

31867
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 6, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
2013-2014
OFFICE OF ACADEMIC AFFAIRS AND STUDENT AFFAIRS

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction, grading, student advancement and related academic elements are established, reviewed and publicly communicated;

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the Academic Policy and Procedures Manual has been revised to include the following: 1) clear articulation of the Program Review process for programs to be approved through the Illinois Community College Board (ICCB); 2) the revised contract renewal and issuance of tenure process and; 3) CCC acceptance of credits from regionally accredited institutions (the Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached as Exhibit A and B); and

WHEREAS, the Officers of the District support the new policy revisions to the Academic Policy and Procedures Manual that are being recommended by the Provost and Chief Academic Officer;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Academic Policy Manual be adopted by the Board of Trustees effective June, 2013, and posted on the City Colleges of Chicago website.

June 6, 2013 – Office of Academic Affairs and Student Affairs

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|---|--|
| | All policies for Associate Degree programs were updated to reduce the credit hours required for residency in line with new HLC policy |
| <p>Index Number 1.10A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.10A Associate in Arts (A.A.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |
| <p>Index Number 1.11A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.11A Associate in Science (A.S.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |
| <p>Index Number 1.12A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.12A Associate in Applied Science (A.A.S.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|---|--|
| | All policies for Associate Degree programs were updated to reduce the credit hours required for residency in line with new HLC policy |
| <p>Index Number 1.13A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.13A Associate in General Studies (A.G.S.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |
| <p>Index Number 1.14A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.14A Associate in Engineering Science (A.E.S.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |
| <p>Index Number 1.15A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.15A Associate in Fine Arts (A.F.A.) Degree</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |
| <p>Index Number 1.16A</p> <p>Current policy requires:</p> <p>A minimum of 21 hours must be completed at a CCC to establish residency</p> | <p>Index Number 1.16A Associate of Arts in Teaching Degree (A.A.T.)</p> <p>The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy and to facilitate completion and reverse transfer.</p> |

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|---|--|
| No Current Policy | <p>Index Number 1.23B – Program Review Process ICCB requires annual review of programs on a five year review schedule</p> <ul style="list-style-type: none"> • CCC will comply with the review schedule • Academic Affairs will provide support and training • The review process will be coordinated by college administration and college faculty • Any program modifications or withdrawals will be decided before reports are submitted. |
| No Current Policy | <p>Index Number 1.26A – Academic Assessment This policy was initiated in collaboration with College Assessment committees to establish the ongoing assessment commitment for CCC</p> <ul style="list-style-type: none"> • Systematic and ongoing collection of aggregate data will occur • Assessment data concerns what students know and can do • Outcomes must be measurable • Assessment findings will provide information to improve pedagogy, the content of courses and curricula, as well as the resources and service that students should receive. |
| <p>Index Number 2.10 – Criteria for Approval of Faculty Programs</p> <p>The requirement for faculty was to participate in their 'home college's graduation ceremonies.</p> | <p>Index Number 2.10 – Criteria for Approval of Faculty Programs</p> <p>Because graduation has been combined for all colleges, new language is needed. However, to anticipate possible changes in the future, a general statement was added.</p> <ul style="list-style-type: none"> • All full time faculty are required to participate in the end of semester graduation ceremony. |

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|--|---|
| <p>Index Number 2.20A – Contract Renewal and the Issuance of Tenure</p> <p>The tenure process has been centrally managed by Academic Affairs at the District level. All faculty have been required to choose a project, the first planning for this begins during year one.</p> | <p>Index Number 2.20A – Contract Renewal and the Issuance of Tenure</p> <ul style="list-style-type: none"> • Reinvention (REI) and faculty developed this new process; it has been reviewed and approved by administration and faculty representatives of every college. • The revised tenure process applies to all full time faculty hired after Spring, 2013. Faculty will demonstrate competence in the Talents of Teaching. • Tenure track faculty will participate in a Tenure Assistance Program (TAP), will design an Individual and Service Plan and will prepare an evidence based defense for tenure. • The program will be supported at each college by TAP leaders, faculty mentors and a clearly documented operating process. • The faculty member’s department will recommend contract renewal; the president will recommend to the Board. • The previous process will continue for any faculty hired before Spring, 2013. • A District TAP Coordinator will guide the college TAP leaders as they develop this new process and establish operating procedures at their colleges. |

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|---|---|
| <p>Index Number 2.33A – Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources to District 508.</p> <ul style="list-style-type: none"> • CCC accepted courses from accredited institutions only when an equivalent course had been approved at CCC. • The policy did not specify whether courses could be accepted as either electives or general education. • Routinely, courses were not accepted and students were required to make up credits, even when the course was from an accredited institution. • Four year institutions follow a practice of accepting courses in most cases if accreditation is verified. | <p>Index Number 2.33A – Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources to District 508.</p> <ul style="list-style-type: none"> • Credits from a regionally accredited institution will be accepted at any of the CCC colleges when the student has completed with a grade of C or better in the course. • Credits will be accepted to best benefit the student; general education, elective, or other. • When the home CCC College does not offer the course, transfer credit will be honored. |

**EXHIBIT A
CITY COLLEGES OF CHICAGO
EXECUTIVE SUMMARY
ACADEMIC POLICIES COMPARISON
JUNE 2013**

| Current Policy | Proposed New Policy or Revision |
|---------------------------------|--|
| <p>No Current Policy</p> | <p>Index Number 2.33B – Consortium Agreement Among the Seven City Colleges of Chicago to Accept Courses from Another CCC</p> <p>At the request of the Colleges, Vice Presidents, Deans and Presidents, a policy has been created to benefit students who routinely take courses at multiple CCC Colleges. Various policies have been employed across the District and this policy is intended to reduce, if not eliminate, the cases where students must repeat courses or add additional courses to their graduation plans.</p> <ul style="list-style-type: none"> • Every college has agreed to accept courses from another CCC. • When a student satisfactorily completes a general education course or elective at one college, another college will honor that course and give credit. • Any college credit course that satisfies a requirement at one college will be honored by all colleges • However, specialized accreditation or certification may prevent a college from accepting credit from another college. |

**EXHIBIT B
REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
JUNE, 2013**

| INDEX | POLICY | NEW PROVISIONS |
|-------|--|--|
| 1.10A | Associate in Arts (A.A.) Degree | <ul style="list-style-type: none"> • The minimum number of credit hours completed at a CCC has been changed from 21 to 15 to coincide with a February, 2013 change in HLC policy. |
| 1.11A | Associate in Science (A.S) Degree | |
| 1.12A | Associate in Applied Science (A.A.S) Degree | |
| 1.13A | Associate in General Studies (A.G.S) Degree | |
| 1.14A | Associate in Engineering Science (A.E.S.) Degree | |
| 1.15A | Associate in Fine Arts (A.F.A.) Degree | |
| 1.16A | Associate in Arts in Teaching (A.T.A.) Degree | |
| 1.23B | Program Review Process | <ul style="list-style-type: none"> • The Office of Academic Affairs provides support and training for the annual ICCB five year review reporting • CCC will comply with the ICCB schedule of program review for six areas • College administration will coordinate the review process with college faculty • Colleges will determine which programs will be modified or withdrawn before submitting reports |
| 1.26A | Academic Assessment | <ul style="list-style-type: none"> • Assessment is systematic and ongoing collection of aggregate data about what students know and can do • Measurable outcomes for all courses can be assessed • Assessment findings inform improvements in pedagogy, course content, curricula, resources and services. |
| 1.27A | Program Code Assignment and Usage | <ul style="list-style-type: none"> • Program plans will be based upon student's program of intent and will align with career and education goals • New students will declare intent during the application process; all students will verify intent each term • ICCB approved degree or certificate programs comprise the list of programs students can choose • Selective Admission requirements for programs e.g. nursing, must be met before a student's program plan will reflect that specialized program |
| 2.10 | Criteria for Approval of Faculty Programs | All full time faculty are required to participate in the end of semester graduation ceremony. |
| 2.20A | Contract Renewal and the Issuance of Tenure | <ul style="list-style-type: none"> • Faculty hired after Spring, 2013 will comply with the revised tenure process, demonstrating competence in the Talents of Teaching • The new process was developed as a part of an REI initiative |

| INDEX | POLICY | NEW PROVISIONS |
|-------|--|---|
| | | <p>with faculty representation and participation</p> <ul style="list-style-type: none"> • Tenure track faculty will participate in a Tenure Assistance Program (TAP), will design an Individual Learning and Service Plan to address areas of growth and service to the college, and will present an evidence based argument for tenure. • Recommendation for contract renewal will come from the faculty member's department; the college president will recommend to the Board. • Faculty hired in Spring, 2013 or before will comply with the previous policy (since 5/19/71) |
| 2.33A | Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources External to District 508 | <ul style="list-style-type: none"> • Any CCC college will accept credits from a regionally accredited institution with a final grade of C or better • Credits will be accepted in a way that most benefits the student • Transfer credit will be honored whether or not the home CCC college offers the course |
| 2.33B | Consortium Agreement Among the Seven City Colleges of Chicago to Accept Courses from Another CCC | <ul style="list-style-type: none"> • Each of the colleges agrees to accept courses from another CCC • A student who satisfactorily completes a general education or elective course at one college will receive credit at another college. • Any college credit course that satisfies a requirement at one college will be honored by all colleges. • Specialized accreditation or certification may preclude a college from accepting credit from another college. |

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Arts (A.A.) Degree

POLICY:

The Associate in Arts degree prepares an individual for transfer to a four-year college or university. The general education and focus area course components are covered under the Illinois Articulation Initiative (IAI).

The Associate in Arts degree program places emphasis on the communications, social sciences, humanities and professional fields. The program requires the successful completion, with a minimum of an overall "C" (2.00) Graduation Grade Point Average of 62 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements.

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago (CCC).

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the AA degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-eight (38) of the total sixty-two (62) semester hours be taken in the General Education areas of: Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Arts degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic catalog. Students should meet with their college Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

Additionally, students must complete with a grade of "C" or better in two courses (6-8 hours) of the same world language offered at the City Colleges of Chicago or demonstrate competency equivalent to the stated outcomes of a second semester course.

Competency in a world language may be demonstrated in any of four ways;

1. A student may successfully complete with a "C" or better two City Colleges of Chicago courses in the **same** world language (e.g., Arabic 101 and Arabic 102 or Spanish 213 and Spanish 214) to meet the City Colleges of Chicago World languages requirement.
2. A student may take one of two proficiency exams in a language offered by the City Colleges of Chicago: College-Level Examination Program® (CLEP) exam or the American Council on the Teaching of world languages (ACTFL®) exam. Students must demonstrate **at least a 102** proficiency level on either the CLEP or the ACTFL® exam. Students who have successfully passed either the CLEP or the ACTFL® exam will have met the City Colleges of Chicago world languages requirement for the Associate of Arts (AA) degree.
3. Based upon transcript review, a student may transfer credit earned for at least two courses in the same world language, from a regionally accredited college or university. The credit earned must be in a world language offered by the City Colleges of Chicago in order to fulfill the City Colleges of Chicago world languages requirement for the AA degree.
4. A student may satisfy the world language requirement by earning credits from the College Board Advanced Placement (AP) Exam in a World language offered by the City Colleges of Chicago. A student must receive a 3 or higher on the AP Exam, which is the course equivalent of up to 8 earned credits, to fulfill the City Colleges of Chicago world language requirement for the AA degree.

The remaining 16-18 semester hours of elective courses shall be selected to meet the transfer and career goals of the student. However, a student may elect to earn an A.A. degree without following any specific area of focus areas of study, provided all minimum degree requirements, as stated above are met. The wording on the diploma for the Associate in Arts degree shall stipulate only the Associate in Arts degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Science (A.S.) Degree

POLICY:

The Associate in Science degree prepares an individual for transfer to a four-year college or university. The general education and focus area course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Science degree program is placed on Science, Mathematics and professional fields. The program requires the successful completion, with a minimum of an overall "C" (2.00) Graduation Grade Point Average of 64 semester hours. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements.

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago (CCC).

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the A.S. degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

Consistent with the IAI model, the City Colleges of Chicago requires that thirty-nine (39) of the total sixty-four (64) semester hours be taken in the General Education areas of: Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences.

The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. City Colleges of Chicago policy requires that students earn a minimum grade of C in all general education courses.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six

consecutive semesters, seeking an Associate in Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

The wording on the diploma for the Associate in Science degree shall stipulate only the Associate in Science degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Applied Science (A.A.S) Degree

POLICY:

An Associate in Applied Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to prepare students for employment in a specific field. Traditionally, it is not a transferable degree. However, some four-year colleges and universities may accept course work pursued for an A.A.S. degree towards their degree completion requirement.

Emphasis in the Associate in Applied Science degree program is placed on the specialized skills that prepare the individual for employment at the professional/technical level. The program requires the successful completion with a minimum of an overall "C" (2.00) Graduation Grade Point Average of 60 to 72 semester hours. Additionally, a student must earn a grade of C or better for all courses used to complete the general education core requirements. The total number of required hours varies by program; however, a student must earn at least 60 credit hours and no more than 72 credit hours, except in such fields in which accreditation or licensure by a state or national organization requires additional course work.

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 or 1.2. All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago.

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the A.A.S. degree, provided the college offers this program and degree.

A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

A minimum of 15 credit hours of the required 60 to 72 semester hours must be distributed among the general education areas. The choice of courses used to meet the general education requirements is established for each program, and some A.A.S. degree programs may have specific general education requirements. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Applied Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

The following Associate in Applied Science degree programs are exempt from fulfilling the Human Diversity Requirement:

- Communications Technology*
- Electrical Construction Technology*
- Mortuary Science*
- Nephrology/Renal*
- Nursing*
- Nursing (RN Completion Program)*
- Occupational Therapy*
- Paralegal Studies*
- Physician Assistant*
- Radiography*
- Surgical Technology*

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses. The remaining semester hours must be concentrated in the required course work. The wording on the diploma for the Associate in Applied Science degree shall stipulate the Associate in Applied Science degree in (Specific Program Name).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in General Studies (A.G.S) Degree

POLICY:

An Associate in General Studies Degree is an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and the student's academic advisor to meet the student's educational intent. It is intended for the student who is not pursuing a specified curriculum in the lower division transfer or professional-technical focus areas. A student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four year institution. The program requires the successful completion, with a minimum of an overall "C" (2.00) Graduation Grade Point Average of a total of 60 semester hours. However, a student must earn a grade of "C" or better for all courses used to complete the general education core requirements. The total number of required hours varies by program. All courses submitted for graduation must be part of the approved program of study.

Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from regionally accredited external institutions, as well as among any of the City Colleges of Chicago. A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the A.G.S. degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

A minimum of twenty (20) of the required 60 semester hours must be distributed among the four general education areas of Communications, Mathematics and Science, Humanities and Fine Arts and the Social and Behavioral Sciences. One course required in Communications, and two courses are required in each of the other three areas. The choice of courses used to meet the general education requirements differs among each of the City Colleges of Chicago. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in General Studies degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses.

The wording on the diploma for the Associate in General Study's degree shall stipulate only the Associate in General Studies degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: O. Suarez

DATE: 7/96

REVIEWED: 1998, 2000, 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Engineering Science (A.E.S) Degree

POLICY:

An Associate in Engineering Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering. The general education and focus area course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Engineering Science degree program is placed on the preparation of the student to transfer to baccalaureate programs in Aeronautical, Manufacturing, Mechanical, Civil and Industrial Engineering. The program requires the successful completion, with a minimum of an overall "C" (2.00) Graduation Grade Point Average. However, a student must earn a grade of C or better for all courses used to complete the general education core requirements.

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago.

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the A.E.S. degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

A minimum of twenty (20) of the required 64 semester hours must be distributed among the four general education areas of Communications, Humanities and Fine Arts, Social and Behavioral Sciences, and Mathematics and Science. The choice or availability of courses used to meet the general education requirements differs among each of the City Colleges of Chicago, per final approval by the Illinois Community College Board. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society. The remaining semester hours must be

concentrated in the required course work.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Engineering Science degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses.

The wording on the diploma for the Associate in Engineering Science degree shall stipulate only the Associate in Engineering Science degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: O. Suarez

DATE: 11/96

REVIEWED: 1998, 2000, 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate in Fine Arts (A.F.A) Degree

POLICY:

The Associate in Fine Arts degree prepares an individual for transfer to a four-year college or university. The general education and focus area course components are covered under the Illinois Articulation Initiative (IAI).

Emphasis in the Associate in Fine Arts degree program is placed on the focus areas in art and music. The program requires the successful completion with a minimum of an overall "C" (2.00) Graduation Grade Point Average. However, a student must earn a grade of "C" or better for all courses used to complete the general education core requirements. The total number of required hours varies at some colleges, as per degree approval by the Illinois Community College Board.

All courses submitted for graduation must be numbered 101 or higher and have a PCS code of 1.1 and/or 1.2. All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago.

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned will be the college that is authorized to award the A.F.A .degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

Twenty-nine to thirty-five (29-35) of the required 60 to 68 semester hours must be distributed among the five general education areas of Communications, Mathematics,, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate in Fine Arts degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses. The remaining semester hours must be concentrated in the required course work for the A.F.A. degree.

The wording on the diploma for the Associate in Fine Arts degree shall stipulate the Associate in Fine Arts degree in (Specific Program Name).

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs ISSUED BY: W. Watson

DATE: 3/09

REVIEWED: 2009, 2010, 2011, 2012

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Associate of Arts in Teaching Degree (A.A.T.)

POLICY:

The Associate of Arts in Teaching degree program places emphasis on the study of teacher education with a specialization in High School Mathematics or Early Childhood Education for students who plan to transfer to a baccalaureate degree program in teacher education at a college or university. The program requires the successful completion with a minimum of an overall "C" (2.00) Graduation Grade Point Average of a total of 61-63 semester hours. However, a student must earn a grade of "C" or better for all courses used to complete the general education core requirements. The total number of required hours varies by program.

All courses submitted for graduation must be part of the approved program of study. Applicable course work with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago.

A minimum of 15 credit hours must be earned at one or more of the CCC in order to fulfill the residency requirements. The CCC college from which the majority of the Graduation Credit Hours were earned, will be the college that is authorized to award the AAT degree, provided the college offers this degree. A student may select the City College from which their degree will be awarded, if the student has earned an equal number of Graduation Credit Hours at two or more City Colleges. The college selected by the student must offer the degree.

Thirty-nine to forty-two (39-42) of the required 61-63 semester hours must be distributed among the five general education areas of Communications, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Physical and Life Sciences. The choice of courses used to meet the general education requirements may differ among each of the City Colleges of Chicago. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive semesters, seeking an Associate of Arts in Teaching degree at the City Colleges of Chicago are required to take at least one course to fulfill the State of Illinois' Human Diversity requirement for an Associate degree. The Human Diversity requirement must be included in the total number of credits

required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either a Human Diversity (HD) course that is IAI approved or an HD course that is not IAI approved. IAI approved courses have an IAI No. that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses and a general education course that fulfills the Human Diversity requirement.

While completing IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions, students can fulfill CCC graduation requirements with general education courses that are not IAI approved. To graduate, all courses do not need to be IAI approved.

City Colleges of Chicago policy requires that students earn a minimum grade of "C" in all general education courses. The wording on the diploma for the Associate of Arts in Teaching degree shall stipulate only the Associate of Arts in Teaching degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Academic Affairs **ISSUED BY:** Provost **DATE:**

REVIEWED:

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Program Review Process**

POLICY:

The Office of Academic Affairs of the City Colleges of Chicago (CCC) provides administrative support, guidance, and training for the annual Illinois Community College Board (ICCB) Five-Year Program Review reporting and submission process for the seven colleges within Community College District 508. CCC's compliance with the schedule of reviews mandated by ICCB guarantees that each of the seven colleges is actively engaged in a systematic, college wide program review process for evaluating:

- Transfer/General Education
- Adult Education
- College to Careers (C2C)
- Vocational/Tech Program
- Student Services
- Academic Support Programs

According to ICCB regulations, at least once within a five-year cycle, each instructional program, student service, and academic support function is evaluated. CCC will provide access to the most current ICCB Five-Year Program Review Schedule and the ICCB Five Year Review Grid.

Academic Affairs will coordinate the Program Review process and will train college personnel.

Upon receipt of the fiscal year guidelines from ICCB, the information will be forwarded to the Presidents, Vice Presidents, Deans, and Institutional Researchers who will coordinate a collaborative review with the college faculty.

The colleges will conduct their own internal program reviews and will prepare their own reports. Evaluative claims and analyses of the effectiveness of a college's programs and services will be supported by data. Data elements include enrollment, retention, graduation, placement, academic standing, articulation agreements, and other information that documents the relevance and effectiveness of each program and service. Each college will determine which programs will be modified, inactivated, and/or withdrawn, prior to their submission to Academic Affairs.

Colleges will submit draft program reports to Academic Affairs to allow time for internal review prior to submitting to ICCB.

SOURCE OFFICE: Academic Affairs **ISSUED BY:** Chancellor **DATE:**

REVIEWED:

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: **Academic Assessment**

POLICY: **City Colleges of Chicago Assessment Policy**

At the City Colleges of Chicago, assessment is considered a systematic and ongoing process that collects aggregate data about what students know and can do based on measurable student learning outcomes for:

- General Education: Communications, Mathematics, Physical/Life Sciences, Humanities/Fine Arts, Social/Behavioral Sciences, and Human Diversity
- College to Careers (C2C) programs
- Core courses for academic programs

Our assessment processes are driven by the imperative to consistently improve student learning for all of our students. Data, analysis, and discourse resulting from the assessment process serve to inform improvements in pedagogy, course content, curricula, learning resources, and student services. The faculty must own and drive the assessment process with administrative support. Faculty and administration will use assessment findings and recommendations to improve student performance, student development, and student achievement.

SOURCE OFFICE: Academic Affairs

ISSUED BY: Chancellor **DATE:**

REVIEWED:

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Program Code Assignment and Usage

POLICY:

Student program plans will be assigned at City Colleges of Chicago (CCC) based upon the student's program of intent which will align with the student's career and education goals. This approach will allow students to select from over 200 programs at CCC leading to transfer and occupational degrees and certificates.

All students enrolling in credit and/or continuing education courses must declare intent, which aligns with the student's career and education goals.

- New students will declare their intent when applying to CCC. Changes in goals may necessitate a change in program intent and corresponding plan to ensure alignment.
- Every term, all students – new and returning – will verify their intent.

Any changes in student goals that necessitate changes to their intent and plan must be posted to the student system.

Program of Intent is the ICCB approved degree or certificate program (and corresponding program plan) that a CCC student has selected as part of their academic career at CCC (e.g., one of over 200 available transfer degrees, occupational degrees, and occupational certificates).

- **Transfer students** are students seeking a bachelor's degree who plan to earn an associate degree or take courses at CCC to prepare to transfer to a 4-year institution. Their program of intent will be one of CCC's transfer degree programs. These programs are financial aid eligible. Students whose program of intent is a transfer degree program will also be required to identify a focus area which describes their intended major upon transfer (e.g., Architecture, Biology, Economics, Psychology, etc.).
- **Occupational students** are students seeking a degree or certificate to prepare for the workforce. These students will select a program of intent that matches their career goals. Many of these programs are financial aid eligible.
- **Course takers** are students pursuing personal interest or self-development; possessing a postsecondary credential and seeking career advancement or professional development; or

seeking to transfer credits to their home institution. These students will be assigned to a non-financial aid eligible course taker program plan.

- **Undecided Students** are students who are not ready to select their program of intent. These students will be temporarily assigned to the Associate of Arts (AA) program plan, where they can earn credits toward general education or remedial education requirements until they declare their program of intent.

Focus Area is the area of study a CCC student intends to pursue as a major upon transferring to a 4-year institution.

Selective Admission Programs

CCC has selective admission programs (e.g., Nursing, Respiratory Care, etc.) that have specific admission requirements and a separate application and admission process.

Students who have not been formally admitted to the selective admission program will be temporarily assigned to the Associate of General Studies (AGS) program plan with a focus area that identifies the selective admission program of interest. (For example, a student interested in Nursing will be temporarily assigned to the AGS program and assigned a secondary program plan of 0239 Nursing.) While enrolled in the AGS program, these students can complete the prerequisite requirements for admission to the program and/or complete general education courses. Once the student has been formally admitted to the selective admission program, their program plan will be updated to reflect their admission into the program.

The Associate of General Studies as an Alternative Option

The Associate of General Studies (AGS) is not recognized as a transferable degree; however, general education courses approved under the Illinois Articulation Initiative (IAI) and completed as part of the requirements for this program may be eligible for transfer. (See Index 1.3; Illinois Articulation Initiative). As a matter of general practice, transfer-bound students will not typically be assigned to the AGS program plan. However, students interested in customizing their curriculum based on their needs and interests could select to be enrolled in the AGS program plan after meeting with an Academic Advisor.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 5/10/77

REVIEWED: 1991, 1998, 2000, 2009, 2010, 2011

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Criteria for Approval of Faculty Programs

POLICY:

1. Scheduling must meet the needs of students.
2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week).
3. No additional hours are to be allowed for combined classes.
4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.
5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. The Board-Union Agreement (Local 1600) states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed (a) to complete the program of a faculty member or (b) where student needs, as determined by the Administration, make such scheduling necessary.
6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.
7. Teacher program forms should accurately reflect all activities.
8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching,

advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (see local 1600 Contract, page 30).

9. An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above.
10. Overtime may not be assigned until authorization is given by the Vice President of Academic Affairs at the college.
11. All full-time faculty members are required to participate in the end of semester graduation ceremony.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: District Academic Affairs

REVIEWED: 1991, 1994, 1998, 2000, 2003, 2009, 2010, 2011, 2013

REVIEWED BY: Academic Vice Presidents, Associate Vice Chancellors, and Provost

ISSUER'S SIGNATURE: On File

SUBJECT: Contract Renewal and the Issuance of Tenure

POLICY:

A. Faculty members hired for full-time employment after the Spring 2013 semester must comply with the following policy:

I. External Jurisdictions

Tenure at CCC must comply with both Illinois state law and the Agreement Between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").

II. Faculty Progress in the Talents of Teaching

Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:

1. In the first semester, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
2. In the second semester, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution. In the third semester, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
3. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth semester. In the fifth semester, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.

III. Tenure Assistance Program

Tenure-track faculty members will participate in the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation before the faculty member's first semester of full-time teaching, a seminar during the second semester, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 semester or earlier may not participate in the TAP.

Pursuant to Academic Policy 2.16: The initial orientation of faculty members will be a formalized in service program.

| | | |
|---|---------------------------------------|--|
| Tenure Track Faculty | Orientation Completed | Credit earned = Two (2) Graduate Credit Hours toward Lane Advancement |
| Tenure Track Faculty | Second Semester Seminar Completed | Credit earned = Four (4) Graduate Credit Hours toward Lane Advancement |
| Faculty Hired Full Time after Spring 2013 | CCC Faculty Development Seminar (FDS) | No Additional Credit toward Lane Advancement |

IV. Required Evidence for Evaluation

Evidence of a tenure-track faculty member’s teaching quality and progress towards achieving tenure will be presented in the following documents:

1. Formal classroom observations: at least ten formal observations completed over five semesters—three by administration, three by the department chair, and four by other tenured faculty members inside or outside their department/discipline
2. Student course evaluations conducted each semester, to be presented in a contextualized summary by the department chair
3. Retention and course success data for every completed semester, to be presented in a contextualized data report written by the department chair
4. Second Semester Review Report, to be completed by the college administrator who is present at the Second Semester Review
5. Self-evaluative and reflective documents in each portfolio
6. Teaching and service philosophy
7. Documents specified in an Individualized Learning and Service Plan, as designed and approved in the second semester, with approved modifications, if any
8. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching

V. Evaluation Procedures

A faculty member’s department will recommend to the college president for or against contract renewal (first and third semesters) and on the issuance of a tenure contract (fifth semester). The college president will submit for board approval a recommendation for or against contract renewal and on the issuance of a tenure contract.

1. Evaluation by the Department

As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.

Before voting, the members of the department will review the completed portfolio.

As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.

2. Evaluation by the College Administration and President

- i. Use the Talents of Teaching to evaluate tenure track faculty members
- ii. Complete a rubric of recommendations based upon a review of the portfolio and department chair letter.
- iii. Submit the rubric, recommendation and explanation for board approval. Provide copy for tenure track member.
- iv. Meet deadlines for February Board approval, ninety (90) days before the contract termination date of the faculty member.
- v. Post a template for the portfolio rubric and the Talents of Teaching on line.

3. Action By the Board

Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.

Faculty Member Support

VI. Ongoing Process Review

1. District Review

District Academic Affairs will review and monitor annual reporting to the Chancellor. Each college will submit an annual Tenure Process Report that:

- i. summarizes the college's tenure process and activities for the preceding year,
- ii. establishes whether the college is adhering to the established district process,
- iii. includes evidence of effective use of rubrics, application of standards and the basis of tenure decisions.

District Academic Affairs will work with the college to address any compliance issues or concerns. An action plan and a timeline for addressing and correcting compliance concerns will be implemented with the College.

The TAP leaders, Deans, and District Academic Affairs will meet regularly to review the tenure process and its implementation.

Changes to the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the tenure process will be a collaborative process with the mutual agreement of District Academic Affairs and the district-wide Faculty Council.

B. Faculty members hired for full-time employment for the Spring 2013 semester or earlier must comply with the following policy:

All new faculty members employed since May 19, 1971 are required to meet all requirements for contract renewal. As evidence of satisfying these requirements, faculty members are required to submit a portfolio of documentation according to accepted format as presented in the Faculty Tenure Manual, available in printed or electronic form. A tenure contract will not be recommended unless the faculty member complies with this understanding. The following requirements are specifically listed as items that must be complied with in order for contract renewal and/or a tenure contract issuance.

I. NON-RENEWAL AND RENEWAL

- A. Notification must be given of the intention not to retain the faculty member at least sixty (60) days prior to the contract termination date.
- B. Renewal or non-renewal contracts should be sent to the Vice Chancellor for Academic Affairs sixty (60) days prior to contract renewal (board action) and must be accompanied by administrative evaluations and signed by the President of the college.

II. SIGNED STATEMENT BY NON-TENURED FACULTY MEMBER (SEE INITIAL EMPLOYMENT-MEMORANDUM OF UNDERSTANDING).

All new faculty members are required to sign the *Memorandum of Understanding* indicating their understanding and acceptance of the requirements for acquiring tenure. No recommendation for tenure will be entertained by the Board of Trustees unless the Memorandum of Understanding has been signed by the faculty member and the conditions therein have been met.

III. FIFTEEN GRADUATE SEMESTER HOURS

- A. Graduate semester hours must be in accordance with criteria for lane advancement. Official transcripts from regionally accredited institutions of higher education must be included.
- B. Where the highest degree earned at the time of employment on the first employment contract is a bachelors or masters, including a Masters of Fine Arts (MFA), then a faculty member must earn an additional fifteen (15) graduate credit hours (or their professional equivalent) from a regionally accredited institution.
- C. Graduate credit hours must include three (3) credit hours earned after successfully completing the City Colleges of Chicago Faculty Development Seminar (FDS). All non-tenured full time faculty members hired for full-time employment for the Spring 2013 semester or earlier must take the Faculty Development Seminar (FDS) within their first year at City Colleges of Chicago.
- D. Pursuant to Academic Policy number 2.16, FDS is a formalized in-service program. Faculty members who successfully complete FDS earn credit equivalent to three graduate credit hours toward lane advancement.
- E. Where the highest degree earned at the time of employment on the first employment contract is a doctorate, then a faculty member *may* be required to complete additional course work as part of a prescribed faculty development program recommended by the

college administration as part of the contract renewal and tenure process. Notification of additional required course work will be given to the candidate in writing.

- F. Specific graduate level courses must be in writing and approved in advance by the college President or his/her designee.

IV. RESEARCH PAPER/PROJECT

A tenure contract will not be recommended unless the faculty member, in addition to meeting all other requirements, satisfactorily completes a research paper or project that has been approved in advance. By the end of the first year of employment all topics for papers or projects must receive prior approval from the local college administrator responsible for the faculty member's evaluation.

V. ADMINISTRATIVE RESPONSIBILITY

To ensure that each non-tenured faculty member recalls all obligations for tenure, the college President is to send the annual Memorandum of Understanding to each non-tenured faculty member for signature prior to the start of each contract term of each academic year. In addition, all faculty must receive the documents "Requirements for Contract Renewal and Tenure of Faculty Members."

VI. EVALUATION (see requirements for contract renewal)

- A. All non-tenured faculty must be evaluated each semester. This evaluation must include separate input from peers, department chairs, students, and administration.
- B. All contracts offered to non-tenured faculty members must be accompanied by an in-depth evaluation by the President before the Chancellor will recommend the contract to the Board. This evaluation should be an independent administrative evaluation including a description of ongoing evaluations throughout the year, specifically: class visitations, personal conferences, and other in-service activities.
- C. The President shall make an independent evaluation and submit a written recommendation to the Vice Chancellor for Academic Affairs prior to the end of the semester that precedes the faculty member's contract ending date. (All recommendations, whether favorable or unfavorable, are to be made by the President).
- D. Faculty members may be considered for continued employment if classes are available and the President gives a favorable evaluation.
- E. A non-tenured faculty member of the City Colleges of Chicago (CCC) is expected to be a competent, effective, contributing member of the college community, serving both through teaching and related professional activities to provide a high quality educational experience for the students the system serves. Each faculty member is expected to:
 - have academic credentials and/or experience in a specific teaching field and periodically to enhance knowledge of this field as a condition for continued employment and advancement;
 - be effective in teaching the content of the field to students and to take steps to enhance this effectiveness;
 - be helpful, constructive, and innovative in providing assistance to students both in and out of class and to develop additional knowledge, skills and abilities to

fulfill these professional responsibilities;

- be a contributing member of the instructional department and the college as a whole, as well as the community that the college serves;
- perform all duties in a professional manner and in accordance with administrative policies and procedures

In addition to the above for performance evaluation, non-tenured faculty must meet the following requirements to be considered for tenure:

Completion of fifteen (15) graduate semester hours of previously approved graduate-level course work or its equivalent. At least nine (9) of these hours should be completed by the end of the second year of employment.

1. Satisfactory completion of a research paper or project. All topics for papers or projects must receive prior approval from the local college administrator responsible for faculty evaluation by the end of the first year. All topics for papers or projects should be approved by the time of application for each contract renewal period.
2. A faculty member completing an approved research paper or project is expected to adhere to high standards of academic integrity.
3. Plagiarism of any kind is a serious violation of these standards. Faculty members who fail to comply with this academic standard and policy will not be recommended for tenure.

Administrative Procedures

1. All non-tenured faculty shall be given a copy of the CCC Faculty Evaluation Policy at the beginning of their employment as full-time CCC faculty and again at the beginning of their third year of full-time employment. (At those two times, Vice Presidents are required to secure signatures upon receipt of these copies).
2. The performance of non-tenured faculty shall be reviewed each semester; and at least one classroom visitation by, and conference with, the local administration to review teaching effectiveness and fulfillment of tenure requirements, shall be held each year before tenure. Student evaluations of non-tenured faculty shall be held each term and the results communicated to the administration, department and instructor.
3. Throughout the period of evaluation, non-tenured faculty shall be required to submit pertinent instructional materials for review by the local administration.
4. The local administration of the non-tenured faculty member's college of assignment shall coordinate the evaluation of the faculty member's performance with any outside agencies or other CCC college(s) at which the faculty member may teach.

MINIMUM CRITERIA

At the time of initial placement in rank and salary, the faculty member shall be informed of the minimum criteria necessary for administrative approval of a contract renewal and of the tenure contract. These criteria cover the areas of teaching effectiveness involvement in the college activities, and in evidence of professional growth.

The administration must structure a procedure to ensure periodic evaluation according to the minimum criteria for all non-tenured faculty and maintain continuing records of compliance with these criteria.

FIRST YEAR

At the end of the first year, the faculty members should present to the administration evidence of:

I. TEACHING EFFECTIVENESS

- A. Colleague and student evaluations.
- B. Dependability in classroom and student commitments (i.e., promptness, preparedness, emotional maturity, confidence, flexibility, etc.).
- C. Develops course objectives and student learning outcomes, outlines and plans courses he/she teaches.
- D. Participates in departmental recommendations for acquisition of new textbooks and publications; plans student use of learning resource materials in conjunction with classroom activities.
- E. Demonstrates effective classroom management skills.

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

- A. Demonstrates a commitment to the community college mission (active participation in college-wide events, community outreach, etc.).
- B. Appropriately utilizes innovative teaching technologies available to him/her, e.g., learning resources center, course management tools, Smart and Studio Classrooms, etc.
- C. Attends in-service and professional development seminars and/or conducts independent research.
- D. Participates in departmental and college activities. Attends meetings, serves on committees, follows procedures, etc.
- E. Submits/enters mid-term and final grades on time and accurately.

III. PROFESSIONAL GROWTH WITHIN THE EVALUATION CYCLE

- A. Participation in professional societies and/or conferences.
- B. Participation in workshops.
- C. Demonstration of evidence of current practices and developments in their discipline.
- D. Approved educational plan.
- E. Approved tenure project topic.

SECOND YEAR

At the end of the second renewal cycle, the faculty member must present evidence of continued and expanded activity in all areas outlined for the end of the first cycle. In addition, he/she would:

I. TEACHING EFFECTIVENESS (continued)

Develop course syllabi

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

(continued)

Participate in community service programs

III. PROFESSIONAL GROWTH (continued)

- A. Provide evidence of progress toward completion of educational plan
- B. Document progress on tenure project (pursuant to Contract Renewal, Tenure Plan, Second Year. See Tenure Manual).

THIRD YEAR

At the end of the third renewal cycle, the faculty member shall present evidence of continued activity in all areas outlined above and, in addition, he/she shall have

I. PROFESSIONAL GROWTH (continued)

- A. Completed the tenure project (pursuant to Contract Renewal, Tenure Plan, Third Year. See Tenure Manual).
- B. Completed the education plan.

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 5/21/79

REVIEWED: 1991, 1998, 2002, 2009, 2013

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources
External to District 508

POLICY:

1. Any college credits with a final grade of 'C' or above earned at a regionally accredited institution or the military will be accepted by any CCC college, even if the college processing the transfer credit does not offer a comparable course.
2. Transfer credit will be honored by all CCC colleges to fulfill their program requirements in a way that most benefits the student (Gen Ed, core, elective), whether or not the course is offered by the home college or other CCC college.
3. Alternative Credit can include: credit by examination (i.e., CLEP or ACTFL), credit for life experience, work experience, or for adult education courses may be validated through examination, by portfolio, or other means of validation by the Office of Academic Affairs.
4. Program admission and program completion requirements must be met by new and transfer students in accordance with requirements in the catalog effective at the time of the student's first enrollment date. (Refer to Index Number 1.10), unless the student selects a newer catalog.
5. Advanced placement credits will be awarded for scores of 3, 4, and 5 on the ETS certified exam with grade equivalencies of C, B, and A, respectively.
6. Up to 45 semester credit-hours may be counted toward the completion of a CCC associates degree.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: Chancellor

DATE: 2013

REVIEWED:

REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS,
AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Consortium Agreement Among the Seven City Colleges of Chicago – Community College `District 508 to Accept Courses from another CCC.

POLICY:

Each of the seven (7) Colleges of the City Colleges of Chicago (CCC), as individually accredited institutions, agrees to accept courses from another CCC, for the purpose of assuring that students can complete programs and certificates when courses are taken at multiple colleges of the CCC.

Any student who completes a general education course at one college will receive credit for that course at another City College of Chicago, provided the student completes the course satisfactorily. Students may receive general education credit with a grade of 'C' or better or elective credit with a grade of 'D' or better.

For any given degree or certificate program offered by two or more CCC colleges, any college credit course (including credit by testing, prior learning, or advanced placement) that satisfies a requirement at one CCC college will be honored by all CCC colleges unless specifically precluded by a specialized accreditation or certification, whether or not the course is offered by the graduation college or any other CCC college.

Students who complete one or more core or occupational courses for a program or certificate not offered at another college will receive elective credit for these courses, provided doing so is not precluded by specialized accreditation or certification.