Motion approved at curriculum committee:

Letters from advisory board members, employers, or licensing agencies are acceptable evidence of the need for students to repeat a course if they

1. **Have a logo and address on them;**
2. **State that the letter writer is a member of the relevant advisory board or licensing agency or an employer; and**
3. **State that the new/changes (e.g., software) have caused a "significant change" in the industry for all candidates for employment, and/or current employees must repeat the course in order to maintain or gain employment or licensure;**

When the student needs to repeat, he/she will fill out the Course Repetition form and attach the aforementioned applicable letter.

These letters must be kept in the Office of Student Services and archived in a file on our server.

Preliminary Credit Course Repetition Guidelines, July 2013, California Community Colleges Chancellor's Office

Excerpt from pages 22 and 23:

Significant Change in Industry or Licensure Standards (§ 55040(b)(9))

Student enrollment limit: District policy may permit students to re-enroll in courses where there has been such a change in industry or licensure standards that repetition of the course is necessary for employment or licensure. This requirement is two-fold:

- **that there has been a significant change in the industry or licensure standards since the student previously took the course, AND**
- **the student must take the course again for employment or licensure.**

The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license. For example, a state-licensed construction contractor may request to re-enroll in a course on building codes. Repetition of this course would be allowable if those codes changed since the student last took the course and the student could not remain state licensed without taking the course again.

Audit documentation requirements: Although districts are ultimately responsible for ensuring that adequate documentation exists to support their determination that repetition is allowable, districts may, by policy require the student to certify or document that re-enrollment in that the course is necessary as a result of a significant change in industry or licensure standards. Adequate documentation must demonstrate the significant change in industry or licensure standards since the student previously took the course, AND the student's need to take the course again for employment or licensure. A letter from the student's current or prospective employer stating that the student must take the course again for employment coupled with documentation of the significant change in the industry standard since the student last took the course is an example of adequate documentation.

Grade/credit: District policy may not allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. (§ 55021(b).)

Apportionment limit: Districts will receive apportionment for the attendance of a student in these courses if the requirements set forth in section 55040(b)(9) are met. As long as the requirements are met for each re-enrollment there is no limit on the enrollments for which the district may claim state apportionment. (§ 58161(f)(8).)

From Lee Marrs on 5-19-2014:

....

We [Lee, Joe, and Joseph] discussed a myriad of factors re exceptions to repeatability, including the latest regulation from last summer. In general, it was deemed best to confine the parameters to only those courses which involve software.

Because creating a new class every time the software changes would A.) delay the teaching of the material B.) clutter up our curriculum, we aren't interested in pursuing this path. There may be particular instances in the future where this would be advantageous, but not now.

LETTERS

We decided that collecting letters from our advisory board or any reputable outside company is a good start. These printed-out letters (not emails) would:

1. **Have a logo and address on them** *the relevant*
2. **State that the letter writer is a member of MMART's advisory board (if so)**
3. **State that the new/changes in software (specific software is named) has*ve* caused a "significant change" in the industry for all candidates for employment and/or current employees must learn the changed software**
4. **These letters must be kept in various places (our Dean's office, V.P. of Instruction, V.P. of Student Services & Head of Counseling) + archived in a file on our server. This is due to <u>fill in the blank</u>'s pattern of "losing" vital records over the months/years..**

When the student needs to repeat, he/she will fill out the Course Repetition form and attach the aforementioned applicable letter.

FEE-BASED COURSES

Simultaneously, Joseph is looking into the viability of running fee-based students WITH regular students in the same class. The regular students would be taking a course for the first time. The fee-based students would be taking the new-to-them software in some fee-based course that is not described in the same way as the official course.

Currently we run combined courses and this could follow that pattern. What would make this appealing to the administration is the cost of the fee-based course would be dinky (cost of instructor already covered), & the location & time of the course = no difficulty. This would guarantee a higher enrollment as well.

Curriculum Curriculum Agenda (Special Session)
Thursday, May 22, 10:00am-11:00am

Exceptions to Repeatability Guidelines: Significant Change in Industry or Licensure Standards (§ 55040(b)(9))

What does this repeatability exception mean? What evidence is needed to fulfill these guidelines locally at Berkeley City College?

PRIMARY GOAL: Make recommendations regarding the above repeatability exception in two possible ways:

(1) Identify both <u>appropriate and inappropriate evidence</u> needed to fulfill these guidelines.
(2) Suggest <u>curriculum-based solutions</u> for students needing to learn particular forms of software in MMART (or even disciplines that may have a similar issue with this repeatability exception). For example, what would a parallel-run, non-credit, fee-based course look like along side a credit-based course?