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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 1, 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 May 1, 2014 and posted to the City Colleges of Chicago website.

May 1, 2014 - Office of Academic Affairs

EXECUTIVE SUMMARY

REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO APPROVED BY BOARD OF TRUSTEES 5/1/14

- **Index Number 1.5– Reports or Data to External Accreditors or Certifying Agencies**
 - Initiated in response to recommendation from the Office of the Inspector General report
 - Vice President or President of a City College of Chicago is responsible for validity and accuracy
 - An Academic Dean or above will may be included to verify reports before submission
 - District Office of Accreditation and Compliance will conduct final review
- **Index Number 1.6 – Security and Privacy of Student Data for accreditors or Licensure**
 - Initiated in response to recommendations from the Office of the Inspector General report
 - Student high stakes exam results will be stored and updated every academic year in the PeopleSoft Student Administration System (PSSA)
 - Names of individuals with access should be provided
 - Certain District Office administrators will have access and access must be approved by the Provost and the ED, Accreditation and Compliance
 - OIT, only, may change exam results and only with written approval from the College Vice President
- **Index Number 2.33A – Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources External to District 508**
 - 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.
 - Transfer in credits will be honored to provide the most benefit to students.
 - Students must meet program and completion requirements in accordance with catalog requirements effective for that student (Refer to Index No. 1.10).
 - Revised to allow students to transfer in more than 45 credit hours.
 - Associate Degree policies require 15 credit hours for residency and will assure students satisfy this minimum structure for the degree.
 - Should facilitate transfer in processing

**REVISIONS TO THE
ACADEMIC POLICY AND PROCEDURES MANUAL OF
THE CITY COLLEGES OF CHICAGO
MAY, 2014**

INDEX	CURRENT POLICY	NEW PROVISIONS
1.5	No District Academic Policy	Reports or Data to External Accreditors or Certifying Agencies <ul style="list-style-type: none"> • OIG recommended checks and balances in case no. 12-0006 and 12-0010 • Academic Affairs established this policy to prevent submission of inaccurate and conflicting data • Vice President or President or designee conducts initial review at College • Other administrators may be included, e.g. College Dean, Program Director, or Registrar • Final review before submission will be conducted by District Office of Accreditation and Compliance • Colleges should submit to DO within 3 weeks of due date and not less than 2 weeks unless circumstances and availability of required participants prevent meeting this timeframe.
1.6	No District Academic Policy	Security and Privacy of Student Data for Accreditors or Licensure <ul style="list-style-type: none"> • OIG also recommended data input to resolve case no. 12-0006 and 12-0010. • Input into PeopleSoft Student Administration System is required for data about graduates' participation and results for programmatic outcome exams. • Colleges should provide names of individuals who have access to results data • Changes to exam results data may only be made by District Office OIT and only with written approval from the requesting college VP • Certain additional D.O. administrators may have access • Provost and Executive Director, Accreditation and Compliance must approve access to data

INDEX	CURRENT POLICY	NEW PROVISIONS
2.33A	<p>Acceptance of Credit at City Colleges of Chicago (CCC) from Other Sources External to District 508</p> <p>Up to 45 semester credit hours may be counted toward the completion of a CCC Associates Degree.</p>	<p>Provision for maximum 45 hours has been removed:</p> <ul style="list-style-type: none"> • Facilitates ‘transfer in’ processing • Residency rule of minimum 15 hours has not been retained in other policies. • Allows student to apply additional credits toward the program or degree. • Aids in transfer; certain four year institutions will accept more than the credits required for an Associate’s degree. (e.g. 60 and above)

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: V. Edghill-Walden

EFFECTIVE DATE: May 1, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Reports or Data to External Accreditors or Certifying Agencies

Academic Affairs will assure that policies and procedures are in place to prevent the submission of inaccurate and conflicting data

An individual in the position of Academic Dean or above is responsible for reviewing and verifying data on any documents, including annual reports, submitted on behalf of the City Colleges of Chicago to an accrediting body.

Review of Reports or Data

All reports and data to external accreditors and/or state, federal, licensing, or certifying agencies must be reviewed, initially, by the Vice-President/Chief Academic Officer/Accreditation Liaison Officer or the President of a City College of Chicago to ensure the validity and accuracy of data and information presented. Such initial review may include

- i. collaboration with other City College internal administrators,
- ii. a designee of the Vice-President and/or President, or
- iii. college staff including, but not limited to, a College Dean, a Program Director, a Registrar, or an Executive Director of Business Operations.

Final Review and Submission

Upon the initial review of any report to an external accreditor and/or state, federal, licensing, or certifying agency, the City College should submit final review of the report to the District Office of Accreditation and Compliance (OAC) within District Academic Affairs to further assure the quality of the report submission to the external accrediting, licensing, or certifying agency.

Such report submission to the District OAC must be within three (3) weeks of the due date of the report but not less than two (2) weeks of the due date of the report unless: (1) the notification period from the external accrediting, licensing, or certifying agency does not allow time for advanced review; (2) the data needed to complete an external report is not yet available; (3) the reporting time period is shortened due to business necessity or emergency; and/or (4) faculty/staff needed to contribute to a report for an external accrediting, licensing, or certifying agency are unavailable.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs

ISSUED BY: V. Edghill-Walden

EFFECTIVE DATE: May 1, 2014

REVIEWED BY:

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Security and Privacy of Student Data for Accreditors or Licensure

Academic Affairs requires that all CCC programs, especially those that report programmatic outcome exam data to an accrediting body will assure each term of the academic year that student data is stored and updated in the City College of Chicago PeopleSoft Student Administration System to document student participation and programmatic outcome exam results.

To ensure the security and privacy of student exam records, high stakes exam results that must be reported to any external accrediting and/or licensing agency should be maintained in the City of Colleges of Chicago's PeopleSoft system and/or a separate and secure system, the access of which should be maintained by District OIT.

- Each Academic Term, each college Vice President and Chief Academic Officer or designee of the seven City Colleges should provide updated names of the individuals for whom access to the student exam results data is allowed and permissible.
- Only District OIT should be allowed to make changes and/or additions to the high-stakes exam results based on written documentation and approval from the requesting college Vice President and Chief Academic Officer of the City Colleges of Chicago.
- Additional access to the high-stakes exam information should be granted to certain District Office administrators and executives, as needed, for educational, accreditation, and/or programmatic improvement purposes.
- Any access to this student data must be finally approved by the Provost and Chief Academic Officer and the Executive Director, Accreditation and Compliance.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: Chancellor

ISSUED BY: O. Shabat

DATE: 5/21/79

REVIEWED: 1991, 1998, 2002, 2009, 2013, 2014

EFFECTIVE DATE: April 3, 2014

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**

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 effective catalog for that student. (Refer to Index Number 1.10)
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.