MEMORANDUM

August 19, 2008

TO:  Ron Takahashi
     Chair, Culinary Arts Department

     Jill Wakabayashi
     Chair, Curriculum Committee

     Harry Davis
     Chair, Faculty Senate

FROM:  Leon Richards
        Chancellor

SUBJECT:  Certificates of Achievement and the Need for English and Math

I have not approved the proposal for a modification to the Culinary Arts Certificate of Achievement (08-SCC33). The proposal deleted English and Math courses from the required curriculum.

All Certificates of Achievement at the college must require the attainment of a certain level of communication and mathematical proficiency, a requirement which may be met by satisfactory completion of courses or a minimum score on placement tests. The only exception to this requirement is the Certificate of Achievement in Medical Assisting. However, as a select program, Medical Assisting requires students to have demonstrated English and Math proficiency as a condition of admission.

I understand that an action memo has been submitted to Faculty Senate by the vice chancellor for Academic Affairs, requesting that a policy be formally
endorsed by the faculty and re-inserted in the catalog. The requirement last appeared in the 1996-1998 catalog and was deleted in subsequent editions without Faculty Senate nor administration approval.

LR:LP:fm

c: Chair Ed Kalinowski
   Chair Aaron Koseki
   Dean Carol Hoshiko
   Interim VC Louise Pagotto
   Curriculum Specialist Susan Pope