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COLLEGE OF MARIN
MISSION STATEMENT

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement;
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

Approved at April 17, 2007 Board Meeting

GOALS FOR COLLEGE OF MARIN

1. **Institutional Excellence.** The Board believes that superior results originate in high aspirations. Therefore, the Board's basic and most important goal for the College is to excel in every activity it undertakes. By so doing, it will achieve a position of local, state and perhaps even national prominence.

2. **Academic Excellence.** The College must offer its students rigorous, high-quality curricula including degree and certificate programs in lower division arts and sciences and in vocational and occupational fields; remedial instruction; English as a Second Language instruction; support services which help students succeed at the postsecondary level; adult noncredit education; and community services courses and programs, in keeping with state mandates. Academic excellence in all of the College's curricula and support services is at the core of the College's environment. The curricula must remain current and challenging.

3. **Faculty and Staff Excellence.** For the College to excel, it must attract and maintain a faculty and staff of the highest quality, one that functions within an environment of professional development and renewal, and one that focuses on and values the teaching and learning process.

4. **Community Responsiveness.** The College must offer broad curricula to meet the needs of students. It must select areas of special interest and need to the communities it serves.

5. **Diversity.** The community college is a primary opportunity for people of great diversity to come together for growth and development. The College has an absolute obligation to bring together people of different ages, races, and ethnic backgrounds, male and female, at different levels of development, in an atmosphere of equal opportunity and tolerance.

6. **Fiscal Responsibility.** The Board and the Administration must operate the College in a fiscally sound way. Together, they must limit expenditures to those that relate directly to the College's mission, goals and objectives; maintain a prudent level of reserves; and generate new sources of revenue to supplement state funding allocations.
COLLEGE GOALS AND STRATEGIC INITIATIVES

Goal 1: Institutional Excellence

Strategic Initiative(s):
1. Support program innovation, new technologies and modernization of facilities.
2. Review and revise Board Policies and Administrative Procedures.
3. Demonstrate good stewardship with physical and human resources.
4. Implement, monitor, and revise Strategic Plan so planning drives resource allocation and all College plans are linked to strategic planning.

Goal 2: Academic Excellence

Strategic Initiative(s):
1. Provide annual program reviews for transfer and occupational/workforce programs, student services for data driven planning and budget decision making.
2. Develop Student Learning Outcomes at the institutional, division and department levels of the college.
3. Establish enrollment growth plan.
4. Revitalize curriculum and update all course outlines.

Goal 3: Faculty and Staff Excellence

Strategic Initiative(s):
1. Support professional and staff development initiative and activities.
2. Provide on-going training opportunities for faculty and staff.

Goal 4: Community Responsiveness

Strategic Initiative(s):
1. Create new programs and community partnerships.
2. Participate in community clubs, organizations and events (when possible).

Goal 5: Diversity

Strategic Initiative(s):
1. Support equal opportunity and tolerance.
2. Establish mechanisms to support student and staff diversity.

Goal 6: Fiscal Responsibility

Strategic Initiative(s):
1. Establish a reserve above the 5% state minimum.
2. Create plan to fund the unfunded Retiree Liability.
CREDIT PROGRAM FALL SEMESTER 2008 ACADEMIC CALENDAR

Beginning August 18 and Ending December 19
Saturday Classes Beginning August 16 and Ending December 20

Class days are shaded. Holidays are bold.

Schedule of Important Fall Dates

August 15 California Residency Determination Date
August 16 First day of Saturday classes
August 18 FALL INSTRUCTION BEGINS – Day and Evening Classes
August 18 – September 7 Classes may be added with Add Authorization Code (obtain from instructor)
September 2 Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition

August 30 & September 1 Holidays (Labor Day Weekend) – no classes – COLLEGE OFFICES CLOSED
Sept. 2 – Oct. 31 File application for Fall graduation and Certificate of Achievement
*September 12 Last day to drop a full-semester class without a “W” grade
*September 22 Last day to request Pass (P) No Pass (NP) grade
October 17 End of midterm period
October 29 Midterm grades available at http://mycom.marin.edu

November 10 Holiday (Veterans Day) – no classes – COLLEGE OFFICES CLOSED
**November 14 Last day to drop a full-semester class with “W” grade
November 27-29 Thanksgiving break – no classes – COLLEGE OFFICES CLOSED
November 30 Last day for accepting International Student Applications for Spring 2009
December 13 Last day of classes before final examinations
December 15 – 20 FINAL EXAMINATIONS
December 20 Last day to remove an Incomplete received from the previous semester

December 22 – January 16 Winter break – no classes –
January 8 Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30% of term.
** For short term or early/late starting classes, date equivalent to 75% of term.
CREDIT PROGRAM SPRING SEMESTER 2009 ACADEMIC CALENDAR

Beginning January 20 and Ending May 22
Saturday Classes: Beginning January 17 and Ending May 16

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Class days are shaded. Holidays are bold.

Schedule of Important Spring Dates

- **January 16**: California Residency Determination Date
- **January 17**: First day of Saturday Classes
- **January 19**: Holiday (Martin Luther King Jr. Day) – no classes – COLLEGE OFFICES CLOSED
- **January 20**: SPRING INSTRUCTION BEGINS – Day and Evening Classes
- **January 20 – February 8**: Classes may be added with Add Authorization Code (obtain from instructor)
- **February 2**: Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
- **February 2 – March 13**: File an application for Spring graduation and Certificate of Achievement
- **February 13 – 16**: Holidays (Presidents Day weekend) – no classes – COLLEGE OFFICES CLOSED
- **February 17**: Last day to drop a full-semester class without a “W” Grade
- **February 23**: Last day to request Pass (P) No Pass (NP) grade
- **March 1**: Deadline for Cal Grants, M&F Grants and COM Foundation Scholarship applications
- **March 20**: End of midterm period
- **March 27**: Midterm grades available at http://mycom.marin.edu
- **April 13 – 18**: Spring break. – no classes – College offices open Monday – Friday
- **April 24**: Last day to drop a full-semester class with “W” grade
- **May 15**: Last day of classes before final examinations
- **May 16 – 22**: FINAL EXAMINATIONS
- **June 5**: Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30% of term.
** For short term or early/late starting classes, date equivalent to 75% of term.
HOW TO USE THIS CATALOG

The amount of information in the catalog may seem overwhelming at first and the details of enrolling at the college may sound complex. Take it step-by-step to make it easy. The following guidelines will be of help in planning a program at College of Marin. Depending upon your reason for attending college, refer to the following:

1. All students attending College of Marin and completing 60 units may seek a degree.
   (a) Refer to page 47 for general education and other graduation requirements.
   (b) Refer to page 51 for a table of Associate in Arts and Associate in Science degree programs.
   (c) Make an appointment early with a counselor to learn about prerequisites and testing and to help you plan your program.

2. If you are planning to enroll in one of our two-year occupational programs or want to complete a certificate:
   (a) Suggested programs can be found fully described under each discipline offering an occupational program beginning on page 69. Occupational programs are identified by the word “Occupational” listed in the title of the degree.
   (b) Look up these courses in the class schedule that is published before each semester and plan your time schedule.

3. If you are planning to transfer to a four-year college or university after attending College of Marin:
   (a) Refer to requirements for the majors more fully described under each discipline beginning on page 69.
   (b) Refer to transfer information on page 55.
   (c) Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST (www.assist.org).
   (d) Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.

4. If you are planning to enroll in courses for self-enrichment:
   (a) Refer to the listing of courses in this catalog beginning on page 69.
   (b) Refer to the Community Education schedule published quarterly.

5. If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. Dates for registration are listed in the class schedule.
Why Enroll at College of Marin?

There are a variety of reasons for attending College of Marin:

- To acquire a general background in the major areas of knowledge: the humanities, social and behavioral sciences, and natural and physical sciences.
- To benefit from the diverse backgrounds and extensive experience of a faculty committed to providing quality education.
- To receive guidance and assistance from instructors and counselors to plan a program that meets your individual needs.
- To prepare for transfer to a four-year college or university by completing lower division requirements in your major.
- To obtain a certificate or occupational degree offered in a variety of fields.
- To upgrade skills through specific courses offered at the College.
- To take courses for self-enrichment.

History of the College

College of Marin has been a tradition in Marin County since 1926. Known as Marin Junior College, it granted its first associate degrees in the spring of 1929. In 1947, the College was renamed College of Marin. In 1971, the Board of Trustees established the second college of the district and named the new institution Indian Valley College. The college operated in temporary facilities at Hamilton Air Force Base and at the Pacheco School while the campus was under construction. Its first associate degrees were awarded in 1972, and the new campus opened in the fall of 1975. In 1985, the two colleges merged and are now known as College of Marin. Classes are offered on the Kentfield Campus in Kentfield and the Indian Valley Campus in Novato.

College of Marin was founded to serve the educational needs of the residents of Marin County. The two campuses serve a county population of approximately 250,000 residents.

Since its beginning, the College has sponsored university-parallel programs that provide opportunities for students to complete the freshman and sophomore years of study toward the baccalaureate degree before transferring to a four-year institution. The College awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to the associate degree is also offered to prepare students for entry into specific technical or semi-professional fields. Skills Certificates and Certificates of Achievement are awarded in vocational and technical programs.

The College of Marin faculty is firmly committed to excellence in teaching. There are 117 permanent faculty, 19 educational administrators, five classified administrators, and 200 professional, technical, clerical, and service employees serving the 6,770 students enrolled in credit programs. The faculty, administrators, and staff hold degrees representing colleges and universities in some 26 states and foreign countries. Twenty-two faculty members hold doctorate degrees.

A faculty and staff directory is listed in the back section of this catalog.

Accreditation

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Special programs also are accredited by the California Board of Dental Examiners, American Dental Association, the California State Board of Registered Nursing Examiners, and the National League for Nursing Accreditation Commission.


The College is approved for foreign student education by the United States Immigration Services, and veterans’ education by the California Department of Education, Bureau of School Approvals. The University of California, the California State University, and other four-year colleges and universities accept units of credit in transfer courses completed at College of Marin.

Mission of California Community Colleges

Primary missions of the Colleges are to offer academic and vocational education at the lower division level for both recent high school graduates and those returning to school.

Another primary mission is to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Essential and important functions of the colleges include: basic skills instruction, providing English as a Second Language, adult noncredit instruction, and providing support services that help students to succeed.

Fee-based Community Service education is designated as an authorized function.

To the extent funding is provided the Colleges may conduct institutional research concerning student learning and retention as is needed to facilitate their educational missions.
College Administrators

Superintendent/ President  Frances White
Vice President of Student Learning  Anita Martinez
Vice President of College Operations  Albert Harrison
Dean of Arts and Humanities  David Snyder
Dean of Math and Sciences  James Arnold
Dean of Enrollment Services, Interim  Robert P. Balestreri
Dean of Student Development and Special Services, Interim  Nick Chang
Dean of Workforce Development, College and Community Partnerships  Nanda Schorske
Executive Dean of Human Resources and Labor Relations  Linda Beam

DIRECTORS/CHIEF

Director of Academic Services and Articulation  Cari Torres-Benavides
Director of Childcare Programs  Elizabeth Root
Director of Communications and Community Relations  Cathy Summa-Wolfe
Director of Financial Aid  David Cook
Director of Fiscal Services, Interim  Peggy Isozaki
Director of Health Sciences  Rosalind Hartman
Director of Learning Resources  Susan Andrien
Director of Maintenance and Operations  Robert Thompson
Director of Modernization  V-Anne Chernock
Director of Noncredit and ESL Instruction, Contract, and Community Education  Diana Verdugo
Director of Physical Education and Athletics  Matt Markovich
Director of Organizational Development and Planning  Bernard Blackman
Director of Student Affairs and Health Center  Arnulfo Cedillo
Chief Information Officer  Vacant
Chief of Police/Director of Safety  Charles Lacy

Academic Programs

College of Marin integrates its resources and functions to serve community needs. The academic programs are managed by experienced administrators and staff and taught by qualified faculty. All aspects of the College’s programs are reviewed to assure that they meet community and student needs. Recognizing that education is a lifelong process, the College provides educational opportunities for all age groups, including credit programs leading to the Associate in Arts and Associate in Science degrees, academic programs that prepare students to transfer to a four-year institution, and vocational-technical programs that prepare students for specific fields of employment and enable people to upgrade their work skills.

Courses are also offered to meet the curricular needs of disabled, re-entry, and foreign students. For students who need remedial work, there are special programs in English, mathematics and study skills.

The College’s faculty includes published authors, acknowledged scholars, performing actors, dancers, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

College of Marin’s reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in many disciplines such as English, foreign languages, and math. The Distance Learning Program reaches beyond the traditional classroom by offering televised, videocassette, and web-based courses. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in the College catalog, the College website www.marin.edu, the class schedule, and a variety of special mailings.

Class Schedule

College of Marin offers day and evening credit classes both on the Kentfield Campus and the Indian Valley Campus. These classes are usually semester length, although shorter-term classes are frequently offered. The College also schedules summer sessions.

A schedule of classes is available prior to each semester, which lists intended course offerings, instructor assignments, and rooms.

The College also publishes a Community Education schedule quarterly.

Community Education Department

College of Marin’s Community Education Department offers students access to a variety of noncredit (free) and Community Services (fee-based) classes which can assist in achieving personal, educational and professional goals. These classes provide the Marin community with lifelong learning opportunities, a place to prepare for entering college credit and transfer programs and career development classes designed to serve the working adult.
Noncredit Instruction

Noncredit instruction offers free courses for non-native English speakers, parents, older adults and disabled students. These classes include English as a Second Language classes and classes offered through Emeritus College and the Disabled Students Program. For more information, see below.

Community Services

Community Services courses offer Marin residents of all ages a wealth of opportunities for personal development, skills development, cultural enrichment and recreational enjoyment. Thousands of students enroll each year in Community Services classes, which are taught by some of the finest instructors in the country. Courses cover a broad spectrum of interests and disciplines, including art, writing, literature, dramatic arts, music and much more. In order to make offerings as convenient as possible, classes are held on campus, off campus and online. A variety of business, professional and career development classes and workshops, including introductory classes in graphics, software and marketing, are offered for the working population. Throughout the year, courses meeting the continuing education requirements for health professionals are offered in the areas of Nursing and Dental Assisting.

Community Services classes are self-supporting and not funded by taxpayers’ dollars. Prices vary depending on the actual class.

For a complete listing of Community Services classes, including class fees, please visit the website at www.marincommunityed.org

Department phone: (415) 485-9305

Emeritus Program

Programs for older adult students (Emeritus College)

Designed to meet the needs of the County’s older adult student learner population, Emeritus College is a unique program offered as an integral part of the District’s noncredit and Community Services programs. Courses offered through Emeritus College aim to support the principles of quality of life, lifelong learning and creative retirement.

The Associated Students of Emeritus College (ASEC) was created to support and enhance the Emeritus College program. To achieve this goal, members participate in the identification and development of courses, clubs, forums, concerts, lectures and other activities of interest to older adult students. ASEC is a vital part of the College of Marin and an advisory group to Community Education. Members participate in the college governance system and on other college committees and taskforces.

Basic to ASEC is the concept of democratic decision-making and planning, using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

Department phone: (415) 485-9368

English as a Second Language

Intensive English Program

The Intensive English Program is designed for foreign students and residents preparing to enter American colleges or universities. Classes meet 20 hours per week for 16 weeks and provide instruction in all English skills and TOEFL preparation, as well as an introduction to other academic disciplines. The Intensive English Program is fee-based and is offered at the Indian Valley Campus only. Part-time programs (6 or 12 hours) are available for residents, as well as shorter eight-week programs. Students do not receive college credit for the program.

Web address: www.marincommunityed.org
(415)-883-2211, ext. 8579

Noncredit ESL Classes

Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better survive in an English-speaking community. Day, evening and Saturday classes are available for beginning to low-intermediate proficiency levels on both the Kentfield and Indian Valley campuses as well as in San Rafael and Novato. Students take a required noncredit assessment test before registering. There are no fees for these classes.

ESL Office: Harlan Center 101
Web address: www.marin.edu/departments/esl
(415) 485-9642

Credit ESL Classes

Credit ESL classes are offered for college credit to students at intermediate to advanced proficiency levels. Classes at each level focus on grammar, speaking/listening, reading/vocabulary or writing. Early registration is strongly advised.

To enroll in credit ESL classes, students must take a College of Marin ESL Student Success Workshop that includes placement testing, counseling and orientation before enrolling in classes. Students may call the ESL Office or the Counseling Office to sign up for a workshop. Assistance in the application process is available in the Counseling Department. See Section Six of this catalog for course descriptions.

ESL Office: Harlan Center 101
Web address: www.marin.edu/departments/esl
(415) 485-9642
OPORTUNIDADES EDUCATIVAS

College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

Matrícula abierta para todos

Discriminación positiva

De conformidad con el Título IX de las Enmiendas de Educación de 1972, la Ley de Igualdad de Oportunidades en el Empleo de 1972 (Título VII de la Ley de Derechos Civiles de 1964 como ha sido enmendada), la Ley de Derechos de 1991 y la Apartado 504 de la Ley de Rehabilitación de 1974 y la Ley de Americanos con Discapacidades, es norma del Marin Community College District no discriminar contra ninguna persona basándose en su raza, color, religión, edad, sexo, ascendencia, orientación sexual, nacionalidad de origen, estado civil, afección (cáncer), discapacidad física o mental, o condición de veterano de la era Vietnam en todos sus programas y actividades educativas y de empleo, sus normas, prácticas y procedimientos. Los estudiantes tienen derecho a presentar una queja interna o una queja a la Oficina de Derechos Civiles.

College of Marin de conformidad con la Ley de Igualdad de Revelación en Deportes, ofrece información concerniente el funcionamiento de su programa intercolegial de deportes. En la Oficina de Ingresos y Récords, la Biblioteca y el Departamento de Deportes está disponible un informe completo para la consideración del público. La norma 5.004 de College of Marin prohíbe el acoso verbal, físico, vis aplicar una discriminación positiva a todos sus programas y a todos los aspectos del empleo para asegurar igualdad de oportunidades y el logro de una presentación proporcional de miembros idóneos de grupos históricamente insuficientemente representados. La falta de dominio del idioma inglés no será obstáculo para la admisión y participación en los programas de orientación educativa.

Pueden producirse cambios sin previo aviso

Las normas, directrices, disposiciones, procedimientos, honorarios, cursos, horarios y servicios de los estudiantes descritos en esta publicación están sujetos a cambio en cualquier momento sin previo aviso. El Colegio se reserva el derecho de modificar los honorarios, declaraciones y procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación habitual del Catálogo u Horario de Clases.

Coordinador de Título IX/Coordinador ADA/Ejecutivo de Discriminación Positiva/Cumplimiento:
Linda Beam, AC 107/KTD
(415) 485-9504

Coordinador de Apartado 504 (Discapacidad):
David Cook, SS 263/KTD
(415) 485-9405

Coordinador de Género, Equidad:
David Cook, SS 263/KTD
(415) 485-9405

Política de Matrícula Abierta

Es norma del College of Marin que a menos que sea específicamente exento por ley, todos los cursos, parte de un curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estarán completamente abiertos para matrícula y participación de cualquier persona que haya sido admitida al Colegio y que reúna los requisitos esenciales según se hayan establecido con arreglo al Capítulo II, División 2, Parte VI, Título 5 del Código de California.

Números de Teléfono Importantes

Solicite una persona que hable español
Ingresos y records 457-8811, ext. 7722
 Orientación psicopedagógica 485-9432
 Inglés como Segunda Lengua (ESL) 485-9642
 Policía (emergencia) 911
OUR PHILOSOPHY IS “STUDENTS FIRST!”

KAY RYAN
Basic Skills Professor, Poet Laureate

Poet Laureate Kay Ryan has taught basic English skills at College of Marin for more than 30 years. Ryan’s students are often serious, hardworking people in their late twenties or early thirties intent on improving the quality of their lives through learning. Without strong English writing and reading skills, well paying jobs and promotions elude them.

W. ALLEN TAYLOR
Drama Professor, Award Winning Playwright and Actor

“Teach from the heart and the head will follow,” says W. Allen Taylor, an award winning playwright, director and actor who brings his 29+year long award winning acting career to the classroom and the stage at College of Marin. When Taylor is not teaching, he is often acting and directing works throughout the country. Taylor has performed on network television and in regional theaters around the country.

KAZUKO SHIOTA
Japanese Professor

College of Marin students who study Japanese with Kazuko K. Shiota learn more than words, intonation and grammar. Learning Japanese is about learning the culture from which the language springs. Shiota says, “Language is culture.” It is one way Americans can begin to understand the Japanese perspective and diverse ways of the people.

JAMIE TIPTON
English Professor, Author

The best part of teaching, according to College of Marin English Professor, Jamie Tipton, is constantly dealing with a subject that inspires and having the opportunity to share that inspiration. Tipton is the author of numerous works. His most recent historic novel, Annette Vallon (HarperCollins, 2008), landed on the San Francisco Chronicle’s top ten best seller list of Bay Area books.

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