

**CITRUS COMMUNITY COLLEGE DISTRICT**

**AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES**

**MEETING:** Organizational Meeting in December

**DATE:** Tuesday, December 4, 2012

**TIME:** 4:15 p.m.

**PLACE:** Community Room, CI 159  
1000 West Foothill Boulevard, Glendora, California 91741-1899

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Joanne Montgomery, President  
Susan M. Keith, Vice President  
Gary L. Woods, Clerk/Secretary  
Edward C. Ortell, Member  
Patricia Rasmussen, Member  
Crescencio Calderon, Student Trustee

**C. COMMENTS: MEMBERS OF THE AUDIENCE**

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. To do so, please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

**D. REPORTS**

**Geraldine M. Perri, Superintendent/President**  
**Irene Malmgren, Vice President of Academic Affairs**  
**Arvid Spor, Vice President of Student Services**  
**Robert Sammis, Director of Human Resources**  
**Carol Horton, Vice President of Finance and Administrative Services**  
**James Woolum, Academic Senate President**  
**Steve Siegel, Classified Employees**  
**Crescencio Calderon, Student Trustee**  
**Members of the Board of Trustees**

**E. MINUTES**

1. Approval of the Regular Meeting Minutes of November 20, 2012

**F. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODE:**

1. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA);
2. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352;
3. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.
4. Per Section 54957.6: Conference with Designated Representatives, Warren Kinsler and Board President - Unrepresented Employee - Superintendent/President.
5. Per Section 54957: Public Employee Discipline/Dismissal/Release.
6. Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:

Gil Aguirre v. Citrus Community College District Board of Trustees,  
Case No. BS139800

**G. INFORMATION AND DISCUSSION**

1. Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services (Page 7)
2. *Bronze Star* performance in Redwood City, California on December 6, 2012 – Irene Malmgren, Vice President of Academic Affairs (Page 8)
3. Citrus College Faculty Association/Community College Association/California Teachers Association/National Education Association (CCFA/CCA/CTA/NEA) Re-Opener, Article 8 – Salaries – Robert Sammis, Director of Human Resources and District Chief Negotiator (Page 9)

4. **AP 5055 Enrollment Priorities – Arvid Spor, Vice President of Student Services (Page 11)**
5. **Educational Programs Committee: AP 3200 Accreditation – Irene Malmgren, Vice President of Academic Affairs (Page 14)**
6. **Program Review – Drafting and Design Technology – Irene Malmgren, Vice President of Academic Affairs (Page 17)**
7. **Program Review – Theatre Arts – Irene Malmgren, Vice President of Academic Affairs (Page 58)**

**H. ACTION ITEMS**

**1. Consent Items**

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and reviewed in advance by Board members. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Business Services**

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 101)
- b. Authorization is requested to approve facility rentals and usage. (Page 104)
- c. Authorization is requested to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2013-2014 schedule of events for the Haugh Performing Arts Center. (Page 106)
- d. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 110)

- e. Authorization is requested to allow staff to prepare specifications and formally bid the Dynamometer project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. (Page 113)

#### **Personnel Recommendations**

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 114)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 131)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 133)

#### **H. ACTION (continued)**

- 2. Authorization is requested to elect \_\_\_\_\_ for the office of President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. (Page 139)
- 3. Authorization is requested to elect \_\_\_\_\_ for the office of Vice President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. (Page 140)
- 4. Authorization is requested to elect \_\_\_\_\_ for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. (Page 141)
- 5. Authorization is requested to elect \_\_\_\_\_ to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. (Page 142)
- 6. Authorization is requested to select \_\_\_\_\_ as an Annual Representative to the Los Angeles County School Trustees Association for 2013. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. (Page 143)

7. Authorization is requested to select \_\_\_\_\_ as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2013. (Page 144)
8. Authorization is requested to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2012, through November 30, 2013, as follows:  

Date: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays  
Time: 4:15 p.m.  
Place: Citrus Community College District, Center For Innovation, Community Room (CI 159)

(Page 145)
9. Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad-hoc committee for 2013 to recommend the instrument or process to be used in Board self-evaluation. (Page 147)
10. Authorization is requested to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2012. (Page 149)
11. Authorization is requested to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 4, 2012, through November 30, 2013. (Page 150)
12. Authorization is requested to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. (Page 154)
13. Authorization is requested to approve the proposed 2014-2015 Academic Calendar. (Page 156)
14. Authorization is requested to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2013, it is requested that the Board of Trustees authorize recruitment of one full-time Nursing position effective fall 2013. Each job posting will bear the statement, "Position contingent upon funding and final Board approval." (Page 158)
15. Authorization is requested to approve the first reading of BP 5030 Fees. (Page 159)

16. The Board is requested to consider the adoption of Resolution No. 2013-14-04 rescinding the Board's prior approval of Amendment Number Seven to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri in order to cure and correct alleged but denied Brown Act violations, and authorizing approval of Amendment Number Eight to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri, to extend Dr. Perri's term of employment, provide for step increases in salary, and clarify vacation/sick leave provisions, and to avoid claims of breach of contract. (Page 167)

*At this time, the board may adjourn to closed session to discuss Item No. F.*

## **I. ADJOURNMENT**

### **Dates to Remember:**

December 24-January 2, 2013	Winter Holidays – Campus Closed
January 15, 2013	Board of Trustees Meeting
January 21, 2013	HOLIDAY – Martin Luther King

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Audit Report Presentations	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

The District's auditors, Vicenti, Lloyd and Stutzman, Certified Public Accountants, will present the 2011-2012 audit reports.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

No action required; information only.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. G.1.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	<i>Bronze Star</i> performance in Redwood City, California on December 6, 2012	Information	_____ X
		Enclosure(s)	_____

BACKGROUND

California Community Colleges Chancellor’s office has invited the Citrus College Theatre department to perform scenes from *The Bronze Star* and conduct a follow-up a discussion on December 6, 2012 in Redwood City, California. The performance and discussion are in coordination with the Veterans Summit II event.

Below are the names of students and faculty traveling for this event:

Students: Sergio Venegas, Anthony Vidales, Gahren Markarian, and Nicholas Murphy

Faculty: Neil Weiss, Cherie Brown, and Bruce Solheim

The California Community Colleges Chancellor’s Office will pay all expenses.

This item was prepared by Robert Slack, Dean of Fine and Performing Arts, and Autumn Leal, Administrative Secretary II, for Fine and Performing Arts.

RECOMMENDATION

No action required; information only.

Irene Malmgren  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_ Nay \_\_ Abstained \_\_

Item No.     G.2.



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Citrus College Faculty Association/Community College Association/California Teachers Association/National Education Association (CCFA/CCA/CTA/NEA) Re-Opener, Article 8 - Salaries	Information	X
		Enclosure(s)	X
			_____

BACKGROUND

The current agreement with CCFA, which expires on December 31, 2014, provides for an automatic re-opener regarding Article 8 - Salaries. The District has received CCFA's initial proposal regarding Article 8. A copy of which is attached.

This item was prepared by Sandra Coon, Confidential Administrative Assistant, Human Resources

RECOMMENDATION

Information only; no action required.

Robert Sammis  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. G.3.

November 14, 2012

TO: Citrus College District

FROM: Citrus Faculty Association

The Citrus Faculty Association wishes to inform the District that they will NOT be opening any articles in the upcoming 2012-2014 Contract negotiations, other than the automatic reopen of Article 8 – Salaries.

Regarding Article 8 – Salaries

In light of the ending balance for Fiscal Year 2011-2012 of 14.6% or \$8.3 million, and the projected ending balance for 2012-2013 of 13.3% or \$7.6 million, and the additional unbudgeted revenue from the passage of Prop 30 of \$3.4 million:

The Faculty Association asks that the 2% across the board raise for a minimum of one year effective April 1, 2012 to March 1, 2013 be made permanent.

Additional cost to the District will be approximately \$300,000 a year, or approximately 4% of the projected 2012-2013 ending balance. However, since the 2% raise already extends through March of 2012-2013, the permanence of the 2% will have virtually no impact on the currently projected ending balance.

In addition, in exchange for dropping the ongoing Grievance regarding the 14 missing steps from the Overload Salary Schedule and the 7 missing steps from the Intersession Salary Schedule, the Faculty asks for a 2-Year phase-in of missing steps.

Effective January 1, 2013 the Overload Salary Schedule will extend from Step 7 to Step 14, with an approximate additional cost to the District of \$100,000;

and the Intersession Salary Schedule will extend from Step 14 to Step 23, with an approximate additional cost to the District of \$10,000.

Total cost to the District would be approximately 1.6% of the 2012-2013 projected ending balance.

Effective January 1, 2014 the Overload Salary Schedule will extend from Step 14 to Step 35, with an approximate additional cost to the District of \$100,000;

and the Intersession Salary Schedule will extend from Step 23 to Step 35, with an approximate additional cost to the District of \$10,000.

Assuming a 2013-2014 ending balance of even 10%, total cost to the District would be 2.4% of ending balance.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	AP 5055 Enrollment Priorities	Information	X
		Enclosure(s)	X

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

AP 5055 Enrollment Priorities is being revised to conform to recent legislation which adjusts the order of priority registration by combining veterans and foster youth with Disabled Student Programs and Services (DSPS) and Extended Opportunity Programs and Services (EOPS) students. Other changes to the AP include the deletion of a 110 unit registration penalty and the addition of concurrently enrolled (K-12) students. The Student Services Committee approved the revisions to AP 5055 on September 20, 2012 and all campus constituents have reviewed and approved. The Steering Committee approved revisions to AP5055 on November 26, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

No action required; information only.

Arvid Spor, Ed. D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     G.4.

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5055 ENROLLMENT PRIORITIES

**Draft 10-10-12**

References: [Education Code Sections 66025.8, 66025.9, and 76001](#); Title 5 Sections 51006, 56232, 58106, and 58108; 42 U.S. Code, Section 12101

Formatted: Indent: Left: 0", Hanging: 1"

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

Citrus Community College District has established priorities for student registration which enables students to complete their educational goals in a timely manner and allows for special assistance to those students identified in the Education Code and Title 5.

When enrollment must be limited, priorities for determining who may enroll are:

- ~~Qualified~~-Disabled Student Programs and Services (DSPS) students, ~~and~~ Extended Opportunity Programs and Services (EOPS) students, verified veteran students, verified foster youth students, and verified former foster youth students under the age of 24;
- ~~Students identified as veterans;~~
- ~~Students identified as foster youth;~~
- ~~b.~~ Students enrolled in the Honors Program and taking the approved number of Honors courses;
- ~~c.~~ Student athletes;

d. Students in the Early Decision Program;

f.e. Continuing students, based on units completed and current enrollment.  
Those students with the greatest number of completed units register first;

f. New and returning students who have completed the matriculation components of admissions, orientation and assessment, or who are exempt or refused those components and have formally completed the refusal of matriculation services form based on application date, ~~will have priority over students who have not completed the matriculation activities;~~ and

g. All other new and returning students based on application date.

~~h. With the exception of veterans, students who accrue in excess of 110 degree-applicable units will register following new students. These students will have the right to an appeal process based on extenuating circumstances.~~

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 0.5", Space After: 10 pt, Line spacing: Multiple 1.15 li, No bullets or numbering

Comment [AS1]: Same as prior comment.

In order to receive consideration for priority registration, a student must be identified as eligible before registration appointments are generated each term.

Concurrent enrollment students (K-12) will be assigned a registration appointment in accordance with Education Code Section 76001.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.

**NOTE:** This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Board Approved	07/21/09
Revised	05/01/12
<u>Revised</u>	
SSC	9/20/12
Senate	10/10/12
ASCC	10/2/12
CSEA	9/25/12
Mgmt	10/3/12
Supv Conf	10/15/12

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Educational Programs Committee: AP 3200 Accreditation	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND**

CCLC has recommended that colleges augment BP3200 Accreditation with specific detail about how accreditation is handled at each district. AP3200 has been created in response to this advice. This document was distributed to constituent groups, approved by EPC on November 19, 2012, and Steering on November 26, 2012. The associated Board Policy BP3200 did not change.

This item was prepared by Jerry Capwell, Administrative Assistant, Office of Academic Affairs.

**RECOMMENDATION**

No action required; information only

Irene Malmgren  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     G.5.

**Academic Affairs**

**AP 3200 ACCREDITATION**

References:

Accreditation Eligibility Requirement 210; Accreditation Standard IV.B.1.i  
Policy on the Role of Accreditation Liaison Officer, ACCJC, June 2012  
Accreditation Reference Handbook, ACCJC/WASC, July 2012

**A. The Accrediting Commission**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The Commission shall ensure that its accrediting actions sustain and enhance quality and maintain the values of higher education among member institutions. The Commission serves the public interest by providing information on its actions to institutions, the public, and students. Community College Accreditation authorizes the District to offer the first two years of university curricula.

**B. Self Evaluation and other Reports**

In accordance with the standards of the ACCJC, the District shall conduct a comprehensive self-evaluation every six years and host a visit by an accreditation team. Mandatory midterm reports shall be prepared and submitted to the ACCJC in the third year of each six-year cycle. Other additional reports shall be submitted as required by the Commission.

**C. Responsibilities**

The Superintendent/President shall appoint an Accreditation Liaison Officer (ALO) to oversee the accreditation process. The ALO shall ensure that a written self-evaluation document is produced. The primary roles of the ALO are to:

1. Stay knowledgeable about accreditation, including Eligibility Requirements, Accreditation Standards and Commission policies;
2. Promote an understanding of accreditation requirements, quality assurance, and institutional effectiveness among constituencies at the college;
3. Communicate information about accreditation and institutional quality that is available from the ACCJC, including letters sent to the institution

and materials posted to the ACCJC's website;

4. Serve as the key resource person in planning the institutional self-evaluation process, including appointment of the self-evaluation chairperson or co-chair;
5. Manage procedures to assure that the institution maintains the comprehensive collection of institutional files containing Commission information including previous external evaluation reports and action letters;
6. Prepare the institution for an evaluation team site visit in collaboration with the team Chair and/or co-chair and the team assistant;
7. Maintain regular communication with the Superintendent/President and the college on accreditation matters;
8. Facilitate timely reports to the Commission, including Annual Reports and Substantive Change Proposals; and
9. Attend ALO trainings.

---

**Date Adopted:**

Academic Senate	10/24/12
ASCC	10/3/12
CSEA	10/16/12
Management Team	10/3/12
Supervisors/Confidential	10/4/12
Educational Programs Committee	11/19/12
Steering	11/26/12

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in **bold**.*



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Program Review – Drafting and Design Technology	Information	X
		Enclosure(s)	X

BACKGROUND

The Drafting and Design Technology program has undergone the prescribed program review process based on a 6-year cycle and was approved at the November 19, 2012 Educational Programs Committee meeting and the November 26, 2012 Steering Committee meeting.

This item was prepared by Jerry Capwell, Administrative Assistant, Academic Affairs.

RECOMMENDATION

Information only; no action required.

Irene Malmgren \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ G.6. \_\_\_\_\_



# **DRAFTING and DESIGN TECHNOLOGY Instructional Program Review 2005-2011**

## **Spring 2012**

---

---

### **Prepared by**

<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Dr. Richard J. Fernandes AIA	Professor	Jim Lancaster	Dean; Career, Technical Education
Susanna Au	Adjunct Faculty	Lois Bottari	Administrative Secretary
		Marti DeYoung	CTE Supervisor

### **Drafting and Design Technology Program Review Committee Members**

<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Richard J. Fernandes	Full-Time Faculty	Jim Lancaster	Dean; Career, Technical Education
Susanna Au	Adjunct Faculty	Lois Bottari	Administrative Secretary
Jeremy Clark	Academic Senate Representative	Michelle Plug	Articulation Officer
Irene Malmgren	Vice President of Instruction	Lucinda Over	Dean of Counseling
Linda Welz	Chief Information Services Officer	Lanette Granger	Library and Information Services



## PROGRAM REVIEW – Drafting and Design Technology

The final summary of the program review process for Drafting and Design Technology is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

\_\_\_\_\_  
Jim Lancaster, Dean of Career, Technical and Continuing Education

\_\_\_\_\_  
date

\_\_\_\_\_  
Michelle Plug, Articulation Officer

\_\_\_\_\_  
date

\_\_\_\_\_  
David Kary, Chair of Curriculum Committee

\_\_\_\_\_  
date

\_\_\_\_\_  
Irene Malmgren, Vice President of Academic Affairs

\_\_\_\_\_  
date

\_\_\_\_\_  
James Woolum, Academic Senate President

\_\_\_\_\_  
date

\_\_\_\_\_  
Geraldine M. Perri, Superintendent/President

\_\_\_\_\_  
date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

## **Table of Contents**

	<b>page #</b>
1. Executive Summary	<b>5</b>
2. Faculty and staff	<b>6</b>
3. Program description and mission	<b>6</b>
4. Program goals and objectives	<b>7</b>
5. Review of previous recommendations	<b>7</b>
6. List and review of degrees, certificates, and awards	<b>11</b>
7. List of industry-based standard certificates and licenses	<b>14</b>
8. Advisory committee or council	<b>14</b>
9. Program Student Learning Outcomes (SLOs)	<b>14</b>
10. Curriculum review and Student Learning Outcomes Assesment	<b>15</b>
11. Evaluation Criteria - Need	<b>21</b>
12. Evaluation Criteria - Quality	<b>22</b>
13. Evaluation Criteria - Feasibility	<b>23</b>
14. Evaluation Criteria – Compliance	<b>23</b>

15. Evaluation Criteria - Other	24
16. Recommendations	24
17. Budget Recommendations	26
Attachment A – Program of Study	29
Attachment B – Key Performance Indicator data	31
Attachment C – Labor Market Information	36

# 1. Executive Summary

## A. Program History / Description

Drafting and Design Technology is a career technical and transfer program. Recent consolidation of courses into the primary disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery improve visibility of individual and integrated disciplines, facilitate efficient scheduling, and have increased the number of students completing their education goal. Courses in Drafting and Design Technology are offered during the day and evening.

Students completing courses in the Drafting and Design Technology Program acquire understanding, knowledge, skills and abilities in the disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery. Drafting and Design Technology offers foundational curriculum in support of multiple student outcomes. Theory, advanced technology and hands-on experiences prepare students for entry-level employment or advancement in occupations that require graphic communications, engineering drawings, computer-aided design, and illustrations.

## B. Strengths / Effective Practices

Drafting and Design Technology is a recognized transfer program to the California State University, University of California and private university systems through articulation and via portfolio review. Faculty use a project-based instructional strategy and advanced technology to engage students in their learning. A "studio" environment that includes students from multiple disciplines (specializations) optimizes "teachable moments" because solutions are holistically related to design and drafting professions. The Advisory Council consists of more than 60 members, including educational representatives from local high schools, California State Polytechnic University Pomona, and the California State Universities of Fullerton and Los Angeles, business representatives from architectural, industrial design, environmental design and engineering firms as well as representatives from Walt Disney Imagineering. The program has made continuous improvements in nontraditional participation and employment and continues to progress towards the statewide goal of 25%.

## C. Weaknesses / Lessons Learned

The Drafting and Design Technology program has one full-time professor. The program has grown enough to support an additional full time professor for Computer Aided Design (CAD) and Computer Generated Imagery (CGI) and the existing adjunct professors.

There is need for a six year replacement plan to ensure software and hardware is maintained at or above industry standards.

While we only have one full-time faculty in Drafting and Design Technology, the number of completers of certificates and/or degrees has been equal to colleges with larger programs. Program growth has been slowed by current budget restraints; however, Drafting and Design (Core Indicator 0952) produced Core Outcomes similar to other colleges in the area.

## D. Recommendations / Next Steps

Request and monitor transfer data from Office of Institutional Research.

Request one additional faculty with minimum qualifications for Computer Aided Design (CAD), Computer Generated Imagery (DRAF 101, 160, 161, 190, 290) and Architecture; increase adjunct pool for Design Visualization (DRAF 102 and ARCH 102).

Expand access to hardware/software – open lab on alternating hours so students can access and have time in the lab to collaborate and complete projects in the school setting.

Increase utilization of technology in Drafting and Design Technology Program courses by expanding access to hardware/software.

The Advisory Committee has recommended the creation of a multipurpose studio space to accommodate larger numbers of students designing, collaborating, and presenting projects to all students (and guests) throughout the semester. Room plans have been created to meet student class size.

Evaluate and revise specific class content in order to better prepare students for employment or transfer.

Collaborate with Counseling and the Career/Transfer Center to develop an understanding of the Drafting and Design Technology Program.

## 2. Faculty

### Full-Time Faculty

Dr. Richard J. Fernandes AIA

### Adjunct Faculty

Susanna Au Associate AIA

Flint Tabata

Kimberly Bowen AIA

Jane Yu

Eric Rodriguez

## 3. Program description and mission

The Drafting and Design Technology Program has adopted the Institutional General Education Competencies of Citrus College. The General Education Competencies (as set forth in the Academic Senate minutes dated August 25th 2004).

Any student transferring or completing a degree or certificate from Citrus College must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Transfer Program: The Drafting and Design Technology Program is designed to meet the needs of those who intend to transfer to a college or university within two years. These students should consult with the particular institution they plan to attend to further evaluate this option. Transfer is via portfolio review.

Career Technical Education: The Drafting and Design Technology Program is designed to meet the needs of individuals who want to upgrade current skills or develop new skills needed for employment. The Drafting and Design Technology Certificate meets these needs.

Core Indicators: The program exceeds all Core Indicator targets with the exception of nontraditional participation and completion. (Please see Attachment C):

Indicator	Negotiated:	2009-10 (Actual)	2010-11 (Actual)
1. Technical Skill Attainment:	88.81%	100.00	90.00
2. Credential, Certificate, or Degree:	82.05%	85.71	85.00
3. Persistence or Transfer:	85.96%	89.19	87.50
4. Placement	81.72%	75.00	81.82
5. Nontraditional Participation	20.37%	18.92	17.50
6. Nontraditional Completion	25.99%	18.75	19.05

#### 4. Program Goals and Objectives

The goals and objectives of the Drafting and Design Technology Program are:

- a) Provide transfer credit to colleges and universities.
- b) Meet the student learning outcomes and core competencies institutionalized by Citrus College.
- c) Provide basic knowledge and skills for students in two years.
- d) Prepare students to enter the job market.
- e) Provide courses required for students to complete the certificates and/or Associate of Science degree.
- f) Provide classes for enrichment and upgrading of skills for students currently employed.
- g) Provide classes to support other curricular areas on campus; ARCH 250 and ARCH 251 are IGETC classes. Two to three additional classes will be submitted for IGETC certification within the Drafting and Design Technology Program.

#### 5. Review of previous recommendations

MISSION:

- a) Integrate current technology into the current Drafting and Design Technology Program curriculum.

-- Response: COMPLETED



- b) List the Drafting and Design Technology Program Certificates in the College Catalog and update periodically to keep current.  
-- Response: COMPLETED
- c) List appropriate cross referencing of Architectural Drafting under Architecture in the College Catalog and class schedule.  
-- Response: COMPLETED
- d) Utilize marketing and recruitment techniques to attract students in our district and to ensure that the District's diversity continues to be represented in the Drafting and Design Technology Program. (See Core Indicators, Females represent only 25% of enrollment).  
-- Response: COMPLETED Core indicators show a gain.
- e) Review and enhance the Drafting and Design Technology major for the Associate of Science degree (AS).  
-- Response: COMPLETED by the recent consolidation of courses into the primary disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery.
- f) As is feasible, the various disciplines within the current Drafting and Design Technology - Architecture Program should continue to integrate the State of California Architectural Board's Intern Development Program (IDP) currently being implemented in 2005.  
-- Response: COMPLETED
- g) Revise Drafting and Design Technology - Architecture classes to facilitate expansion of the program and meet the demands of the workplace and the Intern Development Program (IDP).  
-- Response: COMPLETED by the recent consolidation of courses into the primary disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery.
- h) Initiate contact with the local business community and the Advisory Committee to provide input that will enhance the Drafting and Design Technology Program.  
-- Response: COMPLETED

NEED:

- a) Seek expansion of articulation agreements with four and five-year institutions regarding portfolio review. The major Universities to focus on are Cal Poly Pomona, Cal State LA, SciARC, Cal State Fullerton, and UCLA.  
-- Response: COMPLETED
- b) Evaluate and revise specific class content in order to better prepare students for employment or transfer.  
-- Response: COMPLETED by the recent consolidation of courses into the primary disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery.
- c) Work with the Advisory Committee to establish an Annual Drafting and Design Technology Program contest at Citrus for high school students.  
-- Response: COMPLETED with ASEA (American Society of Engineers and Architects).
- d) Work with Counseling and the Transfer Center to facilitate an enhanced understanding of the Drafting and Design Technology Program.  
-- Response: INCOMPLETE A matrix is being developed.

e) Articulate with local high schools.

-- Response: COMPLETED on an annual basis

f) Review offerings during the day and evening as student demand increases.

-- Response: COMPLETED

g) Increase utilization of technology in Drafting and Design Technology Program courses. Both software and hardware must be maintained at or above industry standards

-- Response: PARTIALLY COMPLETE due to budget constraints. Need a six year replacement plan to ensure software and hardware is maintained at or above industry standards. Perkins funds have been used to support program funding.

h) Initiate contact with the local business community and the Advisory Committee to provide input that will enhance the Drafting and Design Technology Program.

-- Response: COMPLETED on an annual basis.

#### QUALITY:

a) Maintain and expand the use of the Advisory Committee in setting the direction of the Drafting and Design Technology Program.

-- Response: COMPLETED

b) Continue to work with Advisory Committee to establish a wider range of internships and job opportunities.

-- Response: COMPLETED

c) Portfolio review is used as a part of student articulation for transfer to Universities. It is understood that portfolio review encompasses the extent of skills acquired by a student in the Drafting Technology Program. Therefore, it is important for the Drafting and Design Technology Program to work with the Citrus College Transfer Center to be sensitive to this process as it relates to students who seek to transfer to either public or private universities.

-- Response: COMPLETED - Perkins CTE counselor incorporates portfolio items into individual student educational plans.

d) Develop, revise, and integrate Student Learning Outcomes into each Drafting and Design Technology Program course outline and syllabus according to the schedule stated in this document.

-- Response: COMPLETED - All courses have SLOs.

e) The Drafting and Design Technology Program is growing. The District should continue to support the needs of the students and quality of the faculty by hiring adjunct instructors as needed. (See Core Indicators, Student weekly contact hours have increased in recent years: 01-02 1300 hrs. to 05-06 1735 hrs.).

-- Response: COMPLETED - additional adjunct instructors have been hired; however, there is a need for an additional full time professor for CAD and CGI.

f) Drafting and Design Technology Program class descriptions should be reviewed and modified as needed

-- Response: COMPLETED - course outlines have been updated in CurricUNET and approved by Curriculum Committee.

g) Revise Drafting and Design Technology - Architecture Program classes to facilitate expansion of the program and meet the demands of the workplace and the Intern Development Program (IDP).

-- Response: COMPLETED.

#### FEASIBILITY:

a) The Drafting and Design Technology Program facilities are insufficient at the present time. Present rooms seat 25 seats. The average Class size is 22.4 students; however, the average day class size is 35 students. (Please see Core Indicators) Room plans have been created to meet student class size. These plans should be considered for implementation.

-- Response: INCOMPLETE due to budget constraints.

b) Additional promotion of the Drafting and Design Technology Program via Drafting Technology student ambassadors. Ambassadors should have the necessary communication skills

-- Response: INCOMPLETE.

c) Provide access to the Citrus College web site for online student portfolio presentation

-- Response: INCOMPLETE.

d) Expand the Drafting and Design Technology Program through an online community of learners.

-- Response: COMPLETED through the use of the Atlantis website.

#### COMPLIANCE:

a) Continue to review Drafting and Design Technology Program syllabi, course outlines, and course prerequisites, and the long-range plan in respect to State and District requirements.

-- Response: COMPLETED by the recent consolidation of courses into the primary disciplines of Architecture, Engineering Drawing, and Computer Generated Imagery.

## 6. List and Review of Degrees, Certificates, and Awards

A project-based strategy has been an effective component of the curriculum and works particularly well within the disciplines grouped under the Drafting and Design Technology Program. The recent consolidation of certificates of achievement to create three clear pathways and the recognition of four and five year university partners is anticipated to increase the number of completers and transfer. This strategy provides an opportunity to implement the SLO assessment component commencing in Fall 2011.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Architectural Drafting - CAD Certificate of Achievement	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Spring 2010
Drafting Technology - CAD Certificate of Achievement	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Spring 2010
Architectural Design Certificate of Achievement	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Discontinued when course content was realigned.	Spring 2010
Drafting and Design Technology A.S. Degree	Spring 2011	NEW	Spring 2011	NEW	Spring 2012
Computer Aided Design (CAD)-Architecture and Drafting Certificate of Achievement	Spring 2011	NEW	Spring 2011	NEW	Spring 2012
Computer Generated Imagery (CGI) Certificate of Achievement	Spring 2011	NEW	Spring 2011	NEW	Spring 2012
Architectural Design Certificate of Achievement	Spring 2011	NEW	Spring 2011	NEW	Spring 2012

### Drafting and Design Technology A.S. Degree

**Required Drafting and Design Technology core courses:**

*Strongly Recommended: DRAF 101 or one year of High School Drafting or one year of Drafting in Industry*

ARCH/DRAF102 Visual Communication 2.5

DRAF160 Intermediate Computer Aided Design (CAD) 2.5

DRAF161 Advanced Computer Aided Design (CAD) 2.5

ARCH100 Introduction to Architecture 3

DRAF290 Introduction to Maya Practices. 3

*Please complete an emphasis in addition to the core courses:*

**ARCHITECTURE EMPHASIS****Complete all of the following Architectural courses:**

- ARCH110 Introduction to Architectural Communication and Functional Design 3
- ARCH111 Basic Architectural Design 3
- ARCH200 Portfolio Preparation 3
- ARCH201 Architectural Design I 3
- ARCH202 Architectural Design II 3
- ARCH250 History of Architecture: Prehistory to Mannerism. 3
- ARCH251 History of Architecture: Baroque to the Present Day 3

**ENGINEERING DRAWING EMPHASIS****Complete all of the following Engineering Drawing courses:**

- DRAF103 Advanced Engineering Drawing 3
- PHYS110 Introduction to College Physics 4

**COMPUTER GENERATED IMAGERY (CGI) EMPHASIS****Complete all of the following Computer Generated Imagery (CGI) courses:**

- DRAF291 Learning Maya Transitions 3
- ARCH200 Portfolio Preparation 3
- ART111 Beginning Drawing 3
- ART115 Figure Drawing I 3
- ART120 Two-Dimensional Design 3
- ART121 Three-Dimensional Design 3

**Total Units 20.5 - 34.5**

## Computer Aided Design (CAD) – Architecture and Drafting Certificate of Achievement

This Computer Aided Design (CAD)-Architecture and Drafting Certificate provides a foundation for such majors as Architecture, Drafting and Computer Generated Imagery.

**Strongly Recommended**

DRAF 101: Beginning Computer Aided Design (CAD)  
or One year of high school drafting.  
or Industry drafting experience.

**Required Courses:**

Course	Title	Units
ARCH 100	Introduction to Architecture	3
ARCH 110	Introduction to Architectural Communication and Functional Design	3
ARCH 111	Basic Architectural Design	3
DRAF 160	Intermediate Computer Aided Design (CAD)	2.5
DRAF 161	Advanced Computer Aided Design (CAD)	2.5
ARCH 102	Visual Communication	2.5
DRAF 102	Visual Communication	2.5
ARCH 200	Portfolio Preparation	3
DRAF 103	Advanced Engineering Drawing	3

Total Units: 19.5

## Computer Generated Imagery (CGI) Certificate of Achievement

This program provides coursework for majors such as architecture, computer generated imagery (CGI), engineering and animation. Design principles, CAD and animation systems are applied to problems in animation, architecture, landscape architecture, urban planning and engineering. Proper and efficient methods of sketching, story boarding, 3D digital models, animations and multifaceted presentations' are examined.

### REQUIRED COURSES

Course	Title	Units
DRAF 160	Intermediate Computer Aided Design (CAD)	2.5
DRAF 161	Advanced Computer Aided Design (CAD)	2.5
DRAF 290	Introduction to Maya Practices.	3
ARCH 200	Portfolio Preparation	3
ART 111	Beginning Drawing	3
ART 120	Two-Dimensional Design	3
ART 115	Figure Drawing I	3
ARCH 102	Visual Communication	2.5
DRAF 102	Visual Communication	2.5

Total Units: **22.5**

## Architectural Design Certificate of Achievement

Design principles, complex animation and CAD systems are applied to problems in architecture, landscape architecture and urban planning. Proper and efficient methods of sketching, producing documents, models, 3D digital models, animations and multifaceted presentations are examined.

Employment opportunities: Entry level - CADPERSON / DESIGN PERSON

Computer Aided Design (CAD)-Architecture and Drafting - Certificate of Achievement required to be completed first.		19.5 units
<b>REQUIRED COURSES:</b>		
Course	Title	Units
ARCH 201	Architectural Design I	3
ARCH 202	Architectural Design II	3
ARCH 250	History of Architecture: Prehistory to Mannerism.	3
ARCH 251	History of Architecture: Baroque to the Present Day	3
DRAF 290	Introduction to Maya Practices.	3
ART 120	Two-Dimensional Design	3
ART 121	Three-Dimensional Design	3

Total Units: 40.5

## 7. List of Industry-Based Standard Certificates and Licenses

Program prepares students for:

Autodesk Level I CAD Certificate - 2D. (note: requires two years of experience)

Autodesk Level II CAD Certificate - 3D.

Maya Certificate .

## 8. Advisory Committee or Council

Name	Position / Company
Jim Lancaster	Dean of Career, Technical Education
Dr. Richard J. Fernandes AIA	Professor / Art Architecture and Planning
Susanna Au Associate AIA	Art Architecture and Planning / Professor
Ms. Elisabete Erlandson AIA	Principal Concept Architect Walt Disney Imagineering
Mr. Dex Tanksley	Senior Facility Designer Walt Disney Imagineering
Adrian Erb	Long Beach Community College
Mr. Richard Graham	Azusa High School
Flint Tabata	Professor
Carlos Hernandez	Project Manager,
Dr. Kim Holland	Director of Vocational Education
Dr. William Husung	Retired Professor
Jane Yu	Professor
Mr. Michael Moore	East San Gabriel Valley ROP
Mr. Frank Paton	Paton Group
Mr. Sidney Pedraza AIA	Architect
Mr. Dale Bartley	Industrial Designer
Dr. Virgil Seaman	Cal State University LA
Mr. William M. Raymond, Jr.	Marshall Engineering Group
Eric Rodriguez	Project Manager, Aday Architects
Mr. Aaron Ruiz	East San Gabriel Valley ROP
Dr. William Husung	Retired Professor
David Teubner	Professor Cal State Long Beach
Wheeler & Wheeler	Architects
Giron Engineers	Engineers
Studio 3 Architects	Architects
Architecture One	Architects
Gilbert Engineering Co.	Engineers

## 9. Program Student Learning Outcomes

A project-based strategy has been an effective component of the curriculum and works particularly well within the disciplines grouped under the Drafting and Design Technology Program. The recent consolidation of certificates of achievement to create three clear pathways, and the recognition of four and five year university partners, is anticipated to increase the number of completers and transfer. This strategy provides an opportunity to implement the SLO assessment component commencing in Fall 2011.

The Drafting and Design Technology Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies. Students completing courses in the Drafting and Design Technology Program will have acquired the following competencies:

**1) Communication (personal expression and information acquisition)**

Describe effective drafting techniques including graphic communication, orientation, and decision making.

**2) Computation**

Demonstrate the ability to estimate time, material, labor and equipment for design and working drawings.

**3) Creative, Critical, and Analytical Thinking, and Information Competency**

Demonstrate planning techniques and administration of document control for design and working drawings.

**4) Community/Global Consciousness and Responsibility**

Students think logically and coherently about technical issues and gain an appreciation for the global social and political impact of technical endeavors. By working together in the lab and/or on projects, students develop interpersonal skills and respect for others.

**5) Technology**

Demonstrate the ability to use technology to prepare hand drawings, Computer Aided Drawings (CAD), and multimedia presentations.

**6) Discipline / (Subject Area Specific Content Material)**

**10. Curriculum Review and Student Learning Outcomes Assessment**

Dr. Richard Fernandes was granted a sabbatical leave in Spring 2010 for the purpose of restructuring the Drafting Technology program. During his project, Dr. Fernandes reviewed close to fifty courses that duplicated common curriculum but were offered to students under a variety of course identifiers (i.e. same content in ARCH, DRAF, and ENGR courses). Courses were revised to combine common content under the ARCH and DRAF areas. Revisions were coordinated with colleges and universities to ensure transfer requirements were met.

(see Attachment A - Program of Study: displays the significant changes in this area.)



The following tables reflect the current curriculum.

## Curriculum/ SLO Assessment Map: Drafting

<b>CC 1: Communication</b>  <b>CC 2: Computation</b>  <b>CC 3: Creative, Critical, and analytical thinking, information competency</b>	<b>CC 4: Community/global consciousness and responsibility</b>  <b>CC 5: Technology</b>  <b>CC 6: Discipline/Subject Area Specific Content Material</b>
--	---

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	--	---	---	--	---	---

<b>DRAF101</b> –Beginning Computer Aided Design (3 Units), Applicability-T/D/C Last Offered-S 12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	I, D		I, D			F11
SLO 2					I, D	
SLO 3	I, D		I, D		I, D	
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF102</b> –Visual Communication (2.5 Units), Applicability-T/D/C Last Offered-S 12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1			I, D, M			
SLO 2			I, D, M			
SLO 3	I, D, M		I, D, M			F11
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF 103</b> –Advanced Engineering Drawing (3 Units), Applicability-T/D/C Last Offered-, Last Curriculum Date: S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1					D, M	When offered
SLO 2					D, M	When offered
SLO 3			D, M		D, M	When offered
SLO Key: I= Introduced, D=Developed, M=Mastered						

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
<b>DRAF 160</b> –Intermediate Computer Aided Design (2.5 Units), Applicability-T/D/C Last Offered- F11, Last Curriculum Date: S11, Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1					I, D	F11
SLO 2					I, D	
SLO 3	I, D		I, D		I, D	
SLO 4	I, D				I, D	
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF 161</b> –Advanced Computer Aided Design (2.5 Units), Applicability-T/D/C Last Offered-F11, Last Curriculum Date: S11, Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	M		M		M	
SLO 2			M		M	S12
SLO 3	M		M		M	
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF 198</b> –Special Problems (1 Unit), Applicability-T/D Last Offered-, Last Curriculum Date: F10 Curriculum Revision Date: F 2016 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	M	M	M		M	When offered
SLO 2	M	M	M		M	When offered
SLO 3	M	M	M		M	When offered
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF 290</b> –Maya Practices (3 Units), Applicability-T/D/C Last Offered-F11, Last Curriculum Date: S11 Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	M		M		M	
SLO 2	M		M		M	F11
SLO 3	M		M		M	
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>DRAF 291</b> –Maya Transitions (3 Units), Applicability-T/D/C Last Offered-, Last Curriculum Date: S11 Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	M		M		M	When offered
SLO 2	M		M		M	When offered
SLO 3	M		M		M	When offered
SLO Key: I= Introduced, D=Developed, M=Mastered						

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	--	---	---	--	---	---

**DRAF 698 C**–Cooperative Education (3 Units),  
 Applicability-T/D/C Last Offered-, Last Curriculum Date: S11 Curriculum Revision Date: S 2017  
 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1			D			When offered
-------	--	--	---	--	--	--------------

SLO Key: I= Introduced, D=Developed, M=Mastered

**DRAF 699 A**–Cooperative Education (1 Unit),  
 Applicability-T/D/C Last Offered-, Last Curriculum Date: S11 Curriculum Revision Date: S 2017  
 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1			D			When offered
-------	--	--	---	--	--	--------------

SLO Key: I= Introduced, D=Developed, M=Mastered

## Curriculum/ SLO Assessment Map: Architecture

<b>CC 1: Communication</b>	<b>CC 4: Community/global consciousness and responsibility</b>
<b>CC 2: Computation</b>	<b>CC 5: Technology</b>
<b>CC 3: Creative, Critical, and analytical thinking, information competency</b>	<b>CC 6: Discipline/Subject Area Specific Content Material</b>

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	--	---	---	--	---	---

<b>ARCH100</b> –Introduction to Architecture (3 Units), Applicability-T/D/C Last Offered-S12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	I, D		I, D	I, D		
SLO 2			I, D	I, D		F11
SLO 3	I, D			I, D		
SLO 4	I, D					
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH102</b> –Visual Communication (3 Units), Applicability-T/D/C Last Offered-S12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1			I, D, M			
SLO 2			I, D, M			
SLO 3	I, D, M		I, D, M			F11
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH 110</b> –Introduction to Architectural Communication and Functional Design (3 Units), Applicability-T/D/C Last Offered-S 2, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	I, D		I, D			
SLO 2	I, D	I		I, D		
SLO 3	I, D					F11
SLO 4	I, D		I, D			
SLO Key: I= Introduced, D=Developed, M=Mastered						

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	--	---	---	--	---	---

<b>ARCH 111</b> –Basic Architectural Design (3 Units), Applicability-T/D/C Last Offered-S12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1			D, M			
SLO 2	D, M	D	D, M		D	S12
SLO 3					D	
SLO 4				D, M		
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH 200</b> –Portfolio Preparation (3 Units), Applicability-T/D/C Last Offered-F11, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	D, M		D, M			
SLO 2	D, M	D	D, M			F11
SLO 3	D, M		D, M			
SLO 4					D, M	S12
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH 201</b> –Architecture Design 1 (3 Units), Applicability-T/D/C Last Offered-F11, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	D, M		D, M		D, M	
SLO 2	D, M	M	D, M		D, M	F11
SLO 3				D, M		
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH 202</b> –Architecture Design 2 (3 Units), Applicability-T/D/C Last Offered-S12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1	D, M		D, M			
SLO 2	D, M	M	D, M			S12
SLO 3	D, M			D, M		
SLO Key: I= Introduced, D=Developed, M=Mastered						

<b>ARCH 250</b> –History of Architecture: Prehistory to Mannerism (3 Units), Applicability-T/D/C Last Offered-F11, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1				M		F11
SLO 2	D, M			M		
SLO 3			M	M		
SLO Key: I= Introduced, D=Developed, M=Mastered						

	<b>CC1</b> Describe drafting techniques	<b>CC2</b> Describe ability to estimate time, material, labor and equipment for design and working drawings.	<b>CC3</b> Demonstrate planning techniques	<b>CC4</b> Gain appreciation for global social and political impact	<b>CC5</b> Ability to use technology to prepare drawings	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	--	---	---	--	---	---

<b>ARCH 251</b> –History of Architecture: Baroque to the Present Day (3 Units), Applicability-T/D/C Last Offered-S12, Last Curriculum Date:S11 , Curriculum Revision Date: S 2017Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award						
SLO 1				M		S12
SLO 2	M		M	M		
SLO 3	M		M	M		
SLO Key: I= Introduced, D=Developed, M=Mastered						

## 11. Evaluation Criteria – Need

CAD, CGI, and Environmental Engineering (Architecture) employers in Los Angeles, Orange, San Bernadino, Riverside and Ventura Counties report moderate difficulty in finding qualified applicants. Further they indicated both a requirement and preference for prospective employees who have technical vocational training in the CAD, 3D, and 3D animation software. In the Los Angeles-Long Beach-Glendale Metro Div., the mean hourly rate was \$47.56 in 2011. (Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)). There are only 1,500 licensed Architects in Southern California (American Society of Engineers and Architects, 2011).

The Citrus College Drafting and Design Technology Advisory Committee members hire students from our program and provide support for the Drafting and Design Technology Program.

Drafting and Design Technology has been a career technical and transfer program for over fifty years. Although Certificates of Achievement provide multiple exit points that are important to the workforce and working students, Drafting and Design Technology is a comprehensive interdisciplinary program offering lower-division, Associate Degree and transfer options. There are similar programs in the Los Angeles/Orange County Regional Consortium; however, they focus on different areas and methods of Drafting and Design Technology.

### COMMENDATIONS:

1. The Drafting and Design Technology Program has been totally revised for the Fall semester of 2011. It meets the demands of the workplace through Advisory Council recommendations.
2. The Drafting and Design Technology Program is articulated with CSU, UC, and private universities.
3. The Drafting and Design Technology Program has articulated with five local high schools.
4. Students are currently able to complete the Drafting and Design Technology AS Degree in two years.

#### RECOMMENDATIONS:

1. Expand articulation agreements with four and five-year institutions regarding ARCH 100, ARCH 102 AND DRAF 102. The major Universities to focus on are Cal Poly, Cal State LA, SciARC, Cal State Fullerton, Berkeley, and UCLA.
2. Request one additional faculty with minimum qualifications for Computer Aided Design (CAD), Computer Generated Imagery (DRAF 101, 160, 161, 190, 290) and Architecture; increase adjunct pool for Design Visualization (DRAF 102 and ARCH 102).
3. Expand access to hardware/software – open lab on alternating hours so students can access and have time in the lab to collaborate and complete projects in the school setting. Create a multipurpose space in largest room (PC309) to accommodate larger number of students designing, collaborating, and presenting projects to all students (and guests) throughout the semester. Room should reflect a workplace setting as much as possible. Optimizing the use of the space has been an ongoing goal and with program growth it has become essential.
4. Develop a six year district budget replacement plan to ensure computer technology (software and hardware) is maintained at or above industry standards.
5. Increase utilization of technology in Drafting and Design Technology Program courses.

## **12. Evaluation Criteria – Quality**

Drafting and Design Technology is a career technical and transfer program. Recent consolidation of courses improves visibility of individual and integrated disciplines, facilitates efficient scheduling, and increases the number of students completing their education goal due to IGETC classes added to the program.

Students completing courses in the Drafting and Design Technology Program acquire understanding, knowledge, skills and abilities in the areas of disciplines of Architecture, Engineering Drawing and Computer Generated Imagery. In addition to discipline specific content, students are engaged in project learning aligned with 21st century themes, including learning and innovation skills (creativity, critical thinking/problem solving, effective application, communication, and collaboration); and information, media and advanced technology skills (information, media, advanced technology, and communications literacy at or above current industry standards). Student success rates average above 80% and are supported by student transfer and job success.

#### COMMENDATIONS:

1. Student learning outcomes have been developed for all Drafting and Design Technology Program classes. Drafting and Design Technology Program classes been revised and developed for Fall 2011.
2. Faculty are constantly updating skills via conferences, workshops and as presenters of workshops. The Drafting and Design Technology Program faculty are culturally and professionally diverse.

3. Students are very active members of the American Society of Engineers and Architects. Over the last five years students have won a minimum of \$2,000.00 in scholarships per year.

4. The American Society of Engineers and Architects recognized Dr. Fernandes as Professor of the Year in 2006 and 2007. Flint Tabata, adjunct faculty, was recognized by the organization as Professor of the Year in 2010.

**RECOMMENDATIONS:**

1. Revise Drafting and Design Technology - Architecture Program classes to facilitate expansion of the program and meet the demands of the workplace and the Intern Development Program (IDP).

### **13. Evaluation Criteria – Feasibility**

We plan to increase utilization of technology in Drafting and Design Technology Program courses by expanding access to hardware/software. The NAAB (National Architectural Accreditation Board), ACSA (Association of Collegiate Schools of Architecture) and NCARB (National Council of Architecture Registration Boards) have set a new policy for studio culture (lab).

**COMMENDATIONS:**

1. Faculty members continue to apply for and receive Perkins grants and additional support from industry (Disney computer donation) to upgrade the equipment for the Drafting and Design Technology Program.

2. Students are currently able to use the lab facilities for class assignments during professor office hours.

**RECOMMENDATIONS:**

none

### **14. Evaluation Criteria – Compliance**

Drafting and Design Technology is a recognized transfer program to the California State University, University of California and private university systems through articulation and via portfolio review.

**COMMENDATIONS:**

1. Existing Course Outlines are updated to reflect new requirements.

**RECOMMENDATIONS:**

1. Annually review Drafting and Design Technology Program syllabi, course outlines, and course prerequisites, and the long-range plan in respect to State and District requirements.



2. Annually review the Drafting and Design Technology Program by faculty and the Advisory Committee to ensure relevancy to the needs of the business world, the State of California Architectural Board’s Intern Development Program (IDP), and articulation with California State University, University of California, and private university systems via portfolio review.

### 15. Evaluation Criteria – Other

### 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Both software and hardware must be maintained at or above industry standards. A six year replacement plan is required to ensure that compliance of software and hardware is maintained at or above industry standards and that state-of-the-art technology, Hardware/Software, is integrated within the curriculum.	Lancaster Fernandes	ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	One additional faculty with minimum qualifications for Computer Aided Design (CAD), Computer Generated Imagery (DRAF 101, 160, 161, 190, 290) and Architecture; increase adjunct pool for Design Visualization (DRAF 102 and ARCH 102).	Lancaster Fernandes	unknown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Expand access to hardware / software – open lab on alternating hours so students can access and have time in the lab to collaborate and complete projects in the school setting. Create a multipurpose space in largest room (PC309) to accommodate larger number of students designing, collaborating, and presenting projects to all students (and guests) throughout the semester. Room should reflect a workplace setting as much as possible. Optimizing the use of the space has been an ongoing goal and with program growth it has become essential.	Fernandes	unknown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Seek expansion of IGETC articulation agreements with four and five-year institutions regarding ARCH 100, ARCH 102 AND DRAF 102. The major Universities to focus on are Cal Poly, Cal State LA, SciARC, Cal State Fullerton, Berkeley, and UCLA.	Fernandes	ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Portfolio review is used as a part of student articulation for transfer to	Fernandes	Fall 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Universities. It is understood that portfolio review encompasses the extent of skills acquired by a student in the Drafting Technology Program. Therefore, it is important for the Drafting and Design Technology Program to work with the Citrus College Transfer Center to be sensitive to this process as it relates to students who seek to transfer to either public or private universities.						
6	Annually review the Drafting and Design Technology Program by faculty and the Advisory Committee to ensure relevancy to the needs of the business world, the State of California Architectural Board's Intern Development Program (IDP), program syllabi, course outlines, and course prerequisites, and the long-range plan in respect to State and District requirements and articulation with California State University, University of California, and private university systems via portfolio review.	Fernandes	Ongoing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Become an Affiliate Member of the ACSA (Association of Collegiate Schools of Architecture). There are only twelve Community Colleges in the world that are members of ACSA. Members are institutions that do not qualify for, or are not seeking, accreditation by the National Architectural Accrediting Board (NAAB) or California Architects Board (CAB). Such institutions include schools in countries other than the US and Canada, programs at community colleges and or other fields related to architecture and landscape architecture.	Fernandes	Spring 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Full time	CAD and CGI (DRAF 160,161, 190, 290, 291, AND ARCH	N	B
Adjunct	Design Visualization DRAF 102 and ARCH 102	N	B

### Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Lab Assistant	Open lab on hours when professors can not help students due to classes or no professor is available.	N	B

### Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Studio Area	<p>Increase utilization of technology in Drafting and Design Technology Program courses by expanding access to hardware/software. The NAAB (National Architectural Accrediting Board), ACSA (Association of Collegiate Schools of Architecture) and NCARB (National Council of Architectural Registration Boards) have set a new policy for studio culture (lab). “The school is expected to demonstrate a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. The school should encourage students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers.</p> <p>The Advisory Committee has recommended the creation of a multipurpose studio space to accommodate larger number of students designing, collaborating, and presenting projects to all students (and guests) throughout the semester. Room should reflect a workplace setting as much as possible. Optimizing the use of the space has been an ongoing goal and with program growth it has become essential. The multipurpose studio space (lab) should be open from</p>	PC-306 and/or 309	N	B

	7:00pm to 10:00pm so students can access and have time in studio to collaborate and complete projects in the studio setting.			
--	--	--	--	--

### Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
PC 304/309	Software Update in Budget	\$10,000.00 annual	N	B
PC304 /309	Software to be bought	\$15,033.00	N	B

### Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
PC 304	Need 27 Monitors	\$8,100.00	N	B
PC 309	Need 36 Monitors *Note: a 6-year plan to replace hardware bi-annually (25 PCs x 3 purchase periods) is needed to support robust design software required in the industry.	\$10,800	N	B

### Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
PC 304/309	Paper/ supplies	\$1600.00	N	B

Additional information:

Advisory Committee meeting minutes are on file with the Office of Academic Affairs.

◇ **Impact:**

**M = Mission:** Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

**N = Need:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

**Q = Quality:** Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

**F = Feasibility:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

**C = Compliance:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority: (Note: When discussing priority, consider the following and address in Column 2)**

**A. Is this goal** mandated by law, rule, or district policy?

**B. Is this goal** essential to program success?

**C. Is this goal** necessary to maintain / improve program student learning outcomes?

## Attachment A: Program of Study

### Drafting and Design Technology A.S. Degree

**Drafting and Design Technology** includes such majors as Architecture, Engineering Drawing and Computer Generated Imagery (CGI). **Students should complete the core courses and one area of emphasis:**

**Architecture Emphasis:** design principles and CAD are applied to problems in Architecture, Landscape Architecture and Urban Planning. Proper and efficient methods of sketching, story boarding, models and multifaceted presentations are explored.

Employment opportunities: Entry level - CAD person / Design Person

**Engineering Drawing Emphasis:**, CAD courses and Mechanical Drawing courses provide a foundation for such majors as Architecture, Computer Generated Imagery and Engineering

Employment opportunities: Entry level Computer Aided Design (CAD) - CAD person/Draftsperson

**Computer Generated Imagery (CGI) Emphasis:** provide for majors such as Architecture, Computer Generated Imagery (CGI), Engineering and Animation. Design principles, CAD and animation systems are applied to problems in animation, architecture, landscape architecture, urban planning and engineering. Proper and efficient methods of sketching, story boarding, 3D digital models, animations and multifaceted presentations' are examined.

Employment opportunities: Entry level - Animation Modeler.

This degree requires meeting the Citrus College General Education and proficiency requirements combined with successful completion (grades of "C" and above) of the following major requirements:

<b>Complete all of the following Drafting and Design Technology core courses:</b>	
<b>NEW CLASS – NAME - UNITS</b>	<b>OLD CLASS– NAME - UNITS</b>
DRAF102 Visual Communication 2.5	<a href="#">DRAF 102 Technical Illustration 2.5</a>
<b>OR</b>	<b>OR</b>
ARCH102 Visual Communication 2.5	<a href="#">DRAF 158 Perspective 2</a>
DRAF160 Intermediate Computer Aided Design (CAD) 2.5	<a href="#">DRAF 160 Introduction to Architectural CAD 2 OR DRAF 109 OR ENGR 125</a>
DRAF161 Advanced Computer Aided Design (CAD) 2.5	<a href="#">DRAF 161 Residential CAD 2 OR DRAF 111 Advanced Computer Aided Design</a>
ARCH100 Introduction to Architecture 3	<a href="#">DRAF 150 Introduction to Architecture 3</a>
DRAF290 Introduction to Maya Practices. 3	<a href="#">DRAF 290 Learning Maya Introduction 3 OR DRAF 190 Computer Imaging Practices</a>
<b>13.5 UNITS - core courses +</b>	

<b>ARCHITECTURE EMPHASIS</b>	
<b>Complete all of the following Architectural courses:</b>	
<b>NEW CLASS – NAME - UNITS</b>	<b>OLD CLASS– NAME - UNITS</b>
ARCH110 Introduction to Architectural Communication and Functional Design 3	DRAF 151 Basic Floor Plans and Functional Design 3
ARCH111 Basic Architectural Design 3	DRAF 152 Basic Residential Structure 3
ARCH200 Portfolio Preparation 3	DRAF 149 Introduction to Portfolio Preparation 3
ARCH201 Architectural Design I 3	DRAF 153 Advanced Residential Detailing and Design 3
ARCH202 Architectural Design II 3	DRAF 154 Commercial and Industrial Buildings 3
ARCH250 History of Architecture: Prehistory to Mannerism. 3	
ARCH251 History of Architecture: Baroque to the Present Day 3	
AS DEGREE - 13.5 + 21 = 34.5 UNITS	
<b>OR</b>	
<b>ENGINEERING DRAWING EMPHASIS</b>	
<b>Complete all of the following Engineering Drawing courses:</b>	
<b>NEW CLASS – NAME - UNITS</b>	<b>OLD CLASS– NAME - UNITS</b>
DRAF103 Advanced Engineering Drawing 3	DRAF 103 Advanced Mechanical Drawing 3
PHYS110 Introduction to College Physics 4	
AS DEGREE - 13.5 + 7 = 20.5 UNITS	
<b>OR</b>	
<b>COMPUTER GENERATED IMAGERY (CGI) EMPHASIS</b>	
<b>Complete all of the following Computer Generated Imagery (CGI) courses:</b>	
<b>NEW CLASS – NAME - UNITS</b>	<b>OLD CLASS– NAME - UNITS</b>
DRAF291 Learning Maya Transitions 3	DRAF 291 Learning Maya Transitions 3
ARCH200 Portfolio Preparation 3	DRAF 149 Introduction to Portfolio Preparation 3
ART111 Beginning Drawing 3	
ART115 Figure Drawing I 3	
ART120 Two-Dimensional Design 3	
ART121 Three-Dimensional Design 3	
AS DEGREE - 13.5 + 18 = 31.5 UNITS	

## Attachment B: Key Performance Indicator data

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<b>Program Access</b>						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Sections						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
	<b>Program Operation</b>						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	<b>Program Success</b>						
21	Course Retention						
22	Course Success						



	<b>Key Performance Indicators</b>	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<b>Program Access</b>						
1	Majors (total)						
2	New Majors						
3	Courses Offered	6.0	7.0	7.0	8.0	8.0	7.0
4	Sections Offered	6.0	8.0	12.0	13.0	12.0	7.0
5	Morning Sections	3.0	5.0	4.0	5.0	5.0	5.0
6	Afternoon Sections	2.0	2.0	2.0	2.0	2.0	2.0
7	Evening Sections	1.0	1.0	6.0	6.0	5.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	53	80	95	97	107	61
14	Weekly Student Contact hours (WSCH)	231.3	390.0	435.5	485.5	546.4	347.4
15	Full-Time Equivalent Students (FTES)	7.9	13.4	14.9	15.0	16.9	10.7
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)	1.5	2.0	3.2	3.8	3.8	2.0
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
	<b>Program Operation</b>						
18	WSCH/FTEF	156.3	195.0	135.2	127.1	145.7	172.0
19	FTES/FTEF	5.4	6.7	4.6	3.9	4.5	5.3
20	Fill Rate at Census	55.3	73.4	51.5	44.4	62.7	70.0
	<b>Program Success</b>						
21	Course Retention	96.2	83.8	93.7	100.0	97.2	93.4
22	Course Success	84.9	78.8	88.4	79.4	82.2	73.8

	<b>Key Performance Indicators</b>	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Sections						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)	0.0	0.0	0.0	0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
<b>Program Success</b>							
21	Course Retention						
22	Course Success						

		04-05	05-06	06-07	07-08	08-09	09-10						
		Year1	Year2	Year3	Year4	Year5	Year6						
<b>Gender</b>													
DRAF-A	Female	18	20.7%	28	28.6%	19	20.2%	18	18.8%	27	25.5%	32	27.8%
DRAF-A	Male	69	79.3%	70	71.4%	75	79.8%	77	80.2%	78	73.6%	81	70.4%
DRAF-A	Missing							1	1.0%	1	0.9%	2	1.7%
DRAF-A	Total	87	100.0%	98	100.0%	94	100.0%	96	100.0%	106	100.0%	115	100.0%
<b>Age</b>													
DRAF-A	19 or younger	48	55.2%	34	34.7%	34	36.2%	36	37.5%	34	32.1%	53	46.1%
DRAF-A	20-24	22	25.3%	46	46.9%	43	45.7%	48	50.0%	53	50.0%	45	39.1%
DRAF-A	25-29	3	3.4%	7	7.1%	7	7.4%	7	7.3%	8	7.5%	7	6.1%
DRAF-A	30-34	2	2.3%	5	5.1%	4	4.3%	2	2.1%	5	4.7%	4	3.5%
DRAF-A	35-39	3	3.4%	3	3.1%	1	1.1%	1	1.0%	2	1.9%	1	0.9%
DRAF-A	40-49	5	5.7%	2	2.0%	4	4.3%	1	1.0%	1	0.9%	2	1.7%
DRAF-A	50 and above	4	4.6%	1	1.0%	1	1.1%	1	1.0%	3	2.8%	3	2.6%
DRAF-A	Total	87	100.0%	98	100.0%	94	100.0%	96	100.0%	106	100.0%	115	100.0%
<b>Ethnicity</b>													
DRAF-A	Asian	8	9.2%	11	11.2%	11	11.7%	7	7.3%	8	7.5%	3	2.6%
DRAF-A	Black or African American		0.0%	1	1.0%	1	1.1%					1	0.9%
DRAF-A	Hispanic/Latino	36	41.4%	54	55.1%	44	46.8%	54	56.3%	61	57.5%	43	37.4%
DRAF-A	American Indian or Alaska Native			1	1.0%	1	1.1%			2	1.9%		0.0%
DRAF-A	Native Hawaiian or Other Pacific Islander											1	0.9%
DRAF-A	White	33	37.9%	22	22.4%	26	27.7%	29	30.2%	25	23.6%	20	17.4%
DRAF-A	Unknown/Non-Respondent	10	11.5%	9	9.2%	11	11.7%	6	6.3%	10	9.4%	47	40.9%
DRAF-A	Total	87	100.0%	98	100.0%	94	100.0%	96	100.0%	106	100.0%	115	100.0%
<b>Educational Goal</b>													
DRAF-A	Degree & Transfer	42	48.3%	53	54.1%	55	58.5%	15	15.6%	22	20.8%	42	36.5%
DRAF-A	Transfer	26	29.9%	27	27.6%	22	23.4%	1	1.0%	11	10.4%	14	12.2%
DRAF-A	AA/AS	3	3.4%	5	5.1%	1	1.1%	6	6.3%	12	11.3%	12	10.4%
DRAF-A	License	1	1.1%	3	3.1%	1	1.1%			1	0.9%		
DRAF-A	Certificate	3	3.4%	2	2.0%	2	2.1%	1	1.0%	3	2.8%	4	3.5%
DRAF-A	Job Skills	6	6.9%	2	2.0%	4	4.3%	1	1.0%	3	2.8%	8	7.0%
DRAF-A	Basic Skills							1	1.0%	1	0.9%		
DRAF-A	Personal											2	1.7%
DRAF-A	Undecided							2	2.1%	7	6.6%	15	13.0%
DRAF-A	Not Reported	6	6.9%	6	6.1%	9	9.6%	69	71.9%	46	43.4%	18	15.7%
DRAF-A	Total	87	100.0%	98	100.0%	94	100.0%	96	100.0%	106	100.0%	115	100.0%

	<b>Key Performance Indicators</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>	<b>Year6</b>
<b>Program Resources</b>							
23	Revenue: FTES*Reimbursement Rate	\$51,776.92	\$85,404.40	\$95,703.64	\$93,210.99	\$115,647.31	\$104,143.93
24	Total District Adopted Program Budget	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
26	Supplies (4300 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
27	Cost	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
28	Total FTES for the year	17.73	26.2	27.53	25.41	30.16	27.16
29	Cost Per FTES						
<b>Career Technical Education Programs</b>							
30	Degree: Drafting Technology -- CAD			0	8	10	7
31	Certificates: Architectural Drafting: CAD			1	0	1	1
32	Skill Awards						
33	Licenses (reported by department)						
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

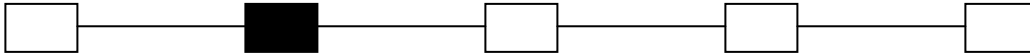
## Attachment C: Labor Market Information

### 1. Purpose of this Program

Significantly Changed Purpose  
In the Last Two Years

Minor Changes in Purpose  
in the Last Two Years

No Changes in Purpose  
in the Last Two Years



### Drafting and Design Technology MISSION

The **mission** of the **Drafting and Design Technology** Department is to provide a challenging learning environment that integrates traditional and computer-based learning. The **internal goals** are to empower Students to be actively involved in a collaborative, interdisciplinary process in which they:

- Develop critical-thinking, problem-solving, teamwork and presentation skills needed for living in the twenty-first century.
- Learn to use technology to access, organize, compile, analyze, and create new information.
- Become independent learners and original thinkers who will work to improve the human condition.
- Prepare to continue their study at the University level.
- Experience ethical and personal growth.

The **external goals** of the Drafting Technology Department are to:

- Serve as a working model for Design Technology educational innovation and reform.
- Foster partnerships with the business com

### 2. Demand for this Program

High Demand

Adequate Demand  
for our students

Low Demand



(Current labor market projections for this career (EDD or other source):

#### CAD, CGI and Environmental Engineering

Employers report moderate difficulty in finding qualified applicants. Further they indicated both a requirement and preference for prospective employees who had technical vocational training in the CAD, 3D, and 3D animation software.

Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov).

Area	Estimated Year-Projected Year	Employment Estimated	Employment Projected	Employment Change Number	Employment Change Percent	Annual Avg Openings
Los Angeles County	2006 - 2016	19,870	25,030	5,160	26.0	981
Orange County	2006 - 2016	1,470	1,860	390	26.5	73
Riverside-San Bernardino MSA	2006 - 2016	1,340	1,720	380	28.4	69

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Los Angeles-Long Beach-Glendale Metro Div	2011	1st Qtr	\$47.55	\$31.53	\$40.20	\$53.05

### 3. *Quality of this Program*

Highest Quality

Meets Student Needs

Needs Significant Improvement



#### **Advisory Comments**

List your **accomplishments**, with special reference to “**What is the Future for Design Technology Schools**”

- Advances in software
- Developed presentation, communication and time management skills.
- Involvement in actual community service projects.

#### **CGI Group**

List your **accomplishments**, with special reference to “**What is the Future for Design Technology Schools**”

- Software availability for students relative to the CGI industry.
- Faculty training
- Alternative teaching tools / Digital tutors.com

#### **Engineering Group**

List your **accomplishments**, with special reference to “**What is the Future for Design Technology Schools**”

- Articulation with Cal State LA Engineering and Technology Department.
- Articulation with area high schools.

#### **Architectural Group**

Spend enough time to imagine concretely the **Design Technology Schools** in which your group wants to work. This is an exercise in creative dreaming – of the kind of community you want to work toward...

- Apprenticeship program.
- Sustainable design taught in all classes.
- Office environment /experience
- Introduction to materials and methods will be necessary due to software such as Revit. Project Management classes.
- Guest Speaker program for the Draf 150 class. Create new history of architecture classes that meet GE requirements for transfer.
- Higher emphasis on 3D Technology. Existing software cannot be used because computers do not meet standards.

#### **CGI Group**

Spend enough time to imagine concretely the **Design Technology Schools** in which your group wants to work. This is an exercise in creative dreaming – of the kind of community you want to work toward...

- Software availability for students relative to the CGI industry such as Maya 2009, SoftImage and 3Dstudio Max.
- Upgrade hardware to meet the demands of existing advanced 3D software.
- High school / Citrus College open house.
- General Marketing of CGI program.
- Company Sponsorships

**Engineering Group**

Spend enough time to imagine concretely the **Design Technology Schools** in which your group wants to work. This is an exercise in creative dreaming – of the kind of community you want to work toward...

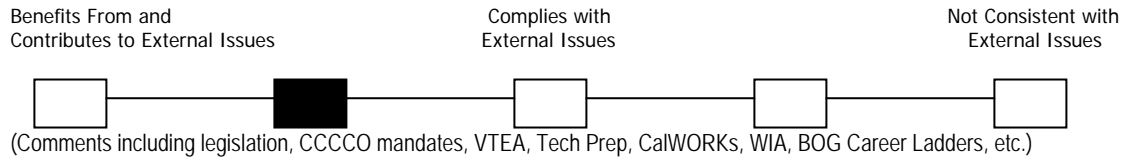
- Green friendly schools are self-sufficient. The physical learning environment has a positive effect on student learning.
- Fundamentals of Drafting continue to be taught.
- Articulation from high school to Community College to University is the norm.
- Students are creating and rapid prototyping simple projects. The Community College sponsors competitions to involve high school students.

**Core Indicator Data**

		Performance Goal	My Program
Indicator One:	Skill Attainment	88.81%	<u>90.00%</u>
Indicator Two:	Completions	82.05%	<u>85.00%</u>
Indicator Three:	Persistence & Transfer	85.96%	<u>87.50%</u>
Indicator Four:	Employment	82.21%	<u>81.82%</u>
Indicator Five:	Nontraditional – Participation	20.37%	<u>17.50%</u>
	Nontraditional – Completions	22.10%	<u>19.05%</u>

The Drafting Technology Program must specifically address Male Employment (80.33% = -0.335%), MALE nontraditional Achievement (87.88% = -0.05%), nontraditional participation (17.00% = -2.05%) and nontraditional completion (19.05% = -0.67%). The integrity and quality of the Drafting Technology Program must be maintained and improved for nontraditional students.

**4. External Issues**



The **external goals** of the Drafting Technology Department are to:

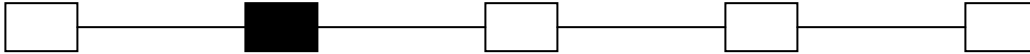
- Serve as a working model for Drafting Technology educational innovation and reform.
- Foster partnerships with the business community.

### 5. Cost of this Program

Income Exceeds  
Expenditures

Income Covers  
Expenditures

Expenditures  
Exceed Income



#### Data :

Drafting - A	FTES	TSCH	FTEF	TSCH/FTEF	Student Successful Course Completion	State Average Student Successful Course Completion
F 2005	13	374	1.7	221	76%	
F 2007	10	338	2.6	133	84%	
F 2009	16	533	2.4	224	81%	

Drafting - M	FTES	TSCH	FTEF	TSCH/FTEF	Student Successful Course Completion	State Average Student Successful Course Completion
F 2005	12	336	2.5	137	71%	
F 2007	9	283	2.1	135	70%	
F 2009	14	447	2.6	170	66%	

Drafting - C	FTES	TSCH	FTEF	TSCH/FTEF	Student Successful Course Completion	State Average Student Successful Course Completion
F 2005	4	117	0.9	127	54%	
F 2007	2	58	0.8	76	67%	
F 2009	3	106	0.9	121	74%	

Engineering	FTES	TSCH	FTEF	TSCH/FTEF	Student Successful Course Completion	State Average Student Successful Course Completion
F 2005	6	171	1.7	99	76%	
F 2007	3	113	1.4	80	75%	
F 2009	5	152	2.0	76	80%	



## Career Technical Education Programs

TOP CODE: 0953 DRAFTING TECHNOLOGY

### CORE INDICATORS

<b>Indicator</b>	<b>Negotiated Level</b>	<b>2008-09 (Actual)</b>	<b>2009-10 (Actual)</b>	<b>2010-11 (Actual)</b>	<b>2011-12 (Proposed)</b>
1. Technical Skill Attainment	88.81%		100.00	90.00	91.49
2. Credential, Certificate, or Degree	82.05%		85.71	85.00	100.00
3. Persistence or Transfer	85.96%		89.19	87.50	100.00
4. Placement	81.72%		75.00	81.82	71.43
5. Nontraditional Participation	20.37%		18.92	17.50	19.15
6. Nontraditional Completion	25.99%		18.75	19.05	28.00

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Program Review – Theatre Arts	Information	X
		Enclosure(s)	X

BACKGROUND

The Theatre Arts program has undergone the prescribed program review process based on a 6-year cycle and was approved at the November 19, 2012 Educational Programs Committee meeting and the November 26, 2012 Steering Committee meeting.

This item was prepared by Jerry Capwell, Administrative Assistant, Academic Affairs.

RECOMMENDATION

Information only; no action required.

Irene Malmgren \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     G.7.



**Theatre Arts  
Instructional Program Review 2011-2012**

**Spring 2012**

---

**Prepared by**

<b>Name</b>	<b>Title</b>
Cherie Brown	Faculty
Dan Volonte	Faculty



## PROGRAM REVIEW – Theatre

The final summary of the program review process for Theatre is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

---

Robert Slack, Dean of Fine & Performing Arts

---

date

---

Michelle Plug, Articulation Officer

---

date

---

Dave Kary, Chair of Curriculum Committee

---

date

---

Irene Malmgren, Vice President of Academic Affairs

---

date

---

Jim Woolum, Academic Senate President

---

date

---

Geraldine M. Perri, Superintendent/President

---

date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

## **Table of Contents**

	<b>page #</b>
1. Executive Summary	<b>5</b>
2. Faculty and staff	<b>7</b>
3. Program description ( <i>using the catalog description</i> )	<b>8</b>
4. Program goals and objectives	<b>8</b>
5. List and review of degrees, certificates, and awards	<b>8</b>
6. List of industry-based standard certificates and licenses	<b>9</b>
7. Advisory committee or council	<b>10</b>
8. Program Student Learning Outcomes (SLOs)	<b>10</b>
9. Curriculum review and Student Learning Outcomes Assessment	<b>12</b>
10. Review of previous recommendations	<b>20</b>
11. Evaluation Criteria - Mission	<b>22</b>
12. Evaluation Criteria - Need	<b>24</b>
13. Evaluation Criteria - Quality	<b>26</b>
14. Evaluation Criteria - Feasibility	<b>28</b>
15. Evaluation Criteria – Compliance	<b>29</b>

16. Recommendations	30
17. Budget Recommendations	32
Attachment A – Key performance indicator data	34
Attachment B – Theatre Department Productions 2005-2012	41

## **1. Executive Summary**

### **A. Program History/Description**

The discipline of Theatre Arts includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. Students take courses to prepare for transfer and/or for professional training. Performance and technical theatre opportunities are available to both majors and non-majors. Courses satisfy general education requirements for the associate degree in theatre arts, theatre arts with an acting emphasis, and pending Chancellor's Office approval, theatre arts with a technical and design emphasis, and an associate degree in liberal arts with an emphasis in arts and humanities, and lower division transfer.

Students may earn a certificate of achievement in Emerging Theatre Technologies, a one-year program that offers both a broad survey of recent advances in multiple areas of technical theatre specialty as well as in-depth, hands-on training in the use of up-to-date digital lighting and sound control equipment.

### **B. Strengths/Effective Practices**

The Theatre Arts department helps students explore theatrical literature and learn how said literature is realized from the printed page to a fully developed theatrical production. Theatre Arts courses provide both theoretical background and the practical applications necessary to gain expertise in the areas of acting, directing, script writing, script analysis and technical theatre and design.

Currently, the department has an AA degree in Theatre Arts: Acting Emphasis and an AA degree in Theatre Arts: General Theatre. An AA degree for Transfer in Theatre Arts was approved by the Chancellor's office in August 2012.

Students have available a variety of choices that can be combined in order to provide a strong foundation as they move forward. Some may focus on acting, directing and script writing in order to promote and showcase original works. Others may focus on technical theatre and design in order to create original visions of classic plays. Others may wish to tackle courses in all areas while discovering their specific area(s) of interest. Having a variety of choices enables the students to make wise decisions.

Along with class offerings a theatrical season is produced in The Little Theatre. This includes a fall and spring main stage production, a holiday show, and in-house and/or touring production geared towards young audiences, a classical production, usually Shakespeare, geared towards high school students, a student directed, acted and designed production, a summer production through Citrus Theatre Academy, and a summer high school theatre intensive.

Other performance opportunities also include an acting showcase highlighting both our more advanced acting students as well as our beginning lighting students and an acting/directing showcase highlighting the talents of beginning directors.

The Theatre Arts department participates in the American College Theatre Festival (ACTF) and has been recognized for the quality of its performances and productions. The Emerging Theatre Technology (ETT) program is connected to several professional companies that have awarded our students internships and employment. Students are also provided training by working professionals in all performance areas. A comprehensive list is provided in the "Quality" area under commendations.

Students involved in the Theatre Arts department also excel socially and emotionally. Classes combine training in the skills necessary to achieve theatrical success with life skills such as responsibility, dedication and commitment. Therefore, no matter what a student's area of interest, classes in theatre arts will help the student prepare for careers in a variety of fields ranging from the arts to the sciences.

The Fine and Performing Arts Division worked together to address facility issues for the Theatre Arts summer program. The program was conducted in VT 117 (the black box) which allowed the Haugh to remain dark for cost savings while the Little Theatre is undergoing revisions.

The Fine and Performing Arts Division has also worked closely to modify curriculum due to changes in course repeatability at the state level. Faculty has initiated an informal regional group of Theatre Arts instructors to address this issue.

### **C. Weaknesses/Lessons Learned**

For several years, the Theatre Arts department added classes and productions in response to the demand for continual growth in FTES. However, due to the current economic crisis, both classes and productions have been cut with an emphasis placed on maintaining core classes that fulfill transfer and GE requirements. As the economy brightens, classes and productions will be reinstated. Currently, the focus is on maintaining quality education with fewer offerings.

The lack of staff specific to theatre arts creates unwarranted demands on both theatre arts and the Haugh Performing Arts Center. A Production Calendar is attached outlining the demands in both areas.

Every program review has stated the need for more facilities. Details are expanded upon under Feasibility.

The Little Theatre is used as a classroom space as well as a performance space. Classes need to be moved as we get closer to the opening of a production. Alternative spaces for instruction are sought when this occurs.

Currently there are issues involving the Little Theatre space detailed in a later section of this review. However, the college has recognized the problems and these issues have been addressed.



#### **D. Recommendations/Next Steps**

A consequence to the current economic situation has been the elimination of several courses. An overview provided by Robert Slack, Dean of Fine & Performing Arts, indicates that twenty-seven sections in Theatre Arts have been cut since 2008. As we move forward and into a more positive economy, these courses should be reinstated in a way that reflects economic growth and educational need.

Emerging Theatre Technologies hopes to add classes in live video production and concert touring.

Faculty would like to investigate procedures that allow students to receive credit for participating in theater activities in multiple areas.

An expansion in facilities is crucial. The needs are as follows:

1. a mid-sized theatre arts performance facility of approximately 300 – 500 seats.
2. additional teaching spaces
3. additional rehearsal spaces
4. a design lab for technical technical/design courses
5. a dedicated design laboratory for scenic designers, lighting designers, costume designers and the like. This area will also include a computer lab.
6. a stage lighting lab area so that students may experiment with a variety of static lighting instruments, computerized lighting instruments, light boards, patterns colors, etc.
7. a costume shop

To date – there has been no action on the above issue(s). With our current economy, no action is expected. However, as the economy recovers, they are issues that will hopefully be addressed.

## **2. Faculty**

### **Full-Time Faculty**

Brown, Cherie

Volonte, Daniel

### **Adjunct Faculty**

Demita, John

Weiss, Neil

Larsen, Robin

Scarpino, Matt

Woolery, Laurie

Slay, Kevin

Vilter, Dan

Keast, Brent

### **3. Program description**

The discipline of Theatre Arts includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. Students take courses to prepare for transfer and/or for professional training. Performance and technical theatre opportunities are available to both majors and non-majors. Courses satisfy general education requirements for the associate degree, in theatre arts, theatre arts with an acting emphasis, theatre arts with a technical and design, associate degree in liberal arts with an emphasis in arts and humanities, and lower division transfer. As of January 2012, the theatre arts, theatre arts with an acting emphasis, and theatre arts with a technical and design emphasis, and an associate degree in liberal arts with an emphasis in arts and humanities have been approved.

### **4. Program Goals and Objectives**

The primary goal for Theatre Arts is to continue a program that trains students to become proficient in the areas of acting, directing, technical theatre and design. It is the department's goal to further enhance existing vocational programs that help the student further advance skills in order to be competitive in the entertainment industry. It is also the department's goal to continue its rigorous academic program to help ensure student success as they transfer to four-year institutions. It is the department's goal to assist its top students by setting up internships with professional companies. Goals also include emphasizing the importance of problem solving, responsibility, dedication, and commitment.

### **5. List and Review of Degrees, Certificates, and Awards**

Theatre Arts AA Transfer Degree (approved 8/17/12)

Theatre Arts A.A.Degree

Theatre Arts A.A.Degree - Acting Emphasis

Emerging Theatre Technologies Certificate

Theatre Arts A.A.Degree is a fundamental exploration in the area of Theatre Arts, highlighting Acting, Technical Theatre / Design, Theatre History and Play Analysis. Some of the courses are no longer offered due to budget restrictions limiting students' ability to complete the degree in a timely manner. Based on current data as reflected in this program review students are achieving course and program outcomes. Courses are meeting both the arts requirements as well as electives to four year institutions.

Theatre Arts A.A.Degree - Acting Emphasis is a fundamental exploration in the area of Theatre Arts focusing on Performance Styles and Acting Techniques. Some of the courses are no longer offered due to budget restrictions limiting students' ability to complete degree in a timely manner. Based on current data as reflected in this program review students are achieving course and program outcomes. This degree is meeting both the arts requirements as well as electives to four year institutions.

Emerging Theatre Technologies Certificate: The Theatre Program offers a certificate in Emerging Theatre Technologies. This certificate prepares students to work in the field of Technical Theatre (Concert touring and production, Broadway-style shows, theme parks, cruise ships, etc.). The program has awarded seven certificates in the last four years. Some of the courses are no longer offered due to budget restrictions limiting students ability to complete degree in a timely manner. Based on current data as reflected in this program review students are achieving course and program outcomes. This certificate is meeting industry requirements as well as electives to four year institutions.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
AA-T Theatre Arts	2012	n/a	2012	n/a	2012
AA Theatre Arts	2011	0	Spr. 2011	Spr. 2012	N/A
AA Theatre Arts Acting Emphasis	2011	0	Spr. 2011	Spr. 2012	N/A
Emerging Theatre Technologies Certificate	2007	2	Spr. 2007	Spr. 2012	Spr. 2011

### Emerging Theatre Technologies (certificate) -- 34 units

Course	Title	Units
THEA 101	Introduction to Theatre Arts	3
THEA 130	Introduction to Theatrical Scenery	3
THEA 140	Introduction to Lighting for Theatre, Television and Film	3
THEA 150	Introduction to Intelligent Lighting Systems for Theatre	3
THEA 160	Computer Aided Design for Theatre	4
THEA 245	Stage and Project Management for Theatre, TV and Film	3
THEA 260	Introduction to Show Production Systems	3
THEA 698C	Cooperative Education	3
THEA 699A	Cooperative Education	1
REC 135	Live Sound Reinforcement	4
REC 255	Advanced Live Sound Reinforcement	4

## 6. List of Industry-Based Standard Certificates and Licenses

--none--

## 7. Advisory Committee or Council

Meeting minutes from 6/25/08, 1/23/09, 6/26/09, 1/22/10, 6/25/10, 1/21/11, and 6/24/11 are on file with the Office of Academic Affairs.

Name	Position / Company
David E. Miller	Chair Dept Manager Technical Direction, The Walt Disney Company
Matt Nelson	Owner/Nelson Sound
Janelle Fredericksen	Director of HR/Brite Ideas Lighting
Craig Aaronson	Project Manager/Creative Technologies
Philip Eally	Owner/ West Coast Lighting
Tom Sorce	Vice President/PRG
Mike Gonzales	Schubert Systems
Bob Mumm	Sales/Cal Stage and Lighting
Diane Medina	Director of Public Relations/ABC Television
Michael Montenegro	Technical Director/ Alliant Event Services

## 8. Program Student Learning Outcomes

The Theatre Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Theatre Program will have acquired the following competencies:

### 1) Communication (personal expression and information acquisition)

Convey artistic intentions through acting, directing, technical theatre and design with the successful completion of various applications of stylistic techniques.

### 2) Computation

### 3) Creative, Critical, and Analytical Thinking, and Information Competency

Display creative awareness of theatre through individual performance techniques.

### 4) Community/Global Consciousness and Responsibility

Exhibit perspective on historical and stylistic components of theatre through

successful completion of Introduction to Theatre SLOs as well as historic components of theatre technique courses.

**5) Technology**

Demonstrate a functional knowledge of theatrical technology from the beginning through the intermediate level by successful completion of technical theatre SLOs and collaborative discourse by the faculty.

**6) Discipline / (Subject Area Specific Content Material)**

a) Demonstrate a functional knowledge of theatrical techniques from the beginning through the intermediate level by successful completion of theatre SLOs and collaborative discourse by the faculty.

b) Demonstrate competency in theatre performance skills and ability through successful completion of theatre performance SLOs and faculty evaluation of performance standards.

## 9. Curriculum Review and Student Learning Outcomes Assessment

<b>CC 1: Communication</b>	<b>CC 4: Community/global consciousness and responsibility</b>
<b>CC 2: Computation</b>	<b>CC 5: Technology</b>
<b>CC 3: Creative, Critical, and analytical thinking, information competency</b>	<b>CC 6: Discipline/Subject Area Specific Content Material</b>

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 101</b> –Introduction to Theatre Arts (3 Units), Applicability-D/C Last Offered-S12, Last Curriculum Date: S 06 , Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S12
SLO 2	I						
SLO 3	I						
SLO 4	I						
SLO 5			I				
SLO 6			I				
SLO 7		I					
SLO 8				I			
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 104</b> –Voice and Movement for the Actor (3 Units), Applicability-D Last Offered-S09, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						when offered
SLO 2					I		
SLO 3					I		
SLO 4		I					
SLO 5	ID						
SLO 6						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 120</b> –Introduction to Tech for Theatre(3 Units), Applicability-D Last Offered-F11, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					when offered
SLO 2		I					
SLO 3		I					
SLO 4				I			
SLO54					I		
SLO 6					I		
SLO 7		I					
SLO 8					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 125</b> –Technical Theatre Production (2 Units), Applicability-D Last Offered-S12, Last Curriculum Date:S10 , Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1					I		
SLO 2				I			
SLO 3						I	
SLO 4					I		
SLO 5	I						S12
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 130</b> –Introduction to Theatre Scenery (3 Units), Applicability-D/C Last Offered-S10, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S14
SLO 2	I						
SLO 3				I			
SLO 4		I					
SLO 5		I					
SLO 6				I			
SLO 7					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 140</b> –Introduction to Lighting for Theatre, Television, and Film (3 Units), Applicability-D/C Last Offered-F11, Last Curriculum Date:S10 , Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						when offered
SLO 2		I					
SLO 3		I					
SLO 4		I					
SLO 5		I					
SLO 6					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 150</b> –Introduction to Intelligent Lighting Systems for Theatre (3 Units), Applicability-C Last Offered-S12, Last Curriculum Date:F06 , Curriculum Revision Date: F12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						
SLO 2	ID						
SLO 3				I			
SLO 4		ID					S12
SLO 5		ID					
SLO 6		ID					
SLO 7		ID					
SLO 8					ID		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 160</b> –Computer Aided Design for Theatre (4 Units), Applicability-C Last Offered-SU12, Last Curriculum Date:S06 , Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						SU12
SLO 2	I						
SLO 3				I			
SLO 4					I		
SLO 5					I		
SLO 6					I		
SLO 7					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							



	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	---	---	---	--	--

<b>THEA 200</b> –The Art of the Theatre (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:F08 , Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					S12
SLO 2		I					
SLO 3		I					
SLO 4		I					
SLO 5			I				
SLO 6		ID					
SLO 7		ID					
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 201</b> –Acting Fundamentals (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:F08 , Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					S12
SLO 2		I					
SLO 3		I					
SLO 4		I					
SLO 5			I				
SLO 6					I		
SLO 7						I	
SLO 8						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 202</b> –Acting Fundamentals II (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:F08 , Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1						ID	
SLO 2		ID					S12
SLO 3		ID					
SLO 4		ID					
SLO 5			ID				
SLO 6						ID	
SLO 7		ID					
SLO 8	ID						
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 204</b> –Stage and Screenwriting (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:F08 , Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					
SLO 2		I					S12
SLO 3		ID					
SLO 4			ID				
SLO 5					I		
SLO 6					ID		
SLO 7					I		
SLO 8					I		
SLO 9					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 210</b> –Rehearsal and Performance (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:S09 , Curriculum Revision Date: S15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1							S12
SLO 2		I					
SLO 3		I					
SLO 4		I					
SLO 5		I				I	
SLO 6						I	
SLO 7						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 211</b> –Acting for the Camera (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S12
SLO 2		I					
SLO 3		I					
SLO 4		ID					
SLO 5						ID	
SLO 6						ID	
SLO 7						ID	
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 220</b> –Rehearsal and Performance II (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:S09 , Curriculum Revision Date: S15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		D					S12
SLO 2		ID					
SLO 3		D					
SLO 4		D					
SLO 5						ID	
SLO 6						ID	
SLO 7						ID	
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 241</b> –Fundamentals of Stage Direction (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					
SLO 2		ID					
SLO 3					I		
SLO 4					ID		S12
SLO 5	I						
SLO 6			I				
SLO 7		ID					
SLO 8					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 245</b> –Stage and Project Management for Theatre, TV, and Film (3 Units), Applicability-D/C Last Offered-S12, Last Curriculum Date:S10 , Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S12
SLO 2	I						
SLO 3	I						
SLO 4				ID			
SLO 5					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 250</b> –Theatre Appreciation (3 Units), Applicability-D Last Offered-F08, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		ID					when offered
SLO 2		ID					
SLO 3		ID					
SLO 4			ID				
SLO 5					ID		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 260</b> –Introduction to Show Production (3 Units), Applicability-C Last Offered-S12, Last Curriculum Date:F06 , Curriculum Revision Date: F12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S12
SLO 2					I		
SLO 3				I			
SLO 4				I			
SLO 5					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 284</b> –Acting Shakespeare (3 Units), Applicability-D Last Offered-F07, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						when offered
SLO 2	I						
SLO 3		I					
SLO 4		I					
SLO 5			I				
SLO 6						I	
SLO 7						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 290</b> –Citrus Theatre Academy (3 Units), Applicability-D Last Offered-SU12, Last Curriculum Date:S10 , Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					SU12
SLO 2		I					
SLO 3		I					
SLO 4						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 292</b> –Special Techniques in Acting (3 Units), Applicability-D Last Offered-F07, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		ID					when offered
SLO 2		I					
SLO 3			I				
SLO 4					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 293</b> –Theatre for Young Audiences (3 Units), Applicability-D Last Offered-F11, Last Curriculum Date:F08 , Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					when offered
SLO 2		I					
SLO 3		I					
SLO 4	ID						
SLO 5					I		
SLO 6					I		
SLO 7					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

	<b>CC 1</b> Convey artistic intentions	<b>CC 3</b> Display creative awareness.	<b>CC 4</b> Historical and stylistic perspective of theatre	<b>CC 5</b> Knowledge of theatrical technology	<b>CC 6 (a)</b> Knowledge of theatrical techniques	<b>CC 6 (b)</b> Competency in theatre performance skills	Date of SLO Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
--	---	--	--	---	---	---	---

<b>THEA 294</b> –Shakespeare in Production (3 Units), Applicability-D Last Offered-S11, Last Curriculum Date:S08 , Curriculum Revision Date: S14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						when offered
SLO 2	I						
SLO 3		I					
SLO 4		ID					
SLO 5		ID					
SLO 6						I	
SLO 7						I	
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 698C</b> –Cooperative Education (3 Units), Applicability-C Last Offered-, Last Curriculum Date: , Curriculum Revision Date: Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1							when offered
SLO Key: I= Introduced, D=Developed, M=Mastered							

<b>THEA 699A</b> –Cooperative Education (1 Units), Applicability-C Last Offered-, Last Curriculum Date: , Curriculum Revision Date: Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1							when offered
SLO Key: I= Introduced, D=Developed, M=Mastered							

## 10. Review of previous recommendations

Mission:

- Reflect a forward thinking approach within its course offerings – revising and adding courses that are in step with current trends.  
--Response: Ongoing and current.
- Pursue training in film and television – both technically as well as in performance.  
--Response: Ongoing and current.
- Ensure academic and artistic freedom in play selection, casting and interpretation.  
--Response: Ongoing and current.

Need:

- a mid-sized theatre arts performance facility of approximately 300 – 500 seats
- additional teaching spaces
- additional rehearsal spaces

d. a Design Lab for technical theatre courses

--Response: All above items relate to need for space and have been identified in previous annual program reviews and discussed during development of the educational master plan.

e. hire a full-time staff member in addition to our existing student aide to help with Marketing, graphic design, Theatre for Young Audiences tour, Experimental Theatre, Summer Dinner Theatre, and Outreach.

f. hire a full-time stage technician to repair equipment, manage student technicians, supervise all load-ins, techs, dresses and labs.

g. create a dedicated design laboratory for scenic designers, lighting designers, costume designers and a like. This area will also include a computer lab.

h. create a stage lighting lab area so that students may experiment with a variety of static lighting instruments, computerized lighting instruments, light boards, patterns, colors etc.

--Response: Budget constraints have limited funding for the four items above.

Quality:

a. a course in “Stage Combat”

--Response: This technique has been integrated into show production and acting classes when applicable.

b. a performance and technical program focused on film and television

--Response: Ongoing and current.

c. a course in “Costume Design” and “Sound Design”

--Response: A sound design class has been created as of Fall 2008.

d. create a sequential 2-year acting track that leads to more advanced acting classes for the serious student

--Response: This process has been integrated into the current format.

e. create a 3-year vocational Performance Conservatory that connects with both Dance and Music

--Response: Collaboration between dance, music and theatre departments is ongoing.

f. present 2 main stage productions per semester –one being a student driven production

--Response: Has been implemented with a student production in the spring.

g. create classes that allow students to receive credit for participating in classroom assignments. (Independent study) E.g. – student actors are always needed for the Fundamentals of Directing class. Receiving college credit will help elevate class success

--Response: Ongoing and current.

h. write 10 new courses that train the student in the areas of: - Computer Aided Design - Period Styles for Entertainment Design - Project Development in Entertainment Design - Advanced Scenic Design - Commercial Entertainment Design - Scenic Design and Art Direction for TV and Film - Advanced Lighting Design - Introduction to Intelligent Lighting Systems - Programming for Intelligent Lighting Systems - Design with Intelligent Lighting Systems

--Response: Ongoing and current.

i. create a group of student designers to assist professional designers in the Theatre Department’s fall, spring and summer season

--Response: Implemented

j. create a group of student designers to design the Theatre Department's fall and spring season

--Response: Implemented.

k. set up a dialogue with a variety of film and television studios, stage equipment distribution companies and theatre companies to open doors for our top students. This will also allow for training both in front and behind the camera

--Response: Several companies utilize theatre arts students in internship programs and equity waiver houses in the Southern California area.

Feasibility:

a. a mid-size theatre arts performance facility of approximately 300 – 500 seats

--Response: The need for space has been identified in previous annual program reviews and discussed during development of the educational master plan.

b. additional teaching spaces

--Response: The need for space has been identified in previous annual program reviews and during development of the educational master plan. Budget constraints have limited funding.

c. additional rehearsal spaces

--Response: The need for space has been identified in previous annual program reviews and during development of the educational master plan. Budget constraints have limited funding.

d. a Design Lab for technical theatre courses

--Response: The need for space has been identified in previous annual program reviews and during development of the educational master plan. Budget constraints have limited funding.

Compliance:

There are no previous recommendations.

## **11. Evaluation Criteria – Mission**

### **Current status**

a. The Theatre program is in conformity with the mission of Citrus College which is to provide transfer and associate degree courses and matches all course and program SLO's to the institutional core competencies.

b. The Theatre program affords the student an opportunity to train in the areas of acting, directing, technical theatre and design in order to prepare them for employment in the professional entertainment industry. The theatre program is proud to note a continual growth in Course Retention (94.1 percent in 2010) and as well as Course Success (79.1 percent in 2010).

c. The theatre program offers experiences that help to build self esteem and improve inter-personal communications. Instruction in theatre courses provides an environment in which the student can enhance their general life skills. The demographics of the theatre



department reflect the age and diversity of the college at large. For example 51.2 percent of the theatre students are female and 47.4 percent of the theatre students are male, reflecting the college at large. 26.3 percent are Hispanic, also reflecting the growing Hispanic student population of the larger campus. 37.2% of Theatre Arts students indicated that transfer is their educational goal.

### **Commendations**

- a. The Theatre Arts Department has seen a steady growth of enrollment throughout the past several years with the introduction in 2007 and growth of the Emerging Theatre Technologies certificate program and a continued interest in performance classes and performance opportunities. Currently, the two full-time instructors neatly divide the program with one focusing on technical theatre and design and the other focusing on acting, directing and performance. The result has been an increase in FTES from 76.77 in 2003-04 to 154.77 in 2008-09. Even with the substantial cutbacks to sections offered in the 2009-10 academic year, FTES held at 133.31, an increase of 21% from the FTES data from 2008-09. The program has a Full-Time Equivalent Faculty (FTEF) number average of 5.4 for Fall Semester and 3.6 for Spring Semester between 2008-09 and 2009-10 academic years. The decrease in FTEF has resulted in an increased work load while maintaining the increase in FTES. The potential for future growth in the area of Film and Television is considerable. It is the obvious 'third arm' for a Theatre Arts department – especially in Southern California. Institutional research cannot provide transfer data by department. Per Lan Hao, transfer numbers are only available for the whole college. However, in the past four years approximately 60 students have either transferred or joined the professional work force. Academic institutions include California State University Fullerton, California State University Long Beach, University of La Verne, University of California Irvine, University of California Los Angeles, Carnegie Mellon, Royal Welsh College of Music and Drama, American Academy of Dramatic Arts, Cornish College of the Arts to name a few. Professional companies include, Production Resource Group, ABC Television, Alliant Event Services, Disneyland Resorts, Royal Caribbean Cruise Line, Knott's Berry Farm, Phinix Productions, California Stage and Lighting, Schubert Systems, Stage Tech, Theatre of NOTE, Cornerstone Theatre Company and Stages Theatre Company. Without an additional instructor, the program can only function at a minimal level and cannot support ongoing growth.
- b. The theatre program offers complete curriculum including: beginning, intermediate, and intermediate/advanced theatre classes, together with vast production opportunities, all of which are available to both the day and evening student.

Updated Labor Market projections from EDD show a 16.5% increase in Motion Picture and Sound Recording Industries industry jobs from 2006 to 2016.

The video infotainment industry is projected to grow from \$76 million this year to \$1.6 billion in 2010. Infotainment is "information-based media content or

programming that also includes entertainment content in an effort to enhance popularity with audience and consumers." (Demers, David, "Dictionary of Mass Communication and Media Research: a guide for students, scholars and professionals", Marquette, 2005, p. 143). The changeover to High Definition Television is creating a tremendous demand for new programming, which leads directly to new employment opportunities. This program addresses specific areas within the industry sector to be incorporated into initial instructional activities. These are live sound reinforcement, automated lighting programming, and live video production with emphasis on emerging digital control technology. The program currently uses the existing regional theatre (Haugh Performing Arts Center and support shops) technical equipment and facilities with emerging industry standard high-tech digital lighting, and sound control to meet contemporary entertainment industry standard and student instructional needs. It further lacks support due to budget constraints in the areas of live video production and the design and manufacturing of staging systems. In order to stay at the forefront of the entertainment industry, this must be addressed in the near future.

### **Recommendations**

- a. Theatre Arts classes and/or productions need to be reinstated as the economy improves.
- b. Emerging Theatre Technologies faculty should prepare curriculum in the areas of live video production and concert touring.
- c. Faculty should prepare curriculum in the areas of independent study to allow flexibility for students in the program.

## **12. Evaluation Criteria – Need**

### **Current status**

Emerging Theatre Technologies Certificate Program. This program addresses the multimedia / entertainment strategic priority area identified by the California Community Colleges Economic and Workforce Development Program Mission (Education Code section 88500(e)). Within the industry sector, the specific areas of specialty to be incorporated into initial instructional activities are live sound reinforcement, automated lighting programming and live video production with emphasis on emerging digital control technology.

The Program is highly beneficial to the college with high enrollment and success rates. Over the next five years, digital technologies will become increasingly widespread across all segments of entertainment & media (E&M) as the digital migration continues to expand according to the Price Waterhouse Cooper's Global Entertainment & Media Outlook 2009-2013. Though the current economic downturn has, without doubt, impacted virtually every sector of the E&M marketplace it has also accelerated and intensified the digital migration among both providers and consumers of content.

The global entertainment & media market as a whole, including both consumer and advertising spending will grow by 2.7 per cent compounded annually for the entire forecast period to \$1.6 trillion in 2013.

(Source: 'Global Entertainment and Media Outlook: 2009-2013 Forecast' August 12, 2009; Price Waterhouse Cooper)

Updated Labor Market projections from EDD show a 16.5% increase in Motion Picture and Sound Recording Industries industry jobs from 2006 to 2016. (See Core Indicators - Attachment A)

Employment in Acting, Producing, Directing, Motion Pictures, Television and Theater:

Employment is expected to grow an average of 11 percent during the 2008–18 decade, about as fast as the average for all occupations. Expanding cable and satellite television operations and increasing box-office receipts of major studio and independent films will increase the need for workers. Additionally, a rising demand for U.S. films in other countries should create more employment opportunities for actors, producers, and directors. Also fueling job growth is the continued development of interactive media, online movies, and mobile content produced for cell phones or other portable electronic devices. Attendance at live theater performances should continue to be steady, and drive employment of stage actors, producers and directors. However, station consolidation may restrict employment opportunities in the broadcasting industry for producers and directors.

Earnings

Median hourly wages of actors were \$16.59 in May 2008. The middle 50 percent earned between \$9.81 and \$29.57. Median hourly wages were \$14.48 in performing arts companies and \$28.72 in the motion picture and video industry. Annual wage data for actors were not available because of the wide variation in the number of hours worked by actors and the short-term nature of many jobs, which may last for 1 day or 1 week; it is extremely rare for actors to have guaranteed employment that exceeds 3 to 6 months. Median annual wages of producers and directors were \$64,430 in 2008. The middle 50 percent earned between \$41,890 and \$105,070. Median annual wages were \$85,940 in the motion picture and video industry and \$55,380 in radio and television broadcasting. Minimum salaries, hours of work, and other conditions of employment are often covered in collective bargaining agreements between the producers and the unions representing workers. While these unions generally determine minimum salaries, any actor or director may negotiate for a salary higher than the minimum.

### **Commendations**

- a. In the past four years approximately 60 students have either transferred or joined the professional work force. Academic institutions include California State University Fullerton, California State University Long Beach, University of La Verne, University of California Irvine, University of California Los Angeles, Carnegie Mellon, Royal Welsh College of Music and Drama, American Academy

of Dramatic Arts, Cornish College of the Arts to name a few. Professional companies include, Production Resource Group, ABC Television, Alliant Event Services, Disneyland Resorts, Royal Caribbean Cruise Line, Knott's Berry Farm, Phinix Productions, California Stage and Lighting, Schubert Systems, Stage Tech, Theatre of NOTE, Cornerstone Theatre Company and Stages Theatre Company. Without an additional instructor, the program can only function at a minimal level and cannot support the ongoing growth of students.

### **Recommendations**

- a. The ETT program will need to address the scheduling needs of students to ensure the timely progression through coursework so students will be able to complete certificates and graduation requirements.
- b. The program will need to seek opportunities to hire new faculty as the program expands into live video production.
- c. The program will need to stay at the forefront of emerging industry standard high-tech digital lighting, sound control, live video production and the design and manufacturing of staging systems to meet contemporary entertainment industry standard and student instructional needs.
- d. The program will need to expand its equipment offerings to ensure student success in the professional industry.

## **13. Evaluation Criteria – Quality**

### **Current status**

Upon review, lecture/lab units are appropriate.

Upon review disciplines are appropriate.

Upon review course pre-requisites and co-requisites are validated.

Course outlines of record have been reviewed and updated on a regular basis and all include student learning outcomes.

See matrix for course outlines of record and assessment cycle.

Every course in the theatre arts program is rigorous and emphasizes critical thinking, problem solving and written expression through analysis and hands on application of technique.

Emerging Theatre Technologies certificate program: This program addresses the multimedia / entertainment strategic priority area identified by the California Community Colleges Economic and Workforce Development Program Mission (Education Code section 88500(e)). Within the industry sector, the specific areas of specialty to be incorporated into initial instructional activities are live sound reinforcement, automated lighting programming and live video production with emphasis on emerging digital control technology. The Program is highly beneficial to the college with high enrollment

and success rates. Over the next five years, digital technologies will become increasingly widespread across all segments of entertainment & media (E&M) as the digital migration continues to expand according to the PricewaterhouseCoopers Global Entertainment & Media Outlook 2009-2013. Though the current economic downturn has, without doubt, impacted virtually every sector of the E&M marketplace it has also accelerated and intensified the digital migration among both providers and consumers of content. The global entertainment & media market as a whole, including both consumer and advertising spending will grow by 2.7 per cent compounded annually for the entire forecast period to \$1.6 trillion in 2013.

(source: 'Global Entertainment and Media Outlook: 2009-2013 Forecast'

•August 12, 2009; Pricewaterhouse Cooper)

### **Commendations**

- a. American College Theatre Festival the week of Feb. 6 - 11, 2012.  
Our region includes California, Arizona, Utah, Nevada and Hawaii. The festival includes invited productions - the Irene Ryan acting competition - theatre workshops and the Next Step auditions. It also includes original play festivals and theatrical design awards. The following is how Citrus students fared....
  - Citrus College main stage production of "Dog Sees God" was invited to perform at the regional festival in Ogden Utah. Over 30 students were involved in this production.
  - Ten students participated in the Irene Ryan acting competition with 2 students moving to the final round.
  - Five students participated in the design competition.
  - Several students auditioned for professional companies in the Next Step auditions.
  - All students participated in a variety of theatre workshops and attended various productions. They networked - made contacts with a variety of people throughout the region and in general expanded their horizons in the theatre community.
  
- b. Citrus College actors have worked at:
  - Theatre of NOTE in Los Angeles
  - Cornerstone Theatre Company
  - Eleven/Eleven Productions in the films 'Leah' and 'The Hanged Man'
  - SF Studios
  - Stages Theatre
  - Disneyland
  - "Second City" in Chicago, IL
  - Centre Stage Dance Academy
  - Various commercials - ABC, NBC, and CBS
  - Many students have created their own production companies in the areas of children's theatre and mainstream theatre.
  
- c. Employment of ETT students within industry recognizes the cutting edge training provided by the program. Employers include:

- Production Resource Group: The biggest contributor to our program through curriculum and placement opportunities for students and alumni on shows such as Lopez Tonight, Bones, Glee, Black Eyed Peas Tour, American Idol, Aerosmith tour, Academy Awards, Country Music Awards, Grammy Awards, The Emmys etc.
- Royal Caribbean International Cruise Lines
- KABC television-1-2 ETT students intern for the programming department per semester.
- Knott's Berry Farm- ETT alumnus are hired on annual basis to lead the tech areas for the annual Knott's Scary Farm event
- Alliant Event Services- Provides full-service design, staging and production for meetings, special events and live performances. Current ETT alumni and student interns are show and shop support staff for a variety of concert and corporate events.
- California Stage and Lighting provides stage and concert lighting support for the entertainment industry. Current ETT alumni are shop support staff for a variety of concert and corporate events.
- Schubert Systems- Live Performance and Sound Systems. ETT student interns have been shop support for the past 2 years.
- Stage-Tech Production services provides stage and concert lighting truss and audio support for the entertainment industry. Current ETT alumni are shop support staff for a variety of concert and corporate events

### **Recommendations**

- a. A staff member is needed to perform the duties of a master electrician for a variety of production needs.

## **14. Evaluation Criteria – Feasibility**

### **Current status**

Approval of the new AA-T degrees provides opportunity for increased collaboration between COounseling and Theatre Arts faculty.

Plans are in place for the remodeling of the Little Theatre and lobby to bring it into fire code and ADA compliance.

As of spring 2012 both of the AA degrees are set up to be completed in two years by a fulltime prepared student.

Full-time theatre faculty provides quality classroom experiences, course guidance, and recommendations as well as inter-disciplinary involvement. Part-time theatre faculty contribute their professional skills, work ethics, and academic experiences in an exemplary manner; thus enhancing both the students' education and the departments' functioning.

The department has been reduced to only fourteen sections offered for Spring 2012; the sections are primarily taught by full-time faculty. As of spring 2012 five more sections have been eliminated from the 2012-2013 school year. Courses in Theatre Arts are offered mornings, afternoons and evenings throughout each semester.

### **Commendations**

- a. Despite the limitations of the facility, productions regularly played to a full house.
- b. The positive relationship with the Haugh Performing Arts Center allowed for the Fall 2011 main stage production to expand student and audience experience. "Emerging American Voices" was born. Screenwriting classes provided new scripts for a collection of original material that was performed in an experimental format over a three-night period. Due to its success, the program is considering a similar experience in the future.

### **Recommendations**

- a. Little Theatre needs to be reviewed for sound levels.
- b. The current Little Theatre air handling system is too loud and needs to be adjusted for audience satisfaction.
- c. The Little Theatre, as of fall 2011, was out of compliance to current fire codes for public performances. Currently, the college is addressing this issue and upgrading the theatre to be completed by fall 2012.
- d. The college is acting on the plans for the refurbishment of the lobby in order to augment its esthetic value.
- e. Collaboration with counseling is needed to promote clarity in the areas of transferability, degree completion, and certificate.
- f. Hire a staff member to help with marketing, touring, outreach, and various production needs.

## **15. Evaluation Criteria – Compliance**

### **Current status**

All courses are in compliance with State, District and agency regulations. Courses that are designed for transfer have never been challenged by universities with regard to acceptance. Our curriculum is consistent with accepted methods of instruction while implementing the highest innovative professional standards.

Emerging Theatre Technologies currently holds two advisory meetings per year. All Theatre department facilities meet ADA, industry and OSHA requirements.

### **Commendations**

- a. The Little Theatre has been renovated and remodeled to improve seating and access.
- b. Administration and the college foundation have responded to the refurbishment of the Little Theatre lobby.

### **Recommendations**

- a. Build upon the current communication with faculty and staff regarding fire code, ADA, and other outside mandates affecting the Theater program.

## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Theatre Arts classes and/or productions need to be reinstated as the economy improves.	Brown, Volonte	annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Emerging Theatre Technologies faculty should prepare curriculum in the areas of live video production and concert touring..	Brown, Volonte	ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Faculty should prepare curriculum in the areas of independent study to allow flexibility for students in the program.	Brown Volonte	ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The ETT program will need to address the scheduling needs of students to ensure the timely progression through coursework so students will be able to complete certificates and graduation requirements.	Brown, Volonte	anually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The Program will need to seek opportunities to hire new faculty as the program expands into live video production.	Brown, Volonte	anually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The program will need to stay at the forefront emerging industry standard high-tech digital lighting , sound control, live video production and the design and manufacturing of staging systems to meet contemporary entertainment industry standard and student instructional needs.	Volonte	Fall 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	The Program will need to expand its equipment offerings to ensure student success in the professional industry	Volonte	annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	A staff member is needed to perform the duties of a master electrician for a variety of production needs	Human Resources	Fall 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Little Theatre needs to be reviewed for sound levels.	Facilities	Fall 2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The current Little Theatre air handling system is too loud and needs to be adjusted for audience satisfaction.	Facilities	Fall 2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The college is acting on the plans for the refurbishment of the lobby in order to augment its esthetic value	Dean / Facilities / Foundation	Fall 2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



12	Collaboration with counseling is needed to clarify ambiguity in the areas of transfer and degree completion.	Brown / Counselors	annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Hire a staff member to help with marketing, touring, outreach, and various production needs.	Human Resources	Fall 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Build upon the current communication with faculty and staff regarding fire code, ADA, and other outside mandates affecting the Theatre program.	Dean / Theatre Arts faculty / facilities	annually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments

Additional full time and adjunct faculty will only help to augment an already strong program.

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Film and Television Faculty	Necessary for depth/breath of program crucial to growth and to remain competitive in the entertainment industry. Would further elevate Citrus College as the target school for current cutting edge training.	MNQ	3
Costume Design Faculty	Necessary for depth/breath of program crucial to growth and to remain competitive in the entertainment industry. Would further elevate and expand FTE in the area of design instruction.	MNQ	4

### Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Master Carpenter Production Manager	Necessary for the expansion of both Emerging Theatre technologies and Theatre productions due to student demand and success. Currently there is one carpenter to handle all Theatre productions for the Music and Theatre departments. (Necessary to run the business of the Theatre department in order to better unify the various needs of each production.)	MNQ	6
Sound and Lighting Technician	Necessary for the expansion of both Emerging Theatre Technologies and Theatre productions due to student demand and success. Currently there is no technician to repair equipment or implement show productions.	MNQ	2

### Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Upgrade of lobby area	By August 2012 an upgrade of the PA181 lobby will include and not be limited to, carpeting, painting, LCD monitor, seating area, pull shade for lobby windows, awning, exterior signage, ceiling upgrade and lobby illumination.	PA181 Lobby Area	QF	1
Upgrade of interior of PA181				

### Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
MAC Pro 12 core Two 2.93GHz 6-Core Intel Xeon "Westmere" (12 cores)	Necessary to expand Emerging Theatre Technologies into Live Video Production in order to meet market, student and industry needs.	\$13,224.00	QF	12

## Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Coolux Pandoras Box Media Server System	Necessary to expand Emerging Theatre Technologies into Live Video Production in order to meet market, student and industry needs.	\$80,000.00	QF	10
Christie Roadie HD+35K	Necessary to expand Emerging Theatre Technologies into Live Video Production in order to meet market, student and industry needs.	\$70,000.00	QF	11

## Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Various play scripts	For classroom use	variable	MN	13

Additional information:

### ◇ Impact:

**M = Mission:** Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

**N = Need:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

**Q = Quality:** Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

**F = Feasibility:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

**C = Compliance:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

### ‡ Priority: (Note: When discussing priority, consider the following and address in Column 2)

**A. Is this goal** mandated by law, rule, or district policy?

**B. Is this goal** essential to program success?

**C. Is this goal** necessary to maintain / improve program student learning outcomes?

## Attachment A: Key Performance Indicator data pages

### THEA Program Review

	<b>Key Performance Indicators</b>	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<b>Program Access</b>						
1	Majors (total)						
2	New Majors						
3	Courses Offered	13.0	14.0	14.0	15.0	13.0	10.0
4	Sections Offered	17.0	17.0	17.0	18.0	16.0	13.0
5	Morning Sections	3.0	3.0	4.0	5.0	5.0	3.0
6	Afternoon Sections	6.0	6.0	6.0	5.0	4.0	4.0
7	Evening Sections	6.0	5.0	5.0	5.0	5.0	4.0
8	Arranged Sections				1.0		
9	Weekend Sections	2.0	3.0	2.0	2.0	2.0	2.0
10	Short Term Sections	1.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections	0.0					
13	Enrollment	381	313	340	376	379	350
14	Weekly Student Contact hours (WSCH)	1519.3	1491.0	1605.0	1405.8	2153.1	2033.2
15	Full-Time Equivalent Students (FTES)	52.1	51.1	55.0	43.4	66.4	62.7
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)	4.6	4.6	4.6	3.9	5.4	4.4
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
	<b>Program Operation</b>						
18	WSCH/FTEF	333.2	322.7	347.4	361.4	398.7	457.9
19	FTES/FTEF	11.4	11.1	11.9	11.2	12.3	14.1
20	Fill Rate at Census	86.1	76.1	86.9	83.1	99.3	120.5
	<b>Program Success</b>						
21	Course Retention	88.5	94.9	95.3	96.3	97.6	97.4
22	Course Success	63.5	79.9	76.8	68.6	77.8	77.7

THEA Program Review

<b>Key Performance Indicators</b>				Winter08	Winter09	Winter10
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>						
Majors (total)						
New Majors						
Courses Offered				1.0		
Sections Offered				1.0		
Morning Sections						
Afternoon Sections						
Evening Sections						
Arranged Sections						
Weekend Sections						
Short Term Sections				0.0		
DistanceEd Full-Term Sections						
DistanceEd Short-Term Sections				1.0		
Enrollment				12		
Weekly Student Contact hours (WSCH)				36.0	0.0	0.0
Full-Time Equivalent Students (FTES)				1.1		
<b>Program Resources</b>						
Full-Time Equivalent Faculty (FTEF)				0.2		
Credit Reimbursement Rate				<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>						
WSCH/FTEF				179.9		
FTES/FTEF				5.6		
Fill Rate at Census				24.4		
<b>Program Success</b>						
Course Retention				91.7		
Course Success				58.3		

**THEA Program Review**

<b>Key Performance Indicators</b>	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>						
Majors (total)						
New Majors						
Courses Offered	15.0	15.0	15.0	16.0	14.0	10.0
Sections Offered	18.0	17.0	23.0	21.0	17.0	12.0
Morning Sections	3.0	3.0	4.0	6.0	6.0	4.0
Afternoon Sections	6.0	7.0	7.0	5.0	5.0	5.0
Evening Sections	7.0	5.0	5.0	5.0	3.0	3.0
Arranged Sections						
Weekend Sections	2.0	2.0	6.0	4.0	3.0	
Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
DistanceEd Full-Term Sections	0.0	0.0	1.0	1.0	0.0	0.0
DistanceEd Short-Term Sections						
Enrollment	338	300	357	420	419	363
Weekly Student Contact hours (WSCH)	1463.3	1363.8	1688.5	1485.2	2393.3	2074.1
Full-Time Equivalent Students (FTES)	50.2	46.8	57.9	45.8	73.9	64.0
<b>Program Resources</b>						
Full-Time Equivalent Faculty (FTEF)	4.8	4.5	5.5	4.0	5.5	3.6
Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>						
WSCH/FTEF	304.2	303.7	304.8	371.3	436.7	584.2
FTES/FTEF	10.4	10.4	10.4	11.5	13.5	18.0
Fill Rate at Census	66.5	64.9	66.1	80.2	100.7	107.3
<b>Program Success</b>						
Course Retention	87.6	96.7	94.1	95.2	97.1	96.4
Course Success	66.6	76.0	70.0	72.6	73.5	79.1

THEA Program Review

	<b>Key Performance Indicators</b>	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	2.0	3.0	4.0	5.0	3.0
4	Sections Offered	2.0	2.0	3.0	4.0	5.0	3.0
5	Morning Sections					2.0	
6	Afternoon Sections			1.0	1.0	1.0	1.0
7	Evening Sections	1.0	1.0	1.0	1.0	1.0	1.0
8	Arranged Sections	1.0	1.0	1.0	1.0		1.0
9	Weekend Sections				1.0		
10	Short Term Sections	1.0	1.0	2.0	3.0	4.0	2.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	1.0	0.0
13	Enrollment	31	32	42	62	78	53
14	Weekly Student Contact hours (WSCH)	189.6	363.1	285.0	343.9	463.8	348.1
15	Full-Time Equivalent Students (FTES)	6.5	12.5	9.8	11.8	14.3	10.7
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	0.3	0.3	0.5	0.8	0.9	0.6
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	574.5	1100.4	537.7	429.8	533.0	580.1
19	FTES/FTEF	19.7	37.7	18.4	14.7	16.4	17.9
20	Fill Rate at Census	46.3	71.7	65.0	71.3	102.9	100.0
<b>Program Success</b>							
21	Course Retention	83.9	87.5	100.0	88.7	100.0	98.1
22	Course Success	80.6	71.9	100.0	72.6	79.5	77.4

			04-05		05-06		06-07		07-08		08-09		09-10	
			Year1		Year2		Year3		Year4		Year5		Year6	
<b>Gender</b>														
	THEA	Female	247	54.0%	189	52.2%	198	52.1%	219	50.1%	239	52.9%	216	51.2%
	THEA	Male	210	46.0%	173	47.8%	182	47.9%	213	48.7%	206	45.6%	200	47.4%
	THEA	Missing							5	1.1%	7	1.5%	6	1.4%
	THEA	Total	457	100.0%	362	100.0%	380	100.0%	437	100.0%	452	100.0%	422	100.0%
<b>Age</b>														
	THEA	19 or younger	181	39.6%	144	39.8%	146	38.4%	187	42.8%	188	41.6%	183	43.4%
	THEA	20-24	182	39.8%	153	42.3%	160	42.1%	174	39.8%	189	41.8%	183	43.4%
	THEA	25-29	47	10.3%	34	9.4%	40	10.5%	36	8.2%	41	9.1%	26	6.2%
	THEA	30-34	13	2.8%	8	2.2%	11	2.9%	10	2.3%	10	2.2%	10	2.4%
	THEA	35-39	8	1.8%	8	2.2%	8	2.1%	5	1.1%	9	2.0%	7	1.7%
	THEA	40-49	14	3.1%	11	3.0%	8	2.1%	11	2.5%	12	2.7%	9	2.1%
	THEA	50 and above	12	2.6%	4	1.1%	7	1.8%	14	3.2%	3	0.7%	4	0.9%
	THEA	Total	457	100.0%	362	100.0%	380	100.0%	437	100.0%	452	100.0%	422	100.0%
<b>Ethnicity</b>														
	THEA	Asian	30	6.6%	33	9.1%	35	9.2%	31	7.1%	27	6.0%	11	2.6%
	THEA	Black or African American	32	7.0%	28	7.7%	36	9.5%	24	5.5%	35	7.7%	23	5.5%
	THEA	Hispanic/Latino	174	38.1%	131	36.2%	127	33.4%	165	37.8%	165	36.5%	111	26.3%
	THEA	American Indian or Alaska Native	4	0.9%	4	1.1%	4	1.1%	4	0.9%	5	1.1%	4	0.9%
	THEA	Native Hawaiian or Other Pacific Islander							4	0.9%	8	1.8%	2	0.5%
	THEA	White	180	39.4%	128	35.4%	147	38.7%	163	37.3%	145	32.1%	101	23.9%
	THEA	Two or More Races											4	0.9%
	THEA	Unknown/Non-Respondent	37	8.1%	38	10.5%	31	8.2%	46	10.5%	67	14.8%	166	39.3%
	THEA	Total	457	100.0%	362	100.0%	380	100.0%	437	100.0%	452	100.0%	422	100.0%
<b>Educational Goal</b>														
	THEA	Degree & Transfer	197	43.1%	156	43.1%	170	44.7%	61	14.0%	115	25.4%	157	37.2%
	THEA	Transfer	144	31.5%	108	29.8%	116	30.5%	31	7.1%	39	8.6%	45	10.7%
	THEA	AA/AS	12	2.6%	15	4.1%	18	4.7%	52	11.9%	82	18.1%	46	10.9%
	THEA	License	13	2.8%	6	1.7%	17	4.5%	3	0.7%	3	0.7%	4	0.9%
	THEA	Certificate	20	4.4%	11	3.0%	11	2.9%	5	1.1%	8	1.8%	6	1.4%
	THEA	Job Skills	11	2.4%	10	2.8%	9	2.4%	21	4.8%	29	6.4%	31	7.3%
	THEA	Basic Skills							12	2.7%	17	3.8%	9	2.1%
	THEA	Personal											5	1.2%
	THEA	Undecided							21	4.8%	42	9.3%	62	14.7%
	THEA	Not Reported	60	13.1%	56	15.5%	39	10.3%	231	52.9%	117	25.9%	57	13.5%
	THEA	Total	457	100.0%	362	100.0%	380	100.0%	437	100.0%	452	100.0%	422	100.0%



	<b>Key Performance Indicators</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>	<b>Year6</b>
<b>Program Resources</b>							
<b>23</b>	Revenue: FTES*Reimbursement Rate	\$290,394.63	\$370,140.07	\$439,061.74	\$388,947.73	\$586,749.07	\$511,171.86
<b>24</b>	Total District Adopted Program Budget	301,146	331,788	350,552	392,445	406,182	377,557
<b>25</b>	Support Personnel (wage without benefit, 2200 and 2400 in budget)	16,989	20,795	22,990	22,600	0	N/A
<b>26</b>	Supplies (4300 in budget)	1,471	2,665	2,601	4,343	3,099	2,950
<b>27</b>	Cost	314,610	332,373	366,847	392,427	419,558	
<b>28</b>	Total FTES for the year	99.44	113.55	126.3	106.03	153.02	133.31
<b>29</b>	Cost per FTES	3,163.82	2,927.11	2,904.57	3,701.09	2,741.85	
<b>Degrees and Certificates</b>							
30	Degree: Fine Arts	65	72	68	76	77	87
	Degree: Liberal Arts: Arts and Hum.	0	0	0	0	0	8
31	Certificates: Emerging Theater Tech.	0	0	0	0	5	0
32	Skill Awards						
33	Licenses (reported by department)						
<b>Career Technical Education Programs</b>							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

**PERKINS IV Core Indicators of Performance by Vocational TOP Code**

**Indicators for 2011-2012 Fiscal Year Planning**

		Core 1 Skill Attainment	Core 2 Completion	Core 3 Persistence	Core 4 Employment	Core 5a NT Participation	Core 5b NT Completion
006	TECHNICAL THEATER	82.35	73.33	91.18	66.67		

**Indicators for 2010-2011 Fiscal Year Planning**

006	TECHNICAL THEATER	96.97	84.62	93.94	100	100	0
-----	-------------------	-------	-------	-------	-----	-----	---

**Indicators for 2009-2010 Fiscal Year Planning**

1006	TECHNICAL THEATER	100	100	94.74	100		
------	-------------------	-----	-----	-------	-----	--	--

Performance Rate Less Than Goal is Shaded

Total Count is 10 or Greater

Total Count is Less Than 10

## Attachment B: Theatre Department Productions 2005-2012

June-July 2005 (Summer)	Little Foxes
July 2005 (Summer)	Barefoot in the Park
October 2005 (TYA)	Charlotte's Web
November 2005	Loose Ends
December 2005	The Case of Santa's Missing List!
March-April 2006	The Cave Dwellers
April 2006	As You Like It
June-July 2006 (summer)	The Matchmaker
July 2006 (Summer)	Come Blow Your Horn
October 2006 (TYA)	The Hundred Dresses
November 2006	Dark of the Moon
December 2006	Tommy Humbug and the Christmas Gypsies
March 2007	Rhinoceros
April 2007	SubUrbia
April 2007	Romeo and Juliet
June-July 2007 (Summer)	Narcissé
July 2007 (Summer)	Cole
October 2007	Joined at the Head
November 2007 (TYA)	Charlotte's Web
December 2007	The Christmas Box
April 2009	Love, Sex, and the I.R.S.
May 2008	The Merry Wives of Windsor
May 2008	Anon(ymous)
June-July 2008 (Summer)	Who's Afraid of Virginia Woolf
July 2008 (Summer)	Rumors
October 2008 (TYA)	Orphan Train: The Lost Children
November 2008	When You Comin' Back, Red Ryder?
December 2008	Candy Cane Corners
April 2009	California Suite
April-May 2009	Julius Caesar
May 2009	The Grapes of Wrath
July 2009 (Summer)	Love Letters
July 2009 (Summer)	You Can't Take it with You
October 2009 (TYA)	Alice
November 2009	Lysistrata
December 2009	Maggie and the Christmas Shindig
April 2010	Cartoon
May 2010	In Love with Shakespeare
May 2010	Noises Off
July 2010 (Summer)	Splendor in the Grass
October 2010 (TYA)	Charlotte's Web
November 2010	12 Angry Jurors

December 2010	Tommy Humbug and the Christmas Gypsies
April 2011	Dog Sees God
April-May 2011	In Love with Shakespeare
May 2011	Durang Durang
July 2011 (Summer)	Plaza Suite
November 2011 (TYA)	The Hundred Dresses
November 2011	Emerging American Voices: Stories for the 21 <sup>st</sup> Century
December 2011	Candy Cane Corners and the Almost Un-Christmas
April 2012	Pippin
June 2012	Kill Me Deadly

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

Independent contractor/consultant agreements within budget.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.1.a.

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – December 4, 2012**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
kW Engineering	\$44,906.00max	District	12/5/12-Project Completion	Retro-Commissioning of the Central Plant
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of Fees	Fees	1/23/13-1/23/13	Special Event & Wedding Planning
Carter, Jethro	40% of Fees	Fees	5/18/13-5/18/13	Self-Hypnosis for Stress Reduction
Carter, Jethro	40% of Fees	Fees	3/23/13-3/23/13	Think Healthy, Be Thin, Stay Thin
Francis, Pamela	50% of Fees	Fees	2/2/13-2/2/13	Swedish Massage
Francis, Pamela	50% of Fees	Fees	3/9/13-3/9/13	Acupressure for Headaches and Backaches
Francis, Pamela	50% of Fees	Fees	4/6/13-4/6/13	Acupressure Facial
Jackson, Michelle	40% of Fees	Fees	1/12/13-1/12/13	Teen Makeup & Skin Care
Jackson, Michelle	40% of Fees	Fees	4/13/13-4/13/13	Teen Makeup & Skin Care
Jackson, Michelle	40% of Fees	Fees	2/9/13-2/9/13	Makeup 101
Jackson, Michelle	40% of Fees	Fees	4/13/13-4/13/13	Makeup 101
Jackson, Michelle	40% of Fees	Fees	2/9/13-2/9/13	Adult Makeup & Skincare
Jackson, Michelle	40% of Fees	Fees	1/12/13-1/12/13	Adult Makeup & Skincare
KGP Consulting, LLC	40% of Fees	Fees	4/6/13-4/14/13	Medical Insurance Billing Certificate
KGP Consulting, LLC	40% of Fees	Fees	4/6/13-4/6/13	Intro to Medical Insurance Billing
KGP Consulting, LLC	40% of Fees	Fees	4/13/13-4/13/13	Advanced Medical Insurance Billing
KGP Consulting, LLC	40% of Fees	Fees	4/13/13-4/13/13	Start a Medical Billing Service
KGP Consulting, LLC	40% of Fees	Fees	4/14/13-4/14/13	Workers Compensation & Personal Injury
KGP Consulting, LLC	40% of Fees	Fees	4/14/13-4/14/13	Computerized Medical Insurance Billing
KGP Consulting, LLC	40% of Fees	Fees	4/9/13-4/9/13	Medical Front Office
Krusemark, LeeAnne	50% of Fees	Fees	2/7/13-2/7/13	Typing/Word Processing Business
Krusemark, LeeAnne	50% of Fees	Fees	2/7/13-2/7/13	Successful Home-Based Business
Moran, Elaine	40% of Fees	Fees	2/2/13-2/2/13	Get Paid to Shop
Nicholson, Kellie	40% of Fees	Fees	4/25/13-5/9/13	The Business of Bartending
Nicholson, Kellie	40% of Fees	Fees	1/17/13-1/31/13	The Business of Bartending
Notary Public Seminars	40% of Fees	Fees	4/27/13-4/28/13	Become a Child Visitation Monitor
Notary Public Seminars	40% of Fees	Fees	4/13/13-4/13/13	Become a Notary in One Day
Notary Public Seminars	40% of Fees	Fees	4/13/13-4/13/13	Renew Your Notary Commission
Pappas, Margaret	50% of Fees	Fees	2/9/13-2/9/13	Unclutter Your Mind
Rounds, Miller & Associates	40% of Fees	Fees	1/15/13-1/15/13	Building Your Website on \$5/Month
Rounds, Miller & Associates	40% of Fees	Fees	1/15/13-1/15/13	Clutterology
Rounds, Miller & Associates	40% of Fees	Fees	1/22/13-1/22/13	Become a Professional Organizer
Rounds, Miller & Associates	40% of Fees	Fees	1/22/13-1/22/13	How to Sell Your Ideas & Inventions
Turpurins, Sandra	40% of Fees	Fees	2/23/13-2/23/13	Increase Your Success as a First- Time Home Buyer
Turpurins, Sandra	40% of Fees	Fees	4/13/13-4/13/13	Increase Your Success as a First- Time Home Buyer
Yoon, Edward	40% of Fees	Fees	1/29/13-2/5/13	Retirement Planning Today
Yoon, Edward	40% of Fees	Fees	5/7/13-5/14/13	Retirement Planning Today
Yoon, Edward	40% of Fees	Fees	2/2/13-2/9/13	Retirement Planning Today
Yoon, Edward	40% of Fees	Fees	5/2/13-5/9/13	Retirement Planning Today
<u>FOSTER CARE EDUCATION</u>				
Educate California	150.00max	Grant	12/4/12-6/30/13	Trainer for YESS-LA Workshop

HEALTH SCIENCES

Western University	no fee	no fee	9/18/12-9/18/15	Clinical Education
--------------------	--------	--------	-----------------	--------------------

STUDY ABROAD

American Institute for Foreign Study Inc.	no fee	no fee	9/5/13-11/15/13	Study Abroad – London Fall 2013
---	--------	--------	-----------------	---------------------------------

**Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant**

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

Facility usage agreements that have been prepared and are being submitted to the Board for their approval for the rental and/or use of various campus facilities.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

**RECOMMENDATION**

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
Moved / Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.1.b.



**Use of Facilities  
December 4, 2012**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
TELACU	Recording Arts Studio	Basic Tracking	11/2, 11/5, 11/14, 11/16 & 11/17/12	\$2,000.00
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	11/18, 11/19 & 11/20/12	\$1,280.00
Gladstone High School	Stadium and Locker Rooms	Football Game	11/16/2012	\$2,600.00 plus additional labor if required
FLS International	P3-105 Classroom	Orientation	1/14/2013	\$50.00 plus additional labor if required
ITT Technical Institute	Performing Arts Center	Graduation Ceremonies	3/29 & 6/26/13	\$4,000.00 plus additional labor if required
Dreamdance Foundation	Performing Arts Center	Dance Performance	6/28 & 6/30/13	\$4,650.00 plus additional labor if required

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	2013-2014 Haugh Performing Arts Center Schedule	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

Board approval is required to allow the Interim Director of the Haugh Performing Arts Center to enter into contractual agreements for the college for the 2013-2014 schedule of events for the Haugh Performing Arts Center and to present these offerings to the community and student audiences. The events include: Evenings at Eight, Sundays at Two and Saturday Series for Kids Seasons. Funds for artist fees are provided through ticket sales, ASCC support, and donations.

This item was prepared by Robert Slack, Dean of Fine and Performing Arts.

**RECOMMENDATION**

Authorization is requested to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2013-2014 schedule of events for the Haugh Performing Arts Center.

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.1.c. \_\_\_\_\_

**2013/2014 Season Events: Haugh Performing Arts Center**

SUBJECT TO CHANGE

**Evenings at Eight Schedule** (12 events)

Friday, September 27, 2013	Hungarian State Folk Ensemble
Friday, October 25 <sup>th</sup> , 2013	Musical Theatre Workshop: <i>Fiddler On the Roof</i>
Saturday, November 2, 2013	Golden Dragon Acrobats
Saturday, November 16, 2013	Comedian Paul Reiser
Friday, December 20 <sup>th</sup> , 2013	Christmas Is. . .
Friday, January 17 <sup>th</sup> , 2014	Frankie Valli Tribute: "Oh, What a Night!"
Saturday, February 1 <sup>st</sup> , 2014	Celtic Nights: The Sequel
Friday, February 14 <sup>th</sup> , 2014	Valentine's Night "You Say Tomato, I Say Shut Up!"
Friday, March 14 <sup>th</sup> , 2014	Siro-A: The Techno-digital Comedy Experiment
Friday, March 21 <sup>st</sup> , 2014	Citrus & APU: Battle of the Bands
Friday, April 11 <sup>th</sup> , 2014	Musical Theatre Workshop: <i>Annie</i>
Friday, May 16 <sup>th</sup> , 2014	Citrus Singers 2014

**Sundays at 2 Schedule** (13 events)

Sunday, October 6 <sup>th</sup> , 2013	"Zing!, Went the Swing of My Heart"
Sunday, October 27 <sup>th</sup> , 2013	Musical Theatre Workshop: <i>Fiddler On the Roof</i>
Sunday, November 24 <sup>th</sup> , 2013	Debbie Reynolds and Pat Boone
Sunday, December 1 <sup>st</sup> , 2013	Christmas Is. . .
Sunday, January 26 <sup>th</sup> , 2014	Chita Rivera
Sunday, February 16 <sup>th</sup> , 2014	The Romantic Music of Broadway
Sunday March 9 <sup>th</sup> , 2014	The Glen Miller Orchestra
Sunday, March 16 <sup>th</sup> , 2014	St. Pat's Day: Legendary Celt Group Clannad
Sunday, March 23 <sup>rd</sup> , 2014	Walnut Street Theatre's: <i>Driving Miss Daisy</i>
Sunday, April 13 <sup>th</sup> , 2014	Musical Theatre Workshop: <i>Annie</i>
Sunday, April 27 <sup>th</sup> , 2014	Branford Marsalis Quartet
Sunday, May 18 <sup>th</sup> , 2014	Citrus Singers 2014
Sunday, May 25 <sup>th</sup> , 2014	Jan Daley: "Where's There Hope" salute to Bob Hope

**2013/2014 Season Events: Haugh Performing Arts Center**

SUBJECT TO CHANGE

**Sing-a-Long Mini-Series** (3 events)

Sunday, October 20<sup>th</sup>, 2014

Sunday, December 15<sup>th</sup>, 2014

Saturday, April 19<sup>th</sup>, 2014

Sing-A-Long “Grease”

Sing-A-Long “Messiah”

Sing-A-Long “Sound of Music”

**Ladies Afternoon Tea Mini-Series** (2 events)

Saturday, Nov. 9<sup>th</sup>, 2013

Saturday, May 3<sup>rd</sup>, 2014

“A Conversation with Edith Head”

“Wild Women of Song”

**2013-2014 Saturday Series for Kids**  
**Haugh Performing Arts Center at Citrus College**  
**Saturdays at 1:30 & 3:30 PM**  
**PRELIMINARY SCHEDULE**

Saturday, November 2, 2013	<b>Golden Dragon Acrobats</b>
Saturday, November 23 <sup>rd</sup> , 2013	<b>Jason and the Argonauts</b> Dallas Children's Theatre
Saturday, January 25, 2014	<b>"Big Drum, Small World"</b> JazzReach
Saturday, February 8, 2014	<b>Stuart Little</b> Dallas Children's Theatre
Saturday, February 22, 2014	<b>"The Gizmo Guys"</b>
Saturday, March 15, 2014	<b>Siro-A: Technodelic Comedy for Kids</b>
Saturday, April 5 <sup>th</sup> , 2014	<b>Snow White and the Seven Dwarves</b>

funding: ASO 18-352

Artist fee budget for season: \$49,000



Surplus List for December 4, 2012 Board

#	Qty	Description
1	1	Podium
2	24	Nova stations
3	38	CRT monitors
4	30	Computer keyboards
5	2	Wooden desks
6	38	Wooden chairs
7	16	Tables
8	1	Golf ball washer
9	1	Golf ball holding bin
10	3	Laser printers
11	1	Viewsonic LCD display
12	1	Gateway computer, ID #001974
13	10	Clone computers
14	3	Epson Stylus Photo 1280 printers
15	1	Epson Stylus Photo 1270 printer
16	1	Epson Stylus 1520 printer
17		Computer 1824
18		Computer 1883
19		Computer 5167
20		Computer 4155
21		Computer 4320
22		Computer
23		Computer 4087
24		Computer 3726
25		Computer 2388
26		Computer 2368
27		Computer 3620
28		Computer 3622
29		Computer 3621
30		Computer 4159
31		Computer 1863
32		Computer 1974
33		Computer 4073
34		Computer 4015
35		Computer 7860
36		Computer 4204
37		Computer 5320
38		CRT Monitor 6654
39		CRT Monitor 6504
40		CRT Monitor 4539
41		CRT Monitor
42		CRT Monitor 6436

43	CRT Monitor	3831
44	CRT Monitor	
45	Monitor	
46	Printer	1873
47	Printer	2759
48	Computer	1864
49	Computer	1963
50	Computer	4156
51	Computer	4090
52	Computer	4150



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Authorization to Bid	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Board of Trustees requires prior approval for projects that are formally bid under Section PCC 20651 of the Public Contract Code. District staff has identified requirements to bid the Dynamometer project. The project will be funded from Fund 41, Capital Projects.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

RECOMMENDATION

Authorization is requested to allow staff to prepare specifications and formally bid the Dynamometer project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved        Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.1.e. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

**BACKGROUND**

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of academic employees.

This item was prepared by Linda Hughes, Human Resources, Technician II, Human Resources.

**RECOMMENDATION**

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

Robert Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved        Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.          H.1.f. \_\_\_\_\_

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Goedhart, Christine	Secrets of Science Summer Camp, Lead / Race To STEM Grant	Stipend	02/20/13	06/14/13	\$5,000.00/tl
Goedhart, Christine	Secrets of Science Summer Camp, Lead / Race To STEM Grant	Stipend	06/24/13	08/15/13	\$3,500.00/tl.
Swatzel, Paul	Math Workshops / Veteran's Center	Stipend	01/07/13	02/14/13	\$1,000/tl.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Allgaier, Jennifer	Instructor / Dance	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Alverson, David	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Bagg, Joseph	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Bagg, Joseph	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Beatty, David	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Beatty, David	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Billiet, Toni	Counselor / CalWORKs	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Botello, Rochelle	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Boylan, John	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Brenes, Laura	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Caudle, Michael	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Cordova-Caddes, Andrea	Instructor / Dance	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Cotter, Steven	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Cotter, Steven	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Cowgill, Darian	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Davis, Charles	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Davis, Charles	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Deatrick, Steven	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Demita, John	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Enos, David	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gamma, Corina	Instructor / Photography	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hackworth, Catherine	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hackworth, Catherine	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Havens, Craig	Instructor / Photography	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Holmes, Alison	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hynes, Thomas	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Jackson, Joseph	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Jaquette, Timothy	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kerr, William	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kerr, William	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Larson, Robin	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lawson Egan, Gina	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lee, Janice	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Liskey, Renee	Instructor / Dance	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Milliken, Keely	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Milliken, Keely	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Mixson, Vonetta	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Mixson, Vonetta	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Moore, Elanie	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Newman, Nancy	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Newman, Nancy	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Olson, Jennifer	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Praniuk, Ingrid	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Scarpino, Matthew	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Sherman, Paul	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shima, Kevin	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Silva, Daniel	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Singer, Alexander	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Singer, Alexander	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Stetson, Stephanie	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Stetson, Stephanie	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Sushel, Michael	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Sushel, Michael	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Taylor, Bryan	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Taylor, Bryan	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Troy, Timothy	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Turcios, Ana	Counselor / CalWORKs	Hourly as needed	12/05/12	12/31/12	\$44.90/hr.
Turcios, Ana	Counselor / CalWORKs	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Tyck, Robert	Instructor / Recording Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Valverde, Frank	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Valverde, Yesenia	Instructor / Dance	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Vilter, Daniel	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Waddington, Alan	Instructor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Webb, Christin	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Weiss, Neil	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.



**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Wessel, Mark	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Wickes, Lara	Applied Music Tutor / Music	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Woolery, Laurie	Instructor / Theatre Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Zweig, Malaika	Instructor / Fine Arts	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ASSIGNMENT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Afzali, Ana Maria	Spanish	4-35	\$1,669
Anderson, Brian T.	Mathematics	3-18	\$1,614
Anson, Melanie Rich	Speech	5-30	\$1,669
Arredondo, Dora H.	Dental	1-14	\$1,454
Boquiren, Conchita Fortes	Nursing	4-22	\$1,669
Borja, Patrick M	Accounting	4-14	\$1,669
Boxley, Jackie Louise	Kinesiology	1-11	\$1,355
Brawner, Mary Jo	Kinesiology	3-28	\$1,614
Brown, David M.	Automotive	1-15	\$1,454
Brown, Ricky J.	Psychology	5-12	\$1,669
Clark, Jeremy Blake	Automotive	1-17	\$1,454
Dominguez, Victoria Lorene	Mathematics	4-6	\$1,271
Durfield, Timothy Richard	Business	5-12	\$1,669
Eiland, Thomas T.	English	3-21	\$1,614
Eisel, Gunnar G	Music	2-29	\$1,559
Eisel, Roberta S	English	3-18	\$1,614
Everest, Robert B.	Mathematics	4-19	\$1,669
Everett, Ann Victoria	Cosmetology	1-6	\$1,106
Flores, Richard A.	Computer Information Science	4-20	\$1,669
Garate, Elisabeth	Spanish	5-16	\$1,669
Ghidella, Richard A.	Business	4-14	\$1,669
Goedhart, Christine Marie	Biology	5-5	\$1,669
Gomez, Steven Alan	Kinesiology	3-17	\$1,614
Goodman, Robert H.	Biology	3-18	\$1,614

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ASSIGNMENT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Greenwell Cunni, Maia	Anthropology	4-18	\$1,669
Greenwell Cunni, Maia	Sociology	4-18	\$1,669
Gunstream, Marilyn E.	Kinesiology	4-37	\$1,669
Gutierrez, Jesus Eduardo	Mathematics	2-10	\$1,360
Guttman, Kenneth	Psychology	5-27	\$1,669
Hadsell, Clifford W	Health Sciences	5-14	\$1,669
Hahn, Shelley R	Child Development	2-15	\$1,559
Hartman, Steve J	Kinesiology	4-31	\$1,669
Hester, Dana Claire	Biology	5-20	\$1,669
Hoehne, William Alan	Music	4-18	\$1,669
James, Rhoda A M	Office Technology	5-23	\$1,669
Johnson, Sandra L	Art	3-28	\$1,614
Kim, Andrew Taehyung	Psychology	5-10	\$1,669
Kondo, Arnold K	Biology	4-21	\$1,669
Korn, Dennis R	Automotive	4-28	\$1,669
Langford, W. Bruce	Music	3-20	\$1,614
Lawrence, Patricia C.	English	4-27	\$1,669
Low, Joyce	Mathematics	3-19	\$1,614
Lubisich, Senya L.	History	5-10	\$1,669
McGarry, Anna Elizabeth	Spanish	4-19	\$1,669
Medrano, Esmeralda	Mathematics	2-12	\$1,460
Miles, Terrence D.	Chemistry	4-19	\$1,669
Morrish, Maria Olga	Cosmetology	1-8	\$1,206
Munoz, Gino	Music	1-11	\$1,355

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ASSIGNMENT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Nguyenhuu, Rick Hung	Mathematics	4-18	\$1,669
Odrich, Steve I.	Mathematics	4-25	\$1,669
O'Neil, Margaret C.	Communications	3-28	\$1,614
Overly, David P	English	5-27	\$1,669
Peters, Gerhard D.	Political Science	4-11	\$1,520
Rachford, Maryann	Art	5-21	\$1,669
Ramos, Gloria B.	Physics	4-13	\$1,619
Richard, Levi J	Business	5-17	\$1,669
Riderer, Lucia	Physics	4-13	\$1,619
Ross, Glen H	Political Science	4-24	\$1,669
Rubio, Mariano	Automotive	1-6	\$1,106
Saldana, Rudy	Philosophy	2-21	\$1,559
Salwak, Dale F	English	5-40	\$1,669
Scott, Chris Makoto	Mathematics	3-21	\$1,614
Shaw, Nickawanna Arth	Kinesiology	4-12	\$1,569
Shrope, Douglas	Music	1-24	\$1,454
Silva, Andrew Grant	Kinesiology	1-6	\$1,106
Slack, Robert V	Music	4-14	\$1,669
Smolin, Robert K.	Accounting	4-17	\$1,669
Solheim, Bruce Olav	History	5-20	\$1,669
Solis, Roberto	Computer Information Science	4-19	\$1,669
Styles, Christine	Economics	4-10	\$1,470
Swan, Alfie Alexander	Mathematics	4-19	\$1,669
Swatzel, James Paul	Mathematics	2-13	\$1,509

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ASSIGNMENT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Telesca, Lisa V	English	3-23	\$1,614
Tippins, Ralph E	Mathematics	4-26	\$1,669
Trad, Mohamad	Mathematics	4-17	\$1,669
Tucker, Connie D.	English as a Second Language	4-27	\$1,669
Van Citters, Beverly E.	English	5-28	\$1,669
Van Horn, Tasha	Speech	2-16	\$1,559
Villeneuve, Anna Maglona	English	4-14	\$1,669
Waddington, Brian D.	History	1-15	\$1,454
Walz, Sheryl Samoff	Sociology	2-13	\$1,509
White, Gailynn	Sociology	4-19	\$1,669
Woolum, James W	Administration of Justice	3-19	\$1,614
Wurst, Clifton M	Kinesiology	2-26	\$1,559
Zhuang, Ying	Mathematics	4-19	\$1,669

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ADJUNCT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Amaya, Hector G	Philosophy	3-5	\$1,178
Azpeitia, Maria Elena	English	2-3	\$1,077
Barajas, Noemi	Nursing	3-5	\$1,178
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,281
Boyden, Pixie	Computer Information Systems	2-3	\$1,077
Chan, Linda Anne Hawkins	Astronomy	4-6	\$1,281
Cheng, Tanshee Thu	Mathematics	1-5	\$1,072
Curran, Keith	English	1-6	\$1,119
Dery, Kenneth Jacques	Biology	4-6	\$1,281
Farnum, Martin Francis	Chemistry	4-6	\$1,281
Handy, Steven L	Kinesiology	1-6	\$1,119
Holmes, Alison	Art	1-6	\$1,119
Kang, Eun Suk	English	4-6	\$1,281
Kelly, Donna R.	English	4-6	\$1,281
Lee, Monica Jean Ale	Biology	2-6	\$1,174
Lei, Li Hua	Mathematics	2-6	\$1,174
Lewis, David Charles	History	1-6	\$1,119
Long, Stacy Katherine	Communications	1-6	\$1,119
McDonald, Tamara Nicole	Kinesiology	1-4	\$1,025
Montes, Monica Michelle	Biology	2-4	\$1,077
Nelson, Maurene Frances	Speech	1-5	\$1,072
Nguyen, Cynthia Ngocmai	Mathematics	2-6	\$1,174
Nuttall, Adora Johanna	Child Development	1-6	\$1,119
Phan-Yamada, Tuyetdong Tl	Mathematics	3-5	\$1,178

**ACADEMIC EMPLOYEES  
WINTER INTERSESSION 2013 ADJUNCT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Provencher, Henry W.	Administration of Justice	1-6	\$1,119
Ramos, Christopher M.	English	4-6	\$1,281
Ramos, Michael	Psychology	2-4	\$1,077
Ray, Jamie Michelle	English	1-4	\$1,025
Resto-Ometeotl, Luivette	English	3-6	\$1,230
Shearer, Margaret Rose	English	2-6	\$1,174
Simpson, Lakisha Delores	Child Development	1-6	\$1,119
Tate, Erin M	Psychology	1-6	\$1,119
Tufano, Andrew A.	Speech	1-6	\$1,119
Victor, Christopher K.	Kinesiology	1-5	\$1,072
Villeneuve, Louisa M.	Biology	4-5	\$1,234
Waddington, Alan	Music	1-6	\$1,119
Zawahreh, Luai G.	Economics	1-6	\$1,119
Zeman, William Joseph	History	2-6	\$1,174

**ACADEMIC EMPLOYEES  
WINTER 2013 NON CREDIT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Fallat, Paul	Non Credit	1-3	\$42.24
Johnson, Clay	Non Credit	1-3	\$42.24
Mercado, Andrew	Non Credit	1-3	\$42.24
Mira, Linda	Non Credit	1-3	\$42.24
Sailors, Bernetta	Non Credit	1-3	\$42.24
Serrao, Elizabeth	Non Credit	1-3	\$42.24



**LAB SUPERVISORS  
2012-2013 (01-01-13)  
DECEMBER 4, 2012**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Silva, Daniel	A	Music	01/01/13	06/30/13	1-3	\$30.90
Waddington, Alan	A	Music	01/01/13	06/30/13	1-3	\$30.90

**ACADEMIC EMPLOYEES  
SPRING 2013 ADJUNCT  
DECEMBER 4, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Bollman, Jeri	Child Development	1-1	\$1,025
Brown, Malaika	Psychology	1-1	\$1,025
Levine, Brianne	Psychology	1-1	\$1,025
Love, Jamie	Humanities	1-1	\$1,025
Rosales, Aurora	Psychology	1-1	\$1,025
Shaw, Tammie	Psychology	1-1	\$1,025

### CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees.

This item was prepared by Kai Wintree-Jackson, Human Resources Technician II.

**RECOMMENDATION**

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

Robert Sammis \_\_\_\_\_  
Recommended by

\_\_\_\_\_ / \_\_\_\_\_  
Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

\_\_\_\_\_ Approved for Submittal

Item No. \_\_\_\_\_ H.1.g. \_\_\_\_\_

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
DECEMBER 4, 2012**

<b>NAME</b>	<b>CLASS/DEPT/PRCT.</b>	<b>REASON/MOS.</b>	<b>BEGN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Macias, Benjamin	Campus Security Supervisor	Extend Temporary Upgrade	1/1/13 thru 7/31/13	9-2	\$5,125.00

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II, and Sandra Coon, Administrative Assistant.

RECOMMENDATION

Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

Robert Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.1.h.

**CLASSIFIED SUBSTITUTES  
DECEMBER 4, 2012**

<b>NAME</b>	<b>CLASS/DEPT/PRCT.</b>	<b>REASON/MOS.</b>	<b>BEGN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Bodoh, Sean	Golf Range Tech I	Serve as substitute while position is being advertised	11/21/12	1/20/13	\$11.02/hr.
Caldwell, David	Campus Safety Officer I	Rotating Absences	1/2/13 thru 6/30/13	22-1	\$14.82/hr
Lockwood, Chris	Campus Safety Officer I	Rotating Absences	1/1/2013 thru 6/30/13	22-1	\$14.82/hr.
McGuern, Pam	Administrative Assistant	Serve as substitute while position is being advertised	12/31/12 thru 2/28/13	42-1	\$24.29/hr.
Medley, Tara	Account Clerk/Cashier	Serve as substitute while position is being advertised	1/2/13 thru 3/1/13	29-1	\$17.62/hr.
Mubiala, Jay	Campus Safety Officer I	Rotating Absences	1/1/2013 thru 6/30/13	22-1	\$14.82/hr.
Munoz, Anayely	Program Assistant	Serve as substitute while position is being advertised	1/2/13 thru 3/3/13	24-1	\$15.57/hr
Sewell, Pamela	Administrative Assistant	Serve as substitute while position is being advertised	12/31/12 thru 2/28/13	42-1	\$24.29/hr.

**STIPENDS STRS NON-CREDITABLE  
DECEMBER 4, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Van Winkle, Chris	Stipend	Watercolor Workshop for Beginners	\$1000tl.	2/15/13 thru 2/20/13
Van Winkle, Chris	Stipend	Watercolor Workshop for Intermediates	\$1000tl.	4/15/13 thru 4/20/13

**VOLUNTEERS, NON-ACADEMIC  
DECEMBER 4, 2012**

<b>DEPARTMENT</b>	<b>VOLUNTEER NAME</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Student Services	Estrada, Veronica	01/01/13	06/30/13



**WINTER/SPRING 2013  
COMMUNITY EDUCATION  
CLASSIFIED EMPLOYEES  
DECEMBER 4, 2012**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Bender, Tom	Community Education	1-3	\$42.24
Bigley-Cronin, Mary	Community Education	1-3	\$42.24
Clark, Rachael	Community Education	1-1	\$38.43
Gerfen, Thomas	Community Education	1-3	\$42.24
Jaquette, Tim	Community Education	1-3	\$42.24
Stockman, John	Community Education	1-3	\$42.24

**PROFESSIONAL EXPERT  
December 4, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>RATE</b>	<b>BEGIN/END</b>
Bowser, Deborah	Mental Health Therapist	Operation VETS	\$40.00/hr.	01/01/13 to 12/31/13
Bruins, Allison	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	01/03/13 to 12/31/13
Christianson, Monica	Mental Health Therapist	Student Health Center	\$40.00/hr.	01/01/13 to 12/31/13
Christianson, Monica	Project Director	Operation VETS	\$2,993.33/mth.	01/01/13 to 12/31/13
Christianson, Monica	Mental Health Therapist	Operation VETS	\$40.00/hr.	01/01/13 to 12/31/13
Cortez, Brittany	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	01/03/13 to 12/31/13
Curtis, Allison	Nurse Practitioner	Student Health Center	\$40.00/hr.	01/01/13 to 12/31/13
Diaz, Alondra	PAGE Program Lead	STEM	\$1,250.00/mth	01/01/13 to 08/30/13
Fisher, Nancy	Associate Nurse	Student Health Center	\$37.50/hr.	01/01/13 to 12/31/13
Garcia, Gustavo	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	01/03/13 to 12/31/13
Jones, Frances	PS-MAPP Assistant	FosterKinship	\$14.82/hr.	01/01/13 to 07/31/13
Lipscomb, Allen	Mental Health Therapist	Student Health Center	\$40.00/hr.	01/01/13 to 12/31/13
Liskey, Renee	Choreographer - Holidance! 2012	Fine & Performing Arts	\$1,200.00/ttl. (Correction to November 20, 2012 Board Agenda Item)	11/21/12 to 11/30/12
Monaster, Patricia	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	01/03/13 to 12/31/13
Neto, Marika	Supplemental Instruction Facilitator	STEM	\$20.00/hr.	01/03/13 to 12/31/13
Peek, MD, Corbett Grant	Physician	Student Health Center	\$65.00/hr.	01/01/13 to 12/31/13
Thorpe, Susan	Associate Nurse	Student Health Center	\$37.50/hr.	01/01/13 to 12/31/13
Tsark, Eleanor	Supplemental Instruction Lead	STEM	\$3,150.00/mth	01/03/13 to 12/31/13
Versace, Emily	Race to STEM Coordinator	Race to STEM	\$37.00/hr.	01/01/13 to 12/31/13
Walker, Dr. Ann	Physician	Student Health Center	\$65.00/hr.	01/01/13 to 12/31/13

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE:	December 4, 2012	Resolution	<u>          </u>
SUBJECT:	Selection of President of the Board of Trustees	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND**

An organizational meeting is held annually in December in order to select trustees for the various positions for the Board of Trustees. Historically, members of the Board have rotated their positions on the Board.

The current President of the Board of Trustees is Joanne Montgomery.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

**RECOMMENDATION**

Authorization is requested to elect \_\_\_\_\_ for the office of President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.   H.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>    X    </u>
DATE:	December 4, 2012	Resolution	_____
SUBJECT:	Selection of Vice President of the Board of Trustees	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

An organizational meeting is held annually in December in order to select trustees for the various positions for the Board of Trustees. Historically, members of the Board have rotated their positions on the Board.

The current Vice President of the Board of Trustees is Susan M. Keith.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

**RECOMMENDATION**

Authorization is requested to elect \_\_\_\_\_ for the office of Vice President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved          Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.3.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	December 4, 2012	Resolution	_____
SUBJECT:	Selection of Clerk/Secretary of the Board of Trustees	Information	_____
		Enclosure(s)	_____

BACKGROUND

An organizational meeting is held annually in December in order to select trustees for the various positions for the Board of Trustees. Historically, members of the Board have rotated their positions on the Board.

The current Clerk/Secretary of the Board of Trustees is Gary L. Woods.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to elect \_\_\_\_\_ for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2012, through November 30, 2013.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.4.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X _____
DATE:	December 4, 2012	Resolution	_____
SUBJECT:	Selection of Representative of the Board of Trustees on the Citrus College Foundation	Information	_____
		Enclosure(s)	_____

BACKGROUND

An organizational meeting is held annually in December in order to select trustees for the various positions for the Board of Trustees. Historically, members of the Board have rotated their positions on the Board.

The current representative is Patricia Rasmussen.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to elect \_\_\_\_\_ to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.5.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	December 4, 2012	Resolution	<u>          </u>
SUBJECT:	Selection of Representative of the Board of Trustees to the Los Angeles County School Trustees Association	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

BACKGROUND

The Los Angeles County School Trustees Association (LACSTA) is an organization of school boards founded in 1937. About 90 percent of the 94 school and community college districts in Los Angeles County, as well as the County Board of Education, are members of LACSTA.

LACSTA serves as a vital resource for school board members, providing them with training, informational support and opportunities to network with other school board members. Each year, LACSTA presents a number of interactive programs on issues in education. LACSTA also cooperates with the California School Boards Association and other organizations whose purpose is the betterment of education.

The current representative is Joanne Montgomery.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to select \_\_\_\_\_ as an Annual Representative to the Los Angeles County School Trustees Association for 2013. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee.

Geraldine M. Perri, Ph.D.  
Recommended by

           /             
Moved      Seconded

            
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No.        H.6.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	December 4, 2012	Resolution	_____
SUBJECT:	Selection of Representative of the Board of Trustees on the Los Angeles County Committee on School District Organization	Information	_____
		Enclosure(s)	_____

## BACKGROUND

The Los Angeles County Committee on School District Organization (County Committee) is an independent, 11-member body. Its members are elected to four-year terms by representatives of Los Angeles County school district governing boards. County Committee activities are coordinated by staff of the Los Angeles County Office of Education.

By statutory authority, the County Committee reviews school district reorganization proposals, including proposals to transfer territory between school districts and to unify or create new school districts. The County Committee makes decisions to approve or disapprove proposals to transfer territory. For proposals to unify or create new school districts, the County Committee makes a recommendation for approval or disapproval to the California State Board of Education. The County Committee reviews a school district reorganization proposal when it receives a petition that the Los Angeles County Superintendent of Schools has determined to be sufficient and signed as required by law.

The current representative is Edward C. Ortell.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

## RECOMMENDATION

Authorization is requested to select \_\_\_\_\_ as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2013.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No. H.7.



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 7, 2010	Resolution	_____
SUBJECT:	Board Meeting Date, Time, and Location	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees historically meets on the first and third Tuesday of each month. Customarily, the Board has only one meeting per month during the summer. Meetings are held in the Center For Innovation, Community Room (CI 159), 1000 West Foothill Boulevard, Glendora, at 4:15 p.m.

Attached is the proposed calendar for 2013.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2012, through November 30, 2013, as follows:

Date: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays  
Time: 4:15 p.m.  
Place: Citrus Community College District, Center For Innovation, Community Room (CI 159)

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

Item No.     H.8.

**CITRUS COMMUNITY COLLEGE DISTRICT  
Board of Trustees Meeting Calendar 2013**

<b>Meeting Date</b>
<b>4:15 p.m. @ CI 159</b>
January 15, 2013
February 5, 2013
March 5, 2013
March 19, 2013
April 2, 2013
May 7, 2013
May 21, 2013 <i>Retiree &amp; Tenuree Reception</i>
June 18, 2013 <i>Board Self Evaluation Work Session</i>
July 16, 2013
August 13, 2013
September 10, 2013
October 1, 2013
October 15, 2013
November 12, 2013
December 3, 2013 <i>Reorganization Meeting</i>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Board Self-Evaluation Ad-Hoc Committee	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

In accordance with Board Policy 2745, Board Self Evaluation (enclosed), the Board of Trustees of the Citrus Community College District are committed to assessing its own performance as a Board in order to identify its strengths and weaknesses and areas in which it may improve its functioning.

An ad-hoc committee of the Board of Trustees will determine the instrument or process to be used in Board self-evaluation which will occur in April.

The current ad-hoc committee is Patricia Rasmussen and Susan M. Keith.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President.

RECOMMENDATION

Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad-hoc committee for 2013 to recommend the instrument or process to be used in Board self-evaluation.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved / Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.9.

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## **BP 2745            BOARD SELF-EVALUATION**

**References:**            ACCJC Accreditation Standards IV.B.1.e and g

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

An ad-hoc committee of the Board shall be appointed at the Annual Organizational Meeting to determine the instrument or process to be used in Board self-evaluation which shall occur at the end of the spring term. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board of Trustees.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit it to the Superintendent/President's Office.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Board approved 01/13/09

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE	December 4, 2012	Resolution	<u>          </u>
SUBJECT:	Annual Financial and Compliance Audit	Information	<u>          </u>
		Enclosure(s)	<u>    X    </u>

**BACKGROUND**

The annual financial and compliance audit, as required by Education Code Section 84040, is the final examination of the annual financial statements' fairness and reliability. The audit is conducted by certified public accountants licensed by the State Board of Accountancy.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

**RECOMMENDATION**

Authorization is requested to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2012.

Carol R. Horton  
Recommended by \_\_\_\_\_

\_\_\_\_\_  
Moved                    /                    Secoded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.10.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Authorization of Specified Signatures for Business Functions and Bank Accounts	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

The governing board of each community college district is required to hold an annual organizational meeting, and a list of specified signatures for Citrus Community College District business functions and bank accounts must be approved at that meeting. In accordance with Educational Code Section 35143/72000, the timing for the annual organizational meeting is as follows: within a 15-day period that commences with the date upon which a governing board member elected at that election takes office or in years which no regular election for governing board members is conducted, the organizational meeting shall be held during the same 15-day period on the calendar

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 4, 2012, through November 30, 2013.

Carol Horton  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved          Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

Item No. \_\_\_\_\_ H.11. \_\_\_\_\_

## **GENERAL SIGNATURE AUTHORIZATION**

1. To sign warrants requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services
  
2. To sign order for salary placement, notices of employment, and other related documents requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
3. To witness and sign personnel oaths and forms pertaining to certification requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
4. To sign all documents pertaining to general certification requiring one signature only:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
5. To sign on behalf of the Board, official documents and contracts with the stipulation that contracts in excess of \$15,000 must have Board approval prior to execution (Education Code Section 81640), requiring one signature only:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Mr. Robert Iverson, Director of Purchasing and Warehouse

## **DISTRICT BANK ACCOUNT SIGNATURE AUTHORIZATION**

### **DISTRICT BANK ACCOUNTS**

1. Revolving Cash Funds, Wells Fargo Bank, Glendora; one original signature required:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services

2. Clearing account, Pacific Western Bank, Glendora, one original signature required:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services

### **ASSOCIATED STUDENTS BANK ACCOUNTS**

1. Associated Students of Citrus College (checking), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Ms. Adrienne Thompson, Student Activities Supervisor

### **CITRUS COLLEGE BOOKSTORE/CAFETERIA BANK ACCOUNTS**

1. Citrus College bookstore (checking and savings), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Eric Magallon, Bookstore Supervisor

2. Citrus College Cafeteria (checking and savings), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Philomena O'Shea, Cafeteria Supervisor



## **CITRUS COLLEGE GOLF DRIVING RANGE ACCOUNT**

1. Range at Citrus (checking and savings), Pacific Western Bank, Glendora;  
two original signatures required:

Geraldine M. Perri Ph.D., Superintendent/President

Mrs. Carol R. Horton, Vice President of Finance and Administrative Services

Ms. Rosalinda Buchwald, Director of Fiscal Services

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Certification of Signatures	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

The governing board of each community college district is required to hold an annual organizational meeting, and the attached "Certification of Signatures" form must be approved at that meeting. In accordance with Education Code Section 35143/72000, the timing for the annual organizational meeting is as follows: within a 15-day period that commences with the date upon which a governing board member elected at that election takes office or in years in which no regular election for governing board members is conducted, the organizational meeting shall be held during the same 15-day period on the calendar.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained.

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Moved / Seconded

\_\_\_\_\_ Approved for Submittal

Aye \_\_ Nay \_\_ Abstained \_\_

Item No.     H.12.

**Citrus Community College District**

DISTRICT

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 1, 2012 to November 30, 2013

In accordance with governing board approval dated December 4, 2012.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

**Column 1**

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

**Column 2**

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Geraldine M. Perri, Ph.D.
TITLE Superintendent/President
SIGNATURE
TYPED NAME
Carol R. Horton
TITLE Vice President of Finance and Administrative Services
SIGNATURE
TYPED NAME
Robert Iverson
TITLE Director of Purchasing and Warehouse
SIGNATURE
TYPED NAME
Rosalinda Buchwald
TITLE Director of Fiscal Services
SIGNATURE
TYPED NAME
Robert L. Sammis
TITLE Director of Human Resources
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	<u>X</u>
DATE	December 4, 2012	Resolution	<u>          </u>
SUBJECT:	Proposed 2014-2015 Academic Calendar	Information	<u>          </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

A subcommittee of the Student Services Committee reviews and makes recommendations for upcoming academic calendars. The calendar subcommittee is co-chaired by a faculty member and a student services administrator. The Student Services Committee approved the proposed 2014- 2015 Academic Calendar on September 20, 2012 and all campus constituencies have reviewed and approved. The Steering Committee approved the 2014-2015 Academic Calendar on November 26, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the proposed 2014-2015 Academic Calendar.

Arvid Spor, Ed. D. \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved        Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.13. \_\_\_\_\_

# Draft Academic Calendar 2014-2015

## Fall Semester 2014

201520

Aug 22-Dec 13

August 14						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September 14						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October 14						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 14						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December 14						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Wk. 1  
Wk. 2  
Wk. 3  
Wk. 4  
Wk. 5  
Wk. 6  
Wk. 7  
Wk. 8  
Wk. 9  
Wk. 10  
Wk. 11  
Wk. 12  
Wk. 13  
Wk. 14  
Wk. 15  
Wk. 16

## Winter Session 2015

201525

Jan 5-Feb 12

January 15						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February 15						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Wk. 1  
Wk. 2  
Wk. 3  
Wk. 4  
Wk. 5  
Wk. 6

- Legal/Local Holidays
- Winter 2015 Jan 5-Feb 12
- Flex Day
- Spring 2015 Feb 17-Jun 13
- Fall 2014 Aug 22-Dec 13
- Spring Vacation Apr 13-18
- Final Exams
- Commencement Jun 13, 2015
- Semester Break
- Summer 2015 Jun 22-Aug 13

Board Approved...

## Spring Semester 2015

201530

Feb 17-Jun 13

February 15						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March 15						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April 15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May 15						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June 15						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Wk. 1  
Wk. 2  
Wk. 3  
Wk. 4  
Wk. 5  
Wk. 6  
Wk. 7  
Wk. 8  
Wk. 9  
Wk. 10  
Wk. 11  
Wk. 12  
Wk. 13  
Wk. 14  
Wk. 15  
Wk. 16

## Summer Session 2015

201540

Jun 22-Aug 13

June 15						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
July 15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 15						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Wk. 1  
Wk. 2  
Wk. 3  
Wk. 4  
Wk. 5  
Wk. 6  
Wk. 7  
Wk. 8



Citrus Community College District  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899  
www.citruscollege.edu

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	x
DATE	December 4, 2012	Resolution	_____
SUBJECT:	Authorization of Full-Time Faculty Positions for Academic Year 2013/2014	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Faculty Needs Identification Committee has identified eleven (11) full-time faculty positions for the 2013 fall semester.

The eleven (11) positions identified by the Faculty Needs Identification Committee (in ranking order) are:

<b>Rank</b>	<b>Position</b>	<b>Rank</b>	<b>Position</b>
1	Nursing	7	Commercial Dance
2	Career Counselor	8	Generalist Counselor
3	Emerging Technologies Librarian	9	Humanities
4	Public Services	10	Across the Programs Career Development Coordinator
5	Generalist Counselor	11	Economics
6	Kinesiology		

This item was prepared by Sandra Coon, Confidential Administrative Assistant, Human Resources.

**RECOMMENDATION**

Authorization is requested to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2013, it is requested that the Board of Trustees authorize recruitment of one full-time Nursing position effective fall 2013. Each job posting will bear the statement, "Position contingent upon funding and final Board approval."

Robert Sammis \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No. \_\_\_\_\_ H.14. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	X
DATE	December 4, 2012	Resolution	_____
SUBJECT:	BP 5030 Fees – First Reading	Information	_____
		Enclosure(s)	X

**BACKGROUND**

The District’s Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 5030 Fees was revised to include two groups of students who are exempt from paying the Health Fee but weren’t previously listed in the Board Policy. Language was updated regarding parking fees for BOG students, and the student representation fee approved by the student body last year was added to the list of authorized fees. Attached to the Board Policy, for information only, is the corresponding Administrative Procedure, AP 5030 Fees. The Student Services Committee approved the revisions on September 20, 2012 and all campus constituents have reviewed and approved. The Steering Committee approved revisions to BP 5030 and AP 5030 on November 26, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

**RECOMMENDATION**

Authorization is requested to approve the first reading of BP 5030 Fees.

Arvid Spor, Ed. D. \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

Item No. \_\_\_\_\_ H.15. \_\_\_\_\_

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

**Draft 10-5-12**

## **BP 5030            FEES**

**References:**    Education Code Sections 76300 et seq.

The superintendent/president shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college class schedule or website. The Board of Trustees authorizes the following fees.

### **Enrollment Fee**

Education Code Section 76300

A per unit enrollment fee shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Concurrent high school students are exempt from enrollment fees with certain limits.

### **Health Fee**

Education Code Section 76355

The District shall charge a mandatory health fee for both full-time and part-time students an amount not to exceed that which is authorized by the Chancellor's Office. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who are taking all of their courses online.
- Students who are enrolled in only noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.



## **Parking Fee**

Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. See the class schedule for the specific amount.

~~The following students are exempt by law from parking fee that exceeds twenty dollars (\$20) per term or session:~~

Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed ~~twenty dollars (\$20) per term or session~~ the specified amount set by the Education Code Section 76360 per term or session. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

## **Student Representation Fee**

Education Code Section 76060.5

A one dollar (\$1.00) fee per semester shall be collected at the time of registration and used solely by the Associated Students of Citrus College (ASCC) to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large.

## **Instructional Materials Fees**

Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to have instructional and other required materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

## **Non-District Physical Education Facilities Fees**

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

## **Student Service Fee:**

Education Code, Section 76062

The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body.

### **Transcript Fees**

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

### **Non-resident Tuition Fee**

Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available in the class schedule. Tuition will be charged for the maximum number of possible units registered for by the student. Students who have been approved for financial aid who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

### **International Students Application Processing Fee**

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the superintendent/president. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

### **International Students/Resident Capital Outlay Fee**

Education Code, Section 76141

The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

### **Library Fines-Fees**

~~Fines~~ Fees shall be assessed for ~~overdue~~, damaged, or lost library materials and the monies collected shall be deposited to the appropriate library  ~~fines income~~ account.

### **Athletic Insurance**

Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

### **Refunds**

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Board Approved 07/21/09

Revised SSC 9/20/12

Academic Senate	10/24/12
ASCC	10/02/12
CSEA	9/25/12
Management Team	10/03/12
Supv/Conf	10/15/12

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

**DRAFT 10-5-12**

## **AP 5030 FEES**

**References:** Education Code Sections 66025.3, 70902(b)(9), and 76300; Title 5 Section 51012; Chancellor's Office Student Fee Handbook

Fee amounts shall be published in the college class schedule and/or website. For a complete list of fee amounts, please refer to the current class schedule.

### **Required fees include:**

#### **Enrollment Fee** (Education Code Section 76300; Title 5 Sections 58500-58509)

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

#### **Health Fee**

The health fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are taking all of their courses online.
- d. Students who are enrolled in only noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

**Nonresident tuition fee** with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- o All nonresident students enrolling for 6 or fewer units; or
- o A student who is a citizen and resident of a foreign country who demonstrates financial need.

### **Other student assessments**

- Credit by examination Per-unit enrollment fee charge

- Career assessment testing \$15.00 per test
- Service charge for returned checks \$25.00 each
- Rush Transcript/Verification (same day service) \$10.00 per request
- Duplicate diploma/certificate \$16.00
- Subpoena \$15.00

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional tape lease/deposit (Education Code Section 70902(b)(9))
- Credit card use (Education Code Section 70902(b)(9))
- International student medical insurance (Education Code Section 70902(b)(9))

**Prohibited fees include:**

- Late application (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student identification cards (CCCCO Student Fee Handbook)
- Student body organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)

- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001 terrorist attacks. (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

## Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Board Approved 03/02/10

## Revised SSC 9/20/12

Revised SSC 9/20/12

Academic Senate	10/24/12
ASCC	10/02/12
CSEA	9/25/12
Management Team	10/03/12
Supv/Conf	10/15/12

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 6, 2012	Resolution	X
SUBJECT:	Superintendent/President	Information	
		Enclosure(s)	X

**BACKGROUND**

The District is the Respondent/Defendant and Dr. Perri is the Real Party in Interest in a Petition for Writ of Mandate proceeding brought by Gil Aguirre, Petitioner/Plaintiff, entitled *Aguirre v. Citrus Community College District, and Geraldine Perri, Real Party In Interest*, BS139800, alleging various violations of the Brown Act (Government Code section 54950, et seq.), in connection with the Board's action on or about July 17, 2012 to approve Amendment Number Seven to Dr. Perri's Employment Agreement. In order to avoid the continuing distraction of this litigation and the expenses associated therewith, the Board will consider approval of a resolution curing and correcting its approval of Amendment Number Seven. In conjunction with said resolution, the Board will be asked to approve Amendment Number Eight to Dr. Perri's Employment Agreement, which will: (1) extend Dr. Perri's term of employment through June 30, 2016; (2) provide that Dr. Perri shall receive specified step increases in salary on each July 1 (commencing July 1, 2012 and continuing through July 1, 2015); and (3) clarify vacation and sick leave provisions, including specifying that vacation days may be accumulated up to a maximum of 44 days with no special provision for pay-out of vacation days in excess of 44.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

**RECOMMENDATION**

The Board is requested to consider the adoption of Resolution No. 2013-14-04 rescinding the Board's prior approval of Amendment Number Seven to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri in order to cure and correct alleged but denied Brown Act violations, and authorizing approval of Amendment Number Eight to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri, to extend Dr. Perri's term of employment, provide for step increases in salary, and clarify vacation/sick leave provisions, and to avoid claims of breach of contract.

\_\_\_\_\_  
Moved      /  
                  Seconded

Aye\_\_Nay\_\_Abstained\_\_

Item No. \_\_\_\_\_ H.16. \_\_\_\_\_

**RESOLUTION NUMBER: 2012-13-04**

RESOLUTION CURING AND CORRECTING BOARD ACTION OF JULY 17, 2012 AND APPROVING AMENDMENT NUMBER EIGHT TO THE EMPLOYMENT AGREEMENT BETWEEN CITRUS COMMUNITY COLLEGE DISTRICT AND DR. GERALDINE M. PERRI

**WHEREAS**, this Board, at its July 17, 2012 meeting approved Amendment Number Seven (attached hereto as Exhibit "A") to the Employment Agreement between the District and Dr. Geraldine Perri for service as the District's Superintendent/President; and

**WHEREAS**, the District is the Respondent/Defendant, and Dr. Perri is the Real Party in Interest in a Petition for Writ of Mandate proceeding brought by Gil Aguirre, Petitioner/Plaintiff, entitled *Aguirre v. Citrus Community College District, and Geraldine Perri, Real Party in Interest*, BS139800, alleging various violations of the Brown Act, Government Code section 54950 et seq.; and

**WHEREAS**, the Petitioner in said litigation contends Amendment Number Seven to Dr. Perri's Employment Agreement, executed on July 17, 2012 was not adopted in the manner required by law as alleged in the Petition; and

**WHEREAS**, the Board believes Amendment Number Seven was adopted in accordance with the requirements of the Brown Act, including that no action was taken with respect to the approval of the Amendment in the Board's closed session on June 19, 2012, and that the approval of Amendment Number Seven at the Board's public meeting on July 17, 2012 was noticed and described in accordance with the Brown Act, specifically Government Code section 54954.2(a)(1); and

**WHEREAS**, approximately 10 members of the public appeared at the Board meeting on July 17, 2012 and were heard prior to the adoption of Amendment Number Seven; and

**WHEREAS**, pursuant to Government Code section 54960.1(d)(1) and (3) it is this Board's opinion that nullification of Amendment Number Seven by a court is not an available remedy where a contract has been executed and implemented by the parties; and

**WHEREAS**, at the same time that this Board desires to cure and correct the alleged, but denied, Brown Act violations, it may not breach its contractual obligations to Dr. Perri; and

**WHEREAS**, contrary to the allegation in paragraph 11 of the Petition relating to the preparation of a "Media Statement," and as Petitioner already knows, only one Board member had any involvement in the preparation of this document; and

**WHEREAS**, in order to avoid the continuing distraction of this litigation and the expenses associated therewith, this Board hereby rescinds Amendment Number Seven for purposes of curing and correcting the alleged violation pursuant to Government Code section 54960.1(e); and

**WHEREAS**, the Board further desires to clarify the terms of Dr. Perri's employment agreement; and



**WHEREAS**, Amendment Number Eight (Attached hereto as Exhibit “B”) is intended to and shall supersede Amendment Number Seven, and said Amendment Number Seven will be of no further force or effect for purposes of curing the alleged, but denied, violations of the Brown Act.

**NOW, THEREFORE**, be it resolved as follows:

1. Amendment Number Seven to Dr. Perri’s Employment Agreement (attached hereto as Exhibit “A”) is hereby rescinded, effective July 1, 2012.

2. Amendment Number Eight (attached hereto as Exhibit “B”) shall be effective July 1, 2012. All other terms of the Employment Agreement and amendments thereto, except for Amendment Number Seven, shall remain unchanged, except as specified in Amendment Number Eight.

3. Amendment Number Eight shall amend section 1 of the Employment Agreement, and extend Dr. Perri’s term of employment through June 30, 2016.

4. Amendment Number Eight shall clarify Section 3(f) of the Employment Agreement between Dr. Perri and the District relating to receipt of salary step increases such that Dr. Perri will, commencing on July 1, 2012, and on each July 1 thereafter, through and including July 1, 2015, receive the same percentage step increase received by the Vice Presidents as set forth in the Management Salary Schedule, conditioned on receipt of a positive evaluation for the immediate proceeding school year.

5. Section 7 of the Employment Agreement shall be amended to make clear that the 13 additional vacation days are not to be paid out, but simply added to Dr. Perri’s vacation leave balance as of July 1, 2012.

6. Except as specified herein and as set forth in Amendment Number Eight, all other terms of the Employment Agreement shall remain unchanged.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 4<sup>th</sup> day of December 2012, by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
President  
Board of Trustees

Date: \_\_\_\_\_

# EXHIBIT A

AMENDMENT NUMBER SEVEN  
TO EMPLOYMENT AGREEMENT

Between

CITRUS COMMUNITY COLLEGE DISTRICT

and

DR. GERALDINE M. PERRI

This Amendment Number Seven is entered into on July 17, 2012, by and between the BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT (Hereafter the "Board" and DR. GERALDINE PERRI (hereafter "Dr. Perri" or "Superintendent/President") and shall be effective as of July 1, 2012.

The Board and Dr. Perri agree that it is to their mutual advantage to Amend Sections 1, 3, and 7 of the Employment Agreement entered into on May 30, 2008, to read as follows:

## 1. POSITION AND TERM

The Board hereby employs Dr. Perri as Superintendent/President of the Citrus College District (hereafter "the District") for the period beginning July 1, 2012 and ending June 30, 2016. During this period Dr. Perri shall serve as the Chief Executive Officer and Secretary of the Board, and shall have primary responsibility for execution of Board policy. Dr. Perri shall perform her duties and responsibilities as set forth in the California education code and formal job description developed by the Board, as well as rules and regulations of the Board of Governors of the California Community Colleges, and rules, regulations, policies and directives of the Board. Dr. Perri shall as serve as the District's primary liaison agent with governmental and community civic organizations, including but not limited to the Citrus College Foundation. Dr. Perri shall perform such duties and responsibilities at a professional level of competence and with due diligence.

## 3. SALARY AND OTHER COMPENSATION

3f. Commencing July 1, 2012, Dr. Perri will receive an annual salary increase in accordance with the regular Citrus College District Management salary schedule for each year for the

# EXHIBIT A

length of the Superintendent's contract based on a positive evaluation of a total ranking of 3 and above on the annual evaluation instrument.

## 7. VACATION AND SICK LEAVE

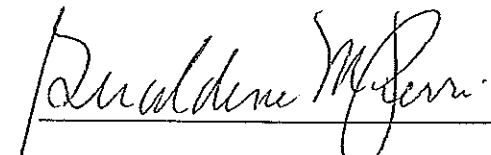
Dr. Perri shall be entitled to 2.83 vacation days per month annually, and such additional days of vacation as Board policy may provide with full pay during service under this contract. Vacation days may be accumulated up to a maximum of forty-four (44) days. Any Vacation days in excess of forty-four (44) shall be used or cashed out before the end of the year. Vacation shall be taken at such time as is convenient to the Board and Dr. Perri.

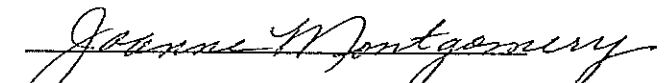
The Superintendent shall be compensated for 13 vacation days earned for special assignments during the 2010-11 academic year. During the term of this agreement, Dr. Perri shall earn one day of illness leave per month for each month of service rendered. Such illness leave may be accumulated.

The parties agree that all other provisions of the Employment Agreement shall remain unchanged, except as amended.

Dated: July 17, 2012

Dated: July 17, 2012

  
\_\_\_\_\_  
Dr. Geraldine M. Perri, Superintendent/  
President, Citrus Community College  
District

  
\_\_\_\_\_  
Trustee Joanne Montgomery, President,  
Citrus Community College District, Board of  
Trustees

# **EXHIBIT B**

## **AMENDMENT NUMBER EIGHT TO EMPLOYMENT AGREEMENT**

**Between**

**CITRUS COMMUNITY COLLEGE DISTRICT**

**And**

**DR. GERALDINE M. PERRI**

This Amendment Number Eight is entered into on December 5, 2012, by and between the BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT (Hereafter the "Board" and DR. GERALDINE PERRI (hereafter "Dr. Perri" or "Superintendent/President") and shall be effective as of July 1, 2012.

The Board and Dr. Perri agree that it is to their mutual advantage to Amend Sections 1, 3, and 7 of the Employment Agreement entered into on May 30, 2008, to read as follows:

### **1. POSITION AND TERM**

The Board hereby employees Dr. Perri as Superintendent/President of the Citrus College District (hereafter "the District") for the period beginning July 1, 2012 and ending June 30, 2016. During this period Dr. Perri shall serve as the Chief Executive Officer and Secretary of the Board, and shall have primary responsibility for execution of Board policy. Dr. Perri shall perform her duties and responsibilities as set forth in the California education code and formal job description developed by the Board, as well as rules and regulations of the Board of Governors of the California Community Colleges, and rules, regulations, policies and directives of the Board. Dr. Perri shall serve as the District's primary liaison agent with governmental and community civic organizations, including but not limited to the Citrus College Foundation. Dr. Perri shall perform such duties and responsibilities at a professional level of competence and with due diligence.

### **3. SALARY AND OTHER COMPENSATION**

3f. Commencing July 1, 2012, Dr. Perri shall be eligible to receive an annual salary increase on the terms set forth immediately below. Provided, however, that each such annual increase is conditioned on Dr. Perri's receipt of a positive evaluation (i.e. a total ranking of 3 or above on the annual evaluation instrument) from the Board for the immediate preceding school year.

Commencing on July 1, 2012, and on each July 1 thereafter, through and including July 1, 2015 (unless extended by further amendment of this Agreement), Dr. Perri shall receive the same percentage step increase received by the Vice Presidents as set forth in the Management Salary Schedule (attached hereto and incorporated herein as Exhibit 1). The step increase effective July 1, 2012 will be equal to the percentage increase between Step 1 and Step 2 of Range 89 of the Management Salary schedule. Effective with each July 1 to

# EXHIBIT B

which this Agreement and its amendments applies Dr. Perri shall receive the same Step increase associated with the percentage difference between the current step, and the next step on the Vice President's salary schedule.

## 7. VACATION AND SICK LEAVE

Dr. Perri shall be entitled to 2.83 vacation days per month, and such additional days of vacation as Board Policy may provide with full pay during service under this contract. Dr. Perri shall be credited on a one-time basis with 13 days of accrued vacation, effective July 1, 2012. Vacation days may be accumulated up to a maximum of forty-four (44) days. Vacation shall be taken at such time as is convenient to the Board and Dr. Perri.

During the term of this agreement, Dr. Perri shall earn and accrue one day of illness leave per month for each full month of service rendered. Such illness leave may be accumulated.

The parties agree that all other provisions of the Employment Agreement shall remain unchanged, except as amended.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dr. Geraldine M. Perri, Superintendent/President  
Citrus Community College District

\_\_\_\_\_  
President  
Citrus Community College District,  
Board of Trustees

MANAGEMENT SALARY SCHEDULE 2011



EXHIBIT 1

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
13	\$90,044	\$93,646	\$97,393	\$101,288	\$105,340	\$109,553	\$113,936	\$118,493	International Trade Business Manager
17	\$90,117	\$93,721	\$97,470	\$101,367	\$105,423	\$109,639	\$114,026	\$118,586	Director of Institutional Research and Planning
21	\$90,223	\$93,831	\$97,584	\$101,487	\$105,548	\$109,769	\$114,159	\$118,727	Director of Communications
21	\$90,223	\$93,831	\$97,584	\$101,487	\$105,548	\$109,769	\$114,159	\$118,727	Director of Performing Arts
29	\$94,833	\$98,628	\$102,572	\$106,676	\$110,944	\$115,381	\$119,996	\$124,797	Director of Purchasing and Warehouse
33	\$96,246	\$100,097	\$104,100	\$108,263	\$112,596	\$117,099	\$121,782	\$126,653	Director of Financial Aid
33	\$96,246	\$100,097	\$104,100	\$108,263	\$112,596	\$117,099	\$121,782	\$126,653	Director of EOPS, CARE, and CalWORKS
45	\$100,381	\$104,394	\$108,571	\$112,914	\$117,430	\$122,128	\$127,012	\$132,094	Director of the Child Development Center
49	\$101,116	\$105,161	\$109,367	\$113,741	\$118,291	\$123,023	\$127,944	\$133,062	Human Resources/Staff Diversity Officer
53	\$101,278	\$105,330	\$109,543	\$113,924	\$118,481	\$123,221	\$128,148	\$133,276	Assistant Director of the Computer Center
57	\$103,666	\$107,813	\$112,127	\$116,612	\$121,275	\$126,127	\$131,173	\$136,419	Director of Basic Skills
57	\$103,666	\$107,813	\$112,127	\$116,612	\$121,275	\$126,127	\$131,173	\$136,419	Director of Cosmetology
57	\$103,666	\$107,813	\$112,127	\$116,612	\$121,275	\$126,127	\$131,173	\$136,419	Director of Health Sciences
61	\$104,058	\$108,221	\$112,550	\$117,051	\$121,734	\$126,603	\$131,667	\$136,933	Director of Vocational Education
65	\$107,418	\$111,715	\$116,182	\$120,830	\$125,665	\$130,690	\$135,918	\$141,354	Director of Facilities and Construction
69	\$108,360	\$112,693	\$117,202	\$121,890	\$126,766	\$131,836	\$137,109	\$142,593	Director of Fiscal Services
73	\$112,926	\$117,444	\$122,142	\$127,028	\$132,108	\$137,393	\$142,889	\$148,605	Exec. Director, Development/External Relations
77	\$122,714	\$127,624	\$132,729	\$138,038	\$143,560	\$149,302	\$155,274	\$161,484	Dean
81	\$129,176	\$134,344	\$139,718	\$145,308	\$151,120	\$157,165	\$163,450	\$169,990	Chief Information Services Officer
81	\$129,176	\$134,344	\$139,718	\$145,308	\$151,120	\$157,165	\$163,450	\$169,990	Director of Human Resources
89	\$148,534	\$154,476	\$160,655	\$167,082	\$173,763	\$180,714	\$187,943	\$195,462	Vice President

Initial placement on the salary schedule for newly hired managers will be at Step 1; however, the Superintendent/President has the authority to place a new manager on the salary schedule up to Step 3.

Advancement to the next step will occur on July 1 of each year if the manager has spent at least six full months at the current step. If not, advancement to the next step will occur the following July 1.

Two and one-half percent (2.5%) will be granted to those managers who have verified an earned Doctorate from an accredited institution. The salary adjustment will be effective on the first of the month following the receipt of verification of completion of all requirements.

**UNAPPROVED**  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
CITRUS COMMUNITY COLLEGE DISTRICT

November 20, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, November 20, 2012, in the Center For Innovation Community Room.

Board President Montgomery called the meeting to order at 4:15 p.m. Student Trustee Calderon led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Crescencio Calderon, Student Trustee.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Arvid Spor, Vice President of Student Services; Robert Sammis, Director of Human Resources; James Woolum, Academic Senate President; and Christine Link, Recording Secretary.

**ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:**

**Management Team:** Monica Christensen, Christina Garcia, Lan Hao, and Martha McDonald

**Faculty:** Roberta Eisel, Ken Guttman, Bruce Langford, Patricia Lawrence, Terry Milles, Laura M. Villegas, and Jim Woolum

**Supervisors/Confidential:** Tedd Goldstein, Marilyn Grinsdale, Ben Macias, and Eric Magallon

**Classified Employees:** Clarence Cernal

**Adjunct Faculty:** Cecil Brower and Linda Chan

**Students:** Nayiri Baghdassarian and David Tate

**VISITORS:** Jolie Elman and Tom Gerfen

**BOARD OF TRUSTEES**

**Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Keith to change the order of the agenda as follows, as a result of Trustee Rasmussen's illness:

**COMMENTS: MEMBERS OF THE AUDIENCE**

**INFORMATION/DISCUSSION:** Introduction of the Student Ambassadors

**CLOSED SESSION****CONSENT/ACTION ITEMS****REPORTS**

**INFORMATION/DISCUSSION:** Veterans Grant Update & Campus Safety Report

5 Yes.

**COMMENTS FROM THE AUDIENCE**

Ms. Nayiri Baghdassarian, ASCC Vice President, announced that there will be an ASCC *Rock the Vote* celebration in the Campus Center Mall on Tuesday, November 27, 2012, at 11:30 a.m. The event, co-sponsored by the Citrus College Foundation, will celebrate the students who "rocked the vote" and provide an opportunity to thank everyone for their support of education.

Mr. John Fincher, CCFA President, said he has surveyed the full-time faculty on services provided by TeCS. He said 66% reported that it takes upwards of three to four days to get someone out for a service call. He said some faculty members no longer rely on TeCS to service their equipment.

Regarding the agenda item on the limitation of lifetime healthcare benefits for Board members, Mr. Fincher said this item does not affect Board members who have already retired, but only those who have not yet retired.

**INFORMATION AND DISCUSSION****Introduction of Student Ambassadors – Arvid Spor, Ed.D., Vice President of Student Services**

Dr. Spor introduced Dr. Martha McDonald, Dean of Students, who introduced the Student Ambassadors for the spring semester.

**CLOSED SESSION:** At 4:22 p.m., Board President Montgomery adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA);**



**Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352;**

**Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**

**Per Section 54957.6: Conference with Designated Representatives, Warren Kinsler and Joanne Montgomery - Unrepresented Employee - Superintendent/President.**

**Per Section 54957: Public Employee Discipline/Dismissal/Release.**

**Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:**

**Gil Aguirre v. Citrus Community College District Board of Trustees, Case No. BS139800**

**RECONVENE OPEN SESSION:** At 4:47 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

#### **INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

#### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 3:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve facility rentals and usage. 5 Yes.

**Item 4:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve A & B Warrants for October 2012. 5 Yes.

**Item 5:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve purchase orders for October 2012. 5 Yes.

#### **INSTITUTIONAL MEMBERSHIP**

**Item 6:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve a \$300.00 membership to the Califa Group. 5 Yes.

#### **CURRICULUM**

**Item 7:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the modified courses. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 11:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2012, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.
- Item 12:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the attached budget revisions for fund 01.0 for the fiscal year 2012-2013. 5 Yes.

**ACADEMIC CALENDAR**

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the revised 2013-2014 Academic Calendar. 5 Yes.

**COLLECTIVE BARGAINING**

- Item 14:** Moved by Trustee Keith and seconded by Trustee Woods to approve the Tentative Agreement between the Citrus Community College District and the California School Employees Association and its Citrus College Chapter 101, effective January 1, 2012, through December 31, 2014, ratified by a majority affirmative vote of the unit membership. 5 Yes.

**MEMORANDUM OF UNDERSTANDING**

- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the MOU between the Citrus Community College District and California School Employees Association, Citrus College Chapter 101 dated July 24, 2012, regarding the Child Development Center Layoff. 5 Yes.

**BOARD POLICIES**

- Item 16:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the second reading of BP 3520 Local Law Enforcement. 5 Yes.

- Item 17:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the Superintendent/President to direct staff to draft a Board Policy and Administrative Procedure regarding the use of District computer resources and support services by members of the Board of Trustees. 5 Yes.

*Board President Montgomery asked that a report be prepared on what trustees have in way of technical equipment and services provided by the college. Trustee Ortell asked that the report include the total number of visits to trustees as well as any other services provided by the college.*

## **BOARD OF TRUSTEES**

- Item 18:** Moved by Trustee Keith and seconded by Trustee Rasmussen for the Citrus College Board of Trustees to limit eligibility for lifetime healthcare benefits to qualified Board of Trustee members who resign or retire by the end of their current term of office. This benefit program of lifetime medical benefits for Board of Trustee members will sunset at the beginning of the next term of office.  
3 Yes (Keith/Montgomery/Rasmussen). 2 No (Ortell/Woods).
- Item 19:** Moved by Trustee Woods and seconded by Trustee to table Item 18.  
2 Yes (Ortell/Woods). 3 No (Keith/Montgomery/Rasmussen)

*At 4:58 p.m., Trustee Rasmussen excused herself from the meeting.*

**Geraldine M. Perri, Superintendent/President,** began her report by thanking the ASCC leadership for their “Rock the Vote” efforts. She said the education community of the state is breathing a sigh of relief with the passage of Proposition 30. Citrus College is already planning to add more than 150 class sections for the winter and spring semesters. Dr. Perri congratulated all those who worked to get out the vote.

Dr. Perri commented on a recent report by the Campaign for College Opportunity entitled, “Meeting Compliance but Missing the Mark,” that addresses progress on SB 1440, the historic 2010 legislation intended to create a preferred pathway for California community college students to transfer to the CSU system. Dr. Perri noted the following: 18 out of 112 colleges statewide have developed between nine and 18 transfer model curriculum (TMC)-aligned associate degrees and 9 community colleges have developed only two to four associate degrees. In contrast, Fullerton College has adopted all 18 initial TMC pathways and Citrus College and Pasadena City College offer 13, making them the strongest leaders across the community college system.

Dr. Perri congratulated Dr. Eric Rabitoy, Dean of Library, Natural and Physical Sciences, on being recognized by the Duarte Education Foundation at their annual “It Takes A Village” dinner. Dr. Rabitoy was honored for his collaboration with the Duarte Unified School District to provide credit college courses for high school students at Duarte High School.

Dr. Perri said the 32<sup>nd</sup> Annual Thanksgiving Buffet was a wonderful success. She thanked Ms. Philomena O'Shea, Cafeteria Supervisor, and her staff for the delicious food and Dr. Lucinda Over, Dean of Counseling, and Dr. Rabitoy for co-chairing this annual college event.

Dr. Perri was pleased to attend the *Foster 2 Famous* dinner on November 14, 2012. This foster youth success initiative assists foster youth by connecting them with the support services and financial aid they need to achieve their goals. She said students Ms. Mikisha Deason and Mr. Matt Deason, founders of the *Foster 2 Famous Club* at Citrus College, were in attendance. Both students graduated with associate degrees in June 2012.

Dr. Perri thanked everyone who has helped our students be successful this semester, and she wished the entire college community a very Happy Holiday Season.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported on several academic events and activities. Citrus College's Women in Engineering program hosted a successful Rocket Camp workshop on October 20, 2012. Twenty-four middle school girls built and launched Alpha rockets and heard a presentation by the Citrus Rocket Owls about NASA and their University Student Launch Initiative program. The college has received a \$1,000 grant from the California Space Grant Consortium that will enable a Citrus College team to participate in the Near Space Balloon Project at Cal Poly, Pomona.

More than 50 students attended the Citrus Business Association meeting on October 23, 2012, where they heard encouragement and advice from former Citrus College business students who now have careers in business. Mr. Robert Smolin, Business instructor, is the club's advisor.

The Automotive Technology Department will host an open house on November 28, 2012.

Dr. Malmgren said the Library will be open for 6 hours on December 8, 2012, to facilitate students preparing for finals.

Dr. Malmgren provided an update on the Bridges to Success grant. So far this semester, the Writing Café has conducted 454, 45-minute consultations; provided two "Poetry in Motion" workshops, with a poetry reading scheduled for December 7, 2012, presented a series of workshops entitled, "Secrets," presented by adjunct instructor Mr. Mick Curran; and held a UC Personal Statement workshop in which 26 students participated. There will be a Bridges to Success professional development workshop on Reading Apprenticeship in January that will provide faculty with strategies to help their students read class texts critically.

**Arvid Spor, Ed.D., Vice President of Student Services**, reported that he and Dr. Malmgren will be visiting the college's feeder high schools beginning next week to share

information with the principals on how their graduates have performed at Citrus College. He said this is the second year the college has done this, and he believes that it is something the principals find useful.

**Robert Sammis, J.D., Director of Human Resources**, thanked the Board for approving the collective bargaining agreement between the District and CSEA. Dr. Sammis congratulated CSEA for ratifying the contract and said it sets forth good balance and brings fairness into the workplace.

**Carol R. Horton, Vice President of Finance and Administrative Services**, spoke to the Report for the Fiscal Quarter Ended September 30, 2012, and the Budget Revision for Fund 01.0 for the fiscal year 2012-2013 that were included on the agenda for approval. She said the revisions in the adopted budget for 2012-2013 reflect changes that were made possible by the passage of Proposition 30. Susan M. Keith, Vice President, Board of Trustees, said it is important that the college uphold its promises to students regarding adding classes, now that Proposition 30 has passed.

**Jim Woolum, Academic Senate President**, thanked Board President Montgomery and Trustee Keith for joining the Academic Senate in honoring 23 college employee veterans during their November 14, 2012, meeting. A resolution was presented to each employee in recognition of their service to the country and the college.

Mr. Woolum expressed appreciation to the more than six million voters who voted in favor of Proposition 30. He said the courses that are being added to the winter and spring schedules will provide Citrus College students with additional opportunities to complete their educational goals.

Mr. Woolum; Ms. Lisa Villa, Counselor; and Ms. Roberta Eisel, English instructor, attended the State Academic Senate Plenary Session that took place November 8-10, 2012. Workshop topics included the Student Success Act, a continued emphasis on AA and AS degrees for transfer from the Chancellor's Office, and a timeline for colleges to submit courses in the transfer curriculum for evaluation. The issue of repeatability of courses and "families" of courses in the Fine and Performing Arts area drew intense discussion. Mr. Woolum said Ms. Eisel was a panelist during a workshop on accreditation, in her capacity as a state senate committee member. Chancellor Brice Harris spoke at the General Session. His remarks focused on student access and success.

Mr. Woolum wished everyone a happy and safe Thanksgiving Holiday.

**Crescencio Calderon, Student Trustee**, commented on the veterans' events at the college, and he highlighted the story of student veteran Mr. Joe Billeter. Mr. Billeter is an ASCC Senator and a United States Army veteran. He is grateful for the support he has received at Citrus College in helping him transition from the military to college life. Student Trustee Calderon read a poem by Mr. Billeter entitled, "The Call."

**Edward C. Ortell, Member, Board of Trustees**, congratulated the Citrus College athletic teams on a great season. He said the football team made it to a bowl game, even though they opposed some excellent teams. He also congratulated the women's soccer team on an excellent season and said the women's golf and volleyball teams had also competed very well. He added that sports develop valuable life skills, such as team building and working together to form coalitions.

**Joanne Montgomery, President, Board of Trustees**, reported on the many college and community events she has attended recently. She said the college is very proud of Dr. Rabitoy's recognition by the Duarte Education Foundation. She also thanked Dr. Spor for accompanying her to the tailgating event at the new Duarte Stadium. Board President Montgomery said Saluting Our Veterans is always a great celebration and a nice way to honor veterans. She also enjoyed the retirement party for Ms. Shirley Porch, Library Media Technician, which celebrated Ms. Porch's 40 years of service. Board President Montgomery concluded by saying the Thanksgiving lunch was very nice, and she wished everyone a Happy Thanksgiving.

## **MINUTES**

**Item 20:** Moved by Trustee Woods and seconded by Trustee Keith to approve the regular meeting minutes of October 16, 2012, as presented.  
4 Yes (Keith/Montgomery/Ortell/Woods). 1 Absent (Rasmussen).

## **INFORMATION AND DISCUSSION**

### **Veterans Grant Update – Arvid Spor, Ed.D., Vice President of Student Services**

Dr. McDonald and Ms. Monica Christensen, Project Director, provided an update on the Operation Veteran Education and Transitional Services (Operation VETS) grant, including a video made for the Chancellor's Office and a PowerPoint on the progress and success of the grant.

### **Campus Safety Report – Arvid Spor, Ed.D., Vice President of Student Services**

The annual Campus Safety Report was presented for information only.

**ADJOURNMENT:** At 5:46 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

---

Date

---

Clerk/Secretary  
Board of Trustees