



Substantive Change Proposal: Professional Mariner's Program

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**Orange Coast College
Professional Mariner's Program
Substantive Change Proposal**

A. Brief Description of and Rationale for Proposed Change

Orange Coast College added a new program in Professional Mariner's to prepare students for careers in the maritime industry in Southern California and around the world in private or commercial vessel operations. These vessels include: Large private yachts, Charter yachts, Cruise ships, Passenger ferries, Sport fishing, Commercial fishing, Whale watching, Dive boats, Supply vessels, Work boats, Tug boats, and Commercial shipping. The program was added due to the local workforce needs. Currently, this program represents the only one of its kind in the State of California.

B. New Educational Program

The curriculum for the Orange Coast College Professional Mariner program was developed and is guided by an Advisory Council of maritime industry professionals. During the program's inception, the advisors ranked skills and knowledge based on needs in their industry for hiring entry level crew. Upon completion of the program, there are employment opportunities with competitive salaries. Labor market data from the California Employment Development Department projects an EMT-I and Professional Mariner's job growth rate of between 20% (Sailors and Marine Oilers) and 23% (Captain, Mates and Pilots of Water Vessels) for California by 2018 as outlined in the table below. Additionally, occupation growth information from the Bureau of Labor Statistics is in Appendix I and the Job Skills Assessment and Marine Industry Input – Oct. 4, 2007 is in Appendix II.

California Occupational Employment Projections 2008-2018										
SOC Code	Occupational Title	Annual Average Employment		Employment Change		Average Annual Job Openings			2010-1st Quarter Wages	
		2008	2018	Numerical	Percent	New Jobs	Replace-ment Needs	Total Jobs	Median Hourly	Median Annual
53-5011	Sailors and Marine Oilers	1,500	1,800	300	20.0	30	70	100	\$16.08	\$33,439
53-5021	Captains, Mates, and Pilots of Water Vessels	1,300	1,600	300	23.1	30	50	80	\$30.57	\$63,579

Curriculum includes: career path identification and job search preparation in the maritime Industry, maritime environment, seamanship, marine safety, boat handling, navigation, and boat maintenance. In addition to lecture, most courses include hands-on practical exercises.

The Board of Trustees of Coast Community College District approved the creation of the Professional Mariner's program on June 18, 2008 through the regular Senate established curriculum approval process. The CTE regional consortium approved the program on March 13, 2008. Students enrolled in this program will complete an 18 unit certificate program. The

program was approved by the California Community College Chancellor's Office on February 18, 2009. Approval documents for the program are in Appendix III. Two courses within the certificate, Marine Basic Safety Training (MARA 153) and RADAR Observer (MARA 157), are U.S. Coast Guard approved courses. Future plans (2012-2013) are for this program to meet major requirements for the Associate of Science degree and develop a transfer articulation agreement with the CSU Maritime Institute.

The addition of the Professional Mariner's program complements current course offerings at the college's offsite Sailing Center. The Sailing Center began operation in 1955 as a rent free arrangement with Orange County and the city of Newport Beach. OCC has offered credit athletics programs in crew and sailing since 1950's but disbanded the sailing athletics in the mid 1980's. Credit physical education sailing courses have been offered since the 1950's. OCC had approximately 300 credit students last year at the center. The center also has a variety of not for credit courses (fee based) courses and last year had over 1,700 enrolled. Non-electives were new courses developed for the program. Electives were existing courses. Appendix IV shows the program description, certificate requirements and program outcomes.

This program is consistent and supports our college mission, which includes providing certificates in Career and Technical Education and serving the workforce development needs of the local community as well as general education in physical education and marine safety.

The creation of this program was initially proposed at advisory committees as far back as 2007 and received start up money through the college's Perkins process. The \$31,000 granted in 2008 provided money for all start-up costs, including equipment and specialized software. In 2009 and 2010 the program was also awarded Perkin's funding (\$29K & \$16K respectively). The program relied heavily on the existing facilities and infrastructure at the Sailing Center, including the use of donated vessels. Currently, the program is supported by a mixture of general funds and proceeds from the not for credit offerings at the Sailing Center.

Program Outcomes

Upon completion of the Professional Mariner Level 1 Certificate, the student will have the information, training and practical skills to qualify for work as a deckhand on private yachts or commercial vessels, with the capability to advance in a marine industry career. The student will have earned his/her Standards of Training, Certification and Watchkeeping (STCW) certificate for U.S. Coast Guard Basic Safety Training.

The Professional Mariner student will be able to:

- Communicate verbally and in writing in a clear manner and with correct nautical protocol.
- Identify maritime career paths along with required U.S. Coast Guard licensing requirements.
- Demonstrate safe operation and maintenance of vessels.
- Demonstrate prevention and safety response in First Aid, Personal Survival and Social Responsibility at sea, as well as fire prevention and response.

Course-level student learning outcomes and objectives are clearly stated on the course outlines

of record for each course in the program. The credit / unit values for each course are appropriately based on the standard Carnegie unit adapted for our sixteen- week terms. The course and program SLOs, course objectives, and unit assignments of each course in this program were rigorously reviewed and vetted through the regular curriculum approval process and are in line with the general curriculum standards at OCC.

C. Planning Process – Program Review/Advisory Committees/Perkins

Orange Coast College’s Comprehensive Program Review (CPR) schedules all programs once every three years. The Professional Mariner’s Program is currently undergoing its CPR. In addition to the CPR, the college’s planning process incorporates an Annual Resource Request (ARR) allowing programs to meet their planning needs via program review. The ARR encompasses the following resource areas: Staffing, Technology, Facilities, Staff Development and Other/Supplies. Needs identified in the ARR process are prioritized by the respective wing planning council, executive team and the college’s main planning council (College Council). Needs are also addressed through the Perkins allocation process and ancillary funds through the Sailing Center. All Career and Technical Education (CTE) programs undergo a biennial review that is reviewed by the Coast Community College District Board of Trustees. The biennial review includes a review of current labor market trends, enrollment and outcomes, and is linked to the college’s CPR. The program’s last Biennial Review is located Appendix V.

In addition, the program has an annual review with a well-supported community advisory committee. All campus CTE programs are required to have at least one meeting per year. The Professional Mariner Committee reviews the program outcomes such as job placement, external licensure requirements, and transfer opportunities and makes recommendations for curriculum improvements, necessary equipment and facilities, needs for faculty, potential program improvement funding opportunities (i.e. Perkin’s), and internship opportunities.

Enrollment has increased since the start of program in fall 2008 and the addition of the non-elective courses. In fall 2007 and spring 2008, enrollment was at 140 and 141, respectively. In its first year, program enrollment jumped to 197 in fall 2008 and 219 in spring 2009. Enrollment has continued to increase with enrollment at 247 in fall 2010 and 340 in spring 2011. Additionally, in 2009-2010, the first certificates were awarded at a total of 10. In 2010-2011, certificates awarded increased to 14. The complete enrollment and certificates awarded history is located in Appendix VI.

D. Evidence of Resources

The professional mariner program is a successful addition because of the unique opportunity Orange Coast College has with its Sailing Center facility. The OCC Intercollegiate Sailing and Rowing Base property in Newport Beach is owned by Orange County and leased rent free to the CCCD. The District has been leasing the land since 1953. The current lease, signed by the CCCD Board in 2007, has a 30 year term. The lease stipulates that the site can only be used for public marine related programs. The lease places significant restrictions on non-related rental activity, etc. While the District owns the improvements (buildings, seawall, etc.) the improvements revert to the County upon lease termination. A copy of the lease is on file at the CCCD.

For the past 30 years, the UCI sailing program has leased dock space from OCC. The current annual rental is \$28,000, which is used to offset costs of facility maintenance.

Boats

The OCC Foundation owns 82 donated vessels which are used by the sailing and rowing programs for instructional purposes.

The OCC Marine Program operates 42 instructional and rowing vessels:

- 8 teaching launches (13' to 18')
- 5 large power vessels (29' to 92')
- 3 large sailing vessels (42' to 65')
- 10 keelboats (20' to 30')
- 17 dinghies (11' to 14')

Sailing Center Operating Budget

The Marine Program's annual operating budget is approximately \$1.2M. Fifty percent of the budget is funded by fees from non-credit courses. The remainder of the budget is funded through the Foundation from funds generated by grants, cash gifts, and the liquidation of donated boats and equipment.

Foundation Accounts

Total Foundation account balances for the sailing and crew programs is approximately \$4 million, which is held in 15 accounts for different programs, scholarships, endowments, projects. Most of these accounts have been funded by donors who have made restricted gifts to sailing or rowing programs that particularly interest them.

General Funds:

Credit program instructional cost (approximately \$22,000/semester) is paid from the general fund and described below.

Faculty / Administrators / Staff:

FTEF faculty teaching: Currently the teaching faculty is made up of 3-4 part time faculty and teaching in various areas of specialty. The program has 1 – 1.5 FTEF part time load paid from the general fund. The Sailing Center budget currently pays approximately .1-.2 FTEF in “professional expert” payments to one of our part time faculty in order to provide staffing for non-instructional related program activities.

The college has committed to hiring a full-time faculty member for this program to begin in fall 2012. This position was identified through the program's annual and comprehensive program reviews. This position was prioritized by the division and forwarded to the Instructional Planning Council for ranking. In the meantime, faculty positions are funded through the regular division part-time/overload allocations and will continue to be funded in lieu of a full-time position.

Administration: The program is currently managed under the Physical Education and Athletics division, primarily due to the Sailing Center arrangement with credit athletics and PE courses. The Center manager is at the Director level and manages the site, its classified employees while

the OCC Dean of PE/Athletics manages the credit courses including hiring and evaluation of full and part time faculty. The organizational chart for division is located in Appendix IX.

Staff: The sailing center has 3 permanent classified employees and several hourly staff to maintain the safe operation of the center and assistance to the credit program.

Equipment and Facilities: In addition to the Sailing Center assets mentioned above; the Professional Mariner Program inventory (as of 7/10) of specialized equipment is in Appendix VII.

E. Evidence of Approvals

Approval for creating this program was required and granted from the following bodies:

- OCC Academic Senate Curriculum Committee
- OCC Academic Senate
- Chief Instructional Officer
- Board of Trustees
- Local Coast Guard agency
- CTE Regional Consortium (LA-Orange County)
- California Community Colleges Chancellors Office

The curriculum review and approval process at Orange Coast College is handled through the college Curriculum Committee. The attached Curriculum Packet, Curriculum Committee Minutes and BOT Minutes reflects this local approval process. Approval of the packet by the BOT incorporates approval by all requisite authorities. Appendix IV includes the approvals for this program.

F. Evidence of Fulfillment of Eligibility Requirements

The Accrediting Commission and the Western Association of Schools and Colleges have prescribed 21 eligibility requirements for community and junior colleges. A summary of the eligibility requirements and the impact of this substantive change proposal (if any) on the eligibility requirements follows. Documentation is either included in this substantive change proposal or referenced for each requirement.

1. Authority

In order to be eligible, an institution must be authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

The Professional Mariner program operate under Orange Coast College (OCC) which is authorized to operate as an educational institution and award degrees through governance by the Coast Community College District Board of Trustees, which derives its authority from the California Education Code. The College is regulated by the California Community Colleges Board of Governors, and is accredited by the Western Association of Schools and Colleges as

well as other specialized accrediting agencies.

2. Mission

The institution's educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

The Mission of the Professional Mariner program is to “prepare students for careers in the maritime industry in Southern California and around the world in private or commercial vessel operations. These vessels include: Large private yachts, Charter yachts, Cruise ships, Passenger ferries, Sport fishing, Commercial fishing, Whale watching, Dive boats, Supply vessels, Work boats, Tug boats, and Commercial shipping.” This is consistent with Orange Coast College’s current Mission Statement which includes “certificates and technical education” and was adopted by the Coast Community College Board of Trustees on March 4, 2009. The Mission Statement is clearly defined, is consistent with the College’s legal authorization, and is appropriate to a degree-granting institution of higher education and the constituency it serves. The Mission Statement is included in all class schedules, course catalogs, and the OCC website. The Mission Statement is complemented by a vision statement and a statement of Institutional Commitment that outlines the institutional core areas of student learning outcomes.

3. Governing Board

The institution must have a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board must be ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. The board's membership must be sufficient in size and composition to fulfill all board responsibilities. The governing board must be an independent policymaking body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members must have no employment, family, ownership, or other personal financial interest in the institution. The board must adhere to a conflict of interest policy which assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

The Professional Mariner Program is governed by the Board of Trustees for Coast Community College District (Orange Coast College, Golden West College, and Coastline Community College) is a functioning governing board, bearing the responsibility for the quality, integrity, and financial stability of the institution and for ensuring that the College’s mission is carried out. The governing board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program.

The Board’s membership is sufficient in size and composition to fulfill all Board responsibilities.

The governing board consists of five elected members and a non-voting student member. The voting members are elected at-large by the community and must reside within the District boundaries. The majority have no employment, family, ownership, or other personal financial interest in the institution. The Board adheres to a “Conflict of Interest Policy” that assures that those interests are disclosed, and that they do not interfere with the impartiality of governing body members, or outweighs the greater duty to secure and ensure the academic and fiscal integrity of the institution. The District Board approved the new curriculum and certificate of the Professional Mariner program in June 2008, and also reviews all CTE programs on a biennial basis (see appendix III & V).

4. Chief Executive Officer

The institution must have a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

The College President, Dr. Dennis Harkins, was selected according to District procedures and confirmed by the District Board in December 2009. The President’s primary responsibility is to Orange Coast College, the fulfillment of the College’s stated mission, adherence to federal, state, and local mandates, and Board policies. The President’s most important charge is to lead effectively in fiscal management, long-range planning, achievement of goals, cultivation of human resources, and institutional integrity. The CEO of Orange Coast College approved the Professional Mariner program in April 2008 after review of the College Curriculum Committee.

5. Administrative Capacity

The institution must have sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Orange Coast College, in cooperation with the District office and appropriate faculty and staff, establishes clearly delineated and published standards for fulfillment of administrative duties and responsibilities. Prominent in all screening and selection processes is verification of experience, credentials, and personal and professional capacity to support the College mission and purpose. The President is directly supported by a senior staff consisting of the Vice Presidents of Instruction, Administrative Services, and Student Services. They are supported by deans, directors, managers, and supervisors who are responsible for specific divisions, departments, or operations. The organizational structure is outlined in institutional organizational charts. The administrative staff is sufficient to provide the services necessary to support the institution’s mission and purpose. The Professional Mariner program is administered under the Physical Education & Athletics Division which has under its structure the Sailing Center which has an on-site educational administrator (see Appendix IX).

6. Operational Status

The institution must be operational, with students actively pursuing its degree programs

Orange Coast College is operational, with students actively pursuing its degree programs. Approximately 24,000 students annually enroll at Orange Coast College. This includes full- and part-time students taking credit and non-credit classes at day and evening times. Students are seeking fulfillment of transfer requirements, Associate in Arts or Associate in Science degrees, and completion of certificate programs. A *Class Schedule* is published three times each year and is available online as well as in printed format. The Professional Mariner program is active with enrolled students, courses available and listed in the College Catalog and Class Schedules, and documented graduates who have found employment in the industry. Certificate and enrollment rates can be found in appendix VI.

7. Degrees

A substantial portion of the institution's educational offerings must be programs that lead to degrees, and a significant proportion of its students must be enrolled in them.

The *OCC Catalog* lists all requirements for the Associate in Arts or Associate in Science degrees, Associate in Arts for Transfer degrees, and Certificate of Completion and Certificate of Achievement programs, as well as course descriptions for all credit courses. Students indicate their educational goals as part of the application and registration processes. The majority of students are seeking a degree, a certificate, and/or wish to prepare for transfer to a four-year institution.

Students are provided with several options for fulfilling the requirements for an associate degree at Orange Coast College. Each is designed to meet specific educational goals. Through careful course scheduling and enrollment management strategies, course enrollments meet the strategic goals of the College while meeting student needs through traditional and distance education instruction modes, related to course and degree completion.

The Professional Mariner program is currently a certificate of achievement approved by the California Community College Chancellor's office in 2009 under TOP code 0959.00 "marine technology" with a unique code of 18998. Through program review, the program has identified a goal to seek approval for the certificate units to be applicable as meeting major requirements for an AS degree by the 2013-2014 catalog year.

8. Educational Programs

The institution's principal degree programs must be congruent with its mission, must be based on recognized higher education field(s) of study, must be of sufficient content and length, must be conducted at levels of quality and rigor appropriate to the degrees offered, and must culminate in identified student outcomes. At least one degree program must be of two academic years in length.

The Associate in Arts and Associate in Science degree programs at Orange Coast College are congruent with the College mission. By authorization of the Board of Governors of the California Community Colleges, the College confers the Associate in Arts and Science degrees to those who complete sixty units with a grade of “C” or better in prescribed courses or who prepare to transfer to a four-year institution. Fields of study are recognized as appropriate to higher education and are sufficient in content, length, quality, and academic rigor. Students may complete an associate’s degree within four semester terms by averaging a 15-unit course load, thereby completing their program of study within two years.

The College also awards Certificates of Achievement requiring a minimum of 18 hours, as well as Certificates of Specialization for specifically designed learning activities. The Professional Mariner program is currently a certificate of achievement approved by the California Community College Chancellor’s office in 2009 under TOP code 0959.00 “marine technology” with a unique code of 18998.

9. Academic Credit

The institution must award academic credits based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements must provide appropriate information about the awarding of academic credit.

The College awards academic credits based on generally accepted practices in degree-granting institutions of higher education and in keeping with standards set by the American Association of College Registrars and Admissions Officers. All new courses developed for this program were developed under these guidelines and approved by the College Curriculum Committee in the spring of 2008. Through program review, the program has identified a goal to seek an articulation agreement with the California State Maritime University.

10. Student Learning and Achievement

The institution must define and publish for each program the program’s expected student learning and achievement outcomes. Through regular and systematic assessment, it must demonstrate that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Institutional educational outcomes and objectives for degree and certificate programs are published in the *Orange Coast College Catalog*. All course outlines approved by the Curriculum Committee are required to have clearly stated objectives and learning outcomes. All learning outcomes are assessed a minimum of once per three year cycle. Assessment data provides evidence that students are meeting the outcomes of courses, programs, and institutional learning outcomes. The catalog description, including program outcomes, are included in appendix IV.

11. General Education

The institution must define and incorporate into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component must include demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education must have comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for areas of study required for general education.

Orange Coast College has four patterns of General Education courses (OCC GE for AA, OCC GE for AS, CSU GE, and IGETC) that promote the student learning and personal improvement. Successful completion of the courses will contribute to a better understanding of the broad range of disciplines in which the human search for knowledge and skill training is carried out.

General education courses are listed in the college catalog. All course descriptions are found in the catalog and verification of their quality and rigor is provided. The college's Curriculum Committee approves all courses to be included in general education sequence. Many of the general education courses are taught through online education. The courses are taught in accordance with course outlines of record, with assessment of approved SLOs, regardless of the method of instruction.

Through program review, the Professional Mariner program has identified a goal to seek approval for the certificate units to be applicable as meeting major requirements for an AS degree by the 2013-2014 catalog year.

12. Academic Freedom

The institution's faculty and students must be free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution must maintain an atmosphere in which intellectual freedom and independence exist.

The College respects the academic freedom of faculty and students to examine and test all knowledge appropriate to their discipline or area of major study. The *CCCD Manual of Board Policies and Administrative Procedures* clearly defines the College's commitment to encourage and protect academic freedom (BP 4030). This commitment to academic freedom is also stated in the collective bargaining agreement (article VI) as well as the *Faculty and Staff Handbook*.

13. Faculty

The institution must have a substantial core of qualified faculty with full-time responsibility to the institution. The core must be sufficient in size and experience to support all of the

institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

As of fall 2010, 213 full-time faculty teach 63% of all courses offered; 543 part-time faculty teach 37% of all courses offered. All full-time faculty names and degrees are published in the *OCC Catalog*. Replacements of faculty and new faculty positions are based on institutional data, including program review. Faculty meet the teaching and hiring requirements of Title 5 and are substantially qualified and experienced to support the College's educational programs and mission. The Professional Mariner program is currently being staffed by part-time faculty; however the College has prioritized the hiring of a tenure-track full time position. This position is currently advertised and if a successful candidate is found will start in the fall 2012 semester.

14. Student Services

The institution must provide for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Student Services provides comprehensive services and development programs consistent with student characteristics and the institution. Such services and programs are outlined in the *OCC Catalog*, the student matriculation guide, and other student resources. Included are special programs for learning disabled, re-entry, and educationally and economically disadvantaged students. Campus centers are in operation for transfer, international students, and assessment processes. A full program of student life includes clubs and leadership opportunities for a diverse student population. Student characteristics are reviewed each semester. Students in the Professional Mariner program are made aware of student services and they have classes both on campus and at the Sailing Center in Newport Beach. Students at the Sailing Center have access to OCC staff, computers and wifi to support their student services and academic needs.

15. Admissions

The institution must have adopted and must adhere to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

Admission policies are consistent with the College's mission and specify the qualifications of students appropriate for all programs. Admissions information and requirements are published in the *OCC Catalog*. Applications are readily available and can also be found on the home page of the OCC website. The Professional Mariner program uses the same admission policies as all other campus credit programs.

16. Information and Learning Resources

The institution must provide, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

The new Orange Coast Library opened in 2008. The library, situated on the west side of the campus, anchors the college as the single largest building with over 80,000 square feet. The library provides traditional research support services, an extensive collection of books, serials, media resources as well as study rooms, computer labs, and viewing rooms. Additionally, The John R. Clark Computing Center includes the largest campus open computing lab and nine computer classrooms. The Online Learning Program is dedicated to the support and development of computer-assisted and online learning. Additional learning resources include the OCC Student Success Center which offers one-stop tutoring and supplemental instruction for all disciplines and levels of instruction. The college also has an extensive Career Services program that includes an internship program and tracking of all career/technical advisory committee activities. Internet access is available to faculty, staff, and students, including campus-wide wireless internet access at the main campus and Sailing Center. There is sufficient access to information and learning resources and services to support the College mission and its educational programs. Professional Mariner students have access to all these college resources either at the campus or online. In addition, have access to The Sailing Center's Nautical Research library, which is stocked with marine reference books and charts to enhance nautical knowledge.

17. Financial Resources

The institution must document a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

The funding base, financial resources, and plans for financial development are adequate to support the College mission and educational programs. The College budget is part of the Coast Community College District budget model. Copies of the District and College budget are available and are reviewed regularly along with the status of state resources. District-wide quarterly reports are presented to the governing board in public session. Section 3.D of this document details the financial support for the Professional Mariner program. Additionally, the College has committed a tenure-track faculty position to the program which is a significant measure of institutional support.

18. Financial Accountability

The institution must undergo an audit annually and make available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution must submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor

employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process.

Orange Coast College, as part of the Coast Community College District, demonstrates financial accountability through the findings of an independent auditor secured by the governing board. The independent auditor report is presented annually to the governing board in public session. In addition, the District retains an internal auditor to serve District colleges and make regular reports to the CCCD Board. In all fiscal matters, the College and Professional Mariner program adheres to Board-approved policies and procedures.

19. Institutional Planning and Evaluation

The institution systematically must evaluate and make public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution must provide evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution must assess progress toward achieving its stated goals and make decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation

Orange Coast College recently completed its last three-year master plan (2008 – 2011). The college has finalized its new Educational Master Plan, which includes revised college goals and strategic objectives, and covers a five year period (2011 – 2015). The foundation for the college's master plan was our district goals, college planning assumptions, internal and external scans, and results from program review, which analyze a variety of student achievement data and integrates student learning outcomes assessment. The master plan is the overarching plan that guides the development of the college's supplemental plans, such as the Technology Plan, which is currently under revision.

Program review is not only a foundation for our master plan, but is the foundation for the college's planning process. An institution-wide system for program review is in place with a three-year cycle; with program review validation processes formally established for both instruction and student services. Needs are assessed in program review every three years and are reviewed annually. Programs are asked to specifically address needs in the following areas: technology/equipment, facilities, staffing, staff development and other needs linked to plans. These needs, linked to data analysis and outcomes assessment, are integrated into the college rolling three-year plans and prioritized for resource allocation.

The Professional Mariner program is in process this academic year in completing its program review. The program has annual Community Advisory Committee review and has been successful in obtaining Perkins program improvement funding. Additionally, the program

completes its Coast Community College District biennial review, which is integrated into program review.

20. Public Information

The institution must provide a catalog for its constituencies with precise, accurate, and current information about the college in general, requirements, major policies affecting students, and documentation.

Orange Coast College provides a print and online catalog with current information regarding the college mission statement, course, program, and degree offerings as well as the academic calendar and length of programs, acceptance of transfer credits, and requirements regarding the refund of fees. The Professional Mariner program catalog description is included in appendix IV. Other pertinent information contained in the college catalog includes student financial aid, available learning resources, names and degrees of faculty, administrators, and the governing board. Admission requirements, board policies and administrative regulations affecting students such as student conduct (BP 3902), student grading policies (BP 4232), prohibition of harassment and discrimination (BP 3902) and complaint procedures are included in the catalog. The college catalog is reviewed annually and updated as college and district policies and regulations are revised. Some of the aforementioned information is also provided in print and online form in the schedule of classes.

21. Relations with the Accrediting Commission

The institution must provide assurance that it adheres to the eligibility requirements and accreditation standards and policies of the commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities. The institution must comply with commission requests, directives, decisions and policies, and must make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the commission to impose a sanction, or to deny or revoke candidacy or accreditation.

Orange Coast College and the Coast Community College District Board of Trustees provide assurances that the institution adheres to the eligibility requirements and accreditation standards and policies of the Commission. The institution describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

G. Evidence of Fulfillment of Accreditation Standards and Commission Policies

Orange Coast College continues to fulfill all of the accreditation standards with the addition of the Professional Mariners Program. Moreover, we believe that the change is a benefit and will enhance our abilities to serve our students, community and local labor market.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

Orange Coast College's Mission Statement is based on the campus' goal of enhancing student learning and contributing to the community's needs for lifelong learning. The College has long prided itself on its commitment to close teaching and learning relationships, as indicated by the Institutional Commitment accompanying the Mission Statement. In this statement, the College commits itself philosophically to providing a "learning community" for its students and to emphasizing institutional student learning outcomes characterized by four core outcome areas: Communication, Thinking Skills, Global Awareness, and Personal Development and Responsibility. The Mission Statement, Vision Statement and its accompanying Institutional Commitment were further modified during the 2005-2006 academic year to include the Associate in Science degree, endorsed by the College, and approved by the Board of Trustees in spring 2006. The vision and mission statements are reviewed tri-annually. Most recently, they were reviewed by the College Council in May 2011 - February 2012 as part of the college's master planning process.

OCC's Mission Statement:

Orange Coast College is committed to student learning and personal improvement. We provide associate degrees, transfer preparation, certificates in career and technical education, as well as instruction in basic skills and English as a Second Language. The college serves the economic, and workforce development needs of the local community and develops globally aware citizens.

Our Mariner's program helps us to achieve this mission by offering a certificate that is a justified by the needs of our local labor market. Additionally, this certificate is not offered by other local colleges and portions of the curriculum meet US Coast Guard basic safety and RADAR observer training requirements.

The College aligns its student learning programs and services with its intended student population by various means. Comprehensive statistical research analyzing student demographics is compiled annually by the College Office of Institutional Research in the Orange Coast College Atlas. Data in the Atlas tracks trends in several aspects of student demographics, ranging from diversity to educational goals, overall success, and retention rates. Additionally, the college's main planning council, the College Council, analyzes internal student and external community data to develop planning assumptions to help guide the college's planning processes. This analysis addresses the college's intended student population. In order to facilitate ongoing

assessment of student learning needs, this data regarding the College student population is shared each semester with major committees such as Administrative Cabinet, Academic Senate, Vice Presidents' Council, Student Services Council, and the Instructional Deans' Council to use in ongoing evaluation and planning for programs and services.

In addition to program and curriculum development, OCC has expanded various services to meet the needs of its students:

- Student Financial Aid now supplements regular office hours with online applications and has installed a computer access area.
- The Registration Office provides in-person and telephone registration as well as assistance for students petitioning classes. Online registration and orientation is available.
- The Tutoring Center offers peer and faculty tutoring and has recently expanded the number of tutors including *SmartThinking* an online tutoring service is available for all students.
- The Admissions Office now accepts online applications and has further streamlined the admission process by modifying application dates to accommodate a more streamlined student admission process.
- A comprehensive set of resources is located at the Sailing Center, including a nautical library to support the curriculum.

Other responses to students' needs, according to the Mission Statement, include the expansion of the College's online course offerings and increased computing support to accommodate a growing demand for technology-based teaching and learning. Since the last accreditation report, the College has developed a significant number of wireless "hot spots" across the College campus where students can access the Internet and use laptops. This includes the Sailing Center, where the courses for this program are offered. The Admissions Office has posted registration information online and provides online registration. Therefore, students taking courses at the Sailing Center have access to all materials that students on the main campus have. Additionally, the Sailing Center staff are available to assist students as needed.

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support students learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Orange Coast College has a long tradition of open communication and self-reflective dialogue about student learning. The College is increasingly moving toward a "culture of evidence" in

which this dialogue is bolstered by ongoing assessment and statistical review. Orange Coast College has several campus committees specifically focused on the continuous improvement of student learning, all of which are open to the campus community. Key committees to strengthening online learning are Academic Senate, College Budget Committee, College Council, Curriculum Committee, Facilities Planning Committee, Instructional Planning Council, Program Review, Staff Development Steering Committee, Student Learning Outcomes Assessment Council, and Technology Committee.

All courses and programs including the Professional Mariner's courses and certificate have Student Learning Outcomes (SLO) are assessed on a regular three year cycle and the results are integrated into the Comprehensive Program Review (CPR). Assessment is completed in each Department or individual courses. The program completes CPR every three years that is aligned with the SLO three-year cycle. The program's three-year goals developed in CPR are incorporated into the three-year instructional wing plan and are aligned with the college's EMP goals and objectives. Resource allocation is determined by the prioritization of needs based on wing plans.

Standard II - Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.

Orange Coast College's Comprehensive Program Review (CPR) schedules all programs once every three years. The Professional Mariner's Program is currently undergoing its CPR. In addition to the CPR, the college's planning process incorporates an Annual Resource Request (ARR) allowing programs to meet their planning needs via program review. The ARR encompasses the following resource areas: Staffing, Technology, Facilities, Staff Development and Other/Supplies. Needs identified in the ARR process are prioritized by the respective wing planning council, executive team and the college's main planning council (College Council). Needs are also addressed through the Perkins allocation process and ancillary funds through the Sailing Center. All Career and Technical Education (CTE) programs undergo a biennial review that is reviewed by the Coast Community College District Board of Trustees. The biennial

review includes a review of current labor market trends, enrollment and outcomes, and is linked to the college's CPR.

Monitoring Outcomes:

- The US Coast Guard approves and reviews certain curriculum and facilities related to safety training and radar courses. Courses and facility are audited every five years.
- The program compliance falls under the same requirements as all CTE programs at OCC, which includes:
 - Biennial Coast Board of Trustees CTE review
 - State Core Measure accountability (for Perkins eligibility)
 - OCC Program Review (every 3 years)
 - Annual Advisory Committee (described above)
 - Course and program student learning outcomes assessment (minimum of every 3 years).

B. Student Support Services

The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success. The institution systematically assesses student support services using measures in order to improve the effectiveness of these services.

Student services have evolved over the past five years to accommodate the demand for online access to these services. Most of our student services are now available online to meet the needs of all students. Student services offers a robust set of online services, including admissions, orientation, counseling, and financial aid. Many of our student services are available online, including counseling, orientation, financial aid, admissions and registration. All of our student service units participate in the program review process, along with academic departments. In addition, an annual general student satisfaction survey is conducted that is used to evaluate our student support services. The survey is conducted online. The Professional Mariner's students, in addition to the above services also have staff at the Sailing Center that are available to assist with student needs such as with the nautical library and access to network computers for online resources such as enrollment services.

The College catalogue including precise, accurate, and current information about Orange Coast College is available electronically at www.orangecoastcollege.edu/academics . No special fees are required for online courses and the same major policies apply to online and face-to-face students. All policies are included in the catalogue and at the OCC website.

C. Library and Learning Support Services

Library and other learning support services for students are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and

collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to students so that library and other learning support services may be used effectively and efficiently. The institution systematically assesses these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.

Learning support services at Orange Coast College include the OCC Library; computing resources such as the John R. Clark Computing Center, the Hoag Multimedia Lab, and learning technology development and training; and learning resources such as the Tutorial Center, the Math Center, the Literature and Languages Division Resource Center, and the Counseling Career Lab and Library. The Sailing Center has a nautical library to further support this program. The nautical library is open during the seven days/week Sailing Center operational hours (M/W 9a-5:30p; T/TH 9a-7:30p; S/Su 9a-2:30p) and students can check out materials, including DVDs, nautical charts, and books. The center library also has networked computers for student use.

The OCC library contains over 100,000 titles of books, periodicals, DVD's, CD's, world language CD's, eBooks, and ESL materials. This includes 100,040 volumes (92,835 titles) in the circulating and reference collections combined 11,978 electronic books, and 524 periodical titles including 271 active subscriptions. These are in addition to a variety of audiovisual materials, electronic resources, an archival collection, and a full-text electronic periodical and textual collection spread out over a host of databases accessible through MyOCC.

The library has many departments but the major one of interest to online learning is the Online Services Department which coordinates all facets of the library's electronic environment including the addition, renewal, maintenance, and campus advertising of the electronic resources (online databases) for the library program. The review of new databases, statistical analysis of current database usage, and recommendations for the continual updating and addition of new electronic resources also resides within this department. The library currently has active subscriptions to the following electronic databases: Academic One-File(InfoTrac), Britannica Online, Expanded Academic ASAP, Lexis-Nexis Academic, CQ Researcher, Opposing Viewpoints, Health & Wellness Resource Center, Health Reference Center, PsycInfo, Literature Resource Center and Access Science. The library has also purchased three comprehensive e-books collections to support online courses. The online services librarian also maintains the library's automation program, the online public access catalog (OPAC), and security for the overall library electronic systems. Further, this department is responsible for maintaining the library's web and portal sites as well as all software replacement, maintenance, installation, and assessment that may be required for library operations. This department includes one full-time faculty librarian who also serves as liaison to the Cal-West Consortium Systems Advisory Group.

The reference librarian is available to individual students. Students can also request librarian assistance through Ask-A-Librarian to answer reference questions via e-mail.

Standard III - Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

The creation of this program was initially proposed at advisory committees as far back as 2007 and received startup money through the college's Perkins process. The \$31,000 granted in 2008 provided money for all start-up costs, including equipment and specialized software. In 2009 and 2010 the program was also awarded Perkin's funding (\$29K & \$16K respectively). The program relied heavily on the existing facilities and infrastructure at the Sailing Center, including the use of donated vessels. Currently, the program is supported by a mixture of general funds and proceeds from the not for credit offerings at the Sailing Center.

A. Human Resources

The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resources planning is integrated with institutional planning.

Orange Coast College has an institutional commitment and an organizational structure to assure its employee selection process is fair and well publicized. There is sufficient dialogue in the process as evidenced by the various hiring committee structures for classified, faculty, and administrative hiring. Job descriptions are reviewed by campus hiring committees and published in printed form, on the web, and in advertisements. Faculty degrees are evaluated for their relevance to the subject matter, and if an equivalency is requested, faculty committees and department deans review each request.

The college's program review process evaluates the Professional Mariner's program. Enrollment, scheduling, success, retention and student learning outcomes assessment for all modalities are a required part of the program review process and directly guide the assessment of needs and development of goals. The needs assessed in the program review process include: technology/equipment, facilities, staffing, staff development and other needs linked to plans. Needs are assessed in program review every years and are reviewed annually. Faculty hiring is conducted annually, linked to the program review process and prioritized by the Instructional Planning Council then forwarded to the College Council whom makes a recommendation to the President. For 2012-2013 faculty hires, the Professional Mariner's program has requested one

full-time faculty member and is currently being ranked for hiring through OCC's process. Classified and management follow a similar process, but is not an annual process. Qualifications for faculty in this program follow the same processes and procedures for all faculty hires. Additional qualifications for this specialized position include maritime licensure and approval by the National Maritime Center.

B. Physical Resources

The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

Equipment needs for the Professional Mariner's program as well as faculty and staff, are identified through the comprehensive (three-year) or annual (interim) program review process. Needs for equipment are included in the instructional wings three-year strategic plan. Needs are prioritized by the Instructional Planning Council and forwarded to the College Council for college-wide prioritization. Facilities needs follow a similar process, but are also prioritized by the Facilities Committee. The equipment (Appendix VII) and facilities needs specific to this program are met by the unique characteristic of the College having a presence on Newport harbor. The OCC Intercollegiate Sailing and Rowing Base property in Newport Beach is owned by Orange County and leased rent free to the CCCD. The District has been leasing the land since 1953. The current lease, signed by the CCCD Board in 2007, has a 30 year term. The lease stipulates that the site can only be used for public marine related programs. The lease places significant restrictions on non-related rental activity, etc.

C. Technology Resources

Technology Resources are used to support student learning programs and services and to improve institutional effectiveness. Technology planning is integrated with institutional planning

The major committee designated to integrate technology planning with institutional planning is the Technology Committee. The Senior Director of Information Technology currently co- chairs this committee along with an elected faculty member. It is a campus-wide committee, including faculty, staff, and students, with representatives from all campus areas: Instruction, Administrative Services, Student Services, and the President's Wing. This committee annually reviews the technology resource requests from program review. The committee developed the college's Technology Plan, integrating trends from the technology field, planning assumptions and program review. The Technology Plan has been revised to support the master plan. The plan is monitored annually by the Technology Committee. As the Professional Mariner's program is part of the college's program review and planning process, program needs are integrated into technology planning.

D. Financial Resources

Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides reasonable expectations of both short-term and long-term financial solvency. Financial resource planning is integrated with institutional planning.

Currently, the program is supported by a mixture of general funds and proceeds from the not for credit offerings at the Sailing Center.

Sailing Center Operating Budget

The Marine Program's annual operating budget is approximately \$1.2M. Fifty percent of the budget is funded by fees from non-credit courses. The remainder of the budget is funded through the Foundation from funds generated by grants, cash gifts, and the liquidation of donated boats and equipment.

Foundation Accounts

Total Foundation account balances for the sailing and crew programs is approximately \$4 million, which is held in 15 accounts for different programs, scholarships, endowments, projects. Most of these accounts have been funded by donors who have made restricted gifts to sailing or rowing programs that particularly interest them.

General Funds

Credit program instructional cost (approximately \$22,000/semester) is paid from the general fund and described below. With the addition of a full time faculty member on general funds, the support beginning in academic year 2012 will increase.

Standard IV - Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

Orange Coast College has followed all written policies and procedures in the development of its educational offerings including curriculum development and revision, program development,

hiring, faculty evaluation, student learning outcomes assessment, and program review. The development of curriculum is within the purview of the faculty members and is overseen by the Curriculum Committee, a standing committee of the Academic Senate. The Professional Mariner's program is part of the college's strategic planning and decision making process through program review and its participation in the Instructional Planning Council.

All students receive a syllabus no later than the first week of classes that clearly states the student learning outcomes for the course. The syllabus and other course information is available to students and serves as the primary means of informing students. Other means of communicating the respective role of students is the course catalog which contains all academic and student service policies and regulations and is available online.

Deans oversee the peer evaluation process for faculty within the disciplines in their departments. This process allows students to participate in the evaluation of instructors as well as the faculty members participating as peers. Evaluations assure quality instruction. Student learning outcomes are addressed as appropriate during this process.

All courses have established student learning outcomes which are assessed at least once during each three-year program review cycle. The faculty members must demonstrate how the assessment leads to program improvement.

B. Board and Administrative Operation

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution.

The Chancellor has worked with the Board Accreditation Committee, Board Clerk, Board President, and the Chancellor's Cabinet to develop formalized evaluations of policies and procedures so every existing Board policy will be reviewed on a regular cycle. The first full cycle of comprehensive reviews and revisions of all Board policies will be completed in spring 2012. Included in this review are the 030 policies that refer to educational programs and student relationships. Educational programs broadly include all course and program development, including online courses.

Additionally, the Vice Chancellor of Educational Services and Technology reviews all curriculum submissions from the college and then forwards to the Board for approval. All courses, including online courses, are reviewed for curriculum updates on a three year program review cycle.

The Board is committed to integrated, strategic planning and has approved the Vision 2020 Mission, Vision and Values statements in Appendix H. These statements serve as the foundation

for the Orange Coast Educational Master Plan. The Vision 2020 statements have been further developed into 13 goals. These goals are:

1. Develop and enforce student-centered and student-first attitudes, processes, decisions, policies and culture.
2. Increase student success rates by adopting proven best practices and program designs.
3. Increase access and success to meet the changing students' needs of our community.
4. Provide leadership in addressing regional workforce training and development needs.
5. Embrace and increase the diversity of faculty, staff, administration and curriculum.
6. Invest in the professional and leadership development of all staff.
7. Create an institutionalized practice and culture of evidence in decision making.
8. Encourage and support creativity, flexibility and innovation.
9. Engage and invest in entrepreneurial activities to increase and diversify revenue streams.
10. Maximize the appropriate and strategic utilization of technology.
11. Enhance international educational learning opportunities for students, faculty and staff.
12. Achieve long-term financial stability and decrease reliability on state funding.
13. Strengthen and increase strategic alliances and partnerships in local and global communities.

Examples of how the Professional Mariner Program fulfills these goals by (numbers below refer to goals above):

#4 – The program is meeting industry demands by graduating students for employment and internships in the local (Newport, Huntington Beach, and Long Beach harbors) shipping industry, local businesses such as boat charters, fishing industry, tourism, and industry certifications and licensure standards.

#6 – The program is investing in professional leadership development of its faculty and staff by keeping up to date on all the qualifications for its instructional program, sending key faculty and staff for training, providing real-world leadership (captaining) on sailing and power vehicle operation, and hiring professional experts to update safety training.

#8 – OCC has encouraged and supported the development of this innovative program as evidenced by prioritizing Perkins funding to this project and by the recent acquisition of a 92' twin engine yacht (Nordic Star) to function as a working lab.

#9 & 12 – This program has a unique relationship with the Sailing Center which can maximize utilization of a center that is self-supporting with not for credit courses. In addition the

program's acquisition of the Nordic Star will help to diversify revenue streams with the planned entrepreneurial activities (Appendix VIII for Nordic Star Proposal) for chartering.

#13 – We have strengthened and increased our strategic alliances and partnerships in the local and global communities. There is very strong support from the program's Advisory Committee (Appendix II) which is represented by many in the local industry. In addition, the recent addition of the *Nordic Star* has had widespread notoriety as evidenced by someone on the East Coast wanting to donate an even bigger yacht to the College. We had to decline this East Coast offer because our dock is simply not large enough to accommodate it.

Appendix I

U.S. Department of Labor Bureau of Labor Statistics

Occupational Outlook Handbook
www.bls.gov

Water Transportation Occupations

Sailors or *deckhands* operate the vessel and its deck equipment under the direction of the ship's officers and keep the nonengineering areas in good condition. They stand watch, looking out for other vessels and obstructions in the ship's path, as well as for navigational aids such as buoys and lighthouses. They also steer the ship, measure water depth in shallow water, and maintain and operate deck equipment such as lifeboats, anchors, and cargo-handling gear. On vessels handling liquid cargo, mariners designated as *pumpmen* hook up hoses, operate pumps, and clean tanks; on tugboats or tow vessels, they tie barges together into tow units, inspect them periodically, and disconnect them when the destination is reached. When docking or departing, they handle lines. They also perform routine maintenance chores, such as repairing lines, chipping rust, and painting and cleaning decks or other areas. Experienced sailors are designated *able seamen* on oceangoing vessels, but may be called simply deckhands on inland waters; larger vessels usually have a *boatswain*, or *head seaman*.

JOB OUTLOOK

Employment in water transportation occupations is projected to grow faster than average. Good job opportunities are expected.

Employment change. Employment in water transportation occupations is projected to grow 16 percent over the 2006-2016 period, [faster than the average](#) for all occupations. Job growth will stem from increasing tourism and growth in offshore oil and gas production. Employment will also increase in and around major port cities due to rapidly increasing international trade.

Employment in deep-sea shipping for American mariners is expected to remain stable. A fleet of deep-sea U.S.-flagged ships is considered vital to the Nation's defense, so some receive Federal support through a maritime security subsidy and other provisions in laws that limit certain Federal cargoes to ships that fly the U.S. flag.

Employment growth also is expected in passenger cruise ships within U.S. waters. Vessels that operate between U.S. ports are required by law to be U.S.-flagged vessels. The staffing needs for several new U.S. flagged cruise ships that will travel to the Hawaiian Islands will create new opportunities for employment. In addition, increasing use of ferries to handle commuter traffic around major metropolitan areas should increase employment.

Some growth in water transportation occupations is projected in vessels operating in the Great Lakes and inland waterways. Growth will be driven by increasing demand for bulk products, such as coal, iron ore, petroleum, sand and gravel, grain, and chemicals. Since current pipelines cannot transport ethanol, some growth will come from shipping ethanol.

Problems with congestion in the rail transportation system will increase demand for inland water transportation.

Job prospects. [Good job opportunities](#) will result from growth and the need to replace those leaving the occupation. Most water transportation occupations require workers to be away from home for extended periods of time, causing some to leave these jobs.

Maritime academy graduates who have not found licensed shipboard jobs in the U.S. merchant marine find jobs in related industries. Many academy graduates are ensigns in the Naval or Coast Guard Reserve; some are selected or apply for active duty in those branches of the Service. Some find jobs as seamen on U.S.-flagged or foreign-flagged vessels, tugboats, and other watercraft or enter civilian jobs with the U.S. Navy or Coast Guard. Some take land-based jobs with shipping companies, marine insurance companies, manufacturers of boilers or related machinery, or other related jobs.

PROJECTIONS DATA

Projections data from the National Employment Matrix							
Occupational title	SOC Code	Employment, 2006	Projected employment, 2016	Change, 2006-16		Detailed statistics	
				Number	Percent		
Water transportation occupations	53-5000	84,000	98,000	14,000	16	PDF	zipped XLS
Sailors and marine oilers	53-5011	33,000	38,000	5,200	16	PDF	zipped XLS
Ship and boat captains and operators	53-5020	37,000	43,000	6,300	17	PDF	zipped XLS
Captains, mates, and pilots of water vessels	53-5021	34,000	40,000	6,000	18	PDF	zipped XLS
Motorboat operators	53-5022	3,000	3,300	300	11	PDF	zipped XLS
Ship engineers	53-5031	15,000	17,000	2,100	14	PDF	zipped XLS
NOTE: Data in this table are rounded. See the discussion of the employment projections table in the <i>Handbook</i> introductory chapter on Occupational Information Included in the Handbook .							

Appendix II

Professional Mariner Program, Orange Coast College

Advisory

Job Skills Assessment and Marine Industry Input – Oct. 4, 2007

Summary Report

The objective of the Professional Mariner Program is to prepare students for careers in the marine industry and to supply well qualified applicants to fill the needs of marine industry employers. The Professional Mariner Program will provide the information, training and practical skills to qualify the student to work as deckhand on private or commercial yachts and commercial vessels and workboats. Students completing the program will receive a Professional Mariner Program Certificate from Orange Coast College. This program will be evaluated by the level of employment obtained by the students upon completion of the Professional Mariner Program and the satisfaction of their employers.

On October 4th, 2007 the Marine Activities Department of Orange Coast College held a meeting of marine industry employers to assess the knowledge and skills they like to see in a deckhand employee. There was unanimous & enthusiastic support for the proposed Professional Mariner Program. Many said that there currently are not enough qualified applicants for marine jobs.

The assessment portion of the meeting was led by Dr. Ann Beheler, Dean of Business, Computing and Career Services using a skill & knowledge set prepared by Mary Menninger, Program Coordinator for the Professional Mariner Program. The meeting was held at the School of Sailing & Seamanship of Orange Coast College. Eighteen people from the marine industry participated in the job skills assessment. There was some very valuable discussion on many of the points. The attendees represented a broad spectrum of marine industry employers.

Attached are lists of knowledge and skills, ranked by the marine industry votes. These results are being used directly in developing the course outline and curriculum for the Professional Mariner Program courses.

Attachments:

1. Professional Experts - Oct 4 mtg attendance
2. Knowledge ranked
3. Skills ranked

Professional Experts Meeting

4 Oct. 2007

For Professional Marine Certificate

Professional Expert Attendees:

Rick Nichols, Mar Vista Maritime Technologies Academy

STCW teaching & advanced AB and Engineering MMD, summer internships

Casey Jones, Balboa Island Ferry

5 captains each day, 6 on weekends. Starting point for deckhands looking for sea time for license

Rick Litchfield – Capt. Motor Yacht “Mercedes”

lots of crew turnover due to lack of proper training

Brian Kfoury –

Cal Maritime Grad, private yachts, Seattle Maritime, Commercial offshore work

Patrick Baranic, Deckhand Supervisor, – Catalina Express –

Internal training but is looking to shorten that training process w/a program

Captain Joe Cicciola – Owner operator and on board of directors for Sport Fishing Association of Ca.

Turnover is prevalent w/deckhands coming and going. Boats run 6-7 mos year so difficult to hire full time crew. Presently most come on as young crew, and then rise up through the ranks. Pinhead program lost officially due to child labor. 16 is minimum and 16 – 18 limited hours due to labor laws. Jr. College age would be big help. Training would be lessened through our program. 200 members from Morro Bay south (Sport Fishers)

Norris Tap – Davey’s Locker

Boat maintenance, electrical and systems maintenance. Deckhands move up and migrate from Sport Fishing. As a Captain, would like to hire crew with experience & knowledge..

Rob Wallace – Delivery Captain

Crew members are hard to find. Many are not skilled. Looking for crewmember who knows what to do w/o being told.

Mark Silvey – Newport Marine Services

Preventive yacht maintenance company – teaches Captains takes 2 years to train. Boat savvy is very important. He deals w/captains, engineers that aren’t properly trained.

Bruce Brown – Manufacturer’s Rep in recreational and commercial field. VP of S Cal Marine Association & Pres of US Marine Safety Association.

SCMA established a scholarship of family members who are involved in the SCMA. Trade associations want to see the training and will support it.

Bob Gregory – Foss

Increase potential hiring. They need AB and STCW certificates.

Scott Culver – Foss & OCC

Sees need for hiring. Program will help w/training of experienced w/sea time etc. Cross over from fishing and other industries who either have no license or need higher license.

Mark Waddington – Captain, Sailing Vessel, “Toule More” and American Sail Training Association

Operating since 2001 – Need 200 ton mates and 4 ABS. High turnover rate.

Paul Hendriks – Foss

Graduated Pin head. Relies heavily on Fishing industry from deckhands etc for apprenticeship programs. Looking for more ways to attract people to the boating industry.

Robin Smith – Crew Network – seven offices world wide.

She recruits entry level crew. FL – has the name association w/the big boats, etc. Robin works mostly w/ the less experienced crew. Looking for someone who is trained and spent the time for training.

Cynthia Hovey – Professional Yacht Captain. Runs yachts – multimillion dollar yachts and need trained crew. She runs 100’ yachts husband, wife, 1 or 2 crew. Need deckhands, servers, heads and beds, interaction w/guests, polished crew. Long term crew is desired. Too many crew is just short term – ‘heading to Hawaii and I need crew now’. She & husband have been in FL and Caribbean for years. Run both sail and power. West Coast emerging market. Presently behind FL in pay and trained crew.

Vic Peterson, Delivery Captain

OCC attendees:

Barbara Bond – Dean of Physical Education

Ann Beheler – Dean of Business, Computing and Career Services

Dejah Swingle - Career Development Grant Coordinator

Rena Quinonez - Counseling Guidance

Brad Avery – Director of Marine Activities

Karen Prioleau – Adventure Sailing Coordinator

Mary Menninger – Professional Mariner Program Coordinator

Appendix III

California Community College Chancellor's Office Approvals

Application Date

6/15/08. Board



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Professional Mariner Program PROPOSED PROGRAM TITLE	Brad Avery CONTACT PERSON
Orange Coast College COLLEGE	Director, Marine Programs TITLE
Coastline Community College District DISTRICT	949-645-9412 PHONE NUMBER
Fall 2008 PROJECTED PROGRAM START DATE	brad@occsailing.com E-MAIL ADDRESS
GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):	
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER	
TYPE OF PROGRAM (CHECK ALL THAT APPLY):	
<input checked="" type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: <input checked="" type="checkbox"/> 18+ semester (or 27+ quarter) units <input type="checkbox"/> 12-18 semester (or 18-27 quarter) units	

should be checked? not sure

Should be 0959.00

PLANNING SUMMARY

Recommended T.O.P. Code	0959.99	Estimated FTE Faculty Workload	1.41
Units for Degree Major or Area of Emphasis	15	Number of New Faculty Positions	0
Total Units for Degree	18	Est. Cost, New Equipment	Borne by OCC Marine Program and Foundation
Required Units-Certificate	18	Cost of New/Remodeled Facility	\$0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	\$0
Projected Net Annual Labor Demand (CTE)	408	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester _____ Year _____

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

- Statement of Program Goals and Objectives
- Catalog Description
- Program Requirements
- Background and Rationale

Criteria C. Curriculum Standards

- Display of Proposed Sequence
 - Transfer Applicability (if applicable)
- Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria B. Need

- Enrollment and Completer Projections
 - Place of Program in Curriculum/Similar Programs
 - Similar Programs at Other Colleges in Service Area
 - Labor Market Information & Analysis (CTE only)
 - Employer Survey (CTE only)
 - Explanation of Employer Relationship (CTE only)
 - List of Members of Advisory Committee
 - Recommendations of Advisory Committee
- Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria D. Adequate Resources

- Library and/or Learning Resources Plan
- Facilities and Equipment Plan
- Financial Support Plan
- Faculty Qualifications and Availability

Criteria E. Compliance

- Based on model curriculum (if applicable)
- Licensing or Accreditation Standards
- Student Selection and Fees

REQUIRED SIGNATURES

Program Professional Mariner Program College Orange Coast College

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

4/11/08 Sheri Sterner Sheri Sterner
DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3/7/08 Ann Beheler Ann Beheler
DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME
4/7/08 Bruce Brown Bruce Brown
DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/13/08 (date).

3/13/08 Lyla Eddington Lyla Eddington
DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

3/19/08 Irene J. Heaven IRENE J. HEAVEN
DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME
4/2/08 Manoj Wickremesinghe Manoj Wickremesinghe
DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME
4/1/08 MELINDA NISH MELINDA NISH
DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME
4/1/08 George Monahan George Monahan
DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

4/1/08 Robert Dees Robert Dees
DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

DISTRICT APPROVAL

On 6/18/08, the governing board of the Coast Community College District approved the instructional program attached to this application.

07/23/08 Kenneth D. Valesias Kenneth D. Valesias
DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

The objective of the Professional Mariner Level 1 Program at Orange Coast College is to prepare students to be employable in the marine industry as knowledgeable, experienced and safety conscious crew members. The marine sectors addressed by this program are private and commercial yachts, charter boats, passenger vessels, sport fishing, commercial fishing and commercial work boats. An additional objective is for students to identify maritime career paths.

The goal is to enroll 24 students annually in the Professional Mariner Level 1 Program with 20 students completing the certificate program which is an 83% completion rate.

This program is titled Level 1 because the intent of Marine Activities is to offer courses for higher level U.S. Coast Guard endorsements and licenses required for maritime career advancement.

2. Catalog Description

MARINER

The Professional Mariner Program will prepare students for careers in the marine industry. The Southern California area is busy with private and commercial interests on the sea such as:

- Large private yachts
- Charter yachts around the world
- Ferries to Balboa Island and Catalina Island
- Sport fishing, Whale watching, Party boats in Newport Harbor
- Work boats in Long Beach and Los Angeles harbors
- Commercial fishing boats out of San Pedro working the deep ocean.

All these vessels must operate with qualified crew. The curriculum for Professional Mariner was developed with guidance from the Advisory Council of marine industry professionals who ranked skills & knowledge that they look for when hiring crew. Upon completion of the program, there is a high likelihood of employment with good salary.

Planned expansion of this program will include courses leading to knowledge, experience and qualification for licenses and certificates that are increasingly required to climb the career ladder as a professional mariner in leadership positions.

PROFESSIONAL MARINER – LEVEL 1

Upon completion of the Professional Mariner Level 1 Certificate the student will have the information, training and practical skills to qualify for work as deckhand on private or commercial yachts, passenger vessels and commercial vessels or work as ordinary seaman on workboats. Curriculum includes seamanship, marine safety, boat handling, navigation, and boat maintenance. Courses are conducted in the classroom and aboard boats. Completion of the marine basic safety course will qualify the student for the U.S. Coast Guard STCW certificate. Core curriculum includes career path identification and job search preparation.

CRITERIA NARRATIVE & DOCUMENTATION
Professional Mariner Program, Orange Coast College

Satisfactory completion of the five required mariner courses plus completion of three units of electives selected from the list below will qualify the student for a Certificate of Achievement.

Students must be able to swim 50 yards and tread water for 10 minutes. Previous boating experience is advantageous but not required. Sea trips will be offered for sea time experience. Facility fees will be collected for sea trips.

Students may complete the program in one year. Courses may be taken individually and may be repeated.

Required Courses		Units
Professional Mariner Level 1	Marine Activities 151	(4)
Boat Handling Basic Skills	Marine Activities 152	(3)
Marine Basic Safety Training	Marine Activities 153	(4)
Yachtkeeping & Engine Maintenance	Marine Activities 154	(2)
Navigation for Deckhands	Marine Activities 155	(2)
		(15)
electives (see list below)		(3)
Total units		(18)

} list propose
semester
break down

Elective Courses: At least three units must be taken from the following courses:

any Marine Science		
any Foreign Language		
Introduction to Sailing	Marine Activities 147AB	(1)
Introduction to Keel Boats	Marine Activities 148AB	(1)
Introduction to Ocean Sailing	Marine Activities 149AB	(1)
Fitness Programs	Physical Education 107AD	(.5-3)
Strength and Conditioning	Physical Education 108AD	(.5-3)
Swimming	Physical Education 143AD	(.5-1.5)
Swimming for Fitness	Physical Education 146AD	(.5-2.5)
Health Education	Health Education 100	(3)
Cooking Essentials	Food and Nutrition 120	(1)
Personal Financial Success	Business 120	(3)
Personal Leadership	Leadership Studies 180	(3)

need to send copies of these (at least 3)

3. Program Requirements

Students must be able to swim 50 yards and tread water for 10 minutes. Previous boating experience is advantageous but not required.

4. Background and Rationale

The Professional Mariner Program will prepare students for careers in the marine industry. The Southern California area is busy with private and commercial interests on the sea such as:

- Large private yachts
- Charter yachts around the world
- Ferries to Balboa Island and Catalina Island
- Sport fishing, Whale watching, Party boats in Newport Harbor
- Commercial fishing boats out of San Pedro working the deep ocean.

Supplement to *Program and Course Approval Handbook*, 2nd Edition
Instructions for Completing New Applications

- The proposed change is within a **different 4-digit T.O.P. discipline** than the T.O.P. code of the previously approved programs.
- The program was deleted from the program inventory, but the college would like to begin to offer the certificate or degree again.
- The number of required units for a certificate is increased from fewer than 18 semester units to 18 or more; or from fewer than 27 quarter units to 27 or more.
- The college is seeking approval of a Certificate of Achievement between 12-18 semester units or 18-27 quarter units, pursuant to Title 5 §55070(c).

Table 1 shows some examples that may assist the developer to choose the correct form.

Table 1. Comparison of possible forms used to request modifications to existing programs.

Approved Program	Proposed Change	Correct Form
A.S Degree in Architecture (transfer) in 0201.00 T.O.P. code	Add a new Certificate of Achievement in CAD Drafting in 0953.00 T.O.P. code	<ul style="list-style-type: none"> • CCC-501 New Credit Program form; new certificate is in a different T.O.P. code
A.S in Computer Science (transfer)	Add a new Certificate of Achievement in Computer Science	<ul style="list-style-type: none"> • CCC-510 Substantial Changes to Approved Credit Program form if certificate is in same 4-digit T.O.P. code • CCC-501 New Credit Program form if certificate is in different 4-digit T.O.P. code
Certificate of Achievement in Early Childhood Education	Two new courses added in order to update program; six units added to program	<ul style="list-style-type: none"> • CCC-511 Non-substantial Changes to Approved Credit Program form or reported during 2-Year Inventory Update process
Certificate of Achievement in Multimedia	New Specialization in Web Graphics	<ul style="list-style-type: none"> • CCC-510 Substantial Changes to Approved Credit Program form for new certificate that will be offered in addition to existing program and appears on transcript
Certificate of Achievement in Multimedia	Title Change to Certificate in Digital Media Arts	<ul style="list-style-type: none"> • CCC-511 Non-substantial Changes to Approved Credit Program for changing title, number of units, or assigning new T.O.P. code to all options in the existing program. This change may also be reported during 2-Year Inventory Update process.

Supplement to *Program and Course Approval Handbook*, 2nd Edition
Instructions for Completing New Applications

Approved Program	Proposed Change	Correct Form
Certificate of Achievement in Mass Communications in 0610.00 T.O.P. code	A.A. in Media Arts	<ul style="list-style-type: none"> • CCC-501 New Credit Program form if primary focus of option changes to transfer (in a different 4-digit T.O.P. code) • CCC-510 Substantial Changes to Approved Credit Program form if primary focus remains career technical education (in the same 4-digit T.O.P. code)
Certificate of Achievement in Machine Technology in 0956.00 T.O.P. code	Certificate of Achievement in Industrial Technology	<ul style="list-style-type: none"> • CCC-511 Substantial Changes to Approved Credit Program form if job category targeted by proposed change falls within the 0956.xx T.O.P. codes. • CCC-501 New Credit Program form if job category targeted by proposed change is different, such as 0999.00 (emerging technologies).

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



February 18, 2009

Melinda Nish
Vice President, Instruction
Orange Coast College
PO Box 5005
Costa Mesa, CA 92628-5005

Dear Dr. Nish:

The Chancellor's Office hereby approves Orange Coast College's Certificate of Achievement in **Professional Mariner**. This program has been entered into the Inventory of Approved and Projected Programs under T.O.P. code 0959.00, with career technical education status, and with unique program code **18998**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this new program. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Planning, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@ccco.edu.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carole Bogue-Feinour'.

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor's Office
Academic Affairs Division

Cc: Brad Avery, Marine Programs
Stephanie Low

Appendix IV

Orange Coast College Professional Mariner's Certificate Catalog Listing

MARINER

PROFESSIONAL MARINER

The Professional Mariner Program prepares students for careers in the maritime industry in Southern California and around the world in private or commercial vessel operations:

Large private yachts, Charter yachts

Cruise ships, Passenger ferries

Sport fishing, Commercial fishing

Whale watching, Dive boats

Supply vessels, Work boats, Tug boats

Commercial shipping

These vessels must operate with qualified crew so the curriculum for the Orange Coast College Professional Mariner program was developed with guidance from an Advisory Council of maritime industry professionals who ranked skills and knowledge that they require in their deck crew. Upon completion of the program, there are employment opportunities with competitive salary.

PROFESSIONAL MARINER – LEVEL 1

Curriculum includes career path identification and job search preparation in the maritime industry, maritime environment, seamanship, marine safety, boat handling, navigation, and boat maintenance. In addition to lecture, most courses include hands-on practical exercises.

Students must be able to swim 50 yards and tread water for 10 minutes. Previous boating experience is advantageous but not required. Previous boating experience is advantageous but not required. Facility fees will be charged.

The program may be completed in two semesters. Courses may be taken individually and may be repeated.

Program Outcomes

Upon completion of the Professional Mariner Level 1 Certificate, the student will have the information, training and practical skills to qualify for work as deckhand on private yachts or commercial vessels, with the capability to advance in a marine industry career. The student will have earned their STCW certificate for U.S. Coast Guard Basic Safety Training. The Professional Mariner student will be able to:

1. Communicate verbally and in writing in a clear manner and with correct nautical protocol .
2. Identify maritime career paths along with required U.S. Coast Guard licensing requirements.



3. Demonstrate safe operation and maintenance of vessels.
4. Demonstrate prevention and safety response in First Aid, Personal Survival and Social Responsibility at sea, as well as fire prevention and response.

CERTIFICATE OF ACHIEVEMENT

All of the required courses must be completed with a minimum of "C" grade to receive the certificate.

Required Courses

Course			Units
Maritime Industry	MARA	A151	(2)
Boat Handling and Seamanship	MARA	A152	(3)
Marine Basic Safety Training	MARA	A153	(4)
Yachtkeeping & Engine Maintenance	MARA	A154	(2)
Navigation for Deckhands	MARA	A155	(2)
Maritime Environment	MARA	A156	(2)

Subtotal: (15)

Select three (3) units from the following:

Any Marine Science			(1-3)
Any Foreign Language			(4-5)
Personal Financial Success	BUS	A120	(3)
Cooking Essentials	FN	A120	(1)
Personal Health	HLED	A100	(3)
Internship Academy	ITRN	A292	(1-4)
Personal Leadership	LEAD	A180	(3)
Introduction to Sailing	MARA	A147	(1)
Introduction to Keel Boats	MARA	A148	(1)
Introduction to Ocean Sailing	MARA	A149	(1)
Fitness Programs	PE	A107	(.5-3)
Strength and Conditioning	PE	A108	(.5-3)
Swimming	PE	A143	(.5-1.5)
Swimming for Fitness	PE	A146	(.5-2.5)

Subtotal: (3)

Total: (18)

Advanced Level:

Radar Observer	MARA	A157	(2)
----------------	------	------	-----

Students having completed prior course requirements and seeking advanced-level electives may take:

Marine Basic Safety Training and Radar Observer are U.S. Coast Guard approved courses. Students with satisfactory evaluation will be qualified for a Certificate of Completion for U.S. Coast Guard license or credential endorsement. The Basic Safety Training endorsement may be added to a U.S. Coast Guard Merchant Mariners Credential or Deck Officer License. The Radar Observer endorsement may be added to any U.S. Coast Guard Deck Officer License.

MARKETING

The Marketing certificate programs are designed to train those individuals whose career paths involve the creative techniques of both oral and written sales presentations, advertising, and marketing. Courses emphasize the tools used by marketers, the environmental forces affecting the marketing process, sales communication skills, the major components of modern advertising and promotion, marketing research, and advertising planning and strategy. All courses must be completed with a grade of "C" or better.

GENERAL MARKETING

CERTIFICATE OF ACHIEVEMENT

Program Outcomes

Upon successful completion of the Certificate of Achievement in General Marketing, graduates will be able to:

1. Function effectively in a multitude of first-entry marketing positions using the skills, tools and principles they have acquired.
2. Communicate effectively and persuasively in personal, organizational, and selling environments.
3. Effectively apply and utilize their acquired knowledge of the principles of marketing to market and/or promote a business, product, or service.

CORE CURRICULUM

Required Courses

Course			Units
Intro to Business	BUS	A100	
(Or)			(3)
Honors Intro to Business	BUS	A100H	
Professional Communication	BUS/MGMT	A239	(3)
Intro to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
Principles of Advertising	MKTG	A130	(3)
International Marketing	MKTG	A150	(3)

Total: 18

Students must complete core curriculum plus nine (9) units from the following list of courses in specialized areas.

Course			Units
Business Math	BUS	A125	(3)
Business English	BUS	A138	(3)
Public Relations	BUS	A185	(3)
Mass Communications	CMST	A180	(3)
Direct Mail & Marketing	MKTG	A142	(1.5)

(9)

Total: (27)

CONTINUED NEXT PAGE

Appendix V

Coast Community College District Biennial Review



CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Professional Mariner Program

College: Orange Coast College

Date: 3/10/09

Tops Code: 0959.00 Marine Technology

1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

As shown in the table attached, there are 100 annual jobs projected for the 24 students in the OCC Mariner program. In addition to the labor market projection shown on the supplemental page, it is estimated that annually there will be another 260 deckhand jobs opening on passenger vessels, sport fishing and yacht deliveries. This estimate comes from polling marine industry employers in the local area.

2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

There is no other maritime training program just like the OCC Professional Mariner Program in Southern California. The most similar program is offered at Mar Vista High School in Imperial Beach, San Diego county and we may submit for articulation with one of their courses. Other community colleges offering individual courses that include topics in common with some of our courses are:

Cypress College: Marine Repair

Saddleback College: Coastal Navigation

Saddleback College: SAILING, SEAMANSHIP, AND BOATING SAFETY

Saddleback College: VESSEL COMMAND AND ORGANIZATION

Saddleback College offers a Seamanship Certificate usually earned in conjunction with their Marine Science Technician Certificate. Their seamanship courses are geared for the person who will be working at sea as marine scientist. Students in their courses are also recreational boaters. The OCC program is aimed at training and educating students for careers in the maritime industry. The OCC curriculum has been developed specifically to meet the specifications set up by the OCC Professional Mariner Advisory Committee.

3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

The table included here shows enrollment for the 2008-2009 academic year. This is the first year of the Professional Mariner Program and it is estimated that 15 students will complete the 18 unit program and be eligible for their Certificate of Achievement in 2009. Employment statistics for the program will not be available until the end of the term.

2008-2009	Enrolled	Completed
MARA A151	32	27
MARA A152	24	20
MARA A153	23	
MARA A154	20	
MARA A155	22	

ADMINISTRATOR (DIVISION DEAN)

Name:

Barbara Bond

Date:

3-12-09

VICE PRESIDENT, INSTRUCTION

Name:

[Signature]

Date:

4/28/09

To Board of Trustees on _____

Supplemental page for:

CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Professional Mariner Program

College: Orange Coast College

Date: 3/10/09

Tops Code: 0959.00 Marine Technology

From <http://www.labormarketinfo.edd.ca.gov/>

Projections of Employment by Occupation, 2006 - 2016

Occupations Matched to Top Code(s):

095900 Marine Technology

Geography: California

Counties: All California Counties

Annual Job Openings by Occupation

SOC Code	Occupation Title (Link to Occupation Profile)	2006 Employment	Annual Job Openings ¹
535021	Captains, Mates, and Pilots of Water Vessels	2,000	70
535011	Sailors and Marine Oilers	2,200	100
	Total	4,200	170

Appendix VI

Orange Coast College Certificate Trends for Professional Mariner's Program

ORANGE COAST COLLEGE AWARDS AND CERTIFICATES
2001-2002 through 201-2011

2009-2010 Spring 2010 Applications did not include information about majors, therefore students were awarded AA saying Liberal Studies.

	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
MARINE TECHNOLOGY (Top Code 0959)										
18998 Profesional Mariner										
Achievement - 18 to 29.99 units	0	0	0	0	0	0	0	0	10	14

Professional Mariner Inventory

7-21-10

Equipment and Demo Gear

- 2 Demo life rafts: 1 white – 1 red big and round
- 1 Demo engine (bits cut off for show & tell) on stand w/ wheels
- 1 Yanmar engine on stand AJHBE
- 1 Yanmar engine on stand 4JH-DTZAЕ
- 1 Westerbeke engine on stand
- 1 Kohler Power System generator on stand
- 1 Tub engine parts for demo engines
- 1 ea Fuel filters and gas tank for demo engines
- 1 Grey hawser line (4" or 5"?) w/ thimble (Vectran?) plaited
- 1 Blue hawser line (3" or 4"?) (Amsteel?) plaited
- 1 White 3-strand line (1" or 1.5"?) 300-400'
- 16 prs. Protech Titan gloves – fire gloves
- 1 pr Misc fire glove
- 5 pr Fire Fighter gloves
- 1 Foam extinguisher AR-AFF 2.5gal F-250 1A:30B
- 5 Water extinguishers 2.5 gal WP-61 2A
- 12 Dry chemical extinguishers 10 lb 10MB-8H 4A:80BC Type A size II
- 8 CO2 extinguishers 10 lb B10V 10-BC Size I
- 1 Sailor VHF radio RT 2047
- 3 Red ear muffs
- 1 White hard hat
- 6 Life raft emergency packs
- 6 Type 1 life jackets
- 1 Type 2 life jacket
- 1 Throwable cushion
- 1 Type 3 PFD
- 7 Immersion suits
- 1 Lifesling
- 1 Life float
- 1 24" Orange life ring
- 1 Yellow horseshoe life ring
- 2 6-man life rafts
- 1 Flare kit w/ 6 flares
- Misc Demonstration charts
- 1 crate Misc Yanmar outdrive z drive bits. (Should go away?)

Maintenance/Repair Tools

1	Ancor multimeter	1	8 gal shop vacume
1	Easy Power heat gun & kit attachments	2	Roller frames 9"
5	Caulking guns	1	Paint tray – black plastic
1	Hitachi portable drills	7	Sanding blocks sm.
2	Flashlights	2	Sanding boards
1	Cheap drill	2	Putty knives
1	Black and Decker reciprocating saw	2	Scrapers
2	Makita cordless flashlights	2	Hog ring pliers
2	Dewalt round sanders in boxes D26451	1	Shears
1	Black and Decker Jigsaw JS500	2	Water hoses
1	Makita cordless drill 6095D	4	Large buckets
1	Makita cordless drill 6010D	1	Sm. bucket
3	Makita chargers	4	25' Black hoses
1	Hitachi charger	2	Spray nozzles
3	Black & Decker buffer	5	50' Extension cords – 12 gage?
4	Baa-baa buffing pads	1	50' Extension cord – 6 gage?
1	Hitachi Buffer SP 18VA	2	25' Extension cords – 12 gage?
1	Porter Cable 5" sander	1	15' Extension cord
2	Makita B04552 ¼ sheet sanders	2	3-way extension cord pig-tails
1	Hitachi 4" sander	16 pr	Work gloves
1	Benzomatic Soldiering kit	Misc	Bucket of oil change hand pumps
1	5 piece set paddle drill bit set	1	Oil change pump w/ bucket set-up
1	26 piece Hitachi screwdriver set	1	Oil change container/bucket w/ top lid
1	Stanley tool box w/ misc pliers, socket set, combo wrenches, screwdrivers, adjustable	3	Hand bilge pumps
1	Stanley tool box w/ sockets, hammer & few wrenches	1	De-watering pump – Gould 1/3 hp
1	Stanley tool box w/ scrappers, screwdrivers & bits	1	De-watering pump - Rule
1	Set metric wrenches -10 piece	2	4D 12v batteries
1	Set standard wrenches -9 piece	5	Group 24 batteries
		2	Group 27 batteries
		1	Battery charger

Maintenance/Repair supplies

- 1 West System 406 Colloidal Silica 5.5 oz
- 1 gal West System 105 Epoxy base
- 1 qt West System 205 Fast hardener
- 1 gal Petit Brush thinner
- 2 qt Easy epoxy white semi-gloss
- 1 roll Black mesh
- Misc Cable ties
- 1 Patch repair kit fiberglass
- 2 Gold stickit sandpaper 220
- 1.25 Gold stickit sandpaper 320
- .5 gal Denatured alcohol
- 1 qt 3m adhesive remover
- 1 gal Acetone
- .25 gal Paint thinner
- 16 oz Teak oil
- 2 Duct tape rolls
- 2 Painters tape
- 1 Plumbers wrap
- 1 New Teka A&B qt kit
- 2 3M plastic wax
- 1 Plexis plastic cleaner
- 1 Bag o' hose clamps including big ones
- 17 Dust masks
- 30 Dust masks w/ small filter
- 30 Dust masks w/out filters
- 4 Box Latex gloves 100 ct
- 6 Boxes Nitril gloves 100 ct
- 5 Tubes Nitril gloves 50 ct
- 4 Wire brushes & misc plastic scrappers
- 4 Misc dust masks and safety goggles
- 26 Protective eye glasses (12 of them un-opened)
- 22 Protective eye goggles
- 3 Respirators – no cartridges
- 2 Respirators w/ cartridges
- 1 pkg. Replacement respirator cartridges and filters
- 13 Clean Guard Coveralls

Maintenance Cleaning Supplies

- 5 Life Caulk tubes
- 1 FSR cleaner sm.
- 2 Spray Nine cleaner
- .5 gal Boat soap
- 3 Scrub brushes
- 4 Sponges
- 2 Chamois

Navigation Tools

- 20 Weems & Plath Dividers/Compasses
- 12 Weems & Plath Rolling plotters # 120
- 14 Weems & Plath Parallel Rule # 141
- 2 Demo Hammar hydrostatic release
- 6 West Marine submersible VHF
- 2 Standard Horizon submersible VHF HX260S
- 3 Ritchie hand compasses x-10-m #'s 080000000438, 080000000626, 08000000188
- 1 Marin 2000 hand bearing compass
- 1 Davis hand bearing compass
- 1 Nautical slide rule

Transas Radar Training Computers

- 1 Box extra drives and connections for Transas simulator computers
- 1 Box network cables for Transas workstations
- 1 Dell Optiplex 960 computer (bar code # 9075665) (labeled Arpa1)
- 1 Dell Precision T3500 computer (9075666) (labeled Instructor)
- 3 Dell Monitor 24"? (9075674, 9075667, 9075668)
- 1 Dell Monitor 20"? (9058869)
- 2 Bretford computer cart
- 8 Dell laptops Latitude D505 (Alpha 9054908, Bravo 9057030, Charlie 9054913, Delta 9057026, Echo 9057027, Foxtrot 9054904, Golf 9054915, Hotel 9054902)
- 7 Dell monitors (9057341, 9065185, 9058861, 9058856, 9058783, 9058858, 9058788)
- 1 Netgear ProSafe 16 port Gigabite Switch JGS516
- 4 Powerstrips
- 1 Bretford Cart LAP24EULBA (9055004)

MISC

- 2 Rescue Manikins (9075214, 9075213)

Appendix VIII

Nordic Star Proposal



Nordic Star

SPECS

Length	Beam	Hull Material	Displacement	Power
92'	22'	Aluminum	190,000 lbs	Twin Caterpillar D-343's

BACKGROUND

One of Newport's most recognizable and admired yachts, in the harbor since new in 1970. Classic lines, ship-style design and construction. Drawn by well-known naval architect Jack Hargrave. Construction (US build, aluminum) and design (ship-style with watertight bulkheads) make Nordic Star an ideal candidate for conversion to passenger vessel.

DONOR

Jerrell "Jerry" Barto and family. Longtime Newport residents. Three sons went to OCC in the 70's. Signal Hill oil, real estate development. Enjoys classic cars, planes, boats. Owns resort on Orcas Island WA.

EDUCATION PLAN

To become OCC's "school ship" for dockside and underway classes; she will be used as a real-world floating classroom for a majority of subjects taught in OCC's Professional Mariner Program.

The Nordic Star program will also employ student interns year-round to assist in maintaining and operating the vessel.

New exit course for Professional Mariner Program: "Nordic Star Voyage." Eight week course meets aboard three days a week, four hours per day. Qualifies students for USCG "Sea Time" toward USCG licensing. During the course, Nordic Star gets underway one day each week, culminating in a week long cruise between LA harbor, Catalina, San Diego.



SUBJECTS

- Marine Engineering/Electrical
- Deck skills
- Watch standing/navigation/piloting
- Safe ship training
- Marine maintenance & yacht keeping



ADULT EDUCATION/NON-CREDIT EDUCATION COURSES

A fee-based Nordic Star cruising course will be developed for adults interested in large yacht maintenance and operation; most likely a three day Cruise to Catalina for up to eight students.

MAKING IT WORK

The acquisition of Nordic Star accelerates an ongoing effort to expand the OCC Professional Mariner's Program into a relevant Career Education program. To accommodate this change, the addition of OCC's new flagship requires the crossing of a variety of hurdles:

- | | |
|-------------------------------------------------------------|-----------|
| • Commission paid | \$100,000 |
| • Key part-time personnel hired (year) | \$50,000 |
| • New Nordic Star course development | \$10,000 |
| • Nordic Star USCG passenger vessel certification | \$250,000 |
| • OCC dock reconfiguration | \$50,000 |
| • New instructional equipment/materials developed/purchased | \$50,000 |
| • Launch charter business-website/brochure/advertising | \$30,000 |

MEETING THE BUDGET

CHARTER BUSINESS

A Key element of the Nordic Star plan is the development of a charter business to offset maintenance and operation costs. This charter business would focus primarily on Fri/Sat/Sun evening harbor cruises out of OCC's facility. OCC Professional Mariner Students would be Nordic Star crew during charters, gaining experience and USCG sea time. Charter business could involve OCC hospitality/culinary programs.

Nordic Star would also be available for longer term charters during summer for up to eight guests either in Southern California or the Pacific Northwest.

SALE OF ALASKA EAGLE

- The arrival of Nordic Star adds further to the decision to sell Alaska Eagle, reducing cost, maintenance and storage issues. Funds from the sale would help offset Nordic Star program integration costs.



SALE OF WIDE WATERS

- Currently for sale at \$629K.
- Suggest lowering to \$595K and listing with Ardell.



Appendix IX

Organizational Chart



Orange Coast College

Monday, July 25, 2011

Dean, Physical Education & Athletics, Consumer & Health Sciences (see page 7)

