusted down and online courses were part of that attrition. In spring 2011, Mt. San Jacinto College offered 129 distinct online courses with 283 fully online sections and 73 hybrid (blended) sections.

The Instructional Technology Services department currently repairs, configures and maintains instructional technology that directly supports student learning and activities in Distance Education. In addition, the Instructional Technology Services department facilitates the portal in Blackboard that is the access point for all web-based business at the College. The program also provides courses to off-site programs as needed to complete degree and certificate patterns. Distance Education is a large responsibility of the institution garnering 17% of the colleges FTE for the past two years.

The Instructional Technology Services department is managed by the Dean of Instruction, Library and Technology with a Distance Education area supervised by the Instructional Technology Services Supervisor.

There are two Distance Education Network Coordinators (full time faculty members given release time) to support the 250 part time and full time distance education faculty with planning online course development who are often called in for emergencies although no on-call provision is included in their job descriptions. There is also a part-time Helpdesk technician

who serves as support for both the Distance Education and the Instructional Technology Services faculty and student requests. A grant-funded (Title V) part-time faculty resources person assists with student success initiatives related specifically to distance education.

The Dean of Instruction, Library and Technology is also responsible for co-chairing the Educational Technology Committee and for being the planning lead for the @MSJC Technology Training Academy for faculty and staff. The charge of the Educational Technology Committee is as follows:

The Educational Technology Committee will address the evolving technology needs of Mt. San Jacinto College in a variety of areas related to the use of technology for instructional purposes. The committee will be the recommending body for curriculum, policies, procedures, systems and purchases that relate to distance education and technology used for teaching and learning as follows:

As a shared governance body the Educational Technology Committee shall:

1. Meet once per month and submit an agenda and minutes for each meeting to each of the ETC Committee members and to the Academic Senate
2. Assist in the development and deployment of curriculum for distance education including review of distance education addenda for both fully online and hybrid courses either through selecting a liaison to serve on the Curriculum Committee or through full committee review of addenda, as requested by the Curriculum Committee.
3. Work cooperatively with administration and the bargaining unit, as appropriate in the recommendation and development of policies related to the MSJC distance education program.
4. Work cooperatively with other pertinent committees in developing and implementing staff development activities for the use of instructional technology.
5. Work cooperatively with other pertinent committees in developing and maintaining a comprehensive Technology Plan for Mt. San Jacinto College
6. Work cooperatively with other pertinent committees in the development and integration of the Mt. San Jacinto College Technology Plan with the College's Educational Master Plan
7. Identify potential needs for technology as they relate to instruction
8. Develop a list of recommendations for purchases and utilization of technology as it relates to instruction
9. Develop long term goals for Mt. San Jacinto College's utilization of technology in instructional venues

Mt. San Jacinto College uses the same standards and processes for hiring and evaluation for all faculty regardless of delivery modality. The College relies on the state minimum qualifications for each faculty position. An equivalency policy and procedure is in effect for applicants requesting equivalency. Prior to teaching online, faculty are required to undergo training on the College's course management system and effective instructional methods in an online environment. These online teaching assignments are supervised by the unit dean and monitored through the Office of Instruction.

Mt. San Jacinto College has created Distance Education Faculty Readiness Standards that have been reviewed by the Academic Senate and Educational Technology Committee to ensure that Mt. San Jacinto College distance education courses maintain a high standard of quality, and in recognition that experienced faculty tend to have lower attrition rates than faculty who have little experience and training, faculty who teach distance education courses are expected to:

- Have completed a Mt. San Jacinto College basic training program that consists of a workshop in Introduction to Online Teaching and Learning and another in Accessibility for Disabled Students
- Have a certificate of completion in online teaching from a reliable institution such as UCLA online teaching program, the @One Online Teaching Certification program, the Cerro Coso Online Educators certificate; or
- Be able to demonstrate having had a successful experience in teaching distance education at Mt. San Jacinto College or another similar institution

Continuing Education

- Full-time faculty members who have been teaching online at Mt. San Jacinto College for at least one year do not have to meet the above readiness standard
- All online teaching faculty members must attend some form of continuing education in online teaching and learning at a minimum of once every two years. This can be satisfied by attendance at the @MSJC Technology Academy; completion of a distance education or face-to-face Institute hosted by the @One Project; attendance at the California Technology Collaborative sponsored online teaching conference; or other related activity as approved by the department chair in collaboration with the Dean of Library and Technology.

Equipment and Facilities, Including Adequate Control Over any Off-Site Campus

The equipment for the online program consists of 14 servers that hosts our Blackboard system on the San Jacinto Site. All course sections, whether online or not, have Blackboard course shells generated in concert with our DataTel enrollment. There are two network coordinators

dedicated to running the system. Plans for implementing a new virtual architecture are underway and should be completed by summer 2011. All program review documents refer to staffing and equipment increases over the next five years. Off-site locations such as the Temecula Center and the San Geronimo Pass, have stations for students to use to access Blackboard, Library, and other college services.

Mt. San Jacinto College also provides Remote Desktop Services (RDS), an online delivery method that gives career technical education students' access anywhere anytime to course software and a personalized cloud storage location. The original intent was to provide career technical education students with needed software at no cost to achieve better student successes and program completers. Mt. San Jacinto College has just completed the implementation phase, fall 2010. The implementation phase included three departments, Business, Computer Information Systems, and Automotive.

The RDS services are currently available to:

- 240 sections
- 80 faculty
- 9,000 students
- Business and CSIS courses district-wide
- 10 classroom computer labs
- All campus locations
- Online students as well as face-to-face students

During the implementation phase, Mt. San Jacinto College produced a login help section to provide faculty and students with training on how to utilize the services in both text and video format. All students and faculty have full access to the following software: Adobe Reader 9, Cisco Pack Tracer, Diet Analysis Plus, Internet Explorer Browser, Mozilla Firefox Browser, Specialized Automotive Software, Keyboarding Pro, and Microsoft 2007 Access, Excel, InfoPath, Outlook, PowerPoint, Project Publisher, Visio, and Word along with personal cloud storage. The goal moving forward is to add a few career technical education departments (faculty and students each semester, until all career technical education faculty and students have access to the services. Mt. San Jacinto College is also in the process in creating a sub-committee of ETC, for the RDS to set policies and processes as the system continues to grow, and more faculty and students are added.

After a successful implementation phase, our vision has grown to the expansion of a virtual desktop through our RDS from just our career and technical education division to a system where all students log on from anywhere to their own robust personal desktops. This is a simple concept with profound implications. For example, each student would have an icon on their desktop for their own personal education plan along with direct links to student services. Our vision with this approach will involve every course we offer expanding RDS from 9,000 to

26,000 students per year. In order to achieve this vision we will need funding for equipment, software licensing, and the human resources need to build out the project and implement the design.

Student Authentication

Mt. San Jacinto College requires that all instructors use the College supported Blackboard Enterprise system for online and hybrid courses. Students are required to log on to the system via a college established identification system (Colleague). During the first week of class, students are required to check-in each to each course via the Blackboard Discussion forum to establish that they are enrolled and plan to participate in the course. The check-in policy is established as written below and announcements for students describing the procedure along with the discussion forum are populated by the network administrator for every distance education course. Mt. San Jacinto College has a Regular Effective Contact policy (established in 2006 via the academic senate and curriculum committees) that requires instructors to use discussion forums within Blackboard on a regular basis that are instructor initiated and address the content of the course, not just a question and answer type of forum. Additionally, testing and assignments are required to be submitted via the Blackboard course shell mechanisms. These practices establish ongoing active participation of the student in the course beyond the determination of course statistics. The use of multiple measures of assessment is also encouraged at all staff development opportunities for distance education faculty. These items are reviewed during regular faculty evaluation processes. At the start of each semester an email is sent to all distance education faculty from the Dean of Instruction, Technology and Library Services outlining authentication procedures/policies, federal requirements for dropping students, and regular effective contact.

Fiscal Resources – Initial and Long Term and Sources of Funding

Mt. San Jacinto College has sufficient financial resources to cover the costs associated with licensing and continual maintenance of the College's distance education program. Current funding for connectivity is provided through the TTIP grant, with funding for equipment, staffing, and Distance Education Coordinators is provided through general fund. Currently, a plan is being developed that will establish a Technology Reserve that would include yearly increases for the purposes of upgrading and replacing equipment. Detailed information related to the budget for distance education can be found as an exhibit in the appendices.

Financial Sustainability

Mt. San Jacinto College will provide compensation for associate faculty to teach in the various programs outlined in the substantive change proposal. Professional development activities will

be financially supported by Mt. San Jacinto College in order to maintain the appropriate standard for teaching in the programs. Resources will also be obtained from specific grant funding to support these programs. Existing funds from the Dean's administrative budget will be used to enhance the department budget so that program needs can be met.

Mt. San Jacinto College has developed a process in which each department through program review identifies specific needs to be submitted to the Institutional Planning Committee/Budget Development Committee for prioritization and funding for departments. Financial resources for the programs support the mission and provide financial stability. As the program (online, offsite and new programs) grows, more fiscal resources will be allocated as needed through the College's program review and allocation of resources integrated planning process to ensure maintenance of quality.

Plan for Monitoring Outcomes

All Mt. San Jacinto College instructional programs complete the same Program Review process regardless of their mode of delivery. Annually, all programs submit a program review update to their required three-year Program Review that informs decision-making in the areas of curriculum, budget and staffing. Departments report in the areas of enrollment, certificate and degrees awarded, FTES and curriculum. There are no monitoring (or any other) distinctions made between whether students earn course requirements toward degrees or certificates through distance education or the more traditional face-to-face modality at the main campus, Menifee Valley Center, or Temecula Education Complex.

Adjunct faculty teaching will be evaluated and reviewed by Dean of Instruction using the established human resource evaluation forms.

The courses offered are reviewed and approved by the curriculum committee to ensure appropriate content, length and levels of quality, and rigor. Student learning outcomes and methods of evaluation are determined for courses, and assessment for those courses. Program review also ensures that levels of quality and student achievement are reached.

The assessment of the satisfaction of student need will be primarily evaluated by the implementation and assessment of department learning outcomes (DLOs) and student learning outcomes (SLOs). The SLOs for these programs are currently moving through the process established by Mt. San Jacinto College and are receiving the highest priority by the programs.

Fifty percent of all courses at the College have developed student learning outcomes regardless of the delivery modality and is assessed and evaluated in accordance with the Assessment

Lifecycle monitored the Institutional Assessment Coordinator and the Assessment Council. Currently 100% of the College's programs have developed program-level outcomes. The program-level outcomes are going to be featured in the 2011-12 College Catalog. Students will be more aware and knowledgeable regarding the assessment and course objectives for each specific program. All student learning outcome, program-level outcome, and institutional learning outcomes will be uploaded into eLumen, an assessment management software tool. Reports will be generated from this system in order to monitor, plan and improve the College's course and program offerings, including the distance education program.

The meeting of students needs is assessed by the number of certificates/degrees earned and AARC data collected. As our program seeks to maximally benefit students, student satisfaction will also be assessed informally via interaction with students. The programs are reviewed in a manner consistent with other programs at Mt. San Jacinto College under the supervision of the instructional deans, which strongly emphasizes the development and assessment of DLO's and SLO's.

E. EVIDENCE OF INTERNAL AND EXTERNAL APPROVALS

All courses, degrees, and certificates of achievement offered by Mt. San Jacinto College have been approved by the College's Curriculum Committee, the Mt. San Jacinto College Board of Trustees, and the California Community College Chancellor's Office. Courses taught in a distance education modality, either as a hybrid or fully online have been reviewed and approved by the Curriculum Committee using a separate review process in accordance with California administrative code and regulation.

The entities that approve courses and support systems for distance education at Mt. San Jacinto College are as follows:

Separate Course Approval: Curriculum Committee with liaison with Educational Technology Committee leadership (member of the curriculum committee); approval is accomplished via an addendum process (a copy of the addendum form is in the Best Practices document at <http://www.msic.edu/CollegeInformation/Administration/Committees/CurriculumCommittee/Documents/MSJC%20Curriculum%20Best%20Practices%208-30-10.pdf>) or can be referenced within Curricunet.

Policies governing distance education Program Elements: All policy documents including Regular Effective Contact, Course Visitation Protocols, Student Check-in (to online and hybrid

courses), Faculty Readiness and others can be found at the Online Learning Website faculty resources link: (<http://my.msjc.edu/web/ol/>)

Administrative:

Approvals for a variety of policies and functions for the Distance Education Program are generally accomplished through the shared governance process that may include the Academic Senate or College Council in addition to the ICTC and ETC committees as needed.

External Regulatory and Legal Requirements

Mt. San Jacinto College keeps abreast of changes in the regulations for distance education through participation of its administrator and distance education coordinators in the Chancellor's Office Distance Education Coordinators' Meetings, which are hosted by staff from the Chancellors' Office and the Dean of Library and Technology at Mt. San Jacinto College. Any requirements and updates are disseminated to department chairs at regular Department Chair Academy meetings and to administration at Deans' meetings and Deans' Council. In addition, regular reports are given at ETC and posted at the Online Learning website.

<http://my.msjc.edu/web/ol>

Mt. San Jacinto College Governing Board Approvals

Mt. San Jacinto College governing board policy requires all programs of study be approved by that body. All programs included in the CCCCO Inventory of Programs were approved prior to submittal for state approval.

This substantive change proposal will be presented to the Mt. San Jacinto College Board of Trustees as an information item at its February 2011 meeting and again at the March 2011 meeting for formal action and approval. Governing Board approval of this substantive change request is included in the addendum of this substantive change proposal.

F. EVIDENCE OF MAINTENANCE OF ELIGIBILITY REQUIREMENTS

The accrediting Commission and the Western Association of Schools and Colleges (WASC) have prescribed 21 eligibility requirements for community and junior colleges. A summary of the eligibility requirements and the impact of this substantive change proposal (if any) on the eligibility requirement follows. Documentation is either included in this substantive change proposal or referenced for each requirement.

Authority

In order to be eligible, an institution must be authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdiction or regions in which it operates.

For public community colleges in California, the ACCJC requires official recognition by the California Postsecondary Education Commission and the California Community Colleges Board of Governors. Public Colleges in the Western Pacific are authorized through a charter provided as a part of a regional treaty. Public colleges in Hawaii are authorized through State legislation.

The following statement may be found in the Mt. San Jacinto 2010-11 Catalog. “Mt. San Jacinto College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. (10 commercial blvd., Suite # 204, Novato, Ca. 94949, (415) 506-0234 [fax (415) 506-0238]. Email: accjcl@pacbell.net, www.accjsc.org), a regional accrediting body recognized by the Council for Higher Education Association and the U.S. Department of Education. The Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technician Examiners also are charged with authority to monitor programs in those subspecialties.

The College has been approved for training of veterans under the various United States public laws and California veteran enactments; the Bureau of Immigration and various United States laws and California veteran enactment. The bureau of Citizenship and Immigration Services has approved Mt. San Jacinto College for international students under educational visas. Mt. San Jacinto College is authorized under federal law to enroll non-immigrant and alien students.”

Mission

The institution’s educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

A copy of Mt. San Jacinto College’s currently revised mission statement may be found in the 2010-11 catalog. The mission statement is reviewed regularly by the Institutional Planning Committee and executive leadership and presented to the Board of Trustees for review and approval. The mission statement is and will continue to be reflective and inclusive of all college sites. Mt. San Jacinto College has increased distance education offerings to meet student needs. This increase reflects a college commitment to success of all students and the flexibility to respond to student needs and demands.

Governing Board

The institution must have a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board must be ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. The board's membership must be sufficient in size and composition to fulfill all board responsibilities. The governing board must be an independent policymaking body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members must have no employment, family, ownership, or other personal financial interest in the institution. The board must adhere to a conflict of interest policy which assures that those interests are disclosed and that they do not interfere with the impartiality of governing board members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

The five-member Board of Trustees of the Mt. San Jacinto Community College District governs Mt. San Jacinto College, a single college district. The student body elects a student trustee who serves a one-year term on the Board of Trustees, and who votes on college business (except for closed session issues) in an advisory capacity. The governance is inclusive of all college sites and without regard for mode of instruction. The Board of Trustees holds monthly meetings that are open to the public with notices and agendas widely posted in advance. In order to be accessible to members of the large district area, the Board of Trustees provides teleconferencing link capabilities from the main campus where meetings are held, to the Meniffee Center. The agenda contains an oral comments section for community comment; The Academic Senate, the Classified Senate, and the Student Government Association all provide reports to the Board of Trustees monthly.

The current MSJC Board of Trustees Policies are available at URL:

http://www.msjc.edu/BoardofTrustees/Documents/Board_Policy_Manual/Board_Policy_Manual.pdf.

Annual Board of Trustee Goals may be found at URL:

<http://www.msjc.edu/BoardofTrustees/Pages/Annual-Board-Goals.aspx>

Chief Executive Officer

The institution must have a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

Dr. Roger Schultz, president of Mt. San Jacinto College, has primary responsibility for the college and has executive responsibilities for administering board policies. Board Policy 2430, Delegation of Authority to the College President. An exhibit located in the appendix outlines Dr. Schultz's delegated responsibility as the Chief Executive Officer of Mt. San Jacinto College.

Administrative Capacity

The institution must have sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

The administrative staff size at Mt. San Jacinto College is adequate in number, experience and qualification to provide appropriate oversight to the courses and programs offered through distance education. Direct supervision of the distance education program is the responsibility of the dean of Library and Technology. All staffing meet or exceed the minimum qualifications for their positions in terms of education, training, and experience as evidenced by the Human Resources department.

The training and experience required for each administrative position, as well as duties and responsibilities, are clearly set forth in recruitment publications. The administrative screening process ensures that Mt. San Jacinto College administrators have appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purpose. This substantive change does not require any additional administrative capacity.

Operational Status

The institution must be operational, with students actively pursuing its degree programs.

A Mt. San Jacinto College enrollment history, as well as enrollments in certificate and degree programs by year, is published on the Mt. San Jacinto College website at the following [URL: http://www.msic.edu/CollegeInformation/Administration/InstitutionalResearch/Pages/default](http://www.msic.edu/CollegeInformation/Administration/InstitutionalResearch/Pages/default).

A copy of the current searchable class schedule is available on the MSJC Web site at <http://www.msic.edu/ScheduleofClasses/Pages/Spring-2011-Schedule-of-Classes.aspx>. The schedule of classes clearly identifies location (site) that sections are offered and classes that are offered online or in hybrid formats. A copy of the class schedule identifying location is available in an exhibit in the appendix. Courses are scheduled at all sites and/or online so that students have the opportunity to complete degree programs at a pace and location that meets their individual needs.

Degrees

A substantial portion of the institution's educational offerings must be programs that lead to degrees, and a significant proportion of its students must be enrolled in them.

Students are provided with several options for fulfilling the requirements of an associate degree at Mt. San Jacinto College. Each is designed to meet specific educational goals. Through careful course scheduling and enrollment management strategies, course enrollments meet the strategic goals of the college while meeting student needs related to course and degree completion.

Students may fulfill a major in any of the career and technical areas as well as several general areas by completing a minimum number of units (as specified in the College Catalog) and upon completion of general education requirements specified for a specific area. Degree opportunities, transfer courses and certificates of achievement as well as Employment Concentrations are clearly identified in the College Catalog. The research office has data related to student success on their website.

The most recent figures for these degree programs are available at URL:

<http://www.msic.edu/CollegeInformation/Administration/InstitutionalResearch/Documents/Award.08.09.xlsx>

Educational Programs

The institution's principal degrees programs must be congruent with its mission, must be based on recognized higher education field(s) of study, must be of sufficient content and length, must be conducted at levels of quality and rigor appropriate to the degrees offered, and must culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Successful completion of approved programs at Mt. San Jacinto College may lead to an Associate of Arts or Associate of Science Degree; a Certificate of Achievement or Employment Concentration (less than 18 units) in a specific career or technical field; or completion of lower division requirements for transfer to upper division standing at a four-year college or university.

The names and course requirements for the degrees offered at Mt. San Jacinto College reflecting the institution's mission statement are found in the institution's catalog. Course descriptions are also found in the catalog which can be accessed at http://issuu.com/aseavey/docs/2010-11_complete_catalog_for_the_web . The class schedule

each semester identifies where course sections are offered along with the mode of instruction (Onsite, online, or hybrid).

The College's Curriculum Committee ensures programs of study are congruent with the College mission and meet all legal requirements related to length, content, quality and rigor regardless of the site where sections are offered or whether the sections are offered online. The committee requires separate online addendum approvals for courses to be offered online that outlines how the sections offered online will result in identical student outcomes and identical content.

Academic Credit

The institution must award academic credits based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements must provide appropriate information about the awarding of academic credit.

Institutional policies on transfer and awarding credit are specified in the College Catalog. These programs and courses have sufficient content and length and are based on Title 5, section 55002.5 of the California Administrative Code. Credit is assigned to courses based on the "Carnegie Unit" which expects students to complete 18 hours of work for one unit of credit. Credit is awarded exactly the same regardless of the site or whether a course is offered via distance education.

Student Learning and Achievement

The institution must define and publish for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it must demonstrate that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Course outlines for all credit and noncredit classes, including the minimum standards for each course, may be found online on the College's intranet at URL <http://www.msic.edu/CollegeInformation/Administration/Committees/CurriculumCommittee/Pages/default.aspx> and soon (Spring 2011) to be archived completely on the College's CurricUNET database. At the course level, Mt. San Jacinto College faculty are integrating student learning outcomes and assessment into the course development and review processes. Outcome data from the educational program reviews are available at <http://www.msic.edu/InstitutionalPlanningandEffectiveness/Pages/Student-Learning-Outcomes-and-Assessment.aspx> and

<http://www.msic.edu/InstitutionalPlanningandEffectiveness/Pages/Program-Reviews-and-Unit-Plans.aspx>. Graduation history may be found at URL:
<http://www.msic.edu/CollegeInformation/Administration/InstitutionalResearch/Pages/default.aspx>

Department Learning outcomes are developed for each program and can be viewed at [http://www.msic.edu/CollegeInformation/Administration/Committees/CurriculumCommittee/Pages/MSJC-Student-Learning-Outcomes-\(SLOs\).aspx](http://www.msic.edu/CollegeInformation/Administration/Committees/CurriculumCommittee/Pages/MSJC-Student-Learning-Outcomes-(SLOs).aspx) and will be published in the college catalog beginning with school year 2011-12. Overseen by the Curriculum Committee, all programs have established learning outcomes and assessment plans.

Proposed student learning outcomes and assessment cycles are reviewed by the Assessment Coordinator. After review and approval the Coordinator places the student learning outcomes and assessments on the Assessment Committee agenda for review. Student learning outcomes will be included as an addendum with all course outlines of record by 2011. Site of course offerings or mode of delivery does not influence student learning and achievement measures (outcomes and assessment).

General Education

The institution must define and incorporate into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component must include demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education must have comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education See the Accreditation Standards, ii.A.3. for areas of study required for general education.

Mt. San Jacinto College has three patterns of General Education courses (MSJC GE Option A, CSU GE option B and IGETC option c) that promote the student's personal, cultural and intellectual growth. These general education courses of study include demonstrated competence in writing and computational skills and serve as an introduction to major areas of knowledge (Title 5 – 55806). General education courses are listed in the college catalog. All course descriptions are found in the Catalog and verification of their quality and rigor are provided. The Curriculum Committee approves all courses and programs of study to be included in the general education sequence.

General education courses are taught at all college sites, with some being offered via online (distance) education. The courses are taught in accordance with course outlines of record, with assessment of approved student learning outcomes regardless of teaching site.

Academic Freedom

The institution's faculty and students must be free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution must maintain an atmosphere in which intellectual freedom and independence exist.

The College's academic freedom policy for faculty and students is set forth in Board Policy 5030 and appears in the College Catalog. The District's academic freedom policy is applicable regardless of site.

Faculty

The institution must have a substantial core of qualified faculty with full-time responsibility to the institution. The core must be sufficient size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

In fall term 2010, Mt. San Jacinto College employed 150 full-time faculty members and 549 part-time faculty members. Information about full-time faculty including name, title, and degrees are listed in the College Catalog. Information regarding part-time faculty is kept in the Instructional Services Offices and in the Mt. San Jacinto College Human Resource Department office. The Mt. San Jacinto College faculty handbook provides information on faculty responsibilities, resources and other relevant information regarding teaching and learning. References as to primary responsibilities are also contained in the faculty contract between Mt. San Jacinto College and the California Teachers Association.

Faculty who meet minimum qualifications, according to the California State Chancellor's Office, are assigned to teach at all sites. The same is true for sections taught online, however, faculty are required to demonstrate proficiency and/or have experience teaching online prior to being assigned online sections. Such determinations are made by department chairs and deans with review by the Dean of Library and Technology.

Student Services

The institution must provide for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Mt. San Jacinto College provides a full range of student services and programs, which are published in the catalog. Mt. San Jacinto College routinely advertises services and programs on its website and through announcements in classes. Student Services include the following:

- Admissions and Records
- Student Government Association
- Athletics
- Career and Transfer Center
- Counseling
- Disabled Students Programs and Services (DSPS)
- Extended Opportunities Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
- Financial Aid Services
- International Student Services
- Matriculation and Outreach
- Student Activities and Clubs
- Tutorial Services
- Veteran Services

Admissions

The institution must have adopted and must adhere to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

The college's admission policy is included in the college catalog. An electronic copy of the enrollment application and details regarding student qualifications for admission are available online at WWW.MSJC.EDU. Admissions policies are applicable to all students regardless of the site where courses are offered or whether courses are taken onsite or online.

Information and Learning Resources

The institution must provide, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

A profile of the libraries' holding and resources may be found on the library Web site at URL: <https://library.msic.edu/uhtbin/cgiirsi/9ASKXY1xge/MENIFEE/175150017/60/502/X> Copies of an interlibrary loan agreement with On-line Computer Library Center Inc. (OCLC) may be found in the office of the Dean of Instruction library and Technology. This agreement provides this service to on-campus and off campus students during the regular terms and most summers if

the college offers a summer schedule. In addition to this service, the reference collection includes 1500 non-circulating titles; the library collection includes 40,000 books that may be circulated for loan, and 300 paper format journals, magazines and newspapers. The electronic databases, most accessible to students online, provide an excellent resource especially for the students attending classes off-site. This scholarly collection offers information in nearly every area of academic study. Assistance in locating information is provided by professionally trained librarians “face-to-face” at one of the two main libraries at the San Jacinto Campus and the Menifee center, or electronically by phone or email.

Financial Resources

The institution must document a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

District financial planning and information is under the purview of the Vice President of Business Services. The current budget for Mt. San Jacinto College and statement of fund balances for the College Foundation are available in the College’s Business Services Division. The general fund for the college includes support across all instructional and student services programs at the College, regardless of the method or mode of instruction or location. The support for instructional and student services programs that result in the College meeting Standard II are included in the college budget. The Institutional Planning and Budget Committees review programmatic needs each year based on program review and academic master planning for the purposes of recommending a final budget to the college president. The committees are responsible for ensuring the final budget recommendations include support for all services and functions, that result in student success at all sites and modes of instruction. The committees have representatives from all constituent groups at the College.

All funds coming to the College are carefully tracked and documented. The College maintains conservative financial management policies and practices that ensure continued fiscal stability for the foreseeable future.

Financial Accountability

The institution must undergo an audit annually and make available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution must submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified

and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility process.

Reports on audit of financials and supplemental information including report on compliance data are prepared for Mt. San Jacinto College by **Vavrinek, Trine, Day & Co., LLP** Certified Public Accountant & Consultant, and are available for review in the College's Business Services Office. The College meets this eligibility requirement by ensuring a balanced budget that supports all College sites and modes of instruction as verified by the public accounting firm. The audit firm employs *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants. The Board of Trustees reviews the audit findings, exceptions, letter to management and any recommendations made by the contracted audit firm.

Institutional Planning and Evaluation

The institution systematically must evaluate and make public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution must provide evidence of planning for improvement of institutional structures and processes, student achievement of educational goals and student learning. The institution must assess progress toward achieving its stated goals and make decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation and reevaluation.

The MSJC Institutional Planning and Budget Committee serve as the strategic planning and budget committees for the college. The Strategic Plan sets forth the strategic directions, goals, and strategies that Mt. San Jacinto College is pursuing in order to fulfill its college mission.

A copy of the most recent strategic plan may be viewed at the URL:

http://www.msic.edu/InstitutionalPlanningandEffectiveness/Documents/Recommendation_2_Evidence/MSJCCD_Strategic_Plan_final_working.docx

A copy of the most recent Educational Master Plan may be viewed at the URL:

<http://www.msic.edu/InstitutionalPlanningandEffectiveness/Pages/Educational-Master-Plan.aspx> and the 2010-11 budget is housed in the Business Services Division office. The most recent institutional evaluations of student assessment and outcomes systems may be found in the program reviews, located in the Instructional Services Office. The College is in the process of purchasing a new software eLumen to serve as an active repository for all student learning

outcomes and assessments. A new college Facilities Master Plan is in its initial stages of college preparation.

Public Information

The institution must provide a catalog for its constituents with precise, accurate and current information about the college in general, requirements, major policies affecting students, and documentation.

All of the required information is available from the Mt. San Jacinto College home page on the web at WWW.MSJC.EDU or by reading any of the following sources, which are all public documents: the catalog, class schedule, the full time faculty handbook and the Mt. San Jacinto College Board of Trustees Policies and Administrative Procedures.

The Mt. San Jacinto College Public Information Office maintains copies of recent print or media advertisements and press releases for the college. The College Catalog includes addresses to all college sites, and names of administrators that support each site.

Relations with Accrediting Commission

The institution must provide assurance that it adheres to the eligibility requirements and accreditation standards and policies of the commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accrediting status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities. The institution must comply with commission requests, directives, decisions, and policies and must make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the commission to impose a sanction, or to deny or revoke candidacy or accreditation.

A general statement of accreditation for Mt. San Jacinto College is in the catalog. A general description of Mt. San Jacinto College and a listing of programs of instruction are contained in this same document. A signed letter from the Superintendent/President, assuring the district's compliance with the commission's policies, is on file with the commission and maintained in the College's presidents office. Relations with the accrediting commission would not be impacted as a result of this substantive change proposal other than the result would be Mt. San Jacinto meeting the commission requirements for instituting substantial changes.

G. EVIDENCE THAT EACH ACCREDITATION STANDARD WILL STILL BE FULFILLED RELATED TO THE CHANGE AND THAT ALL RELEVANT COMMISSION POLICIES ARE ADDRESSED

Standard I – Institutional Effectiveness and Mission

As stated earlier in this substantive change proposal, **Relationship to the Institutional Stated Mission**, the current mission statement of the College is clearly consistent with the establishment of programs where fifty percent or more of course requirements may be completed online through Distance Education. The Mt. San Jacinto College mission statement, as printed in the 2010-11 College Catalog is:

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographical boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

This statement clearly shows the institutional intent to serve the needs of both individuals and the community by offering a variety of programs and services in transfer education, career and technical education, general education, basic skills education, community education, and support services. In addition to conforming to the actual mission statement, the stated institutional goals that derive from it also support offering programs of study where fifty percent or greater of program requirements may be earned through distance education at Mt. San Jacinto College. These components of the mission statement point to the need for all efforts to be geared toward providing student success and enhancing access “within and beyond traditional geographic boundaries.”

The proposed substantive change will enhance the College’s ability to address this purpose. As the college grows, the number of programs where 50% or more of courses required of degree and certificate programs online through distance education will grow as well. As such, the college is seeking approval to offer courses and programs meeting the definitions of this substantive change proposal addendum.

Standard II - Student Learning Programs and Services

The College assures quality of the courses offered through distance education. The same high quality programs and courses are offered through distance education in accordance to the College mission. Regardless of the location of delivery, courses and programs of study are approved by the College’s Curriculum Committee with adherence to the College’s established course outlines of record (as required by the California Community College’s Chancellor’s

Office). All courses are taught with the most appropriate pedagogy and methodology with respect to the official course outline of record and with the use of state-of-the-art instructional technology as noted in the equipment and facilities response on page seven of this Substantive Change Proposal. All sections, regardless of where and how they are offered, adhere to the appropriate depth and rigor of all sections taught in a discipline. Sections are always scheduled with consideration to what is in the best interest of students, offering choices that will enhance their personal, educational, and professional development and opportunity to complete certificate and degree programs in a reasonable time frame.

All courses, regardless of location of delivery, adhere to the College's established student learning outcomes programs with oversight by the College's Assessment Coordinator and Council. Currently 50% of disciplines have approved student learning outcomes and assessments established for courses in their programs. Assessment has been going on since 2005 along with a new program review process put in place beginning with the 2009 school year. The principles and practices included in the College's student learning outcomes and program review processes and procedures have resulted in the College's nearing proficiency in student learning outcomes, program review and planning and budgeting regardless of whether programs and courses are offered at San Jacinto, Menifee campuses, the Temecula Education Complex, or through distance education.

The College also offers support for students who are enrolled at any site in the form of helpdesks and online support linked to the College's course delivery software, BlackBoard. This platform is used by faculty who support their "face to face" classes as well as online sections. Student helpdesk and assistance with online courses 24/7 is available at the College's support center site: <http://my.msjc.edu/web/help.html>

An online orientation to the College is offered at the College's Matriculation website at <http://www.msjc.edu/StudentServices/Matriculation/Pages/Orientation.aspx>. Counseling is available to all students, including online students at the Temecula Education Complex and at both San Jacinto Campus and Menifee Valley Center on a by-appointment or drop-in basis. Online counseling is also available to all students through the Mt. San Jacinto College Online Advisor at <http://www1.msjc.edu/formscripts/counseling/onlineadvisor/contact.asp>.

The student services division has completed student learning outcomes that are currently assessed and part of the overall proficiency of the College in student learning outcomes, program review, and planning and budgeting. Student learning outcomes are developed and assessed for the overall student services programs and without regard for location. College

faculty and staff work to ensure student services are available equally to students regardless of the location or method of instruction of the courses they take.

Standard III - Resources

Faculty members are hired in accordance with established College governing board policies and administrative procedures. Job announcements include, when appropriate, willingness and ability to teach online and include a statement that notes that teaching assignments may be at any district facility. Faculty are evaluated in accordance with governing board policy and administrative procedure regardless of the site of the teaching assignments. Faculty at all sites also have support from administrative assistants assigned to each site. The facilities at all College sites are adequate for the number of sections scheduled and number of students served at each site. Training in support of technology use in the classroom and support offices is available to all faculty and staff at all teaching sites through the twice annual @MSJC Academies.

Standard IV- Leadership and Governance

Mt. San Jacinto College's governance processes and procedures may be accessed by all faculty and staff regardless of the teaching location. Students are represented by the college's Student Government Association (SGA) with representation from all college sites. SGA officers are elected by students.

As shown in the college's management organizational chart (exhibit in appendix) all instructional programs are managed by the Mt. San Jacinto College division deans and the Vice President of Instruction regardless of the site location.

Process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change

It is the task of the Dean of Instruction, Technology and Library Services, a permanent administrator assigned to the distance education programs, in coordination with the Vice President of Instruction, to monitor and evaluate the effectiveness of programs conducted online.

Annually, a Unit Plan is developed for all sectors to establish goals and report on progress. This Unit Plan serves as a foundation for evaluating effectiveness and learning outcomes at all locations. The Dean of Instruction, Technology and Library Services is charged with preparing this annual review for distance education and library services. These plans feed into the Vice President of Instruction Division Plan which is submitted to Executive Leadership, reviewed by the Institutional Planning Committee and the Budget Committee. Annual expenditures for

supplies, equipment and staffing are recommended based on these annual reviews. They can be viewed at the Institutional Planning and Effectiveness website at:

<http://www.msic.edu/InstitutionalPlanningandEffectiveness/Pages/default.aspx>

The Institutional Planning and Effectiveness division supports the planning and decision-making efforts throughout the District by providing data and information for managing and maintaining the quality and effectiveness and encouraging continuous improvement of academic programs, academic and student support services, and administrative services.

APPENDICES

**EXHIBIT 1: MT. SAN JACINTO COLLEGE PROGRAMS THAT CONTAIN 50% OR MORE
UNITS IN DISTANCE EDUCATION**

Dept	Type	Name	New or/ Significant Revisions since FA05?	Catalog Inclusion	Additional Information	Reference Matis	50%+ Online	Reference Matis
AJ	ECC	Computer Forensics	New	2009-10	Crosslisted as CIS	CCM 12/15/08	NO	DE Log
AIS	Degree	A. A. in American Indian Studies	New	2011-12	Awaiting Chancellor's Office Approval	BOT 01/21/10	TBD	DE Log
ANTH	Degree	A.A. in Anthropology	New	2011-12	Awaiting Chancellor's Office Approval	BOT 01/21/10	TBD	DE Log
AUME	ECC	Honda Fast Track	New	2010-11	N/A	CCM 12/07/09	NO	DE Log
BUS	ECC	Entrepreneurship	New	2010-11	N/A	CCM 10/26/09	YES	DE Log
BUS	ECC	Event Operations Management	New	2011-12	N/A	CCM 05/03/10	YES	
BUS	ECC	Professional Development	New	2009-10	N/A	CCM 10/13/08	YES	DE Log
BUS	ECC	Project Management	New	2009-10	N/A	CCM 12/18/08	YES	DE Log
BUS	ECC	Sustainable Energy Management for Business	New	2010-11	N/A	CCM 12/14/09	NO	DE Log
BUS	ECC	Records Management	New	2009-10	N/A	CCM 10/13/08	YES	DE Log
BUS	ECC	Virtual Office Professional	New	2009-10	N/A	CCM 12/15/08	YES	DE Log
CIS	ECC	Computer Forensics	New	2009-10	Crosslisted as AJ	CCM 12/15/08	NO	DE Log
CIS	ECC	Embedded Systems Programming	New	2011-12	N/A	CCM 05/17/10	TBD	DE Log
CIS	ECC	OpenOffice Specialist	New	2009-10	N/A	CCM 03/17/08	YES	DE Log
CIS	ECC	Database Administration	New	2009-10	N/A	CCM 09/29/08	YES	DE Log
CIS	ECC	Service Desk Hardware Support	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
CIS	ECC	Service Desk Software Support	New	2010-11	N/A	CCM 12/7/09	YES	DE Log

Highlighted = Deactivated

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Dept	Type	Name	New or/ Significant Revisions since FA05?	Catalog Inclusion	Additional Information	Reference Mats	50%+ Online	Reference Mats
ENGR	ECC	Green Collar Manufacturing	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
ENGR	ECC	Manufacturing Quality Assurance	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
ENGR	ECC	Small Wind Energy Technology	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
ENGR	ECC	Solar Photovoltaic Technology	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
ENGR	ECC	Solar Thermal Technology	New	2010-11	N/A	CCM 12/7/09	NO	DE Log
ENGL	Degree	A.A. in English	New	2010-11	Transfer Option B & C	BOT 11/12/09	YES	DE Log
ESL	ECC	ESL Certificate Level 1	New	2009-10	N/A	CCM 01/26/09	NO	DE Log
ESL	ECC	ESL Certificate Level 2	New	2009-10	N/A	CCM 01/26/09	NO	DE Log
GEOG	Degree	A.A. in Geography	New	2010-11	Transfer Option B & C	BOT 01/22/09	YES	DE Log
MATH	Degree	A.S. in Mathematics	NEW	2011-12	Transfer Option B & C	Pending BOT and Chancellor's Ofc approval	NO	DE Log
VEW	ECC	Vineyard, Enology and Winery Technology	New	2010-11	N/A	CCM 12/07/09	NO	DE Log

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Distance Ed Addenda

Originated	Revised	Course name	Type
4/13/2009		ACCT 076-Bookkeeping Part 1	Fully Online
4/13/2009		ACCT 077-Bookkeeping Part 2	Fully Online
10/4/2004	12/7/2009	ACCT 080-Deducting the Cost of Business Assets	Fully Online
5/16/2005	4/19/2010	ACCT 081-General Concepts Concerning Corporate Taxation	Fully Online
12/4/2006	4/19/2010	ACCT 082-General Concepts Concerning Partnership Taxation	Fully Online
5/1/2006		AJ 101-Criminal Law	Fully Online
5/1/2006		AJ 102-Introduction to Law Enforcement	Fully Online
5/1/2006		AJ 103-Criminal Evidence	Fully Online
3/19/2007		AJ 106-Juvenile Procedures	Fully Online
3/19/2007		AJ 111-Criminal Procedures	Fully Online
3/19/2007		AJ 118-Police Community Relations	Fully Online
9/29/2008		ANAT 100/NURS 100 introduction to Anatomy and Physiology	Fully Online
10/4/2004		ANTH 101-Physical Anthropology	Fully Online
12/7/2009		ART 104-World Art	Fully Online
11/13/2006		ART 105-History of Graphic Design	Fully Online
11/13/2006		ART 105H-Honors History of Graphic Design	Fully Online
5/7/2007		ART 123-Graphic Design I	Online Hybrid
5/7/2007	12/14/2009	ART 125-Typography I	Online Hybrid
5/7/2007		ART 223-Graphic Design II	Online Hybrid
5/21/2007		ART 249-Professional Practices and Portfolio Development	Online Hybrid
12/15/2008		BADM-157 Principles of Salesmanship	Fully Online
11/26/2007		BADM 201-Legal Environment of Business	Fully Online
9/28/2009		BADM-210 Principles of Advertising	Fully Online
10/26/2009		BIOL-100-Human Biology	Online Hybrid
10/31/2005		BIOL 115H-Honors Topics in Biology	Fully Online
3/19/2007		BIOL 116-Natural History and Biodiversity	Online Hybrid
1/29/2007		BIOL 125-Microbiology	Online Hybrid
5/2/2005		BIOL 134-Human Heredity and Evolution	Fully Online
3/13/2006		CAPP 065-Formatting Term Papers	Fully Online
12/15/2008		CAPP-120 Using Microsoft Office-Level 1	Fully Online
9/30/2007	12/15/2008	CAPP 120M- Using OpenOffice v2-Level 1	Fully Online
12/15/2008		CAPP-121 Using Microsoft Word-Level 1	Fully Online
12/15/2008		CAPP 122 Using Microsoft Excel	Fully Online
12/15/2008		CAPP 123 - Using Microsoft Access-Level 1	Fully Online
12/15/2008		CAPP 124 Using Microsoft PowerPoint	Fully Online
11/14/2005		CAPP 125C-Excel for Business and Accounting	Fully Online
11/14/2005		CAPP 125C1-Excel 1 - Basics for Business and Accounting	Fully Online
11/14/2005		CAPP 125C2-Excel 2 - For Business Users	Fully Online
11/14/2005		CAPP 125C3-Excel 3 - For Accounting Users	Fully Online
5/21/2007		CAPP 126E-Using In-Design CS2 - Level 1	Fully Online
12/15/2008		CAPP 126F-Microsoft Publisher	Fully Online

Distance Ed Addenda

Originated	Revised	Course name	Type
12/15/2008		CAPP 126G-Using Microsoft Adobe InDesign	Fully Online
12/15/2008		CAPP 131 Using Microsoft Outlook	Fully Online
12/15/2008		CAPP 135-Using Microsoft Project	Fully Online
12/15/2008		CAPP 140-Using Microsoft Office - Level 2	Fully Online
9/30/2007	12/15/2008	CAPP 140M-Using OpenOffice v2-Level 2	Fully Online
12/15/2008		CAPP 141-Using Microsoft Word-Level 2	Fully Online
12/15/2008		CAPP 143-Using Microsoft Access -Level 2	Fully Online
12/15/2008		CAPP 160-Using Microsoft Office -Level 3	Fully Online
4/9/2007	4/19/2010	CDE 101-Principles of Early Childhood Education	Online Hybrid
10/27/2008	4/19/2010	CDE 103 Appropriate Curriculum for Young Children	Online Hybrid
5/17/2010		CDE 105-Service Learning Leadership (LEAD-105)	Fully Online
4/18/2005	5/3/2010	CDE 125-Child, Family and Community	Fully Online
12/4/2006		COMM 100-Public Speaking	Online Hybrid
4/19/2010		COMM 116-Gender Communication	Fully Online
5/21/2007		CSIS 039-IT Certification Test Review	Fully Online
9/25/2006		CSIS 039A-Database Vendor Certification Test Review	Fully Online
11/28/2005		CSIS 103-Introduction to the Internet	Fully Online
3/3/2008		CSIS 104-Intro to E-Commerce Infrastructure	Fully Online
12/15/2008		CSIS 112A Visual Basic Programming	Fully Online
12/5/2008		CSIS-113C C+ Programming Level 1	Fully Online
9/25/2006		CSIS 114C-Database Programming-Level 1	Fully Online
12/13/2004	12/7/2009	CSIS 115A-Web Development-Level 1	Fully Online
5/21/2007		CSIS 115B-XML Design - Level 1	Fully Online
12/13/2004		CSIS 116A-Web Scripting with PERL and JavaScript	Fully Online
10/3/2005		CSIS 116B-Developing ASP.NET Web Applications	Fully Online
12/13/2004		CSIS 116C/MUL 158-Internet Scripting with JavaScript	Fully Online
11/5/2007		CSIS 116D PHP Web Programming	Fully Online
9/25/2006		CSIS 116E-Python Programming-Level 1	Fully Online
11/5/2007		CSIS 116F PERL Programming	Fully Online
12/15/2008		CSIS 116G Ruby Programming-Level 1	Fully Online
3/19/2007		CSIS 117D-Dynamic Web Development and Administration Using Microsoft Web Tools	Fully Online
12/15/2008		CSIS 118B Computer Organization and Assembly Language	Fully Online
12/15/2008		CSIS 119A Action Script - Level 1	Fully Online
12/15/2008		CSIS 123C-C# Programming-Level 2	Fully Online
9/25/2006		CSIS 124C-Database Programming-Level 2	Fully Online
12/7/2009		CSIS 125A-Web Development Level 2	Fully Online
9/25/2006		CSIS 126E-Python Programming-Level 2	Fully Online
12/14/2009		CSIS 150-Using Microsoft Windows	Fully Online
5/21/2007		CSIS 151-Using the OS Command Line Interface	Fully Online
5/21/2007		CSIS 153-Using Unix	Fully Online

Distance Ed Addenda

Originated	Revised	Course name	Type
5/21/2007		CSIS 154-Using and Configuring Windows Operating Systems	Fully Online
12/14/2009		CSIS 171-Service Desk Concepts	Fully Online
5/17/2010		CSIS 188-Introduction to Digital Circuits	Fully Online
11/14/2005	9/25/2006	CSIS 214-Principles of Database Management Systems	Fully Online
5/21/2007		CSIS 223A-Linux System Administration - Level 1	Fully Online
5/21/2007		CSIS 233A-Linux System Administration - Level 2	Fully Online
9/25/2006		CSIS 241A-Database Server Administration-Level 1	Fully Online
9/25/2006		CSIS 261A-Database Server Administration-Level 2	Fully Online
9/25/2006		CSIS 298B-CIS Special Topics: Database Technologies	Fully Online
12/13/2004	12/15/2008	ENGL 061-Basic Grammar & Usage	Fully Online
5/7/2007	12/15/2008	ENGL 062-Basic Writing Skills	Fully Online
10/4/2004	4/19/2010	ENGL 095/OTEC 095-Business English	Fully Online
5/2/2005	12/15/2008	ENGL 098-English Fundamentals	Fully Online
11/1/2004	12/15/2008	ENGL 106-Introduction to Literature	Fully Online
4/17/2006		ENGL 130-Introduction to Creative Writing	Fully Online
12/12/2005	12/14/2009	ENGL 207-American Literature: Pre-Colonial to 1865	Online Hybrid
12/12/2005	12/14/2009	ENGL 208-American Literature: 1865 to Present	Online Hybrid
12/12/2005	12/7/2009	ENGL 220-Analysis of Fiction	Online Hybrid
12/7/2009		ENGL 230-English Literature: Anglo-Saxon to 1775	Fully Online
12/12/2005	12/7/2009	ENGL 250-Women and Literature	Online Hybrid
12/12/2005	12/14/2009	ENGL 260-Introduction to African American Literature	Online Hybrid
12/14/2009		ENGL 285-World Literature: Antiquity to 1650	Fully Online
12/14/2009		ENGL 286-World Literature: 1650 to Present	Fully Online
10/26/2009		ENGR-108-Organizational Behavior	Fully Online
5/3/2010		ENVS 100-Humans and Scientific Inquiry	Fully Online
11/26/2007		ENVS 110-Natural Resources	Online Hybrid
5/18/2009		FIN 200-Financial Management	Fully Online
5/17/2010		GEOG 080-Geographic Information Systems Practicum	Fully Online
11/1/2004	12/15/2008	GEOG 115-Introduction to Geographic Information Systems	Fully Online
11/1/2004		GUID 050-Strategies for Life and Learning	Online Hybrid
11/1/2004		GUID 100-College Success	Online Hybrid
11/1/2004		GUID 110-Career Search	Online Hybrid
11/1/2004		GUID 111-Major Search and Educational Planning	Online Hybrid
10/23/2006		GUID 112-Creative Job Search	Fully Online
11/13/2006		GUID 116-Integrative Career/Life Planning	Online Hybrid
10/23/2006		GUID 118-Transfer Success	Fully Online
12/4/2006		GUID 120-Personal Success Habits of Highly Effective People	Online Hybrid
12/4/2006		GUID 151A-O Topics in Guidance: The Learning Environment	Fully Online
12/4/2006		GUID 152A-T-Topics in Guidance: Learning Strategies	Fully Online

Distance Ed Addenda

Originated	Revised	Course name	Type
9/24/2007		GUID 153 A-K Topics in Guidance... Personal Management	Fully Online
12/4/2006		GUID 154A-Y Topics in Guidance: Career Management	Fully Online
9/24/2007		GUID 155 A-N Topics in Guidance... Wellness Management	Fully Online
11/5/2007		HIST-101 Western Civilization from 1550	Fully Online
11/5/2007		HIST-102 Western Civilization from 1500	Fully Online
5/22/2006		HIST 104-History of World Civilizations: Since 1500	Fully Online
5/2/2005		HIST 112-U.S. History Since 1865	Fully Online
5/15/2006		HIST 125-Military History of the United States	Fully Online
5/2/2005		HIST 158/MUS 108-History of Jazz and Blues	Fully Online
1/25/2010		HIST 161-Global History of World War I	Fully Online
3/1/2010		HIST 162-History of the Vietnam War	Fully Online
5/17/2010		LEAD 101-Leadership Development	Fully Online
5/17/2010		LEAD 102-Personal Leadership	Fully Online
5/17/2010		LEAD 105-Service Learning Leadership (CDE-105)	Fully Online
12/14/2009		LEG 104-Law Office Management	Fully Online
12/14/2009		LEG 107-Research and Writing for Legal Assistant	Fully Online
12/14/2009		LEG 140-Bankruptcy Law	Fully Online
12/14/2009		LEG 150-Probate Law and Procedures	Fully Online
11/16/2009		LIB 100-Introduction to Library Research and Information	Fully Online
2/12/2007		LIB 101-Essentials of Library Research and Information Competency	Fully Online
10/26/2009		LNSK-051-Learning Disabilities Workshop (formerly LNSK-071)	Online Hybrid
10/26/2009		LNSK 053-Learning Skills: Study Skills (formerly LNSK-073)	Online Hybrid
10/26/2009		LNSK-054-Language Arts Lab (formerly LNSK-074)	Online Hybrid
10/26/2009		LNSK-055-Language Arts (formerly LNSK-075)	Online Hybrid
10/26/2009		LNSK 056-Expressive and Receptive Vocabulary Development for LD (formerly LNSK-076)	Online Hybrid
10/26/2009		LNSK-057-Pre-Algebra Support for LD	Online Hybrid
10/26/2009		LNSK-077-Algebra Support for LD	Online Hybrid
4/7/2008	10/26/2009	LNSK 079A Adaptive Computer Technology	Online Hybrid
4/21/2008	10/26/2009	LNSK 079B Advanced Adaptive Computer Technology	Online Hybrid
5/2/2005		MATH 140-Introduction to Statistics	Fully Online
10/26/2009		MGT-108-Organizational Behavior	Fully Online
9/28/2009		MGT 132 Labor Management Relations	Fully Online
12/15/2008		MGT 133-Productivity Management	Fully Online
9/28/2009		MGT 138 Personnel Management	Fully Online
10/31/2005		MUL 124-Digital Photography Production I	Fully Online
12/15/2008		MUL 125-Interactive Motion Media	Fully Online
12/13/2004		MUL 158/CSIS 116C-Internet Scripting with JavaScript	Fully Online
12/13/2004	3/16/2009	MUL 218-Designing and Managing Dynamic Websites	Fully Online
4/18/2005		MUS 107-Introduction and Appreciation of American Music	Fully Online

Distance Ed Addenda

Originated	Revised	Course name	Type
5/2/2005		MUS 108/HIST 158-History of Jazz and Blues	Fully Online
10/3/2005		NET 140-Network Security Fundamentals	Fully Online
10/3/2005		NET 160-Network Server Administration	Fully Online
2/14/2005		NUTR 101-Nutrition and Foods	Online Hybrid
10/4/2004	4/19/2010	OTEC 095/ENGL 095-Business English	Fully Online
12/15/2008		OTEC-146 Keyboarding Speed and Accuracy	Fully Online
9/20/2007		OTEC 150 Electronic Records Management	Fully Online
9/20/2007		OTEC 153 Electronic Records Management	Fully Online
5/21/2007		OTEC 160-Creating and Managing the Virtual Office	Fully Online
5/21/2007		OTEC 163-Operating and Marketing the Virtual Office	Fully Online
9/11/2006	12/7/2009	OTEC 178-Office Procedures and Systems	Fully Online
12/15/2008		OTEC-180 Research Analysis and Presentation	Fully Online
2/13/2006		PE 115-First Aid and CPR	Online Hybrid
11/15/2004		PHIL 101-Introduction to Philosophy I	Fully Online
5/21/2007		PHIL 105-Introduction to Ethics	Fully Online
5/21/2007		PHIL 105H-Honors Introduction to Ethics	Fully Online
5/21/2007		PHIL 111-Contemporary Philosophy	Fully Online
5/21/2007		PHIL 111H-Honors Contemporary Philosophy	Fully Online
2/14/2005	3/19/2007	PHIL 112-Critical Thinking and Composition (formerly Methods of Argument)	Fully Online
2/14/2005	3/19/2007	PHIL 112H-Honors Critical Thinking and Composition (formerly Honors Methods of Argument)	Fully Online
10/31/2005		PHOT 125-Digital Photography Production I	Fully Online
12/4/2006		PHOT 130-History of Still Photography	Fully Online
12/7/2009		PS 102-Comparative Politics and Government	Fully Online
12/7/2009		PSYC 105-Social Psychology	Fully Online
11/5/2007		RE 140 Real Estate Principles	Fully Online
11/5/2007		RE 141 Real Estate Practice	Fully Online
9/25/2006		RE 142-Legal Aspects of Real Estate	Fully Online
5/17/2010		RE 143-Real Estate Finance	Fully Online
5/17/2010		RE 145-Real Estate Economics	Fully Online
5/17/2010		RE 154-Property Management	Fully Online
12/14/2009		READ 064-Intermediate Reading	Fully Online
11/16/2009		READ 098-College Reading	Fully Online
12/7/2009		SOCI 105-Social Psychology	Fully Online
9/27/2004		SPAN 101-Elementary Spanish I	Fully Online
10/18/2004		SPAN 102-Elementary Spanish II	Fully Online
4/18/2005		TA 082-Introduction to Tutorial Writing	Online Hybrid
11/29/2004		THA 101-Introduction to Theatre	Fully Online
11/29/2004		THA 101H-Honors Introduction to Theatre	Fully Online

EXHIBIT 2: MT. SAN JACINTO COLLEGE COURSE OUTLINE OF RECORD LISTING

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
BUS	ACCT-076	Bookkeeping Part 1 QuickBooks Pro	New	Jun-09	Catalog inclusion: 2010-11 Effective FA10		Fully Online & Hybrid	
BUS	ACCT-077	Bookkeeping Part 2 QuickBooks Pro	New	Jun-09	Catalog inclusion: 2010-11 Effective FA10		Fully Online & Hybrid	
AH	AH-078	Medical Assistant: Computerized Office Procedures	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09 (submitted to Curriculum Committee as AH075, but number in use, changed to AH 078 per Joyce Johnson)			
AH	AH-120B	Advanced Emergency Medical Technician	New	Jan-06	EFFECTIVE SU06, Prereq change 10/9/06 change from AH 120 to "None" and Co-req change from None to AH 120 - Catalog inclusion: 2007-08			
AH	AH-122	Medical Ethics	New	May-05	EFFECTIVE SU06.			
AH	AH-124	Pathophysiology	New	May-05	EFFECTIVE SU06, Prereq change 10/9/06 change from BIOL 100, NURS 100 and AH 095 to "None" - Catalog inclusion: 2007-08			
AH	AH-126	Techniques in Patient Care	New	May-05	EFFECTIVE SU06			
AH	AH-127	Infant to Adult Basic and Advanced Life Support	New	Jan-06	EFFECTIVE SU06			
AJ	AJ-109	Interview and Interrogation Techniques	New	Jan-08	EFFECTIVE SP08, Catalog Inclusion: 2008-09			
AJ	AJ-110	Crime Scene Sketching and Note Taking	New	Jan-08	EFFECTIVE SP08, Catalog Inclusion: 2008-09			
AJ	AJ-112	Introduction to Criminology	New	Nov-08	EFFECTIVE FA09			
AJ	AJ-115	Introduction to Probation and Parole	New	Nov-08	EFFECTIVE FA09			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
AJ	AJ-140	Principles of Biology in Forensics	New	Jan-06	EFFECTIVE SU06			
AJ	AJ-141	Principles of Chemistry in Forensics	New	Jan-06	EFFECTIVE SU06			
AJ	AJ-142	Principles of Toxicology in Forensics	New	Jan-06	EFFECTIVE SU06			
ANAT	ANAT-100	Introduction to Anatomy and Physiology	New	Jun-06	*Added as cross listing to NURS 100 Emergency Request: Spring 2007 Catalog inclusion: Summer 2007		Fully Online & Hybrid	NURS-100
ANTH	ANTH-102H	Honors Cultural Anthropology	New	N/A	(CCM 05/02/05) Catalog inclusion: 2006-07	Honors		
ANTH	ANTH-104H	Honors World Prehistory	New	N/A	(CCM 05/02/05) Catalog inclusion: 2006-07	Honors		
ANTH	ANTH-111	Physical Anthropology Lab	New	Dec-07	EFFECTIVE FA08			
ANTH	ANTH-125	Magic Witchcraft and Religion	New	Dec-07	EFFECTIVE FA08			
ANTH	ANTH-145-	Introduction to Language and Linguistics (formerly ENGL-245)	New	Jan-07	Cross listed as ENGL 145 (prev ENGL 245) - Catalog Inclusion: 2007-08			ENGL-145
ANTH	ANTH-145H	Honors Introduction to Language and Linguistics (ENGL-245H)	New	N/A	(CCM 12/04/06) Cross listed w/ ENGL 145H (was ENGL 245H). Catalog inclusion: 2007-08	Honors		ENGL-145H
ART	ART-093	Graphic Design Practicum	New	Jan-10	EFFECTIVE FA10			
ART	ART-095	Typography Practicum	New	Jan-10	EFFECTIVE FA10			
ART	ART-104	World Art	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
ART	ART-104H	Honors World Art	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
ART	ART-105	History of Graphic Design	New	Dec-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
ART	ART-105H	Honors History of Graphic Design	New	N/A	(CCM 10/23/06) Catalog inclusion: 2007-08	Honors	Fully Online & Hybrid	
ART	ART-122	3D Design	New	Nov-04	EFFECTIVE SU05			
ART	ART-124	Time Based Media	New	Nov-04	*CR w/MUL 126. EFFECTIVE SU05.			MUL-126
ART	ART-128	Beginning Photography	New	Jan-06	*CR w/PHOT 118. EFFECTIVE SU06			PHOT-118
ART	ART-141	Illustration	New	Jan-05	EFFECTIVE SU05			
ART	ART-223	Graphic Design II (formerly ART-136 Visual Communication I)	New	Nov-04	Chgd number and name from ART 136 Visual Communication I added prereq and rec prep to reflect sophomore level. EFFECTIVE SU05		Hybrid Only	
ART	ART-249	Portfolio and Professional Development	New	Jun-07	Catalog inclusion: 2008-09 Term Effective: Fall 2008		Hybrid Only	
ASL	ASL-102	Fingerspelling, Numbers & Classifiers	New	Dec-07				
ASL	ASL-105	American Sign Language V	New	Jun-08	EFFECTIVE FA08			
ASL	ASL-150	American Sign Language Linguistics	New	Jun-08	EFFECTIVE FA08			
MUS	AUD-147	The Music and Audio Business	New	Jun-05	(cr/ w BADM 147/MUS 147) Emergency Request: SP06. Catalog Inclusion SU06			MUS-147/ BADM-147
MUS	AUD-148	Radio Production	New	Jun-05	(cr/ w MUS 148) Emergency Request: SP06. Catalog inclusion SU06.			MUS-148
MUS	AUD-152	Video Production I	New	Jun-06	*Cr w/MUL 123, name change, prerequisite change to advisory - Effective Summer 2007			MUL-123

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
MUS	AUD-153	Video Production II	New	Jun-07	Cr w/MUL-223. Catalog inclusion date: 2008-09 Term Effective: Fall 2008			MUL-223
AUME	AUME-079	Honda Express Service	New	Jun-06	Emergency Request: SU06. Catalog inclusion: Summer 2007			
AUME	AUME-101	Maintenance Light Repair (MLR) I	New	Jan-10	EFFECTIVE FA10			
AUME	AUME-109	Maintenance Light Repair (MLR) II	New	Jan-10	EFFECTIVE FA10			
AUME	AUME-110	Basic and Advanced Clean Air Car Course	New	Jun-06	Emergency Request:SU06. Catalog inclusion: Summer 2007			
AUME	AUME-111	Emission Controls Part II, A6/A8/L1	New	Jun-07	Catalog Inclusion: 2008-09 Term Effective: Fall 2007*			
BUS	BADM-103H	Honors Introduction to Business	New	N/A	(CCM 11/17/07) Catalog inclusion: 2008-09	Honors		
BUS	BADM-120	Sales and Marketing in Hospitality	New	Jun-05	(cr w/HORT (previously AGTM 120) EFFECTIVE SU06			HORT-120
BUS	BADM-122	Resort Food & Beverage Operation	New	Jun-05	(cr w/HORT previously AGTM 122) EFFECTIVE SU06			HORT-122
BUS	BADM-124	Introduction to Lodging Operations	New	Jan-10	EFFECTIVE FA10			
BUS	BADM-125	Hotel Convention Services and Operations	New	May-10	EFFECTIVE FA11			
BUS	BADM-126	Destination Management for Conventions and Visitors	New	May-10	EFFECTIVE FA11			
BUS	BADM-127	Event/Meeting Planning and Management	New	May-10	EFFECTIVE FA11			

Mt. San Jacinto College

Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
BUS	BADM-147	The Music & Audio Business	New	Jun-05	(cr/ w AUD 147/MUS 147) Emergency Request: SP06. Catalog inclusion: SU06			AUD-147/ MUS-147
BUS	BADM-210	Principles of Advertising	New	Nov-09	EFFECTIVE FA10		Fully Online & Hybrid	
BUS	BADM-215	Business and Marketing Planning	New	Nov-09	EFFECTIVE FA10			
BIOL	BIOL-125H	Honors Microbiology	New	N/A	(CCM 10/23/06) Catalog inclusion: 2007-08	Honors		
BIOL	BIOL-131	Introduction to Biotechnology	New	Jan-10	EFFECTIVE FA10			
BIOL	BIOL-132	Biotechnology II	New	Jan-10	EFFECTIVE FA10			
BIOL	BIOL-133	Biotechnology III	New	Jan-10	EFFECTIVE FA10			
BIOL	BIOL-139	Introduction to Biotechnology Laboratory	New	Jan-10	EFFECTIVE FA10			
BIOL	BIOL-150H	Honors General Biology I	New	N/A	(CCM 11-15-04) Catalog inclusion: 2005-06	Honors		
BIOL	BIOL-201	Biostatistics	New	Jan-05	EFFECTIVE SU05			
BUS	CAPP-065	Formatting Term Papers	New	Apr-06	Emergency Effective SU06, Catalog inclusion Summer 2006		Fully Online & Hybrid	
BUS/CIS	CAPP-081	Introduction to the Vista Operating System	New	Feb-09	EFFECTIVE FA09			
BUS/CIS	CAPP-082	Introduction to File Management	New	Feb-09	EFFECTIVE FA09			
BUS	CAPP-125C	Excel for Business and Accounting	New	Jan-06	EFFECTIVE SU06		Fully Online & Hybrid	
BUS	CAPP-125C1	Excel 1 - Basics for Business and Accounting	New	Jan-06	EFFECTIVE SU06		Fully Online & Hybrid	

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
BUS	CAPP-125C2	Excel 2 - For Business Users	New	Jan-06	EFFECTIVE SU06		Fully Online & Hybrid	
BUS	CAPP-125C3	Excel 3 - For Accounting Users	New	Jan-06	EFFECTIVE SU06		Fully Online & Hybrid	
BUS/CIS	CAPP-132	Using Acrobat - Level 1	New	May-07	Catalog Inclusion: 2008-09 Term Effective: Fall 2007*			
BUS/CIS	CAPP-152	Using Acrobat - Level 2	New	May-07	Catalog Inclusion: 2008-09 Term Effective: Fall 2007*			
CDE	CDE-118	Equity and Diversity in Early Childhood	New	Jan-10	EFFECTIVE FA10			
CDE	CDE-120	Infant and Toddler Education and Care	New	Oct-05				
CDE	CDE-127	Advocacy and Networking in Early Childhood Education	New	Dec-06	Approved for Early Offering: Spring 2007 CATALOG INCLUSION: 2007-08			
CDE	CDE 143	Supporting Children Who Have Challenging Behaviors	New	Pending June 2010 BOT	EFFECTIVE FA11			
CDE	CDE 144	Supervised Field Experience/Internship in Early Intervention and Inclusion	New	Pending June 2010 BOT	EFFECTIVE FA11			
CDE	CDE-146	A Relationship-Based Approach to Early Childhood Education	New	Jan-06	EFFECTIVE SU06			
CHEM	CHEM-107	Chemistry of Life	New	Nov-09	(previously BIOL-101) EFFECTIVE FA09/EFFECTIVE FA10			

Mt. San Jacinto College

Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
WL	CHIN-101	Elementary Chinese I	New	Jun-08	EFFECTIVE FA09			
WL	CHIN-102	Elementary Chinese II	New	Jun-08	EFFECTIVE FA09			
WL	CHIN-201	Intermediate Chinese I	New	Jun-08	EFFECTIVE FA09			
WL	CHIN-202	Intermediate Chinese II	New	Jun-08	EFFECTIVE FA09			
COMM	COMM-055	English Pronunciation	New	Jun-07	C/R w/ESL 055 Catalog inclusion: 2008-09 Term Effective: Fall 2008			ESL-055
COMM	COMM-056	English Conversation and Culture (formerly ENGL-056 - English As a Second Language Listening and Conversation)	New	Jun-07	Catalog inclusion: 2008-09 Term Effective: Fall 2008 (CCM 12/04/06) Catalog inclusion: 2007-08			ESL-056
COMM	COMM-100H	Honors Public Speaking	New	N/A		Honors		THA-105
COMM	COMM-105	Voice and Diction	New	Jan-07	Cross list w/THA 105 - Catalog Inclusion: 2007-08			
COMM	COMM-115	Persuasion	New	Dec-07	EFFECTIVE FA08			
COMM	COMM-116	Gender and Communication	New	Pending June 2010 BOT	EFFECTIVE FA11		Fully Online & Hybrid	
COMM	COMM-117	Professional Communication	New	Jan-08	EFFECTIVE FA08			
COMM	COMM-119	Public Relations	New	Dec-07	EFFECTIVE FA08			
COMM	COMM-120	Survey of Communications Studies	New	Jan-08	EFFECTIVE FA08			
COMM	COMM-201	Advanced Public Speaking	New	Nov-04				
CIS	CSIS-060	Using Windows XP	New	Jan-05	EFFECTIVE SU05			
CIS	CSIS-104	Introduction to E-Commerce Infrastructure	New	Jun-08	EFFECTIVE FA08		Fully Online & Hybrid	
CIS	CSIS-111B	Fundamentals of Computer Programming	New	Jan-05	EFFECTIVE SU05			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
CIS	CSIS-114C	Database Programming - Level 1	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	MUL-158
CIS	CSIS-116C	Internet Scripting With JavaScript	New	Jan-05	(cr w/MUL 158) EFFECTIVE SU05		Fully Online & Hybrid	
CIS	CSIS-116D	PHP Web Development	New	Jan-05	EFFECTIVE SU05		Fully Online & Hybrid	
CIS	CSIS-116E	Python Programming - Level 1	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
CIS	CSIS-116F	PERL Programming	New	Dec-07	EFFECTIVE FA08		Fully Online & Hybrid	
CIS	CSIS-116G	Ruby Programming-Level 1	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
CIS	CSIS-117D	Dynamic Web Development and Administration using Microsoft Web Tools	New	May-07	Catalog inclusion: 2008-09 Term Effective: Fall 2007*		Fully Online & Hybrid	
CIS	CSIS-118A	Embedded Systems Programming	New	Jan-05	EFFECTIVE SU05			
CIS	CSIS-118B	Computer Organization & Assembly Language	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
CIS	CSIS-119A	Action Script Programming Level 1	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
CIS	CSIS-123C	C# Programming Level 2	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
CIS	CSIS-124C	Database Programming - Level 2	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
CIS	CSIS-125A	Web Development - Level 2	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
CIS	CSIS-126E	Python Programming - Level 2	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
CIS	CSIS-150	Using Microsoft Windows	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
CIS	CSIS-171	Service Desk Concepts	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
CIS	CSIS-171L	Service Desk Lab	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
CIS	CSIS-182	Computer Forensics	New	Feb-09	EFFECTIVE FA 09			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
CIS	CSIS-188	Introduction to Digital Circuits	New	Pending June 2010 BOT	EFFECTIVE FA11		Fully Online & Hybrid	
CIS	CSIS-211	Introduction to Data Structures and Algorithms	New	Jan-07	CATALOG INCLUSION: 2007-08			
CIS	CSIS-241A	Database Server Administration - Level 1	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
CIS	CSIS-261A	Database Server Administration - Level 2	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
CIS	CSIS-298B	CIS Special Topics: Database Technologies	New	Nov-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
DAN	DAN-130	Beginning Ballroom Dance	New	Jan-08	EFFECTIVE FA08			
DAN	DAN-131	Beginning Hip Hop	New	Jan-08	EFFECTIVE FA08			
DMS	DMS-095	Sonography Medical Terminology	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09			
DMS	DMS-100	Fundamentals of Diagnostic Medical Sonography	New	May-05	EFFECTIVE SU06, Prereq chg - CCA 12/04/06 was Application to DMS program and current CPR healthcare provider card and is now Acceptance to DMS Program. Catalog inclusion: 2007-08			
DMS	DMS-101	Pathophysiology	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09			
DMS	DMS-102	Sonography Medical Ethics	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09			
DMS	DMS-103	Patient Care Techniques for Sonographers	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09			
DMS	DMS-118	Ultrasound Physics and Instrumentation I	New	Jan-07	CATALOG INCLUSION: 2007-08			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
DMS	DMS-120	Abdomen Scanning	New	Jun-05	Prereq chg CCA 12-04-06 - was DMS 110, 112 and 114 w/ C or better is now Acceptance into the DMS program. Catalog inclusion: 2007-08			
DMS	DMS-122	Ultrasound Pathology I	New	Jun-05	Prereq chg CCA 12-04-06 - was DMS 110, 112 and 114 w/ C or better is now Acceptance into the DMS program. Catalog inclusion: 2007-08			
DMS	DMS-128	Ultrasound Physics and Instrumentation II	New	Jan-07	CATALOG INCLUSION: 2007-08			
DMS	DMS-130	Obstetric/Gynecology Scanning	New	Jun-05	Prereq chg CCA 12-04-06 - was DMS 120, 122, 124 and 126 is now DMS 120 and 122. Catalog inclusion: 2007-08			
DMS	DMS-132	Ultrasound Pathology II	New	Jun-05	Prereq chg CCA 12-04-06 - was DMS 120, 122, 124 and 126 is now DMS 122. Catalog inclusion: 2007-08			
DMS	DMS-138	Ultrasound Physics and Instrumentation III	New	Dec-06	CATALOG INCLUSION: 2007-08			
DMS	DMS-148	Ultrasound Physics and Instrumentation IV	New	Dec-06	CATALOG INCLUSION: 2007-08			
ECON	ECON-201H	Honors Principles of Macroeconomics	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
ECON	ECON-202H	Honors Principles of Microeconomics	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
ECON	ECON-203	Introduction to Environmental Economics	New	Jan-10	EFFECTIVE FA10			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
CDE	ED-136	Child Growth and Development During the School Years	New	Pending June 2010 BOT	EFFECTIVE FA11			
ENGL	ENGL-160	Dramatic Writing for Stage and Screen	New	Jan-08	EFFECTIVE FA08			THA-160
ENGL	ENGL-225H	Honors Film and Literature	New	N/A	Add ENGL-101 prereq - Catalog inclusion: 2010-11	Honors		
ENGL	ENGL-230H	Honors English Literature: Anglo-Saxon to 1775	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
ENGL	ENGL-235	Creative Writing: Fiction	New	Jun-07	Catalog inclusion: 2008-09 Term Effective: Fall 2008			
ENGR	ENGR-106	M.S.C. High-Performance Manufacturing	New	Jun-06	Emergency Request: Fall 2006. Catalog inclusion: Summer 2007			
ENGR	ENGR-107	Total Quality Management	New	Dec-06	Approved for Early Offering: Spring 2007 CATALOG INCLUSION: 2007-08			
ENGR	ENGR-109	Manufacturing Inspection Techniques and Applications	New	Dec-06	Approved for Early Offering: Spring 2007 CATALOG INCLUSION: 2007-08			
ENGR	ENGR-114	Machine Tool Technology	New	Jan-10	EFFECTIVE FA10			
ENGR	ENGR-116	Energy Efficiency and Construction	New	Jan-10	EFFECTIVE FA10			
ENGR	ENGR-117	Solar Photovoltaic Installation	New	Jan-10	EFFECTIVE FA10			
ENGR	ENGR-118	Solar Thermal Installation	New	Jan-10	EFFECTIVE FA10			
ENGR	ENGR-119	Small Wind Energy Installation	New	Jan-10	EFFECTIVE FA10			
ENVS	ENVS-100H	Honors Humans and Scientific Inquiry	New	N/A	(CCM 05/03/10) Catalog inclusion: 2011-12	Honors		

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
ENVS	ENVS-190	Watershed Resource Management	New	Jan-05	EFFECTIVE SU05			
ESL	ESL-062W	Basic Writing Skills	New	Feb-09	EFFECTIVE FA09			
ESL	ESL-063R-	ESL Reading and Vocabulary Level 1	New	Feb-09	EFFECTIVE FA09			
ESL	ESL-064R	ESL Reading and Vocabulary Level 2	New	Feb-09	EFFECTIVE FA09			
ESL	ESL-098W	English Writing Fundamentals	New	Feb-09	EFFECTIVE FA09			
BUS	FIN-200	Financial Management	New	Nov-09	EFFECTIVE FA10		Fully Online & Hybrid	
FIRE	FIRE-115	Building Construction for Fire Protection	New	Jan-06	EFFECTIVE SU06			
FIRE	FIRE-121	Fundamentals of Wild Land Fire Fighting	New	Jan-06	EFFECTIVE SU06			
FIRE	FIRE-122	Principles of Fire and Emergency Services Safety and Survival	New	Jan-10	EFFECTIVE FA10			
GEOG	GEOG-103	Field Studies in Geography	New	Feb-09	EFFECTIVE FA09			
GEOG	GEOG-106	Climate and Weather	New	Feb-09	EFFECTIVE FA09			
GEOG	GEOG-107	Urban Geography	New	Feb-09	EFFECTIVE FA09			
GEOG	GEOG-110	Oceanography	New	Dec-06	CATALOG INCLUSION: 2007-08			
GEOG	GEOG-112	California Geology	New	Jan-06	EFFECTIVE SU06			
GUID	GUID-105	Transitions for Intercollegiate Student Athletes	New	Jan-07	CATALOG INCLUSION: 2007-08			
GUID	GUID-118	Transfer Success	New	Dec-06	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
GUID	GUID-151A-O	Topics in Guidance: The Learning Environment	New	Jan-07	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
GUID	GUID-152A-T	Topics in Guidance: Learning Strategies	New	Jan-07	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
GUID	GUID-153A-K	Topics in Guidance... Personal Management	New	Nov-07	Catalog Inclusion: 2008-09		Fully Online & Hybrid	
GUID	GUID-154A-Y	Topics in Guidance: Career Management	New	Jan-07	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
GUID	GUID-155A-N	Topics in Guidance... Wellness Management	New	Nov-07	Catalog Inclusion: 2008-09		Fully Online & Hybrid	
HIST	HIST-109	Global History of World War II	New	Jun-06	Effective Summer 2007 Catalog inclusion: 2007-08			
HIST	HIST-109H	Honors Global History of World War II	New	N/A	(CCM 05-15-06) Catalog inclusion: 2007-08	Honors		
HIST	HIST-113	Introduction and Appreciation of Music	New	Jun-05	add cross listing (MUS 100) EFFECTIVE SU06			MUS-100
HIST	HIST-114	Introduction and Appreciation of American Music	New	Jun-05	add cross listing (MUS 107) EFFECTIVE SU06		Fully Online & Hybrid	MUS-107
HIST	HIST-119H	Honors Civil War and Reconstruction 1860-1876	New	N/A	(CCM 12/14/09) Catalog inclusion: 2010-11	Honors		
HIST	HIST-120H	Honors California History	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
HIST	HIST-125	Military History of the United States	New	Jun-06	Effective Summer 2007 Catalog inclusion: 2007-08		Fully Online & Hybrid	
HIST	HIST-126	History of Great Britain to 1714	New	Jun-07	Catalog inclusion: 2008-09 Term Effective Fall 2008			
HIST	HIST-127	History of Great Britain From 1714	New	Jun-07	Catalog inclusion: 2008-09 Term Effective Fall 2008			
HIST	HIST-140	History of Mexico	New	Jun-07	Catalog inclusion: 2008-09 Term Effective Fall 2008			

Mt. San Jacinto College

Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
HIST	HIST-154	Theater History	New	Jan-07	Cross listed as THA 102 - CATALOG INCLUSION: 2007-08			THA-102
HIST	HIST-155	The Sixties	New	Jun-07	Catalog inclusion: 2008-09 Term Effective Spring 2008*			
HIST	HIST-161	Global History of World War I	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
HIST	HIST-161H	Honors Global History of World War I	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
HIST	HIST-162	History of the Vietnam War	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
HIST	HIST-162H	Honors History of the Vietnam War	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
HUM	HUM-137	Introduction to World Cinema	New	Jan-06	*CR w/THA 137. EFFECTIVE SU06.			THA-137
IPP	IPP-103	Processing Skills Development	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-104	ASL to English Interpreting I	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-105	English to ASL Interpreting I	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-201	Ethical and Professional Standards of Interpreting	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-204	ASL to English Interpreting II	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
IPP	IPP-205	English to ASL Interpreting II	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-210	Specialized Interpreting	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
IPP	IPP-250	Practicum and Seminar	New	Jun-08	No Program Submission - Classes being held per Dr. Rowley.			
WL	ITAL-101	Elementary Italian I	New	Jun-08	EFFEFFECTIVE FA09			
WL	ITAL-101H	Honors Elementary Italian I	New	N/A	(CCM 04/21/08 Catalog inclusion: 2009-10	Honors		
WL	ITAL-102	Elementary Italian II	New	Jun-08	EFFEFFECTIVE FA09			
WL	ITAL-102H	Honors Elementary Italian II	New	N/A	(CCM 04/21/08 Catalog inclusion: 2009-10	Honors		
WL	ITAL-201	Intermediate Italian I	New	Jun-08	EFFEFFECTIVE FA09			
WL	ITAL-201H	Honors Intermediate Italian I	New	N/A	(CCM 04/21/08 Catalog inclusion: 2009-10	Honors		
WL	ITAL-202	Intermediate Italian II	New	Jun-08	EFFEFFECTIVE FA09			
WL	ITAL-202H	Honors Intermediate Italian II	New	N/A	(CCM 04/21/08 Catalog inclusion: 2009-10	Honors		
LEG	LEG-103	Elder Law	New	Dec-05	*CR w/GER 103 EFFECTIVE SU06			GER-103
LEG	LEG-107	Research an Writing for Legal Assistant	New	Jan-10	EFFECTIVE FA10		Fully Online & Hybrid	
LIB	LIB-101	Essentials of Library Research and Information Competency	New	Apr-07	Catalog Inclusion date: 2008-09		Fully Online & Hybrid	
MATH	MATH-096A	Intermediate Algebra Part A	New	Jan-07	Previously submitted and approved as MATH 095A - changed for consistency - Catalog inclusion: 2007-08			

Mt. San Jacinto College

Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
MATH	MATH-096B	Intermediate Algebra Part B	New	Jan-07	Previously submitted and approved as MATH 095B - changed for consistency - Catalog inclusion: 2007-08			
MATH	MATH-140H	Honors Introduction to Statistics	New	N/A	(CCM 12/13/04) Catalog inclusion: 2005-06	Honors		
MGT	MGT-103H	Honors Introduction to Management	New	N/A	(CCM 11/26/07) Catalog inclusion: 2008-09	Honors		
MUL	MUL-090	Digital Imaging Studio Laboratory	New	Dec-05	*CR w/PHOT 090. EFFECTIVE SU06			PHOT-090
MUL	MUL-126	Time Based Media	New	Nov-04	*CR w/ART 124. EFFECTIVE SU05			ART-124
MUL	MUL-214	Practical Production - Entertainment	New	Feb-09	EFFECTIVE FA 09			
MUL	MUL-223	Video Production II	New	Jun-07	CR w/AUD-153. Catalog inclusion date: 2008-09 Term Effective: Fall 2008			AUD-153
MUL	MUL-225	Digital Photography Production III	New	Dec-05	*CR/ w/PHOT 225 EFFECTIVE SU06			PHOT-225
MUL	MUL-245	3D Topic - Modeling	New	Dec-04	EFFECTIVE SU05			
MUS	MUS-106	History of Rock and Roll	New	Apr-08	GE Areas C and F added. EFFECTIVE FA08			
MUS	MUS-109	World Music	New	Jan-05	EFFECTIVE SU05			
MUS	MUS-147	The Music & Audio Business	New	Jun-05	(cr w/AUD147/BADM 147)			AUD-147/ BADM-147
MUS	MUS-148	Radio Production	New	Jun-05	(cr w/AUD 148) Emergency Request: SP06. Catalog inclusion: SU06.			
MUS	MUS-210	Jazz Ensemble I (formerly MUS-202 Jazz Ensemble)	New	Jan-05	(previously MUS 202 Jazz Ensemble) EFFECTIVE SU05			AUD-148
MUS	MUS-211	Jazz Ensemble II	New	Jan-05	EFFECTIVE SU05			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
MUS	MUS-212	Instrumental Chamber Music	New	Feb-09	EFFECTIVE FA09			
MUS	MUS-214	Guitar Ensemble	New	Jan-10	EFFECTIVE FA10			
MUS	MUS-253	Music Theory III: Analysis and Chromatic Harmony	New	Jan-05	EFFECTIVE SU05			
NURS	NURS-064R	Nursing Skills Laboratory - Remediation	New	Jan-10	EFFECTIVE FA10			
NURS	NURS-194	Pharmacology & Dosage Calculations for Nurses	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-212	Foundations of Nursing	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-222	Nursing Care of Children & Families	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-224	Beginning Medical-Surgical Nursing II	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-226	Nursing of Childbearing & Families	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-232	Role Transition	New	Dec-07	EFFECTIVE SP08 Catalog Inclusion: 2008-09			
NURS	NURS-234	Intermediate Medical-Surgical Nursing III	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-236	Mental Health Nursing	New	Dec-06	CATALOG INCLUSION: 2007-08			
NURS	NURS-238	Gerontology and Community Nursing	New	Dec-06	CATALOG INCLUSION: 2007-08			
NURS	NURS-244	Advanced Medical-Surgical Nursing IV	New	Jan-06	EFFECTIVE SU06			
NURS	NURS-248	Preceptorship	New	Feb-09	EFFECTIVE FA09			
NUTR	NUTR-100H	Honors Family Nutrition	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
BUS	OTEC-050	Keyboarding and Software Application Lab	New	Jan-10	EFFECTIVE FA10			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
BUS	Otec-131	Filing Techniques	New	May-07	Catalog Inclusion date: 2008-09 Term Effective: Fall 2007*			
BUS	Otec-146	Keyboarding Speed and Accuracy	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
BUS	Otec-150	Records and Information Management	New	Dec-07	EFFECTIVE FA08		Fully Online & Hybrid	
BUS	Otec-153	Electronic Records Management	New	Dec-07	EFFECTIVE FA08		Fully Online & Hybrid	
BUS	Otec-160	Creating and Managing the Virtual Office	New	Jun-07	Catalog inclusion:2008-09 Term Effective: Fall 2008		Fully Online & Hybrid	
BUS	Otec-163	Operating and Marketing the Virtual Office	New	Jun-07	Catalog inclusion:2008-09 Term Effective: Fall 2008		Fully Online & Hybrid	
BUS	Otec-180	Research Analysis and Presentation	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	
PE	PE-114A	Strength Training: Circuit	New	Jan-10	EFFECTIVE FA10			
PE	PE-114B	Strength Training: Free Weights	New	Jan-10	EFFECTIVE FA10			
PE	PE-114C	Powerlifting	New	Jan-10	EFFECTIVE FA10			
PE	PE-118	Beginning Step Aerobics	New	Jan-10	EFFECTIVE FA10			
PE	PE-120	Beginning Yoga	New	Jun-06	Effective Summer 2007 Catalog inclusion: 2007-08			
PE	PE-124A	Theory of Football: Offense	New	Jan-10	EFFECTIVE FA10			
PE	PE-124B	Theory of Football: Defense	New	Jan-10	EFFECTIVE FA10			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
PE	PE-125	Strength and Conditioning for Football	New	Jan-10	EFFECTIVE FA10			
PE	PE-180	Methods of Teaching Golf	New	Jun-05	Emergency Request: SP06, Catalog inclusion: SU06			
PE	PE-181	Methods of Teaching Golf: Short Game and Putting	New	Jun-05	Emergency Request: SP06, Catalog inclusion: SU06			
PE	PE-182	Golf Academy Practicum	New	Jun-05	Emergency Request: SP06, Catalog inclusion: SU06			
PHIL	PHIL-101H	Honors Introduction to Philosophy I	New	N/A	(CCM 11/15/04) Catalog inclusion: 2005-06	Honors		
PHIL	PHIL-103H	Honors Logic	New	N/A	(CCM 05/17/04) Catalog inclusion: 2005-06	Honors		
PHIL	PHIL-105H	Honors Introduction to Ethics	New	N/A	(CCM 05/21/07) Catalog Inclusion: 2008-09	Honors	Fully Online & Hybrid	
PHIL	PHIL-111H	Honors Contemporary Philosophy	New	N/A	(CCM 05/21/07) Catalog Inclusion: 2008-09	Honors	Fully Online & Hybrid	
PHOT	PHOT-090	Digital Imaging Studio Laboratory	New	Dec-05	*CR w/MUL 090 EFFECTIVE SU06			MUL-090
PHOT	PHOT-125	Digital Photography Production I	New	Dec-05	*CR w/MUL 124 EFFECTIVE SU06		Fully Online & Hybrid	MUL-124
PHOT	PHOT-130	History of Still Photography	New	Jan-07	CATALOG INCLUSION: 2007-08		Fully Online & Hybrid	
PHOT	PHOT-224	Digital Photography Production II	New	Jan-06	add *CR w/MUL 224 EFFECTIVE SU06			MUL-224
PHOT	PHOT-225	Digital Photography Production III	New	Dec-05	*CR w/MUL 225 EFFECTIVE SU06			MUL-225
PHY	PHY-100	Conceptual Physics	New	Jun-05	EFFECTIVE SP06 (per Mr. Schultz). Catalog inclusion: SU06			
PHY	PHY-203	Optics and Modern Physics	New	Jan-07	CATALOG INCLUSION: 2007-08			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
WL	PORT-101	Elementary Portuguese I	New	Jun-08	EFFECTIVE FA09			
WL	PORT-101H	Honors Elementary Portuguese I	New	N/A	(CCM 04/21/08) Catalog inclusion: 2009-10	Honors		
WL	PORT-102	Elementary Portuguese II	New	Jun-08	EFFECTIVE FA09			
WL	PORT-102H	Honors Elementary Portuguese II	New	N/A	(CCM 04/21/08) Catalog inclusion: 2009-10	Honors		
WL	PORT-201	Intermediate Portuguese I	New	Jun-08	EFFECTIVE FA09			
WL	PORT-201H	Honors Intermediate Portuguese I	New	N/A	(CCM 04/21/08) Catalog inclusion: 2009-10	Honors		
WL	PORT-202	Intermediate Portuguese II	New	Jun-08	EFFECTIVE FA09			
WL	PORT-202H	Honors Intermediate Portuguese II	New	N/A	(CCM 04/21/08) Catalog inclusion: 2009-10	Honors		
PS	PS-103H	Honors Ethnic Politics in America	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		
PSYC	PSYC-105H	Honors Social Psychology	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		SOCI-105H
RE	RE-155	Residential Real Estate Appraisal	New	May-07	Catalog inclusion: 2008-09 Term Effective: Fall 2007*			
RE	RE-156	Residential Appraisal Report Writing	New	May-07	Catalog inclusion: 2008-09 Term Effective: Fall 2007*			
RE	RE-157	Uniform Standards of Professional Appraisal Practice (USPAP)	New	May-07	Catalog inclusion: 2008-09 Term Effective: Fall 2007*			
RE	RE-158	Appraisal Statistics, Modeling and Finance	New	Nov-07	Catalog inclusion: 2008-09 Term Effective: Fall 2008			
RE	RE-159	Advanced Residential Applications and Case Studies	New	Nov-07	Catalog inclusion: 2008-09 Term Effective: Fall 2008			
READ	READ-098	College Reading	New	Feb-09	EFFECTIVE FA09		Fully Online & Hybrid	

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
BUS	SEMA-100	Our Sustainable Future	New	Jan-10	EFFECTIVE FA10			
BUS	SEMA-101	Fundamentals of Energy Assessment in Business	New	Jan-10	EFFECTIVE FA10			
BUS	SEMA-110	Managing Sustainability Business Practices	New	Jan-10	EFFECTIVE FA10			
SOCI	SOCI-105H	Honors Social Psychology	New	N/A	(CCM 12/07/09) Catalog inclusion: 2010-11	Honors		PSYC-105H
SOCI	SOCI-124	Foundations of Social Research	New	Jan-10	EFFECTIVE FA10			
WL	SPAN-104	Elementary Spanish for Spanish Speakers II	New	Jun-05	Emergency Request: SP06, Catalog inclusion SU06			
WL	SPAN-201H	Honors Intermediate Spanish I	New	N/A	(CCM 05-15-06) Catalog inclusion: 2007-08	Honors		
WL	SPAN-202H	Honors Intermediate Spanish II	New	N/A	(CCM 05-15-06) Catalog inclusion: 2007-08	Honors		
WL	SPAN-210	Spanish Grammar I	New	Jun-08	EFFECTIVE FA09			
WL	SPAN-211	Spanish Grammar II	New	Jun-08	EFFECTIVE FA09			
WL	SPAN-230H	Honors Spanish Composition I	New	N/A	(CCM 05-15-06) Catalog inclusion: 2007-08	Honors		
WL	SPAN-231H	Honors Spanish Composition II	New	N/A	(CCM 05-15-06) Catalog inclusion: 2007-08	Honors		
WL	SPAN-240	Spanish through Film	New	Jun-08	EFFECTIVE FA09			
WL	SPAN-251	Intermediate Spanish Conversation I	New	Jun-08	EFFECTIVE FA09			
WL	SPAN-252	Intermediate Spanish Conversation II	New	Jun-08	EFFECTIVE FA09			
TA	TA-082	Introduction to Tutorial Writing	New	Jun-05	Emergency Request: FA05, Catalog inclusion: SU06		Hybrid Only	
TA	TA-100	Introduction to Tutoring Across Disciplines	New	Pending June 2010 BOT	EFFECTIVE FA11			

Mt. San Jacinto College
Course Outline of Record Listing

Dept	Course	Course Name	NEW	BOT Approval	Additional Information	Approved Honors Addendum	Approved Distance Ed Addendum	Cross-Listings
THA	THA-101H	Honors Introduction to Theater	New	Nov-04	(CCM 11/29/04) EFFECTIVE SU05	Honors	Fully Online & Hybrid	
THA	THA-102	Theater History	New	Jan-07	Cross listed as HIST 154 - CATALOG INCLUSION: 2007-08			HIST-154
THA	THA-113	Oral Interpretation of Literature	New	Jan-07	Cross listed as COMM 113 - CATALOG INCLUSION: 2007-08			COMM-113
THA	THA-137	Introduction to World Cinema	New	Jan-06	*CR w/HUM 137. EFFECTIVE SU06.			HUM-137
THA	THA-150	Survey of Drama	New	Feb-09	EFFECTIVE FA09			ENGL-200
THA	THA-155	Musical Theater History	New	Jan-06	EFFECTIVE SU06			ENGL-160
THA	THA-160	Dramatic Writing for Stage and Screen	New	Jun-08	Cross listed as ENGL 160 EFFECTIVE FA08			
THA	THA-210	Fundamentals of Directing (formerly THA-119)	New	Jan-07	(previously THA 119) TOP code change, class max change, change in units/hours from 3 units lec to 2 units lec/1 unit lab. - Catalog Inclusion: 2007-08			
VEW	VEW-100	Introduction to Viticulture	New	Jan-08	EFFECTIVE FA08			
VEW	VEW-102	Introduction to Enology	New	Jan-08	EFFECTIVE FA08			
VEW	VEW-106	Hospitality in the Winemaking Industry	New	Jan-10	EFFECTIVE FA10			
VEW	VEW-108	Winery Business Principles	New	Jan-10	EFFECTIVE FA10			
WATR	WATR-140	Wells, Pumps and Motors	New	Jun-06	Emergency Request: Spring 2007 Catalog inclusion: Summer 2007			

EXHIBIT 3: DISTANCE EDUCATION AND STUDENT ACHIEVEMENT DATA

	Success Rate (%)											Pt. Chg. since AY04-05	For Most Recent Term Non-DE higher by	
	AY04-05	AY05-06	AY06-07	AY07-08	AY08-09	AY09-10	AY10-11							
	SP05	SP06	SP07	SP08	SP09	SP10	SP11							
MSJC														
All Courses	62	63	63	65	65	65	65	65	65	65	65	65	3.3	
All Non-Distance Education Courses	62	64	63	66	66	66	66	66	66	66	66	66	4.3	
All Distance Education Courses	58	60	60	60	63	60	63	58	58	58	58	58	0.7	
Non DE higher than DE by:	4	4	4	5	3	4	3	8	8	8	8	8	3.6	8
	FA04	FA05	FA06	FA07	FA08	FA09	FA10							% age Pts.
All Courses	64	64	64	62	61	67	67	67	67	67	67	67	3.3	
All Non-Distance Education Courses	64	64	65	63	62	68	68	68	68	68	68	68	3.7	
All Distance Education Courses	58	59	57	54	57	63	63	63	63	63	63	63	5.4	
Non DE higher than DE by:	6	5	8	9	5	5	5	5	5	5	5	5	-1.8	5
	SU04	SU05	SU06	SU07	SU08	SU09	SU10							% age Pts.
All Courses	72	79	78	72	75	75	82	82	82	82	82	82	10.1	
All Non-Distance Education Courses	75	81	82	78	78	78	84	84	84	84	84	84	8.6	
All Distance Education Courses	63	73	70	63	70	67	77	77	77	77	77	77	14.7	
Non DE higher than DE by:	13	8	12	14	8	11	7	7	7	7	7	7	-6.1	7
														% age Pts.
All CCC Districts														
All Courses	67	67	67	66	67	67	67	67	67	67	67	67		MSJC DE higher than CCC Dist. by
All Non-Distance Education Courses	67	67	68	67	68	68	68	68	68	68	68	68		
All Distance Education Courses	56	56	56	56	57	57	57	57	57	57	57	57		
Non DE higher than DE by:	11	12	11	11	11	11	11	11	11	11	11	11	1.1	1.1
	FA04	FA05	FA06	FA07	FA08	FA09	FA10							% age Pts.
All Courses	67	66	66	66	66	67	67	67	67	67	67	67		
All Non-Distance Education Courses	67	67	67	67	67	68	68	68	68	68	68	68		
All Distance Education Courses	56	55	55	54	55	56	56	56	56	56	56	56		
Non DE higher than DE by:	11	12	12	12	12	12	12	12	12	12	12	12	6.8	6.8

Note: SU highest rate, Success = (A,B,C,CR,P)/(A,B,C,D,F,CR,NC,W,I,P,NP,DR) Source: Data Mart, www.CCCCO.edu 2.13.11, R&P Dept. 2.13.11

		Retention Rate (%)												
		AY04-05	AY05-06	AY06-07	AY07-08	AY08-09	AY09-10	AY10-11	Pt. Chg. since AY04-05		For Most Recent Term			
		SP05	SP06	SP07	SP08	SP09	SP10	SP11	AY04-05		Non-DE higher by			
MSJC														
All Courses		79	81	81	84	85	83		3.9					
All Non-Distance Education Courses		80	81	81	85	85	85		4.8					
All Distance Education Courses		75	79	79	80	82	78		3.0					
Non DE higher than DE by:		5	2	2	5	4	7		1.7			7		
		FA04	FA05	FA06	FA07	FA08	FA09	FA10				% age Pts.		
All Courses		82	82	82	81	83	86		4.0					
All Non-Distance Education Courses		82	83	83	83	84	86		4.6					
All Distance Education Courses		76	79	79	73	80	82		6.3					
Non DE higher than DE by:		6	4	3	10	5	4		-1.6			4		
		SU04	SU05	SU06	SU07	SU08	SU09	SU10				% age Pts.		
All Courses		84	91	92	78	87	85	92	8.8					
All Non-Distance Education Courses		86	93	94	87	89	88	93	7.5					
All Distance Education Courses		77	87	88	78	84	79	90	12.7					
Non DE higher than DE by:		8	6	6	9	5	9	3	-5.2			3		
												% age Pts.		
All CCC Districts														
All Courses		83	83	83	83	84	84							
All Non-Distance Education Courses		83	84	84	84	84	85							
All Distance Education Courses		77	77	77	77	78	78							
Non DE higher than DE by:		6	6	7	7	6	7					0.0		
		FA04	FA05	FA06	FA07	FA08	FA09	FA10				% age Pts.		
All Courses		84	83	84	83	84	84							
All Non-Distance Education Courses		84	84	84	83	84	85							
All Distance Education Courses		77	77	77	76	77	78							
Non DE higher than DE by:		7	7	7	8	7	7					4.3		
												% age Pts.		

Note: Retention = (A,B,C,D,F,CR,NC,I,P,NP) / (A,B,C,D,F,CR,NC,W,I,P,NP,DR) Source: Data Mart, www.CCCCO.edu 2.13.11, R&P Dept. 2.13.11

FTES Credit only									
	AY04-05	AY05-06	AY06-07	AY07-08	AY08-09	AY09-10	Most Recent DE Share		
MSJC									
Total (Credit & Non-Credit)	8,329	8,245	9,927	10,676	12,585	13,255			
Non-Credit	467	300	355	413	563	688			
Total - Credit	7,862	7,945	9,572	10,263	12,022	12,567			
Non-Distance Education Courses	7,233	7,037	8,287	8,561	10,008	10,462			
Distance Education Courses	629	909	1,284	1,702	2,015	2,104			
DE Share of Credit	8%	11%	13%	17%	17%	17%			17%
All CCC Districts									
Total (Credit & Non-Credit)	2,182,017	2,229,684	2,271,129	2,446,949	2,630,478	2,617,961			
Total Non-Credit	167,868	173,308	180,345	188,997	198,168	166,486			
Total Credit	2,014,149	2,056,376	2,090,784	2,257,952	2,432,310	2,451,474			
Non-Distance Education Courses	1,937,297	1,945,758	1,954,586	2,066,957	2,199,254	2,207,768			
Distance Education Courses	76,852	110,619	136,198	190,995	233,056	243,707			
DE Share of Credit	4%	5%	7%	8%	10%	10%			10%

Note: Total may vary slightly from 320 Report do to Data Mart calculation procedure. Source: Data Mart- R&P Dept. 2.13.11

EXHIBIT 4: DISTANCE EDUCATION UNRESTRICTED GENERAL FUND BUDGETS

Fiscal Year: 2010-11
 Department: *Distance Ed*
 Budget Code: 11-X24-0000-0-6010-0002

Date	Object Code ¹	Description/Vendor	Adopted Budget
	11-024-0000-0-4999-0002-5110	Consultants (Presidium Contract)	31,000.00
	11-124/224-0000-0-4999-0002-2210	Classified Salaries/Network Tech III	127,132.00
	11-124/224-0000-0-4999-0002-2340	Classified - Overtime Hours	2,002.00
	11-124/224-0000-0-4999-0002-3XXX	Fixed Costs for Classified Salaries	44,892.00
	11-024-0000-0-6010-0002-1470	Extra Duty Assignments	12,464.00
	11-024-0000-0-6010-0002-3XXX	Fixed Costs for Extra Duty Assignments	1,543.00
	11-024-0000-0-6010-0002-5110	Consultants	500.00
	11-024-0000-0-6010-0002-5645	Maintenance Agreements	1,540.00
	11-024-0000-0-6010-0002-5691	Software Licensing	1,505.00
	11-124-0000-0-6010-0002-4550	Office Supplies	1,010.00
	11-124-0000-0-6010-0002-4570	Computer Service Supplies	1,055.00
	11-124-0000-0-6010-0002-4590	Other Supplies	996.00
	11-124-0000-0-6010-0002-5540	Nextel Phones	1,330.00
	11-124-0000-0-6010-0002-5691	Software Licensing	700.00
	11-124-0000-0-6010-0002-6495	Other Equip. Instr. \$1,999 & Up	882.00
	11-224-0000-0-6010-0002-5691	Software Licensing	700.00
	Total		229,251.00

Fiscal Year: 2010-11 Department: <i>Distance Ed</i> Budget Code: 11-X24-0000-0-6010-0002			
Date	Object Code	Description/Vendor	Adopted Budget
11-024-0000-0-4999-0002-5110		Consultants (Presidium Contract)	31,000.00
11-124/224-0000-0-4999-0002-2210		Classified Salaries/Network Tech III	127,132.00
11-124/224-0000-0-4999-0002-2340		Classified - Overtime Hours	2,002.00
11-124/224-0000-0-4999-0002-3XXX		Fixed Costs for Classified Salaries	44,892.00
11-024-0000-0-6010-0002-1470		Extra Duty Assignments	12,464.00
11-024-0000-0-6010-0002-3XXX		Fixed Costs for Extra Duty Assignments	1,543.00
11-024-0000-0-6010-0002-5110		Consultants	500.00
11-024-0000-0-6010-0002-5645		Maintenance Agreements	1,540.00
11-024-0000-0-6010-0002-5691		Software Licensing	1,505.00
11-124-0000-0-6010-0002-4550		Office Supplies	1,010.00
11-124-0000-0-6010-0002-4570		Computer Service Supplies	1,055.00
11-124-0000-0-6010-0002-4590		Other Supplies	996.00
11-124-0000-0-6010-0002-5540		Nextel Phones	1,330.00
11-124-0000-0-6010-0002-5691		Software Licensing	700.00
11-124-0000-0-6010-0002-6495		Other Equip. Instr. \$1,999 & Up	882.00
11-224-0000-0-6010-0002-5691		Software Licensing	700.00
Total			229,251.00

**EXHIBIT 5: ORGANIZATIONAL CHART SHOWING MANAGEMENT STRUCTURE FOR MT.
SAN JACINTO COLLEGE**

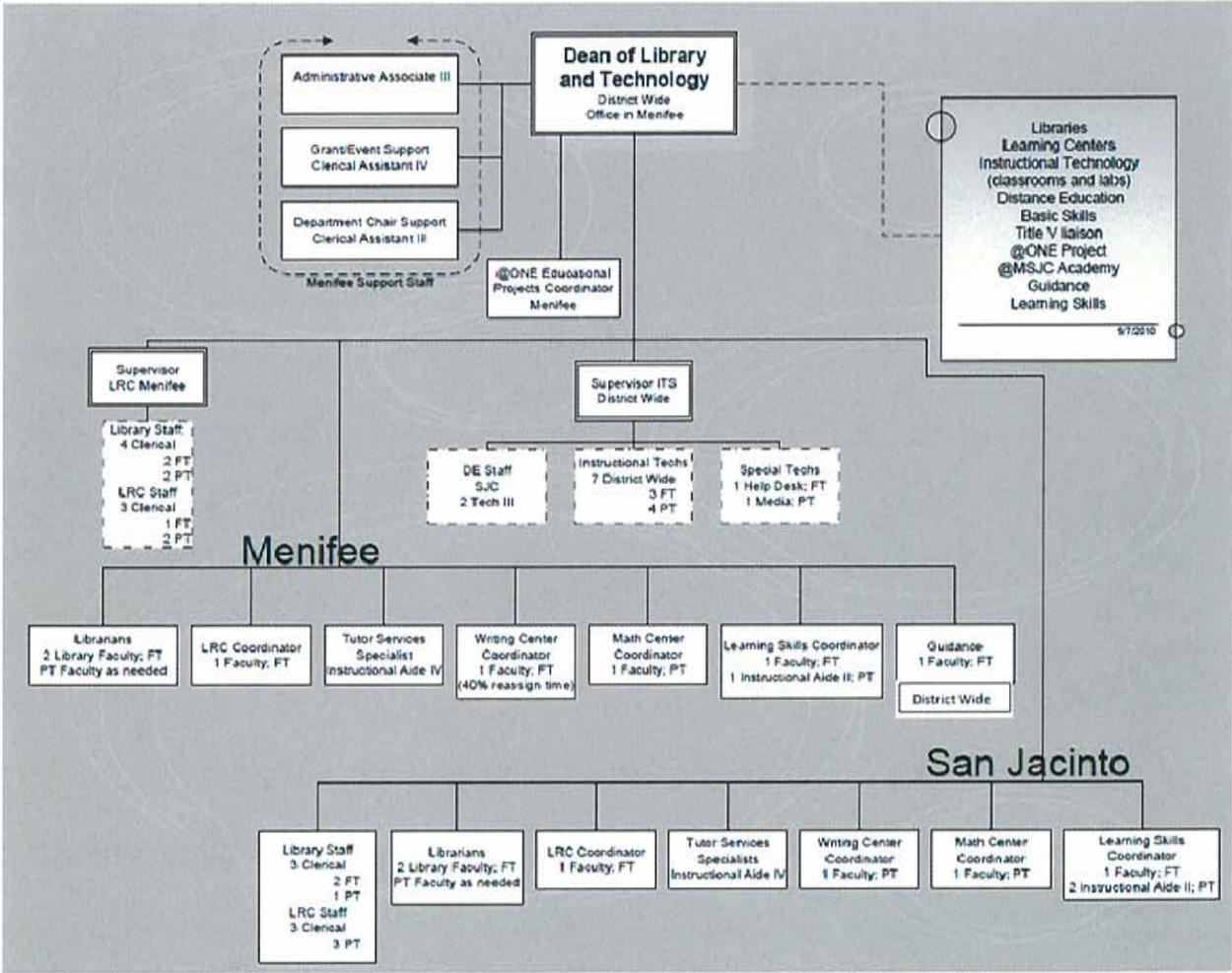


EXHIBIT 6: MT. SAN JACINTO COLLEGE BOARD OF TRUSTEES MEETING ACTIONS TO APPROVE THE SUBSTANTIVE CHANGE PROPOSAL REQUEST



Vision Statement

Our commitment to excellence is Your gateway to the future.

Thursday, February 10, 2011
San Jacinto Campus
Room 200

1.0 OPEN MEETING

3:30 p.m.

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Approval of Minutes – January 20, 2011 Regular Meeting
- 1.5 Additions and/or Deletions to the Agenda

**2.0 COMMENTS OF INDIVIDUAL, GROUPS, DELEGATIONS
LIMITED TO AGENDA ITEMS**

Public comments are limited to agenda items and shall be no more than five (5) minutes per speaker and twenty (20) minutes per subject unless further time is granted by the Board of Trustees.

3.0 REPORTS

- 3.1 Board President & Trustees
- 3.2 Student Trustee
- 3.3 Superintendent/President

4.0 CLOSED SESSION

Pursuant to all applicable education codes, government codes and recently enacted statutes, the Board of Trustees will meet in closed session to discuss and/or act on the following matters:

- 4.1 **CONFERENCE WITH LABOR NEGOTIATOR** – Faculty Association CTA/NEA. The chief negotiator representing the Board of Trustees is Irma Ramos
- 4.2 **CONFERENCE WITH LABOR NEGOTIATOR** – California School Employees Association (CSEA). The chief negotiator representing the Board of Trustees is Irma Ramos
- 4.3 **CONFERENCE WITH LABOR NEGOTIATOR** – Communications Workers of America (CWA). The chief negotiator representing the Board of Trustees is Irma Ramos

4.4	CONFERENCE WITH LABOR NEGOTIATOR – Unrepresented employee. Superintendent/President	
4.5	CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION 1 Case	
4.6	CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION RIC 10005925	
5.0	CONSENT AGENDA	
5.1	HUMAN RESOURCES	
2010/11-153	<u>Academic Temporary Appointments</u> The Academic Temporary Appointments have been made pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	7
2010/11-154	<u>Academic Appointment</u> The Academic Appointment has been made pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	8
2010/11-155	<u>Academic Equivalency</u> Requests for equivalency come under the domain of the Academic Senate. The Senate has reviewed and is recommending approval of the equivalency to local hiring criteria and minimum qualifications. The Administration recommends approval.	9
2010/11-156	<u>Renewal of Administrative Contracts</u> Administrators in the District are employed pursuant to EC 72411 and 72411.5 under the terms and conditions of an individually executed employment contract. The Administration recommends approval.	10
2010/11-157	<u>New Classified Appointments</u> Classified Appointments are made pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	11
2010/11-158	<u>New Associate Faculty – Spring 2011</u> The New Associate Faculty appointments have been made Pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	12
2010/11-159	<u>Non-Credit Instructors – Spring 2011</u> Non-credit instructor appointments have been made pursuant to Board Policy Manual Chapter 7, BP7110 – Delegations. The Administration recommends approval.	13
2010/11-160	<u>Short-Term Assignment</u> Short-term Assignments are made pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	14

2010/11-161	<u>Substitute Assignments</u> Substitute assignments are made pursuant to Board Policy Manual Chapter 7, BP7110-Delegations. The Administration recommends approval.	15
2010/11-162	<u>Stipends</u> Payment for extra duties performed outside the realm of regular teaching assignments. The Administration recommends approval.	16
2010/11-163	<u>Leave of Absence Without Compensation</u> This leave is being requested per CSEA contract article XI, section 11.12. The Administration recommends approval.	17
2010/11-164	<u>Separations</u> Notification including the name, assignment and effective date for employees that are leaving the District. The Administration recommends approval.	18
2010/11-165	<u>Volunteers</u> Volunteers play an invaluable role in the operation of the college. The Administration recommends the Board acknowledge the contribution of the volunteers.	19
5.2 BUSINESS SERVICES		
2010/11-166	<u>Approval of Payroll, Purchase Orders, Contracts, and Commercial Warrants</u> The Board of Trustees must authorize and approve all expenditures of the District to comply with applicable education and public contract codes. The Administration recommends approval.	20
2010/11-167	<u>Transfers of Appropriations</u> Authorization to make necessary accounting adjustments to the adopted budget. The Administration recommends approval.	21
2010/11-168	<u>Contract Agreements</u> The Administration recommends that the Board of Trustees provide authorization to execute the District contract agreements.	22
2010/11-169	<u>2010/2011 Budget Modification #4</u> The adoption of this resolution will increase the Restricted General Fund (Fund 12) by \$27,519.19. The Administration recommends that these funds be appropriated according to the attached schedule.	23
2010/11-170	<u>Quarterly Financial Status Report District/Auxiliary Quarterly Financial Reports</u> The Administration recommends that the Board of Trustees receive the quarterly report of the financial condition of the District and in accordance with Education Code section 84043, orders the report filed with the County Superintendent of Schools and the Chancellor's Office.	24
2010/11-171	<u>Notice of Completion for the San Jacinto Campus Library ESL Remodel</u> The Administration recommends the Board approve the execution of the Notice of Completion for the Project (under Civic Code Section 3093 – Public Works) and authorizes the Vice President of Business Services to execute the Notice.	25

6.0 OPEN AGENDA

6.1 HUMAN RESOURCES

2010/11-172 Golden Handshake - STRS 26

The District has determined that pursuant to Ed Code Section 22714 that because of impending curtailment of, or changes in the manner of performing services, the best interests of the District would be served by encouraging eligible certificated employees or academic employees to retire for service and that the retirement will result in a net savings to the District. The Administration recommends approval.

2010/11-173 Golden Handshake - PERS 28

The District has determined that because of impending curtailment of, or changes in the manner of performing services, it is in the best interests of the District to encourage retirement of eligible employees for service under Government Code Section 20904. The Administration recommends approval.

6.2 SUPERINTENDENT/PRESIDENT

2010/11-174 Rescheduling of Election Cycle 30

Elections for the MSJC Board of Trustees are currently held every 2 years in odd numbered years. The District has been informed there would be a cost savings to the District as a result of aligning the District's elections with the statewide general elections held in even years. Elections Code 1302 (b) establishes a procedure whereby the District may change the election date for its Trustees by adopting a resolution no later than March 1, 2011 and submitting the resolution to the County Board of Supervisors for consideration. The Administration recommends approval.

6.3 BOARD OF TRUSTEES

2010/11-175 Consideration/Approval Superintendent/President Employment Contract 31

This action will extend the Superintendent/President's employment contract effective July 1, 2011 through June 30, 2014.

7.0 COMMENTS OF INDIVIDUAL, GROUPS, DELEGATIONS

Public comments may address any item of interest to the public, other than agenda items, that are within the subject matter jurisdiction of the college. Comments shall be limited to five (5) minutes per speaker and twenty (20) minutes per subject unless further time is granted by the Board of Trustees.

8.0 INFORMATION AGENDA

8.1 INSTRUCTION

A. Faculty Recognition 32

Vice President of Instruction, Dr. Dennis Anderson will recognize Dr. Michelle Stewart. Upon recommendation of the Academic Rank Committee, Dr. Stewart will advance from the rank of Associate Professor of English to that of Professor of English.

B. Changes to General Education Requirements for Students in the Associate Degree Nursing Program 33

Dean of Nursing and Allied Health, Dr. Kathleen Winston will introduce changes to the general education requirements for student with baccalaureate degrees and enrolled in the MSJC Associate Degree Nursing Program as outlined in SB 1292.

8.2	HUMAN RESOURCES	
A.	<u>CTA Bargaining Proposal for Academic Year 2010-2011</u>	34
	Pursuant to GC 3547, the California Teachers Association (CTA) proposal to open negotiations for academic year 2010-2011 is being sun-shined. Public comment on this proposal will be taken at the Board's next regularly scheduled meeting to be held in March 2011.	
8.3	BUSINESS SERVICES	
A.	<u>Maintaining Fiscal Stability Priorities</u>	35
	At the January 20, 2011 Board of Trustees Meeting, Vice President of Business Services, Becky Elam provided information on the Governor's Proposed Budget that included the Budget Development Committee's Maintaining Fiscal Stability priorities. At the request of the Trustees, these priorities are presented for further discussion.	
8.4	SUPERINTENDENT/PRESIDENT	
A.	<u>Mt. San Jacinto College ACCJC Substantive Change</u>	36
	In accordance with the ACCJC's Substantive Change Policy, Mt. San Jacinto College will submit three Substantive Change Proposal Approval Requests. Associate Dean of Planning/Institutional Effectiveness/Grants, Rebecca Teague will speak to the changes that are being submitted through the collaboration of the administration and faculty.	
8.5	ACADEMIC SENATE REPORT	
8.6	CLASSIFIED SENATE REPORT	
8.7	STUDENT GOVERNMENT ASSOCIATION	
9.0	ADJOURNMENT	

The next meeting of the Board of Trustees is scheduled for March 10, 2011 at 3:30 p.m., San Jacinto Campus, Room #200.

Board of Trustee meetings are LINKED to room #851 on the Meniffee Valley Campus.

Agenda-Related documents which qualify as public records under Section 54957.5 Subdivision (a) and (b) of The Ralph M. Brown Act (Government Code Section, 54950 et seq.) are available for public -- inspection and/or distribution in the President's Office, Room 204, Mt. San Jacinto College, 1499 N. State St., San Jacinto, and CA. 92583.

Additional information or available background material regarding any item on the agenda may be obtained by contacting the Administration Office at 951-487-3001 prior to the meeting.

*Any member of the public who wishes to speak before the Board must complete a Public Participation form and return it to the Board Chair prior to the meeting. Late arrivals will not be permitted to speak. (Forms are available at the speaker's table)

MSJC Board of Trustee meetings are taped and video recorded per Government Code Sections 54953.5 and 54953.6 and Education Code Section 72121(a). Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to:

Kathy Donnell
Executive Assistant to the Superintendent/President
1499 N. State St
San Jacinto, CA 92583-2399
951-487-3002
Office hours: 8:00 a.m. to 5:00 p.m.

Request must be received at least 48 hours prior to the meeting.

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic, and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.



Board of Trustees

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
1499 North State Street, San Jacinto, CA 92583 (951) 487-6752

INFORMATION

Section: Superintendent/President	Subject: Mt. San Jacinto College ACCJC Substantive Change	Date: 02/10/11
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The Accrediting Commission of Community and Junior College (ACCJC) expects accredited institutions to undertake change responsibly and to continue to meet the Eligibility Requirements, Accreditation Standards and Commission policies even as they make changes. To provide assurance of institutional quality to the public and to maintain Title IV financial aid funds for students of the institution, a **Substantive Change Proposal** must be reviewed and acted upon by the Commission's Committee on Substantive Change, or the Commission as a whole.

A substantive change is a change which alters: the mission, scope, or name of the institution; the nature of the constituency served; the location or geographical area served; the control of the institution; the content of courses or programs to an extent which represents a significant departure from current curricula or the mode of delivery of a program so that the courses constitute 50% and/or more of a program and/or are offered at a distance or through electronic delivery; or the credit awarded to courses or programs.

Since 2005, Mt. San Jacinto College has experienced tremendous growth and as a result, the institution has developed new programs/certificates and degrees to meet the growing demands of our region, local industry needs, and constituents; we have created new off-campus sites to provide better access to higher education opportunities; and expanded our offerings in distance education.

In accordance with the ACCJC's Substantive Change Policy, Mt. San Jacinto College will submit three Substantive Change Proposal Approval Requests focused on following changes in:

- 1) Location or geographical area served by MSJC – to account for the Temecula Education Complex, which offers at least 50% of an educational program
- 2) Addition of courses that constitute 50% or more of a program offered through a mode of distance education or electronic delivery
- 3) Addition of a new degree or vocational certificate program that represents a significant departure from an institution's current programs

The three Substantive Change Proposals are in draft format and are still being finalized through collaboration with administration and faculty. The drafts are being presented to the Board of Trustees as an information item. A formal action item will be placed on the following Board of Trustee meeting agenda scheduled for March 10, 2011 for formal approval.

**EXHIBIT 7: DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT BOARD
POLICY 2430**



BP 2430

Approved by Board: August 9, 2001

Page 1 of 1

Revisions:

BP 2430 Delegation of Authority to Superintendent/President

Reference:

***Education Code Sections 70902(d), 72400;
Accreditation Standard 10.A.3***

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/ President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board in consultation with the Superintendent/President shall develop the job description and goals and objectives for performance.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

EXHIBIT 8: MATRIX SHOWING STUDENT ACCESS TO STUDENT SUPPORT SERVICES AND LEARNING RESOURCES APPROPRIATE TO THE PROGRAMS OFFERED ONLINE, OFF-SITE, AND ON-SITE

Substantive Change

Student Access to support services and learning resources appropriate to the programs offered at the location.

	Completed <u>Online Off</u> <u>Campus</u>	Completed <u>on Campus</u>	Time needed <u>to Complete</u>	<u>San Jacinto</u> <u>Campus</u>	<u>Menifee</u> <u>Campus</u>	<u>Temecula</u>	<u>Banning</u>	<u>Notes</u>
Application	Yes	Yes	20-30 mins.	Yes	Yes	Yes	Yes	After students complete the application for admissions, it takes about 20-30 minutes for the application to upload in the system. At that time the system will create a student ID # for the student.
Orientation	Yes	Yes	30-45 mins.	Yes	Yes	Yes	Yes	It may take up to 24 hours after a student completes their application before they will be able to access their my.msjc.edu account to complete orientation.
Assessment	No	Yes	1-2 hours	Yes	Yes	Yes	Yes	Students can take an assessment preview prior to taking the actual placement test. The assessment is for placement in Math and English. Check the msjc.edu website for the most current testing hours for each campus.
Financial Aid	Yes	Yes	25-35 mins.	Yes	Yes	Yes (No Financial Aid Dept. onsite)	Yes (No Financial Aid Dept. onsite)	Students can get assistance with completing their FAFSA in the EAC. They will need to bring their income tax information from the prior year to complete FAFSA. Students can print Financial Aid Forms @.10 per copy. School code: 001246
Student Email	Yes	Yes	5 mins.	Yes	Yes	Yes	Yes	It may take up to 24 hrs after a student completes their application before they will be able to access their my.msjc.edu account to set up their student email. It is very important for students to complete this step as this is how the school communicates with students.
Registration Appointment	Yes	Yes	5 mins.	Yes	Yes	Yes	Yes	If a student does not have an appointment to register, the student can speak to the clerk at the counter in the EAC to obtain a date to register.

Substantive Change

Register for Classes	Yes	Yes	5 mins. - 1 hour	Yes	Yes	Yes	Yes	We are not allowed to advise students on which classes to take or with which instructors. If a student is not sure of which classes to register for, we need to direct them to counseling for guidance.
Counseling	N/A	N/A	5 - 30 mins.	Yes	Yes	Yes	Yes	Students can make appointment or walk-in onsite. Students can also submit a question via the online advisor (http://www1.msjc.edu/formscripts/counseling/onlineadvisor/contact.asp) for a counselor to answer general questions.
Tutoring	N/A	N/A	Walk-in	Yes	Yes	Yes?? (See comment section)	No	Currently, tutoring is only offered at SJC and MVC. There is discussion to implement tutoring in Temecula in spring (but only on a limited basis)