

College of Alameda Administration

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Timothy Karas, Ed.D. *President*

Office of Instruction

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 Lilia Celhay, M.S. *Dean of Liberal Studies and Language Arts*
 Eva Denise Jennings, M.B.A. *Dean of CTE and Workforce Development*
 Ana McClanahan, M.A. *Dean of Science, Technology, Engineering, Arts and Mathematics (STEAM)*

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 Amy H. Lee, Ed.D. *Dean of Enrollment Services*
 Will Bruce, M.A. *Dean of Special Programs & Grants*
 Paula Armstead, M.A. *Associate Dean of Educational Success*
 Aja Butler, M.A. *Director of Student Activities and Campus Life*
 Stefanie Bradshaw, M.A. *Director of Workforce Systems*

Office of Business and Administrative Services

Mary Beth Benvenuti, M.Ed. *Director of Business and Administrative Services*

Peralta Community College District

District Administration

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NOTICE

The Peralta Community College District and College of Alameda have made every reasonable effort to determine that the information contained in this 2019-2020 General Catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of the Peralta Community College District or College of Alameda for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and/or the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and/or procedures.

College of Alameda and the Peralta Community College District are equal opportunity institutions, committed to nondiscrimination and to providing equal opportunities in admissions, financial aid, student facilities, student activities and employment, without regard to race, age, ancestry, sex, sexual orientation, marital status, color, national origin, creed, medical condition, disability, religious or political affiliation.

If you wish to receive this publication in alternative format, call Programs & Services for Students with Disabilities (510) 748-2328.

President's Welcome



Dear Students, Prospective Students, and Community Members:

We're excited about your educational future! Whether your goal is to transfer to a four-year university, earn one of our certificates or degrees, or develop skills to advance your career, College of Alameda is committed to helping you succeed. If you need assistance, aren't sure where to go next, or simply have questions, stop by our Welcome Center and we will be happy to guide you.

Since opening our doors in 1970 College of Alameda's exceptional faculty and staff have empowered students to believe in themselves and reach their highest potential. Our goal is to provide you with a world-class education so that you too can achieve your dreams. At the College of Alameda, students are encouraged to explore, create, learn and lead with help from faculty and staff. I believe everyone can flourish with high-quality, affordable education.

You've made a great choice and welcome to College of Alameda!

Sincerely,

Timothy Karas, Ed.D.
President
College of Alameda

Telephone Numbers

College of Alameda Main Number	(510) 522-7221
FAX	(510) 769-6019
Academic Division Offices:	
Career & Workforce Education	(510) 748-2318
Liberal Studies and Language Arts.....	(510) 748-2234
Science, Technology, Engineering, Art, and Mathematics.....	(510) 466-5370
Vice President of Instruction.....	(510) 748-2352
Admissions & Records	(510) 748-2228
Adult Education Transitions	(510) 748-5250
Alameda Promise.....	(510)748-2119
ATLAS Program	(510) 748-5256
Aviation Facility (North Field, 970 Harbor Bay Parkway).....	(510) 748-2290
Bookstore.....	(510) 748-2246
Business and Administrative Services Office.....	(510) 748-2235
CalWORKs	(510) 748-2260/2258
Cashier's Office.....	(510) 748-2224
College to Career.....	(510) 748-2326
Cooperative Agencies Foster Youth Education Support (CAFYES/NextUp).....	(510) 748-5232/5253
Counseling	(510) 748-5207
Extended Opportunity Programs & Services (EOPS) and CARE.....	(510) 748-2258
FabLab	(510) 748-5278
Financial Aid.....	(510) 748-2391
Health Services	(510) 748-2320
Instruction, Vice President.....	(510) 748-2352
Learning Resources Center.....	(510) 748-2307
Library, Reference Desk	(510) 748-2398
Lost & Found	(510) 748-2327
Medical Services, RN@COA	(510) 748-5280
Mental Health.....	(510) 748-2320
One-Stop Career Center	(510) 748-2208
Police Services.....	(510) 466-7236
President's Office	(510) 748-2273
Programs & Services for Students with Disabilities (DSPS).....	(510) 748-2328
Student Leadership and Development	(510) 748-2327
Student Payroll	(510) 748-2212

Student Services Administrative Offices

Vice President of Student Services	(510) 748-2205
Dean of Enrollment Services	(510) 748-2288
Dean of Special Programs and Grants.....	(510) 748-2135
Transfer Center.....	(510) 748-2209
Tutorial Center.....	(510) 748-2307
UMOJA Learning Community.....	(510) 748-5274
Veterans Affairs	(510) 748-2203
Welcome Center	(510) 748-2184
Workability	(510) 748-2109

Academic Calendar

Summer Semester 2019

June 3	M	Drop for Nonpayment of Tuition and enrollment Fees
June 17	M	Day and Evening Instruction Begins
June 24	M	Last Day to Drop Regular Session Classes and Receive A Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
June 24	M	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 24	M	Last Day to Add Summer Session Classes
June 24	M	Census Day – Instructors Verify Enrollment in Classes
June 26	W	Last Day to File for PASS/NO PASS Grading Option
June 28	F	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	Th	Independence Day – Holiday Observance
July 17	W	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July 17	W	Attendance Verification Day – Instructors Verify Enrollment
July 26	F	Summer Session Ends

NOTE:

*Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. .
Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information*

Fall Semester 2019

August 19	M	Day and Evening Instruction Begins
August 24	Sat	Saturday Instruction Begins
August 25	Sun	Last Day to Add without Permission Number or Add Card
August 30	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 2	M	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
September 2	M	Last Day to Drop Regular Session Classes Without “W” Appearing on Transcript
September 2	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 2	M	Labor Day – Holiday Observance
September 2	M	Census Day - Instructors Verify Enrollment in Courses
September 6	F	Last Day to File for PASS/No Pass Grading Option for Regular Session Classes
October 18	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 22	Tu	Professional Day- No Instruction
November 11	M	Veteran’s Day – Holiday Observance
November 15	F	Last Day to Withdraw from Regular Session Classes and Receive a “W” All outstanding fees are due even if classes are dropped on this day.
November 15	F	Attendance Verification Day - Instructors Verify Enrollment
Nov 28- Dec 1	Th-Sun	Thanksgiving - Holiday Observance
December 7	Sat	Saturday Instruction Ends
December 8-13	Su-F	Final Examinations
December 13	F	Fall Semester Ends

NOTE:

Last day to drop without a “W” appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.
Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.

Spring Semester 2020

January 20	M	Martin Luther King Jr's Birthday – Holiday Observance
January 21	Tu	Day and Evening Instruction Begins
January 25	Sat	Saturday Instruction Begins
January 26	Sat	Last Day to Add without Permission Number or Add Card
January 31	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
February 2	Su	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
February 2	Su	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
February 2	Su	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 2	Su	Census Day – Instructors Verify Enrollment in Classes
February 7	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 14-17	F-M	President's Birthday – Holiday Observance
March 16	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 19	Th	Professional Day – No Instruction
March 31	M	Cesar Chavez – Holiday Observance
April 12-18	M-Sun	Spring Recess
April 24	F	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due, even if classes are dropped on this day.
April 24	F	Attendance Verification Day – Instructors Verify Enrollment
May 15	F	Malcolm X's Birthday – Holiday Observance
May 16	Sat	Saturday Instruction Ends
May 17-21	Su-F	Final Examinations
May 23	F	Spring Semester Ends
May 25	M	Memorial Day – Holiday Observance

NOTE: Saturday classes begin January 27 and meet every Saturday except February 17, and March 31. Saturday classes end on May 19.

Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.

Welcome to College of Alameda!

Who we are, what we do, and what we promise...

The function of education is to teach one to think intensively and to think critically... - César Chávez

Intelligence plus character—that is the goal of true education.. - Martin Luther King Jr.

How we envision the outcomes of learning tells us how we need to choreograph the dance. - Ruth Stiehl

College of Alameda (COA) is one of four Peralta Community Colleges. The Peralta Community College District was established in 1964 with its roots in the history of public education in Oakland. The name Peralta reflects the Spanish land grant to Sergeant Luis Maria Peralta in August 1820 of Rancho San Antonio, upon which the six cities that comprise the Peralta Community College District are now located. We primarily serve the residents of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont.

Vision

The Vision of College of Alameda is that we are a diverse, supportive, empowering learning community for seekers of knowledge. We are committed to providing a creative, ethical and inclusive environment in which students develop their abilities as thinkers, workers and citizens of the world.

Values

We use this vision to choreograph three central themes in our quest for “learning excellence” and services to students. These three themes are:

- *Academic Excellence*
- *Budgetary Competence, and*
- *Community Engagement*

We call these “*our ABCs*” emphasizing crucial success indicators for our students in achieving an enhanced capacity to pursue their dreams! Noting the Community College Movement all over the world emerged out of the American focus upon “community” and “citizenship” in higher education; we draw the meaning of a community college degree as defined for us by California Education Code: Title 5. From this, *what you should be able to do with what you learn here is outlined in three general areas that define a comprehensive community college education that prepares students in terms of:*

- ***Foundational Knowledge and Learning*** – college courses that prepare people for transfer to higher levels of education or simply to understand our place in the world and the world in and of itself
- ***Critical Thinking and Applied Skills*** – an overall set of life “survival” skills necessary to be a productive, employed, and effective citizen including applied learning in the areas of ***Career and Technical Education (CTE)***
- ***Personal Enrichment and Efficacy*** – college courses that develop the life skill sets for pursuing well being and an enhanced quality of life

At College of Alameda, “ABCs” means we integrate our core values in all we do to help students in their efforts to realize their dreams. How are these crucial success indicators emphasized in service to our learning community?

Academic Excellence means we validate our work based on the assessment of our students' success as defined by our Institutional Learning Outcomes. We seek to meet these goals with a commitment to innovative and integrated curriculum built upon collaborative partnerships within our organization between student services & academic instruction, seeking to create opportunities for applied learning (such as service learning, civic engagement and cross-discipline learning communities), all within in the context of a psychologically and intellectually safe environment that encourages risk-taking and celebrates our successes.

Budgetary Competence means all our services need to be offered creatively within the real-world constraints of our budget. We are all a part of this process of being responsible stewards for the resources entrusted to us by the community we serve. We strive to not bring ideas to the table without first asking how this fits within our resource limits, seeking to find creative ways to supplement our budget. In this we also seek to find creative ways to do what we want to do within the context of our vision of success – not merely a shrunken vision of what we have always done. We also seek to serve our students with convenient and creative scheduling allowing us to offer courses that are productive, creative & experimental. We look for holistic offerings that complement our existing programs, our sister colleges within the Peralta Community College District, and that play to the unique strengths of College of Alameda.

Community Engagement means we seek to embody *a Spirit of Collegiality*, actively working towards a student-centered philosophy that embodies a community of scholar practitioners committed to serving our students with professional and collegial competence. We aspire to hold one another accountable to clear standards of success and excellence – as defined by our Institutional Learning Outcomes – utilizing a process of evaluation and assessment, leading to improvement of college programs & services. In this we use tried and tested models of academic excellence that work! **COA's Learning Opportunities** (Umoja, MESA, FabLab) are all examples of successful programs that exemplify our commitment to students. We focus on a holistic collaborative approach to learning; one in which learning happens both in- and out- of the classroom. We recognize our frontline staff members are no less important than our administration and our faculty cannot function without either. We actively promote and support students as equal partners in shared governance through the *Associated Students of College of Alameda* (ASCOA) and our *Campus Life Council*. This one team approach, comprised of students, staff and faculty, seeks to de-emphasize distinctions between the stakeholders; we are all learners, each working towards a common goal: *student success!*

In line with our definition of crucial student success indicators, *"Learning at College of Alameda"* follows the notion that an Associate's degree from a comprehensive community college should embody, "a coherent and integrated pattern of learning experiences (to) prepare students (as) educated persons with a broad range of knowledge to evaluate and appreciate the physical environment, the culture, and the society in which they live; to be able to examine the values inherent in proposed solutions to major social problems; and to be able to participate effectively in their resolution." Title 5 emphasizes the role of education in preparing "citizens with a broad educational foundation, to develop a populace that can participate effectively in all domains of society: civically, economically, and politically."

Mission

Therefore, it is the **Mission of College of Alameda** to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

Following Title 5, the faculty, staff, and administration at College of Alameda strive to accomplish our mission in a more complex world with challenges unique to living in the 21st Century. We meet these challenges offering courses in three areas of focus: career technical education, liberal arts and sciences, and personal enrichment. It is by being "comprehensive" in this way that College of Alameda offers students critical life skills and tools to live more effectively in the world.

Our job is not to make up anybody's mind, but to make the agony of decision-making so intense you can escape only by thinking.- Fred W. Friendly

The College of Alameda and Peralta Educational Master Plan commits us as a comprehensive learning college to serve people in five general areas:

- We seek to **advance student access and success**; being sensitive to the diverse and complex realities of the 21st Century World.
- We **engage our communities and partners** (e.g. with various industries and among non-profit and other educational organizations). We do this to build foundations of learning upon which what is learned enables all of us to live with one another in a manner which builds community.
- Through **programs of distinction** we seek to support students in achieving their life goals what ever they may be (transfer, employment, or personal enrichment). We recognize that for many of the people we serve, they may be the first in their families to attend college and for some this may be their highest level of education. Consequently;
- For all the people who count on us, College of Alameda is committed to provide the highest quality educational experience we can through the **creation of a culture of innovation and collaboration**.
- As wise stewards of our resources we **ensure financial health** of the organization and **environmentally sustainable practices in all our operations**.

In meeting all of these commitments, College of Alameda supports student success by empowering students with the values, knowledge, and skills to succeed in becoming engaged global citizens. These qualities enable them to be involved in the creation of a future that is socially just, economically viable, ecologically sound, and promotes a healthy quality of life and holistic well-being.

We assess the achievement of our goals in the success of our students when they are able to apply what they learn in the classroom to the efforts needed to achieve their academic, professional, and personal aspirations! Therefore, the criteria of success by which we assess ourselves and our mission are found in our **Institutional Learning Outcomes**. These meet the vision of a “comprehensive community college education” as put forward in Title 5, and are framed as the answer to a question:

*As a result of their learning experiences at College of Alameda,
What are students able to do out in the world?*

- **Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.**
- **Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.**
- **Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.**
- **Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.**
- **Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.**

Finally, we offer all our services guided by the highest standards of research-based professional practice by evaluating what we do to continuously improve our educational services rooted in the findings of fact.

Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictates of our passion, they cannot alter the state of facts and evidence. ~ John Adams

GENERAL INFORMATION

Since 1970 **College of Alameda has held classes on a 62-acre campus**, located at the intersection of Webster Street and Ralph Appezato Memorial Parkway in Alameda. The campus is easily accessible from downtown Oakland by personal or public transportation, auto or AC Transit bus through the Posey Tube on Webster Street. With its buildings surrounding a central courtyard, the campus is designed to encourage the interaction among students, faculty and staff essential to an effective learning environment.

The College has a **satellite campus housing the Aviation Maintenance Programs** located on a 2.5-acre site on Harbor Bay Parkway, adjacent to the Oakland International Airport's North Field. We also have a new science lab and classroom building at 860 Atlantic, one block to the east of our main campus.

Career Technical Education and Occupational Courses

Our Career Technical Education and Occupational Courses (CTE) are concentrated and efficient. The same types of programs are taught at private schools that cost the students tens of thousands of dollars and take years to pay off. These high-demand career paths are a direct link to employment opportunities in our communities. The training programs are state of the art due to our master instructors and the latest equipment. Our Career and Technical Programs have ongoing industry partnerships with local, regional and national corporations. Industry partner advisory committees advise our CTE Programs' faculty and administration in the latest industry standards and practices.

Accreditation Information

College of Alameda is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. Accreditation is a voluntary system of self-regulation developed to evaluate overall educational quality and institutional effectiveness. The Accrediting Commission for Colleges and Junior Colleges (ACCJC) accreditation process provides assurance to the public that the accredited member colleges meet the standards for a degree-granting institution of higher education. ACCJC can be contacted is writing at 10 Commercial Blvd., Suite 204 Novato, CA 94949.

Program Accreditations and Certifications

Individual College of Alameda occupational programs are accredited or certified by the American Dental Association (ADA) Council on Dental Education for Dental Assistants, the Federal Aviation Administration (FAA), and the National Institute for Automotive Service Excellence (ASE).

Associate in Arts (AA) or Associate in Science (AS) degrees and certificates may be earned in many areas of liberal arts and occupational studies. Most credits earned are transferable to the University of California, California State Colleges and Universities and to other public and private four-year colleges and universities across the state and the nation.

Diversity is Valued at the College of Alameda

College of Alameda through its 'learning excellence philosophy', values diversity as demonstrated through its institutional values and commitment to social justice and educational equity. The College is committed to mutual respect between all constituencies and availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. The institutional culture creates opportunities for engagement through fair, inclusive, and transparent processes based on an open and honest collegial environment.

Gainful Employment: Licensure Eligibility Requirements

Data on Gainful Employment and Licensure Eligibility Requirements are available on the District Institutional Research website at <http://web.peralta.edu/indev/gainful-employment/>

Supporting Student Success

Enrollment in College of Alameda is open to all people who meet the State of California eligibility requirements (see page 20). As a publicly supported community college, College of Alameda makes available lower-division college-level work at a moderate cost to students.

College of Alameda offers support services that enable the success of all students. Students will find academic, career, technical education, and personal counseling services. The college is committed to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to accommodate requests involving academic adjustments consistent with local, state, and federal laws and regulations. Other student services include financial assistance, tutoring, health services, job placement and various student activities based at the Student Center.

Basic skills courses in English and math, as well as individualized labs and tutoring, offer students the opportunity to lay the foundation for their continued success in college-level courses. English for Speakers of Other Languages (ESOL) courses provide second-language learners with proficiency in English through practice in writing, speaking, listening and reading at different levels.

Housing: College of Alameda has no dormitory facilities. Students not living at home (including international students) must make their own arrangements for living quarters.

Using This Catalog

The College of Alameda Catalog describes the courses, programs and services of the college that are planned for the 2019-2020 academic year. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department, administrative office or our web page (<http://alameda.peralta.edu/>)

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying prerequisites for any course the student plans to take, and for selecting the courses which will allow for the attainment of his/her educational objectives. The College does not assume responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Counselors are available and willing to assist students in planning their programs and to clarify college policies and procedures.

Accuracy Statement

College of Alameda endeavors to accurately and fairly present its programs, course descriptions, schedules and policies and to ensure that all information presented here is correct and current as of the date of its release. College of Alameda assumes no responsibility for administrative or publication errors. In addition, College of Alameda reserves the right to add, amend, modify or withdraw any of its policies, course descriptions, class schedules or other information reflected here from time to time. Please check our website at <http://alameda.peralta.edu/> for our catalog supplement and the most current, available information.