



**Academic Petitions Committee  
Meeting Minutes**

Date: 02/27/12

Time: 9:00am-11:00am

Location: LRC 733/CCC Confer

**Type of Meeting:** Academic Petitions Committee Regular Meeting

**Meeting Facilitator:** Jeannine M. (Jan) Moline

**Call to Order**

**Jan** called to order the regular meeting of the Academic Petitions Committee at **0900** on **02/27/12** in **LRC 733**.

**Roll Call**

The following persons were present: Christine Abbot, Vivian Baker, April Browne, Scott Cameron, Dawn Fidel, Lucila Gonzalez-Cirre, Tom Heck, Jan Moline

**Guests:** None

**Added Action Items:**

**Approval of Minutes from Last Meeting – 11/07/11**

The 11/07/11 minutes were approved as presented. The 04/27/11 and 09/21/11 were approved as presented.

**Information Issues**

- a) Topic—

**Discussion Issues**

- a) Topic—Discussion of Procedure and Catalog guidelines for the Petitions. New members had the opportunity to further discuss specific questions resulting from the Petitions presented at the last meeting or reviewed for discussion and action at this meeting.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

**Future Meeting Dates**

- a) Next Meeting: Date change to 04/30/12

**Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

The meeting adjourned at 15:27.

Recorded by: jm

Meeting Minutes Approved: Approved 04/30/12

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Porterville College



## **Academic Petitions Committee**

### **Meeting Agenda**

Date: 02/27/12

Time: 9:00am – 11:00am

Location: LRC 733/CCC CONFER

**Type of Meeting:** Academic Petitions Regular Meeting

**Meeting Facilitator:** Jeannine (Jan) M. Moline

**Call to Order**

#### **Roll Call**

Christine Abbot, Vivian Baker, April Browne, Scott Cameron, Dawn Fidel, Lucila Gonzalez-Cirre, Tom Heck, Jan Moline

**Guests:** None

**Reading of Mission Statement:** The Academic Petitions Committee serves as a standing committee of the Academic Senate and facilitates the mission of the college and the district by providing a process for students with extenuating circumstances to identify those circumstances and request that courses be removed from GPA calculation (Academic Renewal) or that course requirements be waived or substituted. These processes are available primarily for the student who needs relief from sub-standard grades or requirement not available due to extenuating circumstances so that they may graduate.

**Added Action Items:**

#### **Approval of Minutes from Last Meeting – 11/07/11**

A copy of the last meeting has been provided for preview.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered).**

**Discussion Issues**

#### **Future Meeting Dates**

- a) Next Meeting:
- b) Schedule: (Dates)

#### **Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

Recorded by:

Meeting Minutes Approved:

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**Academic Petitions Committee  
Meeting Minutes**

Date: 02/27/12

Time: 9:00am-11:00am

Location: LRC 733/CCC Confer

**Type of Meeting:** Academic Petitions Committee Regular Meeting

**Meeting Facilitator:** Jeannine M. (Jan) Moline

**Call to Order**

Jan called to order the regular meeting of the Academic Petitions Committee at **0900** on **02/27/12** in **LRC 733**.

**Roll Call**

The following persons were present: Christine Abbot, Vivian Baker, April Browne, Scott Cameron, Dawn Fidel, Lucila Gonzalez-Cirre, Tom Heck, Jan Moline

**Guests:** None

**Added Action Items:**

**Approval of Minutes from Last Meeting – 11/07/11**

The 11/07/11 minutes were approved as presented. The 04/27/11 and 09/21/11 were approved as presented.

**Information Issues**

a) Topic—

**Discussion Issues**

a) Topic—Discussion of Procedure and Catalog guidelines for the Petitions. New members had the opportunity to further discuss specific questions resulting from the Petitions presented at the last meeting or reviewed for discussion and action at this meeting.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

**Future Meeting Dates**

a) Next Meeting: Date change to 04/30/12

**Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

The meeting adjourned at 15:27.

Recorded by: jm

Meeting Minutes Approved: Approved 04/30/12

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## **Petitions Meeting Agenda**

Date: 04/27/2011

Time: 9:00 am PST to 11:00

Location: LRC 733

**Type of Meeting:** Petitions Regular Meeting

**Purpose of Meeting:** Review Academic Renewal and Exceptions Petitions

**Meeting Facilitator:** Jan Moline

- I. Call to Order 9:00am**
- II. Roll Call Dick Adams, Anne Benvenuti, Scott Cameron, Dawn Fidel, Jan Moline, Jon Tittle**
- III. Reading of Mission Statement** The Academic Petitions Committee supports the mission of Cerro Coso Community College and the Kern Community College District by receiving and acting upon Academic Renewal and Academic Exceptions petitions filed by students through the Counseling Office ensuring that students have due process in addressing substandard grades due to extenuating circumstance and requests for substitution or waiver of degree requirements.
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (02/23/11)**
- VI. Closed Session Academic Renewal and Exceptions Petitions are discussed and approved or disapproved in closed sessions due to FERPA considerations. Seven Petitions will be considered.**
- VII. Discussion Issues**
  - a) Future Meeting Dates: Tentative Schedule
    - a. 09/14/11 9:00am-10:00am PST
    - b. 11/16/11 9:00am-10:00am PST
    - c. 02/08/12 9:00am-10:00am PST
    - d. 04/04/12 9:00am-10:00am PST
    - e. Last meeting moved up to avoid conflict with Grad Evaluation deadline.
- VIII. Action Items**
  - a) Approve tentative meeting schedule for next academic year.
- VIII. Future Meeting Dates**
  - a) Next Meeting TBD
  - b) Schedule TBD
- IX. Future Agenda Items and Review of Action Items of Current Meeting**
- X. Adjournment 10:00 am (We can go to 11:00 am if needed)**

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**Academic Petitions Committee  
Meeting Minutes**

Date: 04/27/11

Time: 9:00am – 11:00am

Location:

**Type of Meeting:** Academic Petitions Regular Meeting

**Meeting Facilitator:** Jeannine (Jan) M. Moline

**Call to Order**

**Jan** called to order the regular meeting of the Academic Petitions Committee at **9:12am** on **04/27/11** in **LRC 733**.

**Roll Call**

The following persons were present: Anne Benvenuti, Scott Cameron, Jan Moline, Jon Tittle. Absent: Dick Adams, Dawn Fidel

**Guests:** None

**Reading of Mission Statement**

**Added Action Items:**

**Approval of Minutes from Last Meeting – 02/23/11**

The 02/23/11 minutes, were presented reviewed and feedback collected via electronic and hard copy at the meeting. Hearing no objections, the committee accepts the 02/23/11 meeting minutes as presented.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Ten petitions, 2 exceptions and 8 renewals, were considered and approved. None were disapproved.**

**Discussion Issues**

a) Future Meeting Dates: Tentative Schedule—(Jan Moline)

1) 09/14/11 9:00am-10:00am PST

2) 11/16/11 9:00am-10:00am PST

3) 02/08/12 9:00am-10:00am PST

4) 04/04/12 9:00am-10:00am PST

5) Last meeting moved up to avoid conflict with Grad Evaluation deadline.

Discussion “ I put them in my calendar.” Anne Benvenuti. “As we don’t yet have personal schedules set for the Fall and Spring of next year, I felt establishing the dates now would be easier. We can modify the schedule prior to the first meeting via email if there is a conflict.” Jan Moline. Approved.

**Action Item:** Jan Moline—Schedule meetings in CCC Confer

b) Use of Catalog Addendum—(Jan Moline)

Should the Academic Petitions Committee suggest to the Senate that the recommendation go to CIC that Catalog Addendums be used when mandated (or

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consortium changes) prevent the use of catalog rights to complete a degree? The use of the Addendum would allow Graduation Evaluations to be submitted siting the Addendum rather than having to submit and wait for the Academic Petitions committee to approve an exception that will be extended by the department to all students with previous catalog rights.

Consensus is that such a recommendation would provide better information to students and streamline the process.

**Action Item:** *Jan Moline—Email Matt Crow with the committee recommendation and ask that it be placed on the Agenda.*

#### **Future Meeting Dates**

- a) Next Meeting: 09/14/11
- b) Schedule: (Dates)
  - 1) 09/14/11 9:00am-10:00am PST
  - 2) 11/16/11 9:00am-10:00am PST
  - 3) 02/08/12 9:00am-10:00am PST
  - 4) 04/04/12 9:00am-10:00am PST

#### **Future Agenda Items and Review of Action Items of Current Meeting**

##### **Adjournment**

The meeting adjourned at 9:50am.

Recorded by: Jan Moline and CCC Confer/Archive

Meeting Minutes Approved:

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## Information

## ACADEMIC PETITIONS COMMITTEE

Friday, September 13, 2011  
2:00 P.M.  
IWV LRC 604

What is a consent agenda or consent calendar?

A consent agenda, sometimes called a consent "calendar," is a component of a meeting agenda that enables the board to group routine items and resolutions under one umbrella.

As the name implies, there is a general agreement on the procedure. Issues in this consent package do not need any discussion before a vote. Unless a board member feels that an item should be discussed and requests the removal of that item ahead of time, the entire package is voted on at once without any additional explanations or comments.

Because no questions or comments on these items are allowed during the meeting, this procedure saves time. (Retrieved from <http://www.boardsource.org/Knowledge.asp?ID=3.70> 09/12/11.)

Because we have the opportunity to review the petitions for Academic Renewal and Academic Exception in advance and the approval criteria is simply,

- 1.) "Do they meet the criteria outlined in the catalog?" or,
- 2.) "Were they approved by the department chair?"

we generally approve petitions using the "consent calendar" method.

Thus, all petitions are placed on the "consent calendar" for the meeting. When we get to the closed session, each member is given the opportunity to request that a specific petition or petitions be removed from the "consent calendar" for further discussion. This should be done if you have questions, feel the petition has merit but does not fully meet the criteria, or if you feel the petition should be denied. All petitions that any or all members feel should be denied will be discussed further.



# AGENDA

## ACADEMIC PETITIONS COMMITTEE

Wednesday, September 21, 2011  
 2:00 P.M.  
 IWV LRC 604

**Jan Moline (Chair), Dick Adams, Anne Benvenuti, Scott Cameron, Dawn Fidel, Lucila Gonzalez-Cirre, Open Positions, English, Business-Computer Science-Media Arts, Public Service-Child Development-Industrial Arts, Primary Assignment Not IWV.**

TIME	ITEM	DESCRIPTION	PRESENTER	ACTION
2:00	Minutes	August 26, 2011	Jan Moline	Approve
2:10	Approval Process	Consent Calendar Proxy Vote	Jan Moline	Info Item
2:15	APC Committee Update	Composition Standing Rules	Jan Moline	Info Item
2:20	APC Dates	2011-2012	Jan Moline	Approve
2:30	APC Catalog Changes Recommendations	2011-2012	Jan Moline	Final Approve
2:40	Closed Session	Academic Renewal (3 # Petitions)	Jan Moline	Final Approve
3:10	Closed Session	Academic Exceptions 5 (# Petitions)	Jan Moline	Final Approve
3:30	Adjournment		Jan Moline	







**Academic Petitions Committee  
Meeting Minutes**

Date: 09/21/11

Time: 2:00pm

Location: LRC 733

**Type of Meeting:** Academic Petitions Committee Regular Meeting

**Meeting Facilitator:** Jan Moline

**Call to Order**

Jan called to order the regular meeting of the Academic Petitions Committee at **1400** on **09/21/11** in **LRC 733**.

**Roll Call**

The following persons were present: Dick Adams, Dawn Fidel, Lucilla Gonzalez-Cirre, Jan Moline. Scott Cameron previewed the materials for discussion and the petitions under consideration and provided Jan Moline with his Proxy Vote on the matters for Approval/Disapproval.

**Guests:** None

**Reading of Mission Statement**

**Added Action Items:**

**Approval of Minutes from Last Meeting – 04/27/11**

The 04/27/11, were not presented. The committee deferred approval until 11/03/11 so they may review the minutes at that time.

**Information Issues**

- a) Topic—Approval Process and Consent Calendar Information

See attached. The attached information was provided to all members as review for those who have previously served and as new information for new members of the committee. A quick review was presented and everyone concurred that the processed worked well for the committee.

- b) Topic—Voting by Proxy Information

See attached. The attached information was provided to all members as new information. The process allows members with scheduling conflicts for the meeting date and/or time to review the Discussion Issues/Recommendations for Academic Senate and the Petitions being presented and place their vote through the proxy process when they are unable to vote in person.

**Discussion Issues**

- a) Topic—Changes to the Catalog Discussion

See attached. Dawn caught the error in correction for Academic Renewal eliminating the statement that 12 units “from an accredited institution.”

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**Action Item:** *The Committee gave Final Approval to the changes with that correction.*

b) Topic—Changes to the Standing Rules

Discussion

See attached. The committee concurred that election of a chair in the Spring allowed the committee to regroup and schedule meetings in the Fall more quickly. The Group also concurred that having a Secretary for the Committee to assist with tracking petitions and minutes would greatly improve the processing of student petitions. The committee also suggested that discussion of further changes to the Standing Rules should be placed on the next Agenda. The new changes would indicate that rather than elect a chair each year the Counseling member should be the chair. The committee felt, that due to the type of documentation required for processing of the petitions, the chair should always be from Counseling. This ensures that the documentation that needs to be reviewed and distributed which requires access to Counseling areas of Banner can be accessed by the chair.

**Action Item:** *The Committee gave Final Approval to the changes to be recommended to Academic Senate.*

**Action Item:** *Add Standing Rules changes to next Agenda.*

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

**Future Meeting Dates**

- a) Next Meeting: 11/03/11 1:00pm
- b) Schedule: Spring meeting dates and time to be discussed at next meeting (after Spring Schedule is finalized).

**Future Agenda Items and Review of Action Items of Current Meeting**

- a) Standing Rules change to designate Counseling member as the chair.
- b) Bring Discussion of number of Exceptions being used to complete programs and the concern of the committee as to the integrity of the programs being offered to Academic Senate.
  - a. "The course has been offered and cancelled repeatedly, it is the last option of the program electives available (the other options are not being taught and will not be taught in the foreseeable future.). The only way the student can complete the degree is by exception. The committee however, has grave concerns regarding the integrity of any program when in order to complete a student must obtain exceptions in more than one course, particularly when more than one course has not and will not be offered." (From closed session minutes 09/21/11.)
  - b. Committee received 5 petitions for Exceptions and this is a sizable increase in Exceptions Petitions being considered.
- c) Bring Discussion of IC C075 as a General Education requirement as opposed to a co-requisite for ENGL C075 to Academic Senate.
  - a. Should students who test into and pass ENGL C101 have to take IC C075?
  - b. Should requests for exception be approved on the basis of ENGL C101 or other research intensive courses?

**Adjournment**

The meeting adjourned at 15:27.

Recorded by: jm

Meeting Minutes Approved:

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# Rules Changes

## ACADEMIC PETITIONS COMMITTEE

Wednesday, September 21, 2011  
2:00 P.M.  
IWV LRC 604

**These are the current requirements for membership and rules for this committee's process:**

### **5.4. Academic Petitions Committee**

#### 5.4.1. Membership

5.4.1.1. Members of the Academic Petitions Committee shall include a representative from Admissions and Records as well as full-time faculty representatives, selected each spring, from the following areas: 1) English; 2) Social Sciences, Humanities, Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science, and Media Arts; 6) Public Service, Child Development, and Industrial Arts; 7) Primary assignment at a non-IWV site; 8) and Counseling.

5.4.1.2. At the beginning of the academic year, the committee shall elect one of its members to serve as the committee chair.

[Retrieved from "Standing Rules of the Academic Senate of Cerro Coso Community College (Rev. 3 February 2011)]

- 1.) I would like to modify 5.4.1.2 to read "At the end of the academic year, the committee shall elect one of its members to serve as the committee chair for the following year."
  - a.) I believe this serves to better ensure that the chair has been elected and approved by the Academic Senate well in advance.
  - b.) I believe this serves to better ensure that the chair can take the lead early to reserve rooms for meetings and process the necessary paperwork for the first meeting of the academic year.
  
- 2.) I would like to add a 5.4.1.3 to read "At the end of the academic year, the committee shall elect one of its members to serve as the committee secretary for the following year."
  - a.) I believe this new position will serve the committee in tracking the petitions submitted from submission through posting, by providing the committee with accurate notes of meeting discussion and outcomes for each petition.
  - b.) In addition to meeting minutes the secretary would work with the chair in maintaining a tracking spreadsheet so the committee can ensure each petition is submitted appropriately to counseling, the committee and then to A&R.



## Business

# ACADEMIC PETITIONS COMMITTEE

Wednesday, September 21, 2011  
2:00 P.M.  
IWV LRC 604

The following are the proposed wording changes that the committee will ask the Academic Senate to approve and forward to Vice-President of Academic Affairs, Dr. Corey Marvin and Vice-President of Student Services, Heather Ostash for inclusion in the 2012-2013 Catalog.

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This will be the Catalog used and reviewed by the Accreditation Team. The changes to the wording for the Academic Renewal Process are for clarification and have been reviewed by Counseling Services to ensure that it is consistent with our current practices and is easily understood by our students.

### Academic Renewal

A maximum of 20 units of substandard grades ("D" and "F" and "NP" grades) previously recorded which are not reflective of a student's present demonstrated ability may be disregarded for the purpose of determining the ~~satisfactory~~ grade point average. This may be accomplished under the following conditions:

1. At least five years have elapsed since the course work to be disregarded was completed.
2. ~~The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at any regionally accredited institution subsequent to the last substandard grade received. Following the most recent grade to be disregarded a student must have:~~
  - a.) completed a minimum of 12 units with a minimum of a 2.0 GPA
  - b.) where more than 12 units have been completed the students cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic ~~Petitions Review~~ Committee. The petition must certify in writing all of the following:
  - a. That the past course work ~~he/she/they~~ wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
  - b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

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If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors.

Academic renewal may not be applied to courses which have been used to meet graduation, certificate, and certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.



## Business

## ACADEMIC PETITIONS COMMITTEE

Friday, September 13, 2011  
2:00 P.M.  
IWV LRC 604

The proposed changes regarding Academic Exception are to **add** wording to the catalog outlining the process by which students may address completing certificates or degrees where one or more required classes have not been offered for an extended time and that requirement cannot be fulfilled by the student prior to their expected graduation date (provided that date is two years or greater from their start date). Students may request the requirement be waived or that a related course of equal rigor be substituted for the requirement listed in the catalog.

**Academic Exceptions Policy**-is a process by which a student may request exceptions to the stated requirements for a Cerro Coso degree or certificate. The petitioning student bears the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.

NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.

Exceptions may be requested under (but not limited to) the following conditions:

- a) A single course required for the major/certificate has not been offered in a timely manner such that the student cannot complete their degree when the student has otherwise met all requirements for the certificate or degree.
- b) A course taken elsewhere does not directly articulate for credit toward the certificate or degree but is related and of equal rigor and may be suitably substituted.

Students must have completed a minimum of 12 units at Cerro Coso, and have a cumulative GPA of 2.0 or better.

Petitions may be obtained in Counseling.



# AGENDA

## ACADEMIC PETITIONS COMMITTEE

Monday, November 07, 2011  
8:00am.  
IWV LRC 733

Jan Moline (Chair), Dick Adams, Anne Benvenuti, Scott Cameron, Dawn Fidel, Lucila Gonzalez-Cirre, Open Positions, English, Business-Computer Science-Media Arts, Public Service-Child Development-Industrial Arts, Primary Assignment Not IWV.

TIME	ITEM	DESCRIPTION	PRESENTER	ACTION
8:00	Minutes	September 21, 2011	Jan Moline	Approve
8:10	Closed Session	Academic Renewal 2 Petitions	Jan Moline	Consent
8:20	Closed Session	Academic Exceptions 2 Petitions	Jan Moline	Consent
8:40	Closed Session	All Petitions Removed From Consent	Discussion	Final Approve
8:50	APC DATES	Need Meeting Dates and Times for Spring 2012	Jan Moline	Approve
9:00	Announcements, Discussion as needed	Miscellaneous Discussion	Discussion	Info Item
9:30	Adjournment		Jan Moline	





**Academic Petitions Committee  
Meeting Minutes**

Date: 11/07/11

Time: 8:00am

Location: LRC 733

**Type of Meeting:** Academic Petitions Committee Regular Meeting

**Meeting Facilitator:** Jan Moline

**Call to Order**

Jan called to order the regular meeting of the Academic Petitions Committee at **0800** on **11/07/11** in **LRC 733**.

**Roll Call**

The following persons were present: Dick Adams, Dawn Fidel, Scott Cameron, and Jan Moline. Lucilla Gonzalez-Cirre previewed the materials for discussion and the petitions under consideration and provided Jan Moline with her Proxy Vote on the matters for Approval/Disapproval.

**Guests:** None

**Added Action Items:**

**Approval of Minutes from Last Meeting – 09/21/11**

The 04/27/11 and 09/21/11 were not presented. The committee differed approval until 02/2012 so they may review the minutes at that time.

**Information Issues**

a) Topic—

**Discussion Issues**

- a) Topic—Discussion of number of Exceptions being used to complete programs and the concern of the committee as to the integrity of the programs being offered. Do we need to notify the Academic Senate?
- a. "The course has been offered and cancelled repeatedly, it is the last option of the program electives available (the other options are not being taught and will not be taught in the foreseeable future.). The only way the student can complete the degree is by exception. The committee however, has grave concerns regarding the integrity of any program when in order to complete a student must obtain exceptions in more than one course, particularly when more than one course has not and will not be offered." (From closed session minutes 09/21/11.)
  - b. Committee received 5 petitions for Exceptions and this is a sizable increase in Exceptions Petitions being considered.
  - c. Committee received 2 more petitions for Exception, one of which is another exception to complete INDT.
  - d. Dawn did mention that with changes being made to the program by the new faculty member the issue may be resolved for the future. Provided that students are advised that despite catalog rights they will be unable to complete using the former catalog, as classes have changed and others are no longer being offered.
- b) Topic—Discussion of IC C075 as a General Education requirement as opposed to a co-requisite for ENGL C070 to Academic Senate.

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- a. Should students who test into and pass ENGL C101 have to take IC C075?
- b. Should requests for exception be approved on the basis of ENGL C101 or other research intensive courses?

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

#### **Future Meeting Dates**

- a) Next Meeting: TBA

Schedule: Spring meeting dates and time to be announced. Monday morning appears to be feasible. Need to check with Lucilla and/or determine if Anne Benvenuti will return for the Spring 2012 semester.

#### **Future Agenda Items and Review of Action Items of Current Meeting**

- a) Standing Rules change to designate Counseling member as the chair.

#### **Adjournment**

The meeting adjourned at 15:27.

Recorded by: jm

Meeting Minutes Approved:

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**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

- a) Academic Renewal Petitions:
  - a. @00281258-Denied. Need current history showing that improvement has been made. Cerro Coso history doesn't meet minimum 12 units of satisfactorily completed classes.
  - b. @00310790-Approved. Extenuating circumstance statement clear. Student meets all criteria as described in the catalog. D, Fs only to be removed. Cs may not be removed under current policy.
- b) Academic Exceptions Petitions:
  - a. @00453055-Approved. Contingent on Department Chair approval. Considered with signature due to student being referred just prior to meeting date having being rescheduled and signature wasn't back from Chair because of last minute change to meeting date.
  - b. @00280291-Approved. Department Chair signed, student has more than enough units in Fitness to substitute for Team Sport units that have been cancelled or scheduled during times that are unavailable to the student.

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**Academic Petitions Committee  
Meeting Agenda**

Date: 04/30/12

Time: 9:00am – 11:00am

Location: LRC 733/CCC CONFER

**Type of Meeting:** Academic Petitions Regular Meeting

**Meeting Facilitator:** Jeannine (Jan) M. Moline

**Call to Order**

**Roll Call**

Christine Abbot, Scott Cameron, Cheryl Gates, Lucila Gonzalez-Cirre, Tom Heck,

**Guests:** None

**Reading of Mission Statement:** The Academic Petitions Committee serves as a standing committee of the Academic Senate and facilitates the mission of the college and the district by providing a process for students with extenuating circumstances to identify those circumstances and request that courses be removed from GPA calculation (Academic Renewal) or that course requirements be waived or substituted. These processes are available primarily for the student who needs relief from sub-standard grades or requirement not available due to extenuating circumstances so that they may graduate.

**Added Action Items:**

**Approval of Minutes from Last Meeting – 02/27/12**

A copy of the last meeting has been provided for preview.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered).**

**Discussion Issues**

**Future Meeting Dates**

- a) Next Meeting: 09/10/12
- b) Schedule: 11/19/12, 02/11/13, 04/15/12

**Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

Recorded by:

Meeting Minutes Approved:

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**Academic Petitions Committee  
Meeting Minutes**

Date: 04/30/12

Time: 9:00am-11:00am

Location: LRC 733/CCC Confer

**Type of Meeting:** Academic Petitions Committee Regular Meeting

**Meeting Facilitator:** Jeannine M. (Jan) Moline

**Call to Order**

Jan called to order the regular meeting of the Academic Petitions Committee at **0900** on **04/30/12** in **LRC 733**.

**Roll Call**

The following persons were present: Christine Abbot, Vivian Baker, Scott Cameron, Lucila Gonzalez-Cirre, Tom Heck, Jan Moline

**Guests:** None

**Added Action Items:**

**Approval of Minutes from Last Meeting – 02/27/12**

The 02/27/12 minutes were approved as presented.

**Information Issues**

a) Topic—

**Discussion Issues**

a) Topic—Discussion of Procedure and Catalog guidelines for the Petitions. New members had the opportunity to further discuss specific questions resulting from the Petitions presented at the last meeting or reviewed for discussion and action at this meeting.

**Closed Session (All Petitions are considered in Closed Session due to FERPA regulations and the nature of the petitions and supporting documentation being considered). Closed Session minutes are available only to Committee members.**

**Five Exceptions Petitions were approved. Five Academic Renewal Petitions were approved.**

**Future Meeting Dates**

- a) Next Meeting: 09/10/12
- b) Schedule: 11/19/12, 02/11/13, 04/15/13

**Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

The meeting adjourned at 10:27.

Recorded by: jm

Meeting Minutes Approved:

Our mission is to Educate, Innovate, Inspire and Serve.



Bakersfield College  
Cerro Coso Community College  
Porterville College



# Information

## ACADEMIC PETITIONS COMMITTEE

Friday, September 13, 2011  
2:00 P.M.  
IWV LRC 604

What is a consent agenda or consent calendar?

A consent agenda, sometimes called a consent "calendar," is a component of a meeting agenda that enables the board to group routine items and resolutions under one umbrella.

As the name implies, there is a general agreement on the procedure. Issues in this consent package do not need any discussion before a vote. Unless a board member feels that an item should be discussed and requests the removal of that item ahead of time, the entire package is voted on at once without any additional explanations or comments.

Because no questions or comments on these items are allowed during the meeting, this procedure saves time. (Retrieved from <http://www.boardsource.org/Knowledge.asp?ID=3.70> 09/12/11.)

Because we have the opportunity to review the petitions for Academic Renewal and Academic Exception in advance and the approval criteria is simply,

- 1.) "Do they meet the criteria outlined in the catalog?" or,
- 2.) "Were they approved by the department chair?"

we generally approve petitions using the "consent calendar" method.

Thus, all petitions are placed on the "consent calendar" for the meeting. When we get to the closed session, each member is given the opportunity to request that a specific petition or petitions be removed from the "consent calendar" for further discussion. This should be done if you have questions, feel the petition has merit but does not fully meet the criteria, or if you feel the petition should be denied. All petitions that any or all members feel should be denied will be discussed further.



# Information

## ACADEMIC PETITIONS COMMITTEE

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### Proxy Voting

A proxy cannot vote when the principal himself is present and votes. He can vote only in the principal's absence.<sup>[51]</sup> Where the authority conferred upon a proxy is limited to a designated or special purpose, a vote for another and different purpose is ineffective.<sup>[52]</sup> A proxy in the usual, ordinary form confers authority to act only at the meeting then in contemplation, and in any adjourned-meetings of the same; hence, it may not be voted at another or different meeting held under a *new call*.<sup>[53]</sup> A proxy's unauthorized acts may be ratified by his appointer, and such ratification is equivalent to previous authority.<sup>[54]</sup> And a proxy is also revoked where the party giving it attends the election in person, or gives subsequent proxy.<sup>[57]</sup> Hence, a proxy cannot vote when the owner of the vote arrives late or is present and votes.<sup>[58]</sup> (Retrieved 09/19/11 from [http://en.wikipedia.org/wiki/Proxy\\_voting](http://en.wikipedia.org/wiki/Proxy_voting))

If you are unable to attend the meeting, please email myself or another member of the committee with your statement conferring proxy, and your exact wishes regarding the nature of your approval or disapproval of each petition. Your input can be the following:

Approve, I believe the petition meets the criteria established by the catalog and precedent and should be approved.

Disapprove, I do not believe the petition meets the criteria, nor any precedent of previous discussion and approval of other petitions submitted to the committee.

Concur with will of the group, I believe the petition does or does not meet exact criteria, but if the committee discusses the petition and comes to a consensus apart from my vote, I am willing to concur with that consensus as I find no compelling reason to vote specifically for Approval or Disapproval.