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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 3, 2014

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

RESOLUTION

TO ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
OFFICE OF ACADEMIC AFFAIRS

WHEREAS, the Illinois Public Community College Act, as amend , 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 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 guidelines for instructional employees to teach at the colleges (The Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached)

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

NOW THEREFORE BE IT RESOLVED, that the revision to the Academic Policy and Procedures Manual be adopted by the Board of Trustees effective April 3, 2014 and posted to the City Colleges of Chicago website.

April 3, 2014- Office of Academic Affairs

**EXECUTIVE SUMMARY
REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
APRIL, 2014**

INDEX	POLICY	GENERAL PROVISIONS
1.10	Guidelines for Degree Programs	<ul style="list-style-type: none"> • City Colleges has six (6) Associate degrees with specific course requirements and some customization to match goals and career path. • City Colleges has an Associate in Applied Science degree that requires a student to select a specific program in order to know all courses that are required. • Students follow the requirements that are in effect at the time of enrollment • When a student re enrolls after three or more years, the student will follow the current catalog • Students will move to a new catalog (the current catalog) every three years until graduation or completion • If the student's program changes during the three years, the student is required to follow the newer catalog. • The student may at any time during a three year period, choose a newer catalog
2.15E	Extra Work Compensation	<ul style="list-style-type: none"> • Effective June 16, 2013 • Conforms with collective bargaining agreements and MOU for Bargained for Employees at City Colleges of Chicago (Local 1600) • English Faculty who teach English composition must teach a minimum of nine (9) contact hours of English Comp to reach load of 12 hours • Integrated courses will be counted as three contact hours of English Comp • Faculty with three (3) hours of release time in English must teach six (6) contact hours of English Composition in order to receive the load of 12 hours. • Part time faculty may teach up to twelve (12) contact hours or four courses, whichever is less and part time faculty teaching Eng Comp may teach no more than 11 contact hours or three courses • Faculty teaching foundational studies may teach up to twelve (12) hours or four courses

City Colleges of Chicago
Academic Policy Comparison – Revision Summary- April, 2014

Current Policy	Proposed New Policy or Revision
<p>Index 1.10 – Guidelines for Degree Programs</p> <ul style="list-style-type: none"> • No mention of effective catalog • Associate Degrees include Associate in Applied Science but no mention of multiple A.A.S. programs • Process for effective catalog is manual 	<ul style="list-style-type: none"> • Students who have not enrolled or received a grade in two terms must follow the current catalog in effect when they reenroll • Effective, Fall 2014, students enrolled in the same program for three calendar years or longer must follow the catalog that is current at that time and follow that current catalog. • Students may follow a catalog for a maximum of three calendar years; after which time they must follow the current catalog in effect • CCC will move the student to a new catalog before the end of the three years if program requirements change • Student policy must be revised to be consistent with Academic Policy • Process for effective catalog is manual • This policy change encourages completion and assures relevancy of the student's courses for the program
<p>Index 2.15 E – Extra Work Compensation</p> <ul style="list-style-type: none"> • Complied with Memorandum of Understanding English Composition between City Colleges and Local 1600; effective June, 2009 • No mention of integrated courses 	<ul style="list-style-type: none"> • Updated to be consistent with MOU dated 9/2013 • Reformatted and links to MOU added • Added provision for integrated courses <ul style="list-style-type: none"> <i>Integrated courses, which are six-hour courses in department 136 and 139, will be counted as three (3) contact hours of English Composition. English faculty who teach two integrated courses and teach an additional English Composition course, as defined above will be compensated for overtime for the additional three-hour composition course.</i>

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: Wayne Watson

DATE: 8/89

REVIEWED: 1991, 1998, 2000, 2009

Revised: Effective Fall, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, and PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Degree Programs

POLICY:

Degree Programs

The City Colleges of Chicago offers the following Associate Degree programs: Associate in Arts (A.A.), Associate in Engineering Science (A.E.S.), Associate in Fine Arts (A.F.A.), Associate in General Studies (A.G.S.), Associate in Science (A.S.) and Associate of Arts in Teaching (A.A.T.); and multiple Associate in Applied Science programs.

The A.A., A.E.S., A.F.A., and the A.S. degree programs each have specific course requirements while allowing students to customize certain courses based upon academic goals. The A.A.S. degree requires students to first select a program in order to determine the courses that are required.

Academic Catalog in Effect

Effective with the Fall, 2014 semester, students are required to choose an area of study and follow the academic program in the Academic Catalog in effect at the time of their enrollment, subject to the following categories or circumstances:

- Students who have not enrolled in at least one course and received a final grade for two (2) consecutive semesters, excluding the Summer term, are required to follow the program requirements in effect on the re-enrollment date.
- Students enrolled in the same academic program for three (3) calendar years or more (whether consecutively enrolled or not) are required to follow the current Academic Catalog.
 - After three additional years, the student will be required to follow the next current catalog and will continue under that catalog for a maximum of three additional years.
 - Every three years thereafter until graduation or completion, the student will move to the next current catalog.
- Changing Programs: Students are required to follow the academic program requirements in the current Academic Catalog any time a change is made to the student's academic program. CCC will require that the student move to the current program before the end of three years if the program requirements have changed.

Any student may at any time choose to follow the academic program requirements in the current Academic Catalog. Once selected, students may not return to a prior Academic Catalog.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs **UPDATED BY:** V. Edghill-Walden **EFFECTIVE:** 9/30/13

ISSUED BY: Labor Relations - W. Holm **DATE:** 8/7/80

REVIEWED: 1991, 1998, 2000, 2003, 2009, 2012, 2013, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, and PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Extra Work Compensation

Extra work time and compensation shall be in accordance with the collective bargaining agreements and Memorandum of Understanding for Bargained for Employees at City Colleges of Chicago. <http://www.ccc.edu/menu/Pages/Union-Contracts.aspx>

Semester Teaching Load

Full- Time Faculty

In accordance with the Memorandum of Understanding English Composition between City Colleges and Local 1600; effective June 16, 2013;

Class Load for Faculty Credentialed to Teach English Composition shall be dictated by the following:

- The following courses are English Composition courses in department 035: 098, 100, 101, 102, 105, 107, 201, and 241. The following courses are ESL English Composition courses in department 135: 098, 099, and 100.
- In order to receive the class load of 12 hours, faculty who teach English composition courses must teach a minimum of nine (9) contact hours of English Composition.
- Integrated courses, which are six-hour courses in department 136 and 139, will be counted as three (3) contact hours of English Composition. English faculty who teach two integrated courses and teach an additional English Composition course, as defined above will be compensated for overtime for the additional three-hour composition course.
- Faculty with three (3) hours of release time in an English Department must teach six (6) contact hours of English Composition in order to receive the class load of 12 hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of 12 hours.

Faculty Assigned to Teach Clinical Hours

Effective fall 2005, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of clinical work.

Semester Teaching Load**Part-Time Faculty**

(Per the Memorandum of Understanding Regarding Workloads for CCCLOC, January 2009)

Maximum Contact Hours- Probationary and non-probationary part-time faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term.

Part-time faculty teaching Composition may be assigned to teach no more than three (3) courses or eleven (11) contact hours, whichever is less per regular academic term. English Composition courses are courses in department -035: 098 100, 101, 102, 105, 107, 201, and 241 and ESL English Composition courses in department 135: 098, 099, and 100.

Part-time faculty may be assigned to teach up to two (2) courses or ten (10) contact hours during the summer term. The foregoing workloads are exclusive of intermittent substitution assignments.

Semester Teaching Load for Part-time faculty and Adult Educators teaching Foundational Studies

Probationary and non-probationary part-time faculty teaching foundational studies may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term which is consistent with the Memorandum of Understanding, dated January 2009.

The maximum combined contact hours for Adult Educators to teach adult education courses and foundational studies reading, writing, and math must not exceed the total contact hours per week allowed by AFSCME contract.

Overload and Summer Session Pay

The rate of pay for overload assignments for a faculty member shall be 30% of a pro-rata portion of his/her base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour.