



Rancho Santiago Community College District
District Council Meeting

November 2, 2026

1:30 p.m.

Via Zoom

<https://rscdd-edu.zoom.us/j/85737697631>

669-444-9171 / 857 3769 7631

Agenda

- | | |
|---|----------------|
| 1. Call to Order/Update | Olson |
| 2. Approval of District Council Meeting Minutes - ACTION | Olson |
| a. October 5, 2026 Meeting | |
| 3. Approval of Administrative Regulations – ACTION | |
| a. AR 3750.2 Data Classification (NEW) | Gonzalez |
| b. AR 4022 Course Approval | Nery |
| c. AR 4100 Graduation Requirements for Degrees & Certificates | Nery |
| 4. Recommendation of Board Policy to Board Policy Committee - ACTION | |
| a. BP 4100 Graduation Requirements for Degrees & Certificates | Nery |
| 5. ITS 2025-2026 Year End Report – INFORMATION | Gonzalez |
| 6. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Fisher |
| b. Human Resources Committee | Olson |
| c. Fiscal Resources Committee | Day |
| d. Physical Resources Committee | Matsumoto |
| e. Technology Advisory Group | Gonzalez |
| 7. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Coyne |
| b. Academic Senate - SCC | Kubicka-Miller |
| c. Classified Staff | Johnson |
| d. Student Government - SAC | Rivera |
| e. Student Government – SCC | Prior |

Next Meeting:
December 7, 2026



Rancho Santiago Community College District District Council Meeting

MINUTES October 5, 2026

Members:	Carri Matsumoto for Iris Ingram	Present
	Kristin Olson	Present
	Sarah Fisher	Present
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Steve Bautista	Present
	Alexander Natale	Present
	Sheryl Martin for Tyler Johnson	Present
	Diana Casares	Present
	Anthony Rivera (Int SAC ASG President)	Present
	Anderson Prior	Present
Guests:	Jeff Lamb	
	Christopher Sweeten	
	Emily Day	
	Nga Pham	
	Bill Reardon	
	Chris Coates	

1. Call to Order/Update

- Vice Chancellor Olson convened the meeting via Zoom Conference at 1:35 p.m.
- Mr. Prior gave his SCC ASG President at this time due to his required early departure from the meeting.

2. Approval of Minutes

- It was moved by Dr. Nery and seconded by Ms. Coyne to approve the minutes of the August 24, 2026 meeting. The motion carried with abstentions from Ms. Matsumoto, Mr. Bautista and Mr. Natale.

3. Approval of Job Descriptions

- a. Human Resources Manager, Operations and Supervisory Investigator – It was moved by Ms. Coyne and seconded by Mr. Bautista to approve the job descriptions. Discussion ensued. The motion to approve, with added clarification that the involvement by the Supervisory Investigator in board policies and administrative regulations was limited to those relating to Human Resources, carried unanimously with an abstention by Ms. Matsumoto.

Mr. Prior left the meeting at this time.

4. Approval of Reorg #1489 – DO/Human Resources

- a. It was moved by Ms. Martin and seconded by Ms. Kubicka Miller to approve Reorg #1489 – DO/Human Resources. Discussion ensued. The motion to approve, with the caveat that SAC and SCC College Councils approved the reorg at their meetings on October 13 and October 14 and that the Planning and Organizational Effectiveness Committee proceed with documentation of the process for reorgs, carried with an absention by Ms. Matsumoto.

5. Approval of 2024-2032 District Planning Process Manual

- a. It was moved by Ms. Fisher and seconded by Ms. Kubicka-Miller to approve the 2024-2032 District Planning Process Manual. AVC Sarah Fisher presented the 2024-2032 District Planning Process Manual being recommended by the Planning and Organizational Effectiveness Committee. Discussion ensued. The motion carried unanimously.

6. Approval of Administrative Regulations

- a. AR 4025 Philosophy and Criteria for Degrees and General Ed – it was moved by Ms. Kubicka Miller and seconded by Mr. Bautista to approve AR 4025. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
- b. AR 4103 Work Experience Education – it was moved by Mr. Bautista and seconded by Mr. Rivera to approve AR 4103. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
- c. AR 4235 Credit for Prior Learning – it was moved by Mr. Rivera and seconded by Ms. Kubicka Miller to approve AR 4235. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
- d. AR 5500 Standards of Student Conduct – it was moved by Ms. Coyne and seconded by Mr. Rivera to approve AR 5500 as presented. Mr. Christopher Sweeten presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
- e. AR 5520 Student Discipline Procedures – it was moved by Ms. Martin and seconded by Ms. Kubicka Miller to approve AR 5500. Mr. Christopher Sweeten presented the revisions to the AR. Discussion ensued. The motion carried unanimously.

Mr. Rivera gave his SAC ASG President at this time due to his required early departure from the meeting and left the meeting following his report.

Ms. Fisher left the meeting at this time.

7. Recommendation of Board Policy

- a. BP 4020 Program, Curriculum and Course Development – it was moved by Ms. Coyne and seconded by Ms. Kubicka Miller to recommend BP 4020 be placed on the Board Policy Committee Meeting agenda for approval. Dr. Jeff Lamb presented changes to the board policy. The motion carried unanimously.

8. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Committee Co-Chair Tara Kubicka Miller reported on the September 23, 2026 meeting.
- b. Human Resources Committee (HRC)
Vice Chancellor Olson reported on September 26, 2026 meeting.
- c. Fiscal Resources Committee (FRC)
AVC Emily Day reported on the September 16, 2026 meeting
- d. Physical Resources Committee (PRC)
AVC Carri Matsumoto reported on the September 2, 2026 meeting.
- e. Technology Advisory Group (TAG)
AVC Jesse Gonzalez reported on the September 3, 2026 and October 1, 2026 meetings.

9. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Claire Coyne reported on the SAC Academic Senate meetings and activities.
- b. Academic Senate/SCC: Ms. Tara Kubicka-Miller reported on the SCC Academic Senate meetings and activities.
- c. CSEA: Ms. Martin reported on CSEA 579 activities.
- d. Student Government/SAC: Mr. Rivera reported on SAC ASG activities earlier in the meeting as noted in the minutes.
- e. Student Government/SCC: Mr. Prior reported on SCC ASG activities earlier in the meeting as noted in the minutes.

Next Meeting: The next meeting will be held on Monday, November 2, 2026
Meeting Adjourned: 3:15 p.m.

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3750.2 Data Classification (NEW)

Reference(s):

Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g(b),
34 CFR Part 99
National Institute of Standards and Technology (NIST) "Guide to Protecting the
Confidentiality of Personally Identifiable Information," Special Publication 800-122
Education Code Section 70902
California Civil Code 1798.29, 1798.82, and 1798.84
Federal Rules of Civil Procedure 16, 26, 33, 34, 37, 45
FTC Regulations 16 CFR 313.3(n), 16 CFR 314.1-5
Gramm-Leach Bliley Act Sections 501, 505(b)(2); U.S. Code 15 USC 6801(b), 6805(b)(2)

Purpose and Scope

The purpose of this Administrative Regulation is to establish requirements for classifying and protecting Rancho Santiago Community College District (RSCCD) data assets.

A data asset is a definable piece of information, regardless of format, that is recognized as valuable to the organization. Classifying information is at the core of an information security program because it specifies how information, based on its sensitivity and value, will be protected from unauthorized disclosure, use, modification, or deletion.

This regulation applies to all RSCCD students, employees and board members and to others granted use of RSCCD's data assets. This regulation refers to all data assets collected, generated, maintained, and entrusted to RSCCD in paper or electronic form, whether individually controlled or shared, whether used for teaching, research, administrative, or other purposes.

Data Classification

Data classification is the process of assigning value to data in order to organize it according to its risk to loss or harm from disclosure. Users of RSCCD systems must understand the importance of securely handling the information that they can access and the standards that have been created to ensure data protection.

Specific protection requirements are mandated for certain types of data, such as credit card information or Payment Card Industry data (PCI), Personally Identifiable Information (PII), Protected Health Information (PHI), and Financial Data. Consistent use of this Data Classification Administrative Regulation will help to ensure RSCCD maintains adequate data protection.

Aggregated and Disaggregated data

Aggregated data is information that combines and summarizes information to provide a high-level overview. Disaggregated data is information that allows for a deeper exploration of specific dimensions within large datasets, helping to understand subsets better.

Responsibilities

RSCCD Designated Data Stewards, as defined in AR 3750.1, have the responsibility to classify the subset of data that they are responsible for. RSCCD Data Trustees have the final authority to classify the data related to the functions managed, administered or run by the units and personnel who report to them or by the Data Stewards designated by them. In the context of data classification, the responsibilities of both Data Stewards and Data Trustees include the following:

- Determining the level of confidentiality that should be assigned to information.
- Working with Information Technology Services (ITS) to select security controls that are appropriate to the level of sensitivity, value or confidentiality of the application or data it processes.
- Ensuring that third parties to whom data has been entrusted meet RSCCD security and data privacy requirements.

Classification of Data Assets

RSCCD classifies information according to its sensitivity and the potential impact of disclosure. In general, information is disclosed when there is a business need-to-know. Information must be consistently handled according to its requirements for confidentiality and disclosure. If the classification level is set too high, the cost of protection will be excessive in relation to the value or sensitivity of the data. If it is set too low, the risk of compromise could be increased. Downgrading to a lower classification at a future date is appropriate should conditions warrant.

Data Classification Categories

Information that is owned, used, created or maintained by RSCCD must be classified into one of three categories:

- Public
- Internal
- Restricted (Confidential)

Public

Public data is information that is suitable for routine public disclosure and use. This type of data is non-sensitive and does not require any special handling, security, or protection measures. The security level for public data is minimal, ensuring its availability to large audiences. Examples of public data may include:

- Publicly accessible web pages
- Academic recruiting materials
- Materials that, by California State law, must be published publicly, including certain academic and grant budgets
- Qualitative data that has been sufficiently anonymized to protect an individual's identity

- Student Educational Records defined as “directory” information on RSCCD’s Board Policy 5040 Student Records, Directory Information and Privacy.
- Disaggregated data that does not contain any Personal Information, as defined within the “Internal” data section in this document
- Aggregated data may include Internal Data as long as aggregation does not allow for identification of individuals. However, in no case shall groups smaller than ten be reported or displayed.

Public data can be freely shared without any restrictions.

Internal

Internal data is information about RSCCD or internal processes that must be guarded due to proprietary or institutional considerations, but which is not classified as sensitive data or otherwise considered confidential. This classification may apply even if there are no regulatory or contractual requirements for its protection.

Data in this category is generally available to employees, contractors, students, or business associates, but is not routinely distributed outside RSCCD. Some Internal data may be limited to individuals who have a legitimate business purpose for accessing the data and not be available to everyone. Examples of Internal data may include:

- Personal Information:
 - Full Names
 - Full Address
 - Telephone Number
 - Email Address
 - Signature
 - Religious or Philosophic beliefs
- Demographics:
 - Race
 - Ethnicity
 - Date of Birth (excluding students who are a member of an athletic team)
 - Place of Birth
 - Gender
 - Sexual Orientation
 - Residency and Citizenship data
- Student Educational Records not defined as “directory” information on RSCCD’s Board Policy 5040 Student Records, Directory Information and Privacy, such as
 - Grades
 - Courses taken
 - Schedule
 - Test Scores
 - Counseling records
- RSCCD internal procedures, forms, and manuals
- Data which is on the internal Intranet, but has not been approved for external communication
- Internal presentation materials

Restricted (also called Confidential)

Restricted data is information that is sensitive in nature, and may be proprietary, personally identifiable, or otherwise be sensitive. Unauthorized compromise or disclosure of the information would be likely to cause serious financial, legal, or reputation damage to RSCCD, or result in embarrassment or difficulty for RSCCD, its trustees, employees, or students.

Restricted data may be protected by statutes, regulations, or contractual requirements. Disclosure is limited to those within RSCCD on a “need-to-know” basis only. Disclosure to parties outside of RSCCD must be authorized by appropriate Data Trustees and may need to be covered by a data protection or data sharing binding agreement. Examples may include:

- Government-issued Identification number:
 - Social Security Number
 - Taxpayer Identification Number
 - Passport Number
 - Driver's License or other federal/state issued identification number
- Financial Data:
 - Account Number
 - Credit or Debit Card Number
 - Credit Report Information
 - Personal Identification, Password or password that would permit access to an individual's financial account
 - Check if access, transmitted or stored by Supplier to deliver the Goods and/or Services Personally identifiable (as defined below) information of our employees, contractors, or students
 - ISIR FTI Data
 - Data that requires Payment Card Industry data (PCI) protection requirements
- Precise Geolocation Data:
 - Precise personal location data obtained from cell tower or Wi-Fi triangulation techniques or latitude, longitude coordinates obtained through GPS technology if such data is sufficiently precise to locate an individual or device.
- Personal Characteristics:
 - Photographic images (particularly of face or other identifying characteristics)
- Biometric data:
 - Retina scans, voice signatures or facial geometry
 - Fingerprints
 - Genetic data
- Medical information:
 - Individual's medical history, mental or physical condition, medical treatment, or diagnosis by a healthcare professional
 - Data qualified as Protected Health Information (PHI)
- Health Insurance data:
 - Individual's health insurance policy number or subscriber identification number
 - Any unique identifier used by a health insurer to identify an individual
 - Any information in an individual's application and claims history, including any appeals records
- Audit reports or results that expose information security configurations or controls
- System and network configuration details, including diagrams, passwords, programs or

other IT-specific documentation

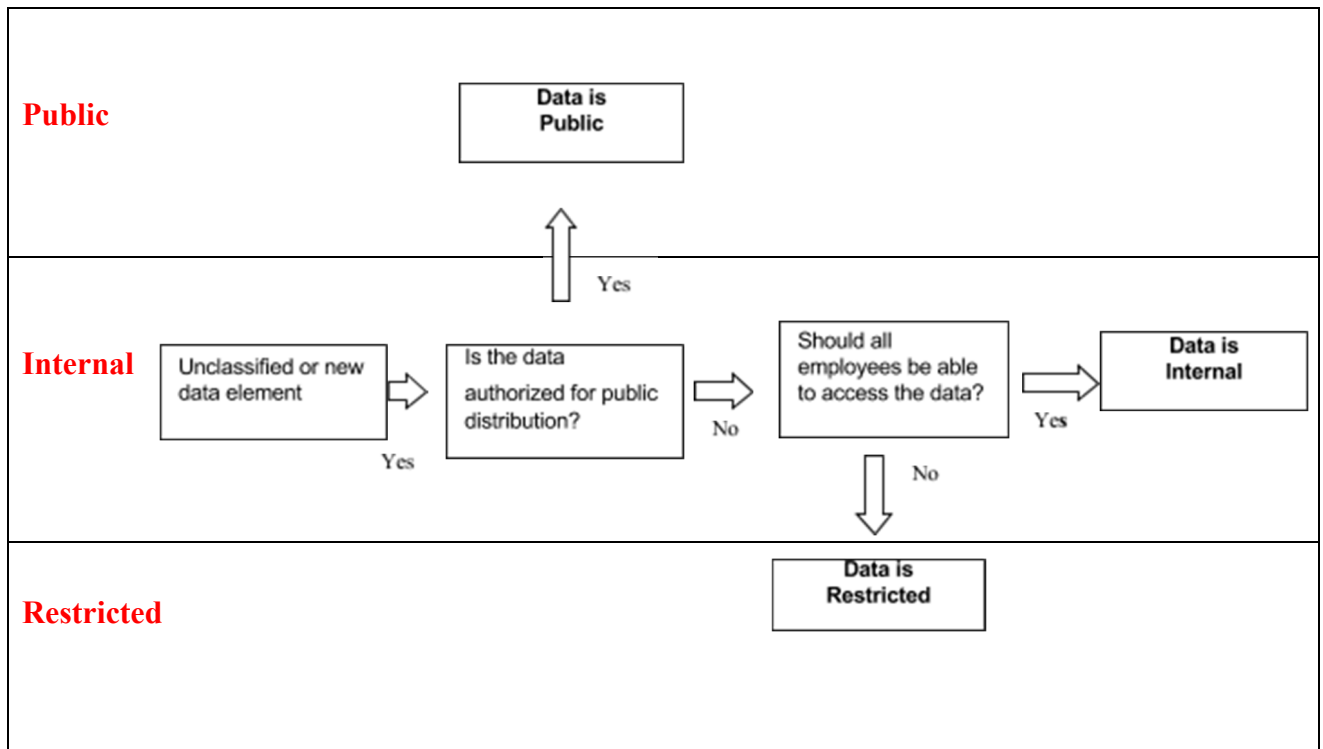
- Personally Identifiable Information (PII): Defined as an individual's first name and last name or first initial and last name in combination with any one or more items classified as Restricted data. However, Personally Identifiable Information shall not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public.

Minimum Classification

All information should be assumed *Internal* unless classified otherwise.

Classification Flow Chart

The Classification Flow Chart below is intended to assist a Data Trustee, Data Steward, document creator or user to assist in quickly determining the classification of a data element or document.



Adopted: xxxxxx, 2026

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 4
Academic Affairs

AR 4022 Course Approval

Reference(s):

Title 5 Section 55100 and 55150

Course approval procedures for the colleges are outlined in the Curriculum and Instruction Handbook. ~~Procedures shall include the following:~~

Credit Courses

Procedures for submitting for Board approval of individual degree-applicable credit ~~and noncredit Career Development and College Preparation~~ courses, offered as part of an educational program approved by the State California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

- These courses must be approved by the curriculum committee.
- The individuals on the curriculum committee must have received Title 5 Section 55100 training regarding the rules, regulations, and local policies applicable to the approval of credit and noncredit courses.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the State California Community Colleges Chancellor's Office.
- Students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree.
- The regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved must be reported to the State California Community Colleges Chancellor's Office.

Noncredit Courses

Districts may approve noncredit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of a noncredit course must address at least the following:

- The curriculum committee and District governing board have approved each noncredit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.

- The District promptly reported all noncredit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the noncredit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of noncredit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District governing board has established local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.
- Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of noncredit courses.

Adopted: September 17, 2018
Revised: xxxxxxxx, 2026

Rancho Santiago Community College District ADMINISTRATIVE REGULATION

Chapter 4 Academic Affairs

AR 4100 Graduation Requirements for Degrees and Certificates

Reference(s):

Title 5 Sections 55060 et seq. 55090 et seq., and 55270 et seq.

~~Rancho Santiago Community College District shall offer Bachelors in Science (Santa Ana College), Associate in Arts or Associate in Science, Certificates of Proficiency and Achievement. Specific course requirements for all degrees and certificates are found in the College Catalog.~~

~~Requirements to earn a degree:~~

- ~~• A student must demonstrate competence in reading, in written expression, and in mathematics.~~
- ~~• A definition of "college work" that provides that courses acceptable toward the degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.~~
- ~~• The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.~~

~~For the Bachelors in Science degree:~~

- ~~• See requirements outlined in AP 4025B Philosophy and Criteria for Baccalaureate Degree and General Education~~

~~For the Associates in Arts or Associates in Science degrees:~~

- ~~• The student must satisfactorily complete at least 60 semester units of college work.~~
- ~~• The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."~~
- ~~• The work must include at least 12 semester units of study in residence.~~
- ~~• The students must successfully complete 3 units from the college approved list of multicultural courses.~~

~~For Certificates:~~

- ~~• A minimum grade of “C” is required in each college credit course taken.~~
- ~~• The colleges grant certificates of achievement, certificates of proficiency, certificates of competency, and certificates of completion.~~
- ~~• A student must successfully complete a course of study or curriculum that consists of the required units designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

Coursework for Associate Degrees

The student must satisfactorily complete at least 60 semester units or 90 quarter units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

The courses must include at least 18 semester units or 27 quarter units of focused study in a major or interdisciplinary area of emphasis.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

The courses must include at least 21-24 semester units or 31.5-36 quarter units of general education. General education must include a minimum of work in:

- (1) English Composition, Oral Communication, and Critical Thinking
- (2) Mathematical Concepts and Quantitative Reasoning
- (3) Arts and Humanities
- (4) Social and Behavioral Sciences
- (5) Natural Sciences, and
- (6) Ethnic Studies

Other Conditions for Awarding Associate Degrees

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

- The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.
- The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis.
- The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student

accumulates units beyond those required for the degree that lower the student's cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

- Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at California State University or University of California if that segment accepts the course for this purpose.
- Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.
- Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.
- Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
- Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-applicable credit courses.

Completion of a minimum of 36 semester or 54 quarter units of general education that includes:

- (1) Completion of the requirements in Section 55061 and 55062 to align with the lower division general education patterns of the associate and baccalaureate degrees;
- (2) Completion of the upper division general education requirements in Section 55091;
- (3) Completion of additional general education courses to meet the minimum total units that may be lower division, upper division, or any combination of lower and upper division.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine(9) semester or 13.5 quarter units of upper division general education courses.

"Upper division courses" require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A "major" is defined above.

Upper division general education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication or computation.

A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

Other Conditions for Awarding Baccalaureate Degrees

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

- The student satisfactorily completed each course designated as an upper-division major requirement with a minimum grade of “C” or “P” if taken on a “pass-no pass” basis.
- The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward the baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

- Students may receive credit for knowledge or skills acquired through the District’s procedures for awarding credit for prior learning.
- Students who have already been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.
- Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree. (See also previous section on baccalaureate degree general education.
- Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

Certificates of Achievement and Other Credit Programs

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 semester/24 quarter units or more or state approved under 16 semester/24 quarter units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career, intersegmental, general education or local needs.

Shorter credit programs that lead to a certificate may be established by the District.

Certificates for which California Community College Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

Adopted: September 17, 2018
Revised: xxxxxxxx, 2026

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4100 Graduation Requirements for Degrees and Certificates

Reference(s):

Education Code Section 70902 subdivision (b)(3)
Title 5 Sections 55060 et seq. and 55090 et seq.

The ~~Colleges grant the degrees of Bachelor's in Science (Santa Ana College);~~ District grants the degrees of Associate in Arts, and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in ~~subjects attempted degree applicable courses.~~ Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

The District grants the degrees of Bachelor of Arts and Bachelor of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in degree-applicable courses. Students must also complete the general education, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a ~~program consisting of at least 12 semester units and has received California Community College Chancellor's Office approval. The Certificate of Achievement must include~~ minimum of 16 or more semester units or 24 or more quarter units of degree-applicable credit coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

~~Students may be awarded a Certificate of Proficiency upon successful completion of a program consisting of less than 18 units that has been approved by the Colleges' Curriculum and Instruction Council.~~

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. ~~The procedures shall assure that graduation requirements are published in the Colleges' catalog and included in other resources that are convenient for students.~~

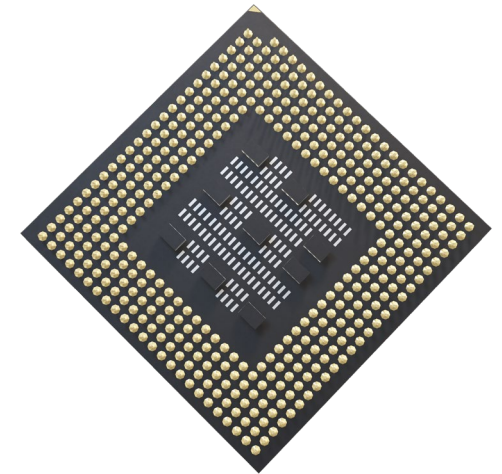
Revised: July 21, 2014 (Previously BP6119)
Revised: September 10, 2018
Revised: xxxxxxxxxx.2026



Information Technology Services



ITS Annual Report



Fiscal year 2025-2026

July 1, 2025, to June 30, 2026



SANTA ANA COLLEGE



Santiago Canyon College

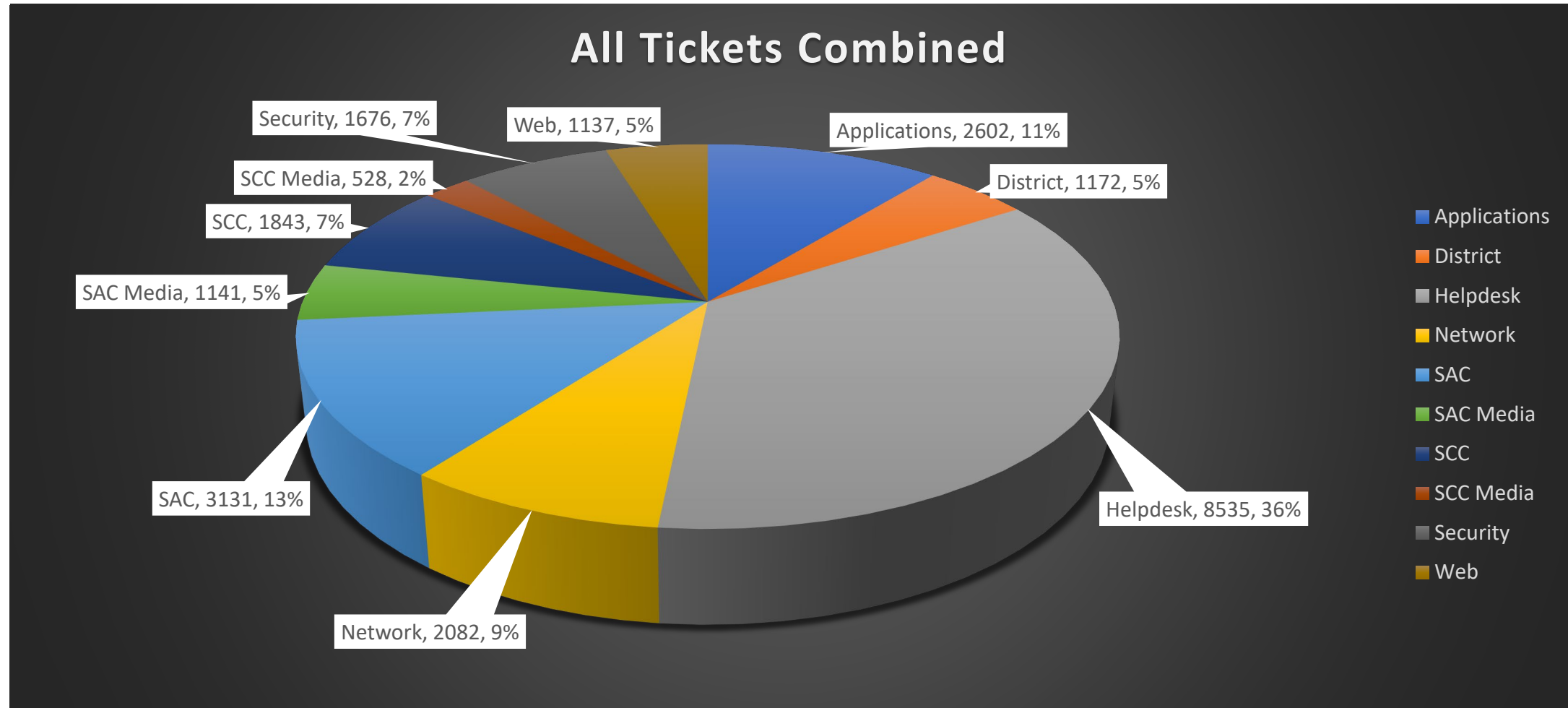
ITS Workload At a Glance

- ServiceNow was implemented
 - Changes to Reporting KPI's
- 782 Projects Completed
- 23,847 Total Tickets Closed
 - 1796 - WebHelpdesk
 - 12,519 - ServiceNow Incidents
 - 9,532 - ServiceNow Requests
- 50 ITS Personnel:
 - 15 at SAC/CEC
 - 2 Media Team members
 - 7 at SCC/OEC
 - 2 Media Team members
 - 14 Enterprise Applications
 - 7 Districtwide Infrastructure
 - 3 Helpdesk (Only 1 Full Time Resource)
 - 2 Web
 - 2Security
- Average Ticket closure of 40 Tickets Per ITS Resource per month
- Average of 65 projects completed per month



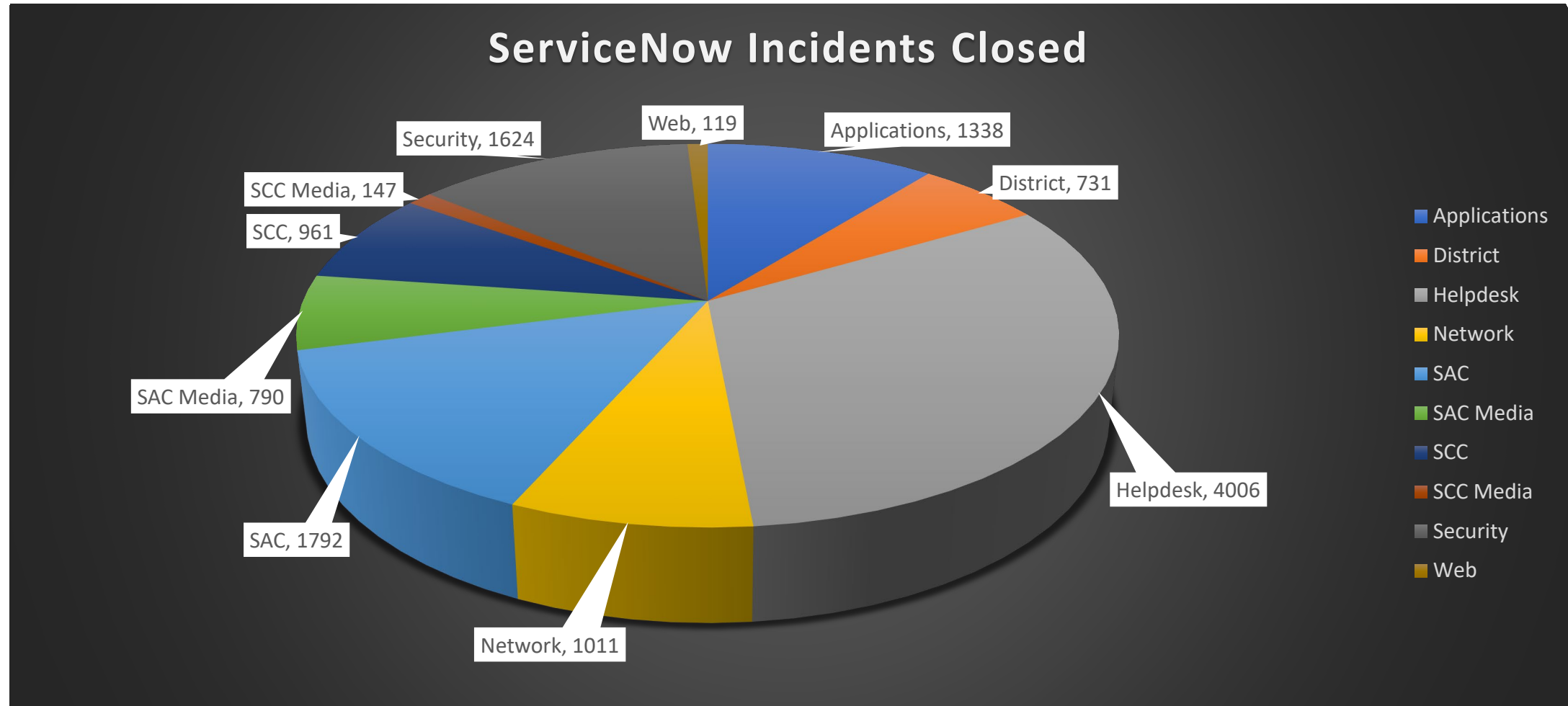
All ITS Support

23,847 Total Tickets closed July 1, 2025, to June 30, 2026



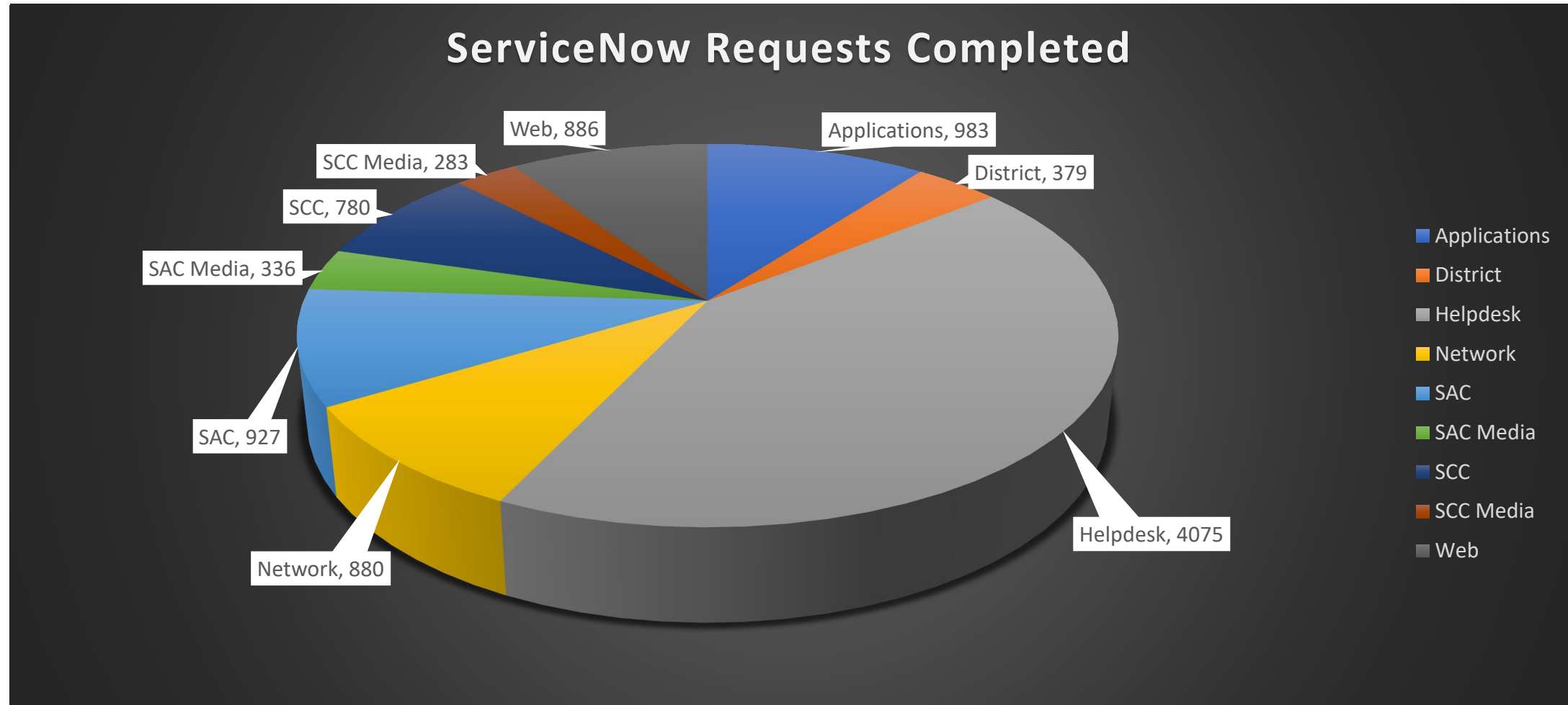
ServiceNow Incidents closed

12,519 Incidents closed July 1, 2025, to June 30, 2026



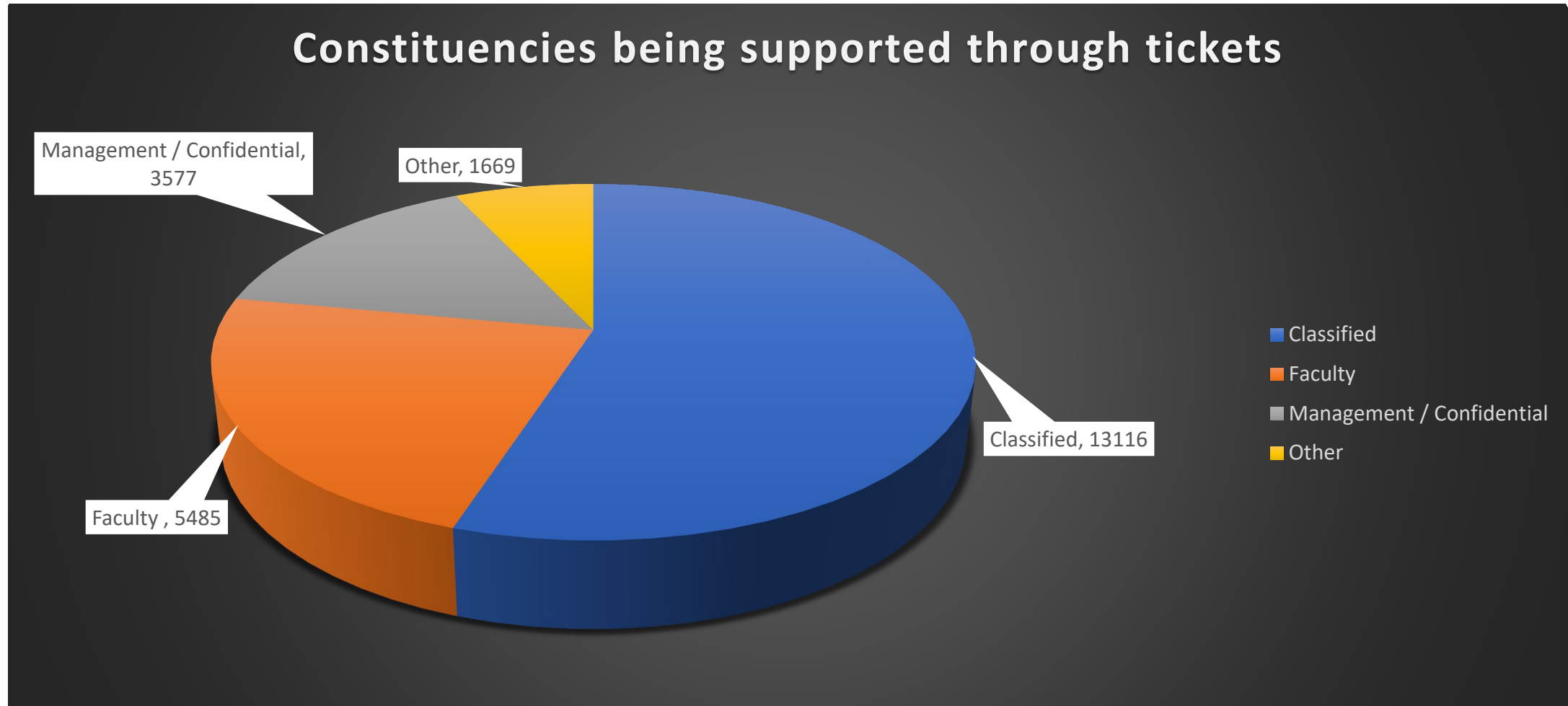
ServiceNow Requests completed

9,532 Requests completed July 1, 2025, to June 30, 2026



All ITS Tickets Closed by Constituency

23,847 Total Tickets closed July 1, 2025, to June 30,2026



Districtwide Initiatives from Technology Plan

- 25 Initiatives for 2025-2026

<u>Initiative ID #</u>	<u>District Wide Initiatives</u>	<u>Short Title</u>	<u>Districtwide Goal #</u>
25-26*01	Implement and improve technologies to support enrollment management	Improve Enrollment Management	25-27*4C
25-26*02	Support technology solutions that help improve operational efficiencies, provide cost savings, and automate manual processes	Improve Efficiency	25-27*2D
25-26*03	Support distance education technology and remote delivery of services	Support OEI	25-27*1A
25-26*04	Improve overall data access and quality for decision making	Improve Data Quality	25-27*4A, 25-27*4B
25-26*05	Evaluate and enhance computing standards to ensure equitable access to technology resources and support, based on current use, available resources, and funding constraints.	Enhance Computing Standards	25-27*6A, 25-27*6B
25-26*06	Implement and manage technology solutions to prevent fraudulent applications, enrollment issues, and unauthorized access to student funding	Implement fraud prevention solutions	25-27*5A, 25-27*5B
25-26*07	Abide by technology replacement cycle for hardware	Utilize Hardware Replacement Cycles	25-27*6A
25-26*08	Refresh or replace end of life software. Upgrade to cloud-based applications when possible.	Utilize Software Replacement Cycles	25-27*5B, 25-27*6A
25-26*09	Develop business process and service documentation. Conduct performance feedback and assessment through surveys and other communication mechanisms.	Develop business process and documentation	25-27*6B, 25-27*6D
25-26*10	Provide documentation and technology resources to support students who take part in participatory and student governance.	Support students in participatory governance	25-27*6C
25-26*11	Research, implement and maintain technology solutions that support campus, off-campus, and community events which enhance the student experience	Enhance the student experience	25-27*1A
25-26*12	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Expand SSO	25-27*1A, 25-27*5B
25-26*13	Upgrade web Content Management System (CMS) and maintain web platform stability and access for existing systems	Upgrade CMS	25-27*2E, 25-27*3A

Districtwide Initiatives from Technology Plan (Cont'd)

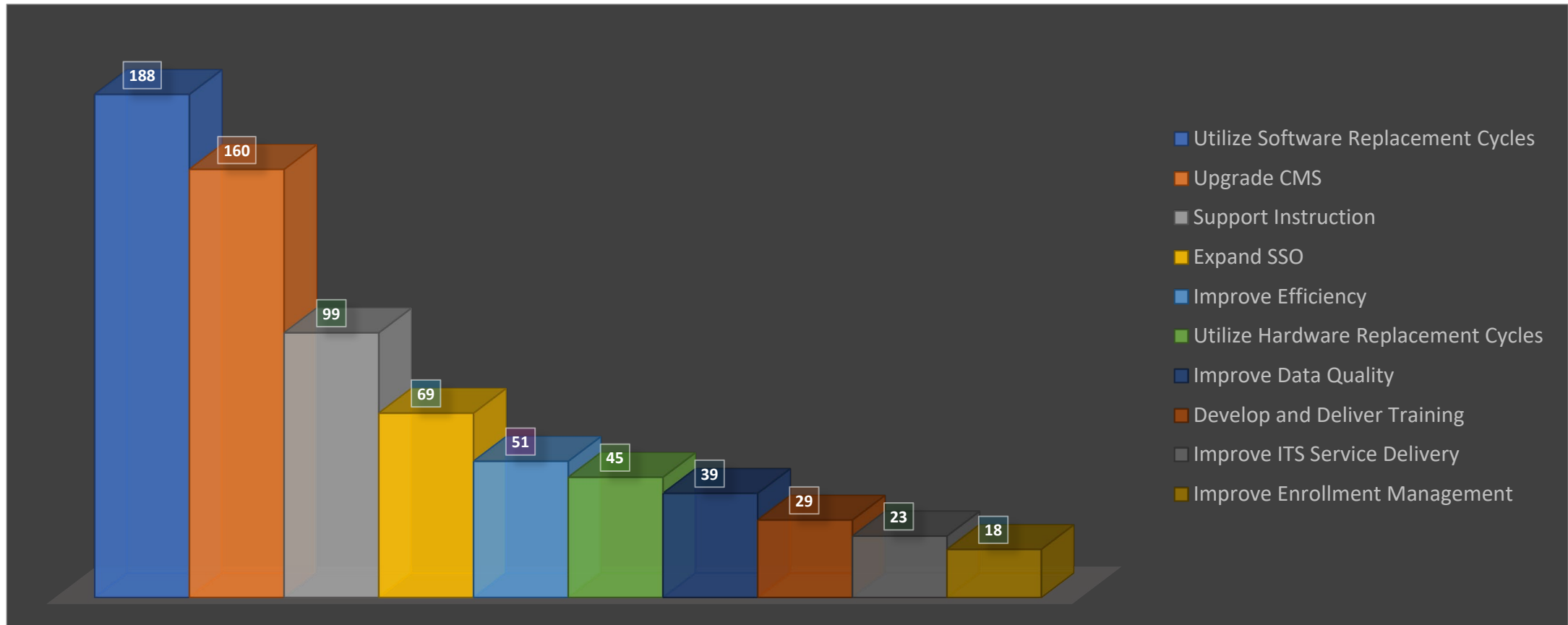
- 25 Initiatives for 2025-2026

Initiative ID #	District Wide Initiatives	Short Title	Districtwide Goal #
25-26*14	Implement and improve technologies that help ITS provide better support	Improve ITS Service Delivery	25-27*5A, 25-27*5D
25-26*15	Employ data, cloud, web, mobile and infrastructure technologies to support student enrollment, access, persistence, transition, and success	Support student experience	25-27*1A, 25-27*1B
25-26*16	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	GLBA Sec Compliance	25-27*5A, 25-27*5B, 25-27*5C
25-26*17	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Support BC and DR	25-27*5A, 25-27*5B
25-26*18	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Develop SOPs	25-27*2C, 25-27*6D
25-26*19	Support technology solutions that help facility construction projects	Support Construction Projects	25-27*1A, 25-27*2B
25-26*20	Improve district website experience across all platforms.	Improve Web Experience	25-27*2E
25-26*21	Research, implement and maintain innovative technology solutions that support teaching and learning.	Support Instruction	25-27*1A, 25-27*2B, 25-27*3B
25-26*22	Develop training materials and schedule training sessions for districtwide technology solutions. Facilitate technology demos for innovative technologies	Develop and Deliver Training	25-27*1C, 25-27*2A, 25-27*6B, 25-27*6C
25-26*23	Research, implement, maintain and educate on accessible technologies and processes to support ADA and all applicable accessibility regulations	Support ADA compliance	25-27*3A
25-26*24	Foster base system utilization, expand use of APIs for system integrations, remove or rewrite customizations to be SaaS platform compliant within Ellucian Colleague.	Foster Off the Shelf Product Adoption	25-27*2D, 25-27*6A
25-26*25	Improve and deliver consistent user experience on both desktop and mobile environments using Ellucian Experience and Self-Service technology.	Improve Ellucian Experience and Self Service	25-27*2D, 25-27*2E

All ITS Projects

782 Total Projects completed July 1, 2025, to June 30, 2026

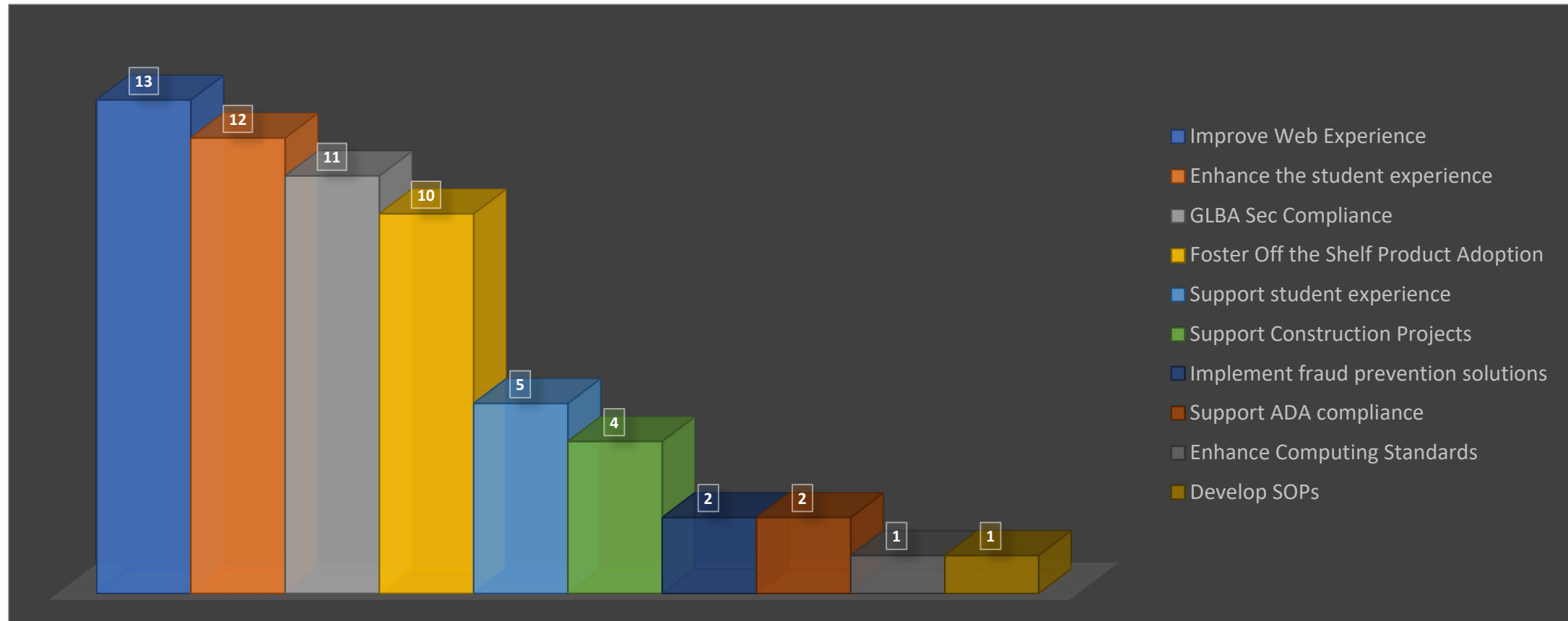
Top 10 Initiatives – 721 Projects



All ITS Projects

782 Total Projects completed July 1, 2025, to June 30, 2026

All other Initiatives - 61 Projects



All ITS Projects

762 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiatives	DW Goal #	Number of Projects
25-26*01	Improve Enrollment Management	25-27*4C	18
25-26*02	Improve Efficiency	25-27*2D	51
25-26*03	Support OEI	25-27*1A	0
25-26*04	Improve Data Quality	25-27*4A, 25-27*4B	39
25-26*05	Enhance Computing Standards	25-27*6A, 25-27*6B	1
25-26*06	Implement fraud prevention solutions	25-27*5A, 25-27*5B	2
25-26*07	Utilize Hardware Replacement Cycles	25-27*6A	45
25-26*08	Utilize Software Replacement Cycles	25-27*5B, 25-27*6A	188
25-26*09	Develop business process and documentation	25-27*6B, 25-27*6D	0
25-26*10	Support students in participatory governance	25-27*6C	0

All ITS Projects

762 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiatives	DW Goal #	Number of Projects
25-26*11	Enhance the student experience	25-27*1A	12
25-26*12	Expand SSO	25-27*1A, 25-27*5B	69
25-26*13	Upgrade CMS	25-27*2E, 25-27*3A	160
25-26*14	Improve ITS Service Delivery	25-27*5A, 25-27*5D	23
25-26*15	Support student experience	25-27*1A, 25-27*1B	5
25-26*16	GLBA Sec Compliance	25-27*5A, 25-27*5B, 25-27*5C	11
25-26*17	Support BC and DR	25-27*5A, 25-27*5B	0
25-26*18	Develop SOPs	25-27*2C, 25-27*6D	1
25-26*19	Support Construction Projects	25-27*1A, 25-27*2B	4
25-26*20	Improve Web Experience	25-27*2E	13

All ITS Projects

762 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiatives	DW Goal #	Number of Projects
25-26*21	Support Instruction	25-27*1A, 25-27*2B, 25-27*3B	99
25-26*22	Develop and Deliver Training	25-27*1C, 25-27*2A, 25-27*6B, 25-27*6C	29
25-26*23	Support ADA compliance	25-27*3A	2
25-26*24	Foster Off the Shelf Product Adoption	25-27*2D, 25-27*6A	10
25-26*25	Improve Ellucian Experience and Self Service	25-27*2D, 25-27*2E	0

ITS Teams

The Rancho Santiago CCD House Analogy:



- Enterprise Applications (Interior Decor)
- Infrastructure (Plumbing, Electricity, Security)
- Helpdesk (Customer Service)
- SAC: (Maintenance)
- SCC: (Maintenance)
- Web: (Exterior decor)

Enterprise Applications

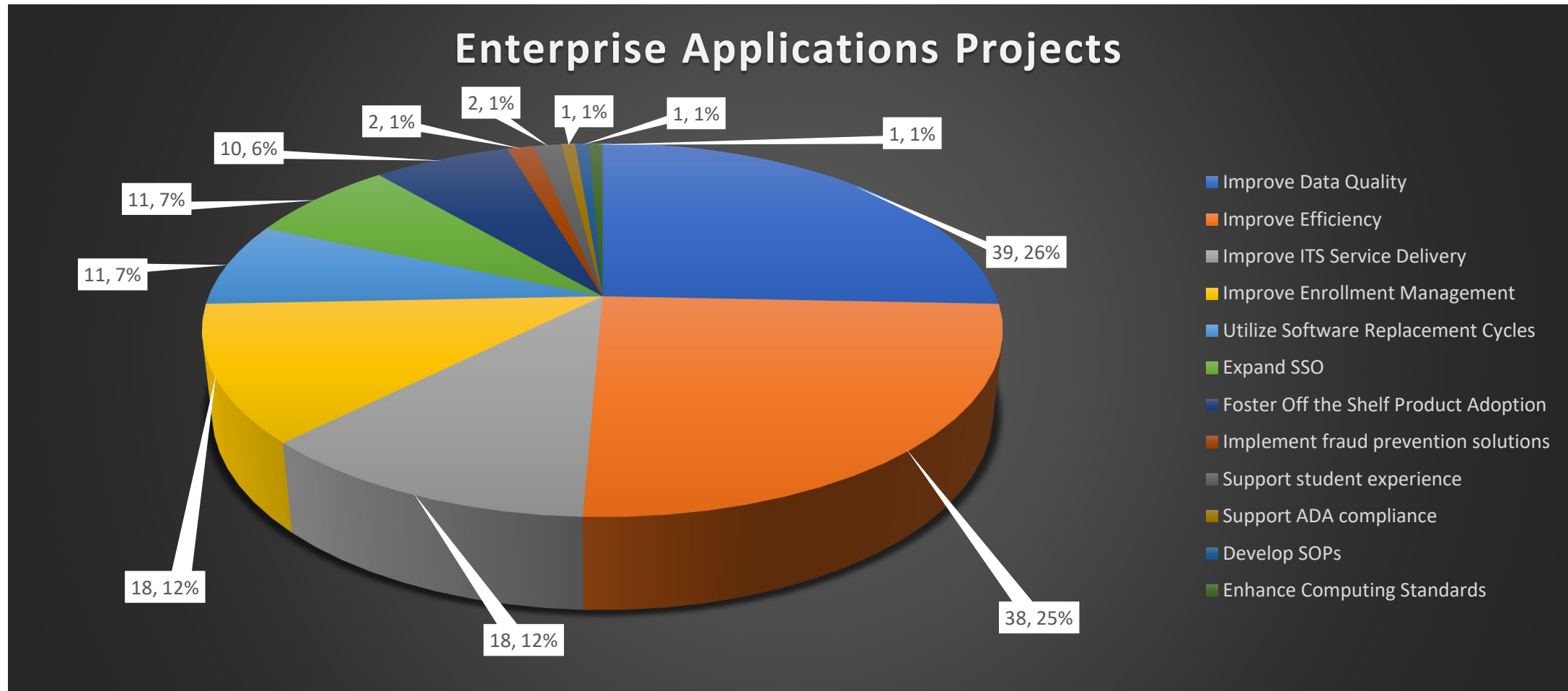
Adam Howard,
Director, Enterprise Applications Services

- Manage ERP/SIS (Colleague, Self Service)
- Manage LMS (Canvas)
- Manage system integrations and districtwide applications
- Manage State and internal reporting (MIS, Online report repository, EMT)



Enterprise Applications Projects

152 Total Projects completed July 1, 2025, to June 30, 2026

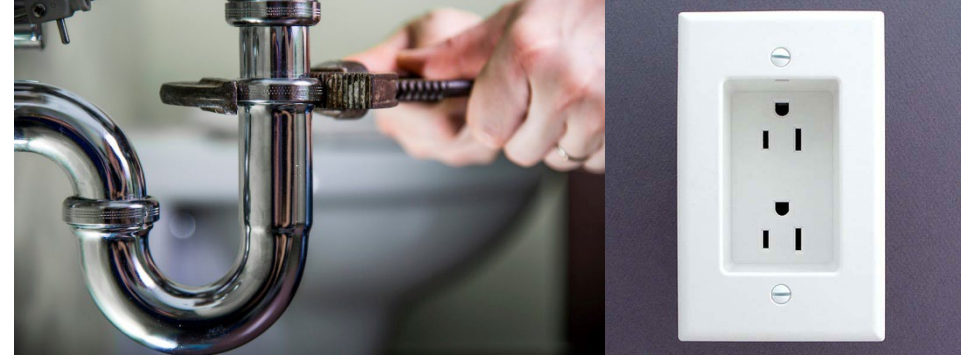


Enterprise Applications Projects

152 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiative	DW Goal #	Number of Projects
25-26*01	Improve Enrollment Management	18	25-26*01
25-26*02	Improve Efficiency	38	25-26*02
25-26*04	Improve Data Quality	39	25-26*04
25-26*05	Enhance Computing Standards	1	25-26*05
25-26*06	Implement fraud prevention solutions	2	25-26*06
25-26*08	Utilize Software Replacement Cycles	11	25-26*08
25-26*12	Expand SSO	11	25-26*12
25-26*14	Improve ITS Service Delivery	18	25-26*14
25-26*15	Support student experience	2	25-26*15
25-26*18	Develop SOPs	1	25-26*18
25-26*23	Support ADA compliance	1	25-26*23
25-26*24	Foster Off the Shelf Product Adoption	10	25-26*24

Districtwide Infrastructure



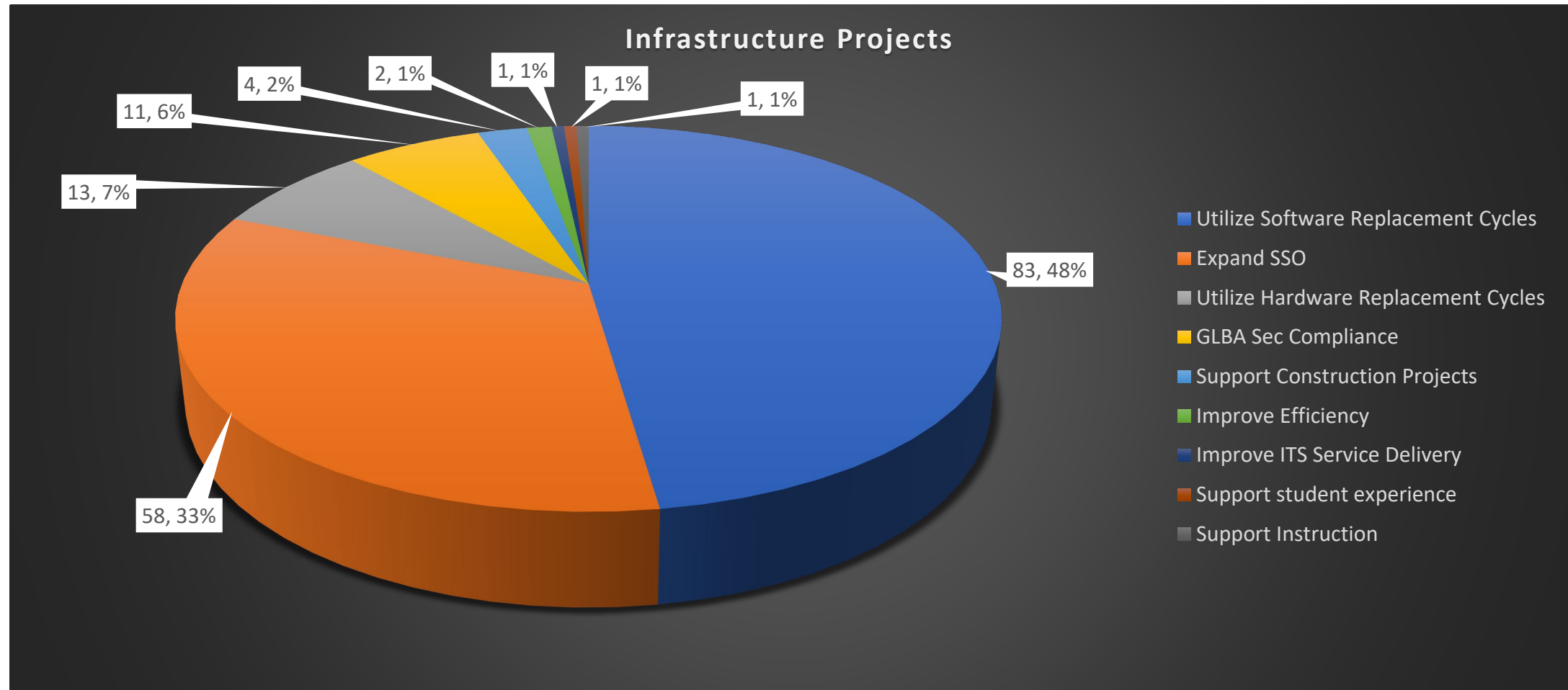
Dane Clacken, Director Technology Infrastructure and Support Services



- Manage wired and wi-fi networks
- Host and manage enterprise servers and storage
- Manage telecommunications and data backups
- Oversee cybersecurity

Districtwide Infrastructure Projects

174 Total Projects completed July 1, 2025, to June 30, 2026



Districtwide Infrastructure Projects

174 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiative	DW Goal #	Number of Projects
25-26*02	Improve Efficiency	25-27*2D	2
25-26*07	Utilize Hardware Replacement Cycles	25-27*6A	13
25-26*08	Utilize Software Replacement Cycles	25-27*5B, 25-27*6A	83
25-26*12	Expand SSO	25-27*1A, 25-27*5B	58
25-26*14	Improve ITS Service Delivery	25-27*5A, 25-27*5D	1
25-26*15	Support student experience	25-27*1A, 25-27*1B	1
25-26*16	GLBA Sec Compliance	25-27*5A, 25-27*5B, 25-27*5C	11
25-26*19	Support Construction Projects	25-27*1A, 25-27*2B	4
25-26*21	Support Instruction	25-27*1A, 25-27*2B, 25-27*3B	1

Helpdesk Team

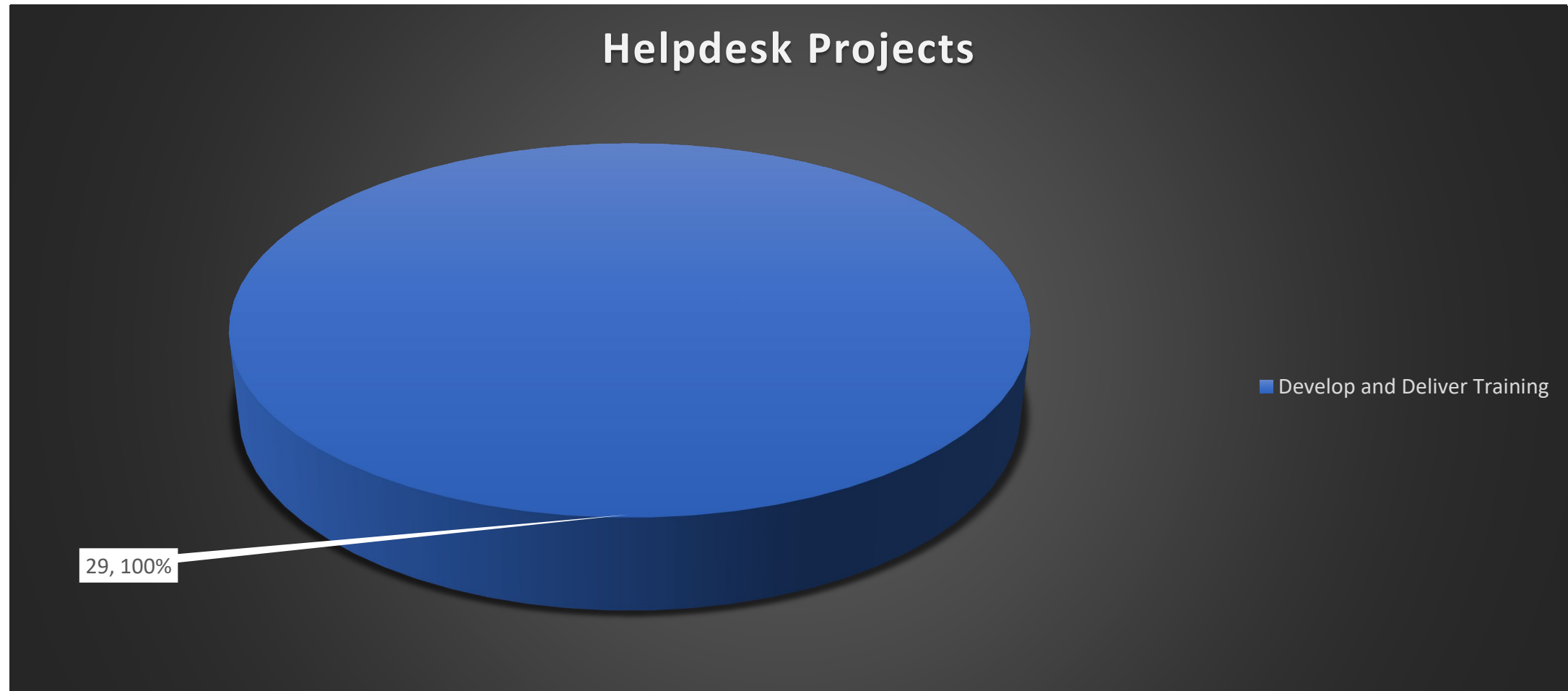
Dane Clacken, Director Technology Infrastructure and Support Services



- Serve as central point of contact for all technical issues and requests
- Distribute and assign work to appropriate ITS team members
- Provide first level technical support

Helpdesk Team Projects

29 Total Projects completed July 1, 2025, to June 30, 2026



Helpdesk Team Projects

29 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiative	DW Goal #	Number of Projects
25-26*22	Develop and Deliver Training	25-27*1C, 25-27*2A, 25-27*6B, 25-27*6C	29

SAC Team

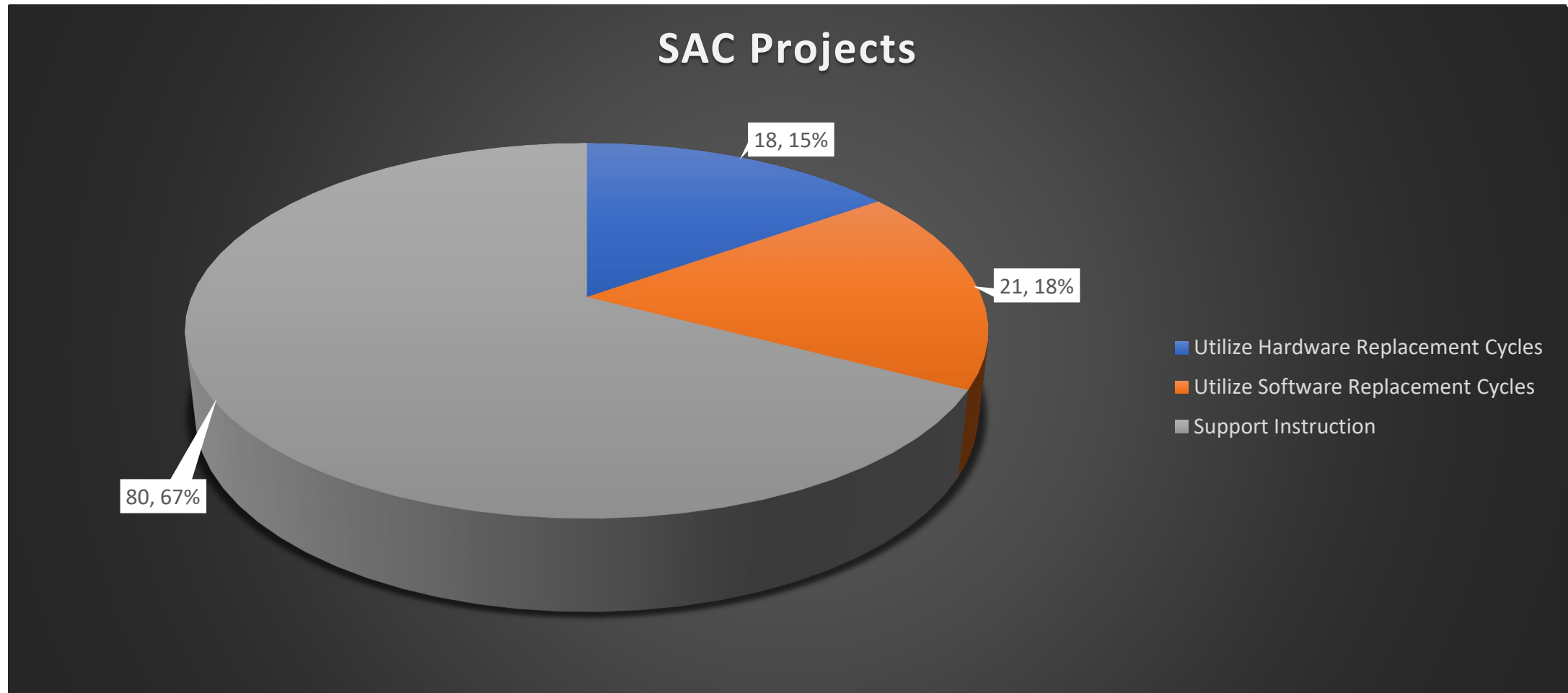
Ron Gonzalves, Director Academic and End User Support Services

- Provide technical support for classrooms and offices for all SAC locations
- Manage instructional servers
- Maintain computer inventory



SAC Team Projects

119 Total Projects completed July 1, 2025, to June 30, 2026



SAC Team Projects

119 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiatives	DW Goal #	Number of Projects
25-26*07	Utilize Hardware Replacement Cycles	25-27*6A	18
25-26*08	Utilize Software Replacement Cycles	25-27*5B, 25-27*6A	21
25-26*21	Support Instruction	25-27*1A, 25-27*2B, 25-27*3B	80

SCC Team

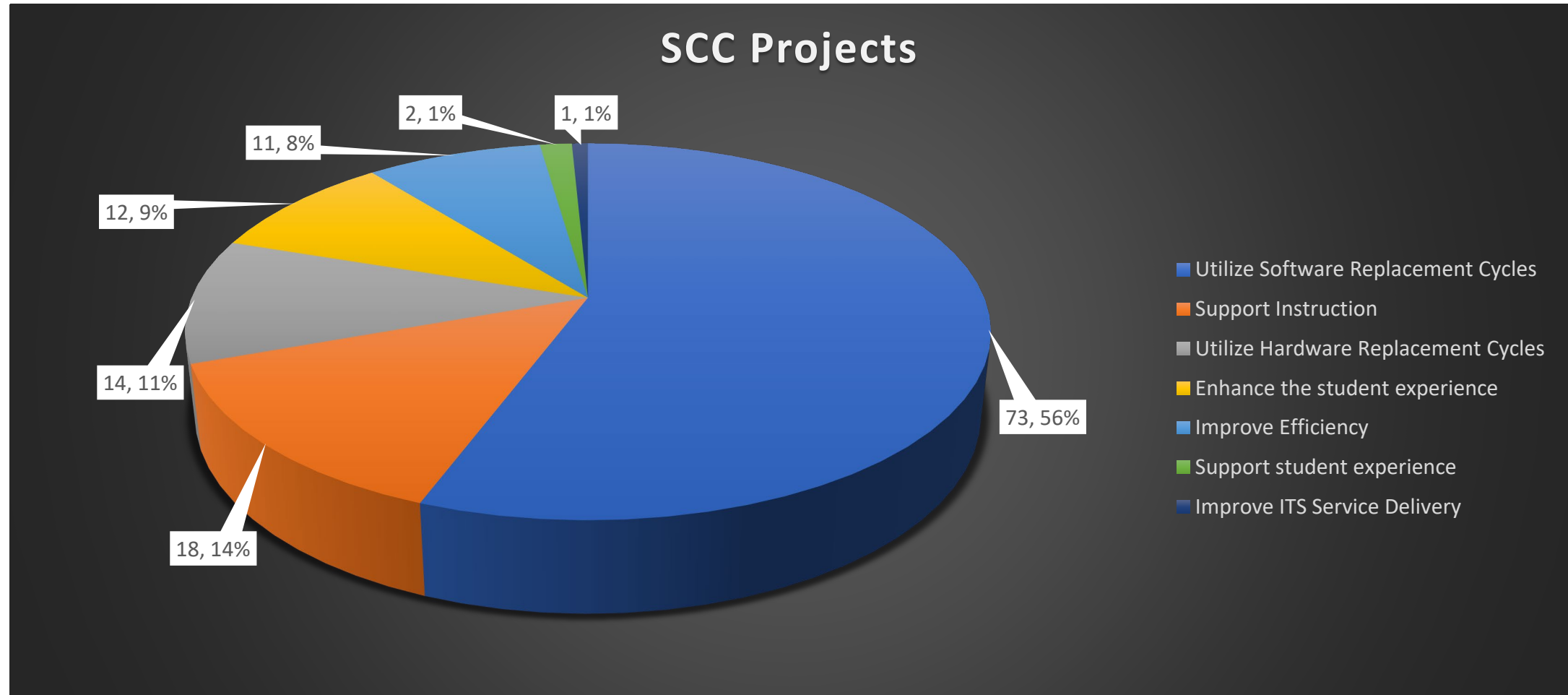
Kimberly Perna, Director Academic and End User Support Services

- Provide technical support for classrooms and offices for all SCC locations
- Manage instructional servers
- Maintain computer inventory



SCC Team Projects

131 Total Projects completed July 1, 2025, to June 30, 2026



SCC Team Projects

131 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiatives	DW Goal #	Number of Projects
25-26*02	Improve Efficiency	25-27*2D	11
25-26*07	Utilize Hardware Replacement Cycles	25-27*5B, 25-27*6A	14
25-26*08	Utilize Software Replacement Cycles	25-27*5B, 25-27*6A	73
25-26*11	Enhance the student experience	25-27*1A	12
25-26*14	Improve ITS Service Delivery	25-27*5A, 25-27*5D	1
25-26*15	Support student experience	25-27*1A, 25-27*1B	2
25-26*21	Support Instruction	25-27*1A, 25-27*2B, 25-27*3B	18

Web Team

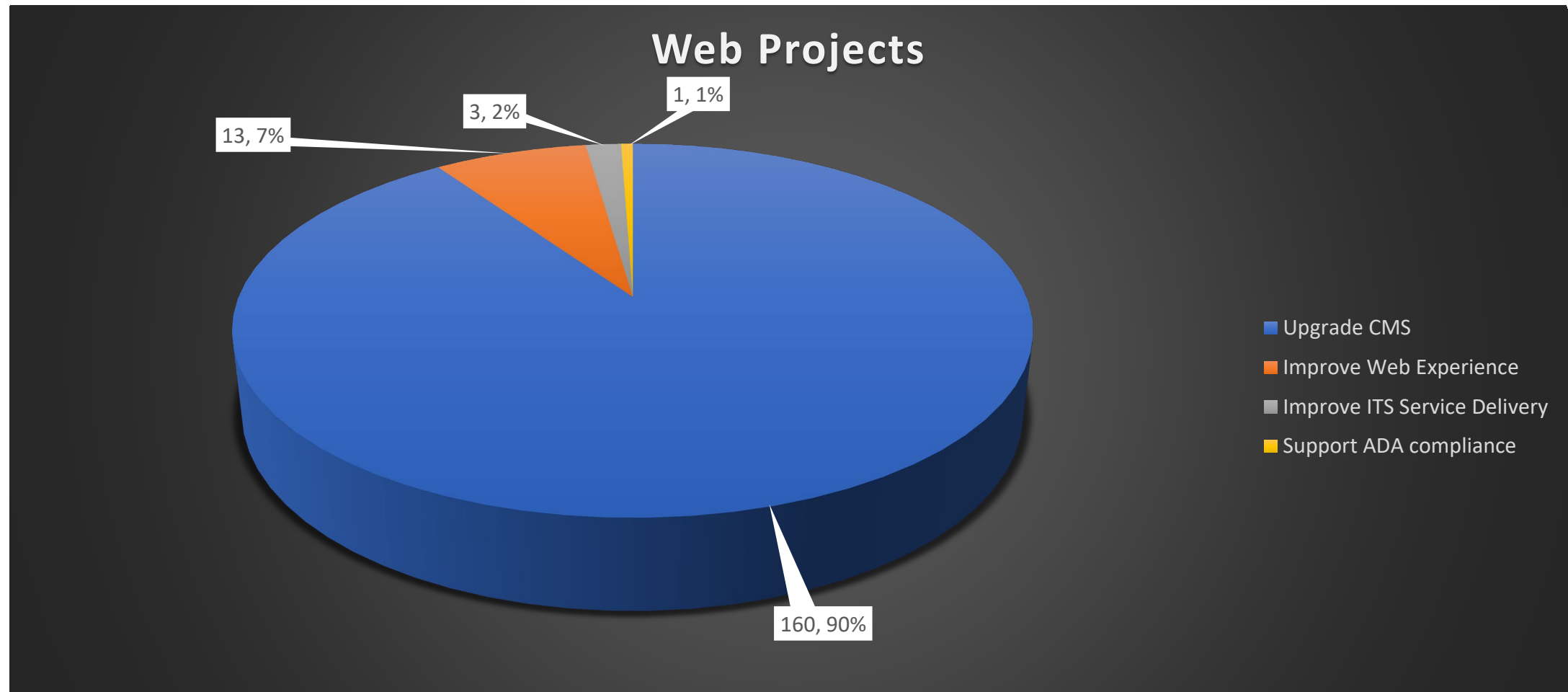
Kimberly Perna, Director Academic and End User Support Services



- Maintain all public institutional websites: rsccd.edu, sac.edu, sccollege.edu
- Maintain intranet and other internal websites
- Oversee website accessibility, coordinate branding with Marketing teams

Web Team Projects

177 Total Projects completed July 1, 2025, to June 30, 2026



Web Team Projects

177 Total Projects completed July 1, 2025, to June 30, 2026

ID #	Districtwide Initiative	DW Goal #	Number of Projects
25-26*13	Upgrade CMS	25-27*2E, 25-27*3A	160
25-26*14	Improve ITS Service Delivery	25-27*5A, 25-27*5D	3
25-26*20	Improve Web Experience	25-27*2E	13
25-26*23	Support ADA compliance	25-27*3A	1