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## **District Council on Academic Affairs - DCAA**

### **Agenda**

**April 25, 2013 - 2:00 p.m.**

**DAC Lakin Boardroom**

- Approval of March 28, 2013 meeting notes

#### **OLD BUSINESS**

1. BP/AP 4240 – Academic Renewal (Academic Senates) – outcomes from April 5 Consultation Council and April 1 Cabinet meeting
2. AP 4260 Pre-requisites and Co-requisites – revised AP with changes made at 3.28 DCAA meeting was sent to Academic Senates on 4.01.13 for second reading (Academic Senates)
3. BP/AP 4500 Student News Media – BP reviewed/accepted by Cabinet as presented by DCAA. AP was revised in April 1 Cabinet meeting – review of new version
4. BP/AP 5015 Residence Determination – BP reviewed/accepted as presented by DCAA. AP: Cabinet expressed concern: Is enough information provided to serve as a guide, or will it be necessary for users to look up or seek out additional information? Return to DCAA.
5. BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (sent to Academic Senates on 4.01.13 for 2nd reading)
6. BP/AP 5040 Student Records and Directory Information (sent to Academic Senates on 4.01.13 for 2nd reading)
7. BP/AP 5052 Open Enrollment (sent to Academic Senates on 4.01.13 for 2nd reading)
8. BP/AP 5200 Student Health Services (sent to Academic Senates on 4.01.13 for 2nd reading)
9. BP/AP 5205 Student Accident Insurance (sent to Academic Senates on 4.01.13 for 2nd reading)
10. BP/AP 5210 Communicable Diseases (sent to Deans of SS on 4.01.13 for input-return to DCAA)
11. BP/AP 5300 Student Equity (sent to Academic Senates on 4.01.13 for 2nd reading)
12. BP/AP 5400 Associated Student Elections (sent to Academic Senates on 4.01.13 for 2nd reading)
13. BP/AP 5500 Standards of Conduct (sent to Academic Senates on 4.01.13 for 2nd reading)
14. BP/AP 5520 Discipline Procedure (sent to Academic Senates on 4.01.13 for 2nd reading)
15. BP/AP 5530 Student Rights and Grievances (sent to Academic Senates on 4.01.13 for 2nd reading)
16. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees) – no handouts
17. Enrollment Management (Riley Dwyer) – no handouts
18. DTRW-I Report (Erika Endrijonas) – no handouts
19. DTRW-SS Report (Erika Endrijonas) – no handouts

#### **NEW BUSINESS**

1. BP/AP 2510 Participation in Local Decision Making (Peter Sezzi)
2. BP/AP 4022 Course Approval (from DTRW-I; first reading – DCAA)
3. BP/AP 5410 Associated Student Elections (from DTRW-SS; first reading – DCAA)
4. BP/AP 5420 Associated Students Finance (from DTRW-SS; first reading – DCAA)
5. DCAA Governance Self-Appraisal (Jane Harmon)
6. DCAA Meeting Schedule – Peter Sezzi requesting 5.16.13 DCAA meeting date

#### **CONSENT ITEMS**

Moorpark & Oxnard College Curriculum Submissions from April 11, 2013 DTRW-I meeting (Ventura College had no submissions to DTRW-I for April 2013)

Next Meeting Date: September 12, 2013 – DAC Lakin Boardroom

DCAA

April 25, 2013

Approval of March 28, 2013

Meeting Notes

Ventura County Community College District

2012-2013 Academic Year  
District Council on Academic Affairs - DCAA  
Meeting Notes

March 28, 2013 - 2:00 p.m. – DAC Lakin Boardroom

**MEETING NOTES PRIOR TO APPROVAL AT 4.25.13 DCAA MEETING**

**Members:** Chancellor's Designee: Jane Harmon (MC)  
Faculty Co-Chair: Peter Sezzi (VC)  
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)  
Vice President, Business Services Designee: David Keebler (VC)  
Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Cari Lange representing Peter Sezzi (VC)  
College Faculty Designees: Nenagh Brown (MC), Shannon Davis (OC), Angelica Gonzales (VC)  
Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)  
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)  
Student Government Representatives: Juan Smith (OC), Hamza Shah (MC), Daniel Chavez (VC)  
Clare Geisen (DAC), Policy/Procedure, Chancellor's Liaison

**Absent:** Riley Dwyer, Peter Sezzi, Hamza Shah, Juan Smith

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome</b>	Dr. Harmon called the meeting to order at 2:02 pm.			
<b>Approval of February 28, 2013 Minutes</b>	The February 28, 2013 DCAA meeting minutes were approved as modified. Ms. Davis moved for approval, Mr. Sanchez seconded, all in favor with abstentions from Daniel Chavez and David Keebler.			
<b>OLD BUSINESS</b>				
1. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (from DTRW-SS)	The Board policy does not require revision. The administrative procedure was discussed and Academic Senates have not come to an agreement regarding the procedures for	Address Academic Senate issue at April 1	4.01.13	Jane Harmon

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>qualifications for semester units. It was noted the Board approves policies and not procedures. Dr. Harmon will address Chancellor's Cabinet to discuss procedures when an agreement cannot be reached between Academic Senates. The Participatory Governance Handbook (PGH) is under review for revisions at Consultation Council on April 5 and Ms. Kama'ila will bring this issue forward for discussion. BP/AP 4240 will return to DCAA for the outcome from Chancellor's Cabinet.</p>	<p>Cabinet/Admin Council meeting</p> <p>Address Academic Senate issue at April 5 Consultation Council Agendize for 4.25.13 DCAA meeting</p>	4.05.13	Linda Kama'ila
2. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)	<p>This procedure was revised by Ms. Rees, Ms. Kama'ila and Mr. Sanchez and is under review by Curriculum Committees and the Academic Senates. The administrative procedure was revised during the meeting and Ms. Nusser will send the revised administrative procedure to the Academic Senate presidents for their second reading.</p>	<p>Send out revised version from DCAA to Academic Senate presidents</p>	ASAP	Laurie Nusser
3. BP/AP 4500 Student News Media – returned from 3.11.13 Chancellor's Cabinet; return to DCAA. (Note from Cabinet: All students involved in news media should be members of a class. Also, change "college" to "student" in last line of third paragraph on AP.)	<p>This item was sent back to DCAA from Chancellor's Cabinet for further review regarding the issue of students involved in news media should be members of a class. DCAA felt the first sentence of the administrative procedure was sufficient as stated and Cabinet will be notified. Dr. Harmon requested to agendize this item on the Cabinet agenda for Monday, April 1.</p>	<p>Agendize BP/AP 4500 on Chancellor's Cabinet meeting</p>	3.28.13	Laurie Nusser
4. BP/AP 5013 Students in the Military – corrected versions emailed 3.06.13 to DCAA members	<p>There was a minor change to the procedure to be consistent with AP 5055 and will go forward to Cabinet.</p>	<p>Agendize BP/AP 5013 on Chancellor's Cabinet meeting</p>	3.28.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
5. BP/AP 5015 Residence Determination – corrected versions emailed 3.06.13 to DCAA members	This item will go forward to Cabinet as is with a minor grammatical change.	Agendize BP/AP 5015 on Chancellor's Cabinet meeting	3.28.13.	Laurie Nusser
6. BP/AP 5020 Nonresident Tuition – corrected versions emailed 3.06.13 to DCAA members Tuition	The District Council on Administrative Services (DCAS) reviewed AP 5030 Fees and requested AP 5020 Nonresident Tuition to be consistent with the changes made to AP 5030 by DCAS. BP/AP 5020 will go to Business Services for review to ensure consistency between the two administrative procedures and will also be reviewed by the registrars for clarification. This item will return to DCAA.	Send out revised version from DCAA to DCAS - Business Services	ASAP	Laurie Nusser
7. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes – review revised AP 5055 from 2.28.13 DCAA meeting	<p>Mr. Sanchez provided an update regarding Administrative Council feedback and the Council requested stronger data regarding student athlete priority enrollment.</p> <p>All Academic Senates have reviewed and approved the administrative procedure. The word “academic” was added to the first paragraph regarding students in good standing. There was discussion regarding redefining the word “matriculation” and it was decided to remove this word throughout the document. The phrase “and who have completed orientation, assessment, and an educational plan” was added. The issue regarding 76+ units previously mentioned by Mr. Chavez, who requested to review this issue once again. This issue will not delay the process of moving this policy and procedure forward, but will be revisited at a future DTRW-SS meeting. This item will go forward to Administrative Council on Monday, April 1, with revisions from DCAA.</p>	Agendize BP/AP 5055 on Chancellor's Cabinet meeting	3.28.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	This procedure will return to DTRW-SS for further revisions in future meetings regarding the issues of limitations noted in the Board policy, number of units and the priority groups of 8 and 9. This administrative procedure is not published in the catalogs.			
8. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)  Objective: Establish a General Education Subcommittee to develop ideas to improve commonality among courses at each college.	Ms. Rees provided a Subcommittee status update and indicated each campus would further review the course discrepancy list and there are less than a dozen still pending on the list. Ethnic and gender studies as a general education requirement remain a concern and there will be further discussion at the April meeting, The GE Subcommittee will develop a proposal and present it to the Academic Senates.  Ms. Rees indicated Administrative Procedure 4025 is still under review by the Subcommittee and the Academic Senates.			
9. Enrollment Management (Riley Dwyer) – no handouts	This discussion was tabled due to the absence of Ms. Dwyer.			
10. DTRW-I Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-I in March.			
11. DTRW-SS Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-SS in March.			
<b>NEW BUSINESS</b>				
1. 2013-2014 DCAA Meeting Schedule (Jane Harmon/Peter Sezzi) – no handouts	DTRW-I and SS will move to the fourth week and DCAA will move to the second week.			
2. DCAA Governance Self-Appraisal (Clare Geisen) – no handouts	Review will be completed on the next DCAA agenda.	Agendize for 4.25.13 DCAA meeting		Laurie Nusser
3. BP/AP 5035 Withholding of	This item will be distributed as presented to DCAA			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Student Records for Non-repayment of Financial Obligations (from 3.07.13 DTRW-SS)	to the Academic Senates for review and will return to DCAA after their review.			
4. BP/AP 5040 Student Records and Directory Information (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will return to DCAA after their review.			
5. BP/AP 5052 Open Enrollment (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
6. BP/AP 5200 Student Health Services (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
7. BP/AP 5205 Student Accident Insurance (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
8. BP/AP 5210 Communicable Diseases (from 3.07.13 DTRW-SS)	This item will be returned to the health center coordinators for further review and brought back to DCAA with their comments.	Send BP/AP to Deans of Student Services	ASAP	Laurie Nusser
9. BP/AP 5300 Student Equity (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
10. BP/AP 5400 Associated Student Organizations (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
11. BP/AP 5500 Standards of Conduct (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
12. BP/AP 5520 Discipline Procedure (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
13. BP/AP 5530 Student Rights and Grievances (from	This item will be distributed as presented to DCAA to the Academic Senates for review and will come			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
3.07.13 DTRW-SS)	back to DCAA.			
<b>CONSENT ITEMS</b>				
Moorpark College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were approved without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
Oxnard College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were approved without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
Ventura College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were approved without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
<b>Other Business</b>	Mr. Sezzi requested to add review of BP 2510 Participation in Local Decision Making for the April 25, 2013 DCAA agenda.	Add to 4.25.13 DCAA agenda		
<b>Next Meeting Date:</b>	April 25, 2013 – 2 pm – DAC Lakin Boardroom			



DCAA

April 25, 2013

Old Business

BP/AP 4240 – Academic Renewal (Academic Senates) –  
outcomes from April 5 Consultation Council and April 1  
Cabinet meeting



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4240 ACADEMIC RENEWAL
Number	BP 4240
Status	Active
Legal	<a href="#">Title 5, Section 55044</a>
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See [Administrative Procedure 4240](#).

Last Modified by Laurie Nusser on October 14, 2011

## AP 4260 Prerequisites, Co-requisites and Advisories on Recommended Preparation

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements *(per Title 5 55003(a) and (j) respectively)*.

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites *(per Title 5 55003(b)(2) and (3))*.

### A. Establishing Prerequisites and Co-requisites

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established *(per Title 5 55003(b)(1))*. Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required *(per Title 5 55000(h))*. Prerequisites and co-requisites may be established only for any of the following purposes *(per Title 5 55003(d))*.

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1. The prerequisite or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or
4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

## B. Level of Scrutiny

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

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1. Content review is a rigorous, ~~systemic~~systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course (per Title 5 55000 (c)). At a minimum, content review shall include the following;

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a. Careful review of the course including components such as course outline of record (COR) syllabi, sample exams, assignments, instructional materials, and/or grading criteria

b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisites course

c. Documentation that verifies the above steps were taken.

2. Statistical validation is a ~~compilation~~complication of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5 55003(g).

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## C. Exemption from Scrutiny

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A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)): 1. It is required by statute or regulation; or 2. It is part of a closely related lecture-laboratory course pairing within a discipline; or 3. It is required by a four-year institution; or 4. Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

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## D. Curriculum Review Process

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~~Each The college's~~ Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is determined by mutually agreeable to the college administration and the college's Academic Senate (per Title 5 55002(a)(1)). A college CCurriculum Ccommittee reviews and approves the

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establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the ~~A~~academic ~~S~~enate except that the ~~A~~academic ~~S~~enate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- \* Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites
- \* ~~I~~nform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
- \* Direct faculty to the college's Office of Institutional Research to help with ~~de~~ the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
- \* Assure through communication with the college's Executive Vice-President's Office~~Office of Instruction~~ that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.

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### **1. Standards for Approval of Prerequisites and Co-requisites.**

A ~~c~~College's Curriculum Committee's will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (*per Title 5 55003(l)*).

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- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:

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- \* The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.

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—\* Where there is disproportionate impact on any group of students, the

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—college will, in consultation with the ~~Chancellor~~ President or designee, develop and implement a plan setting forth ~~the~~ steps the district will take to correct the ~~d disproportionate~~ disproportionate impact.

## **2. Periodic review of Prerequisites and Co-requisites.**

Using an appropriate level of scrutiny, the college will review all established CTE courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (*per title 5 55003(b)(4)*).

### E. Challenging Co-requisites and Prerequisites

Whenever ~~a prerequisite and/or~~ co-requisites courses ~~are~~ is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre-or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre-and/or co-requisite course is not available (per Title 5 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and ~~R~~ecords/Records and Registration Office. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (*per Title 5 55003(o)*).

Grounds for challenge are as follows (per Title 5 55003(p)):-

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

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# DCAA

April 25, 2013

## Old Business

AP 4260 Pre-requisites and Co-requisites – revised AP with changes made at 3.28 DCAA meeting was sent to Academic Senates on 4.01.13 for second reading (Academic Senates)

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4260 Prerequisites, Co-requisites <u>and Advisories on Recommended Preparation</u>
Number	BP 4260
Status	Active
Legal	Title 5, Section 55200
Adopted	February 16, 2006

The Board establishes prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum upon recommendation of the Chancellor in consultation with the Academic Senates. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

See Administrative Procedure 4260.



## AP 4260 Prerequisites, Co-requisites and Advisories on Recommended Preparation

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements *(per Title 5 55003(a) and (j) respectively)*.

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites *(per Title 5 55003(b)(2) and (3))*.

### A. Establishing Prerequisites and Co-requisites

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established *(per Title 5 55003(b)(1))*. Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required *(per Title 5 55000(h))*. Prerequisites and co-requisites may be established only for any of the following purposes *(per Title 5 55003(d))*.

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1. The prerequisite or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or
4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

## B. Level of Scrutiny

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

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1. Content review is a rigorous, ~~systemic~~ systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course (per Title 5 55000 (c)). At a minimum, content review shall include the following;

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a. Careful review of the course including components such as course outline of record (COR) syllabi, sample exams, assignments, instructional materials, and/or grading criteria

b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisites course

c. Documentation that verifies the above steps were taken.

2. Statistical validation is a ~~compilation~~ complication of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5 55003(g).

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## C. Exemption from Scrutiny

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A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)): 1. It is required by statute or regulation; or 2. It is part of a closely related lecture-laboratory course pairing within a discipline; or 3. It is required by a four-year institution; or 4. Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

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## D. Curriculum Review Process

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~~Each The college's~~ Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is ~~determined by mutually agreeable to the college administration and the college's Academic Senate~~ (per Title 5 55002(a)(1)). ~~A college C~~Curriculum ~~C~~committee reviews and approves the

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establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the ~~A~~academic ~~S~~enate except that the ~~A~~academic ~~S~~enate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- \* Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites
- \* ~~I~~nform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
- \* Direct faculty to the college's Office of Institutional Research to help with ~~de~~ the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
- \* Assure through communication with the college's Executive Vice-President's Office~~Office of Instruction~~ that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.

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### **1. Standards for Approval of Prerequisites and Co-requisites.**

~~A~~ College's Curriculum Committee's will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (*per Title 5 55003(l)*).

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- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:

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- \* The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.

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~~the~~ Where there is disproportionate impact on any group of students,

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—college will, in consultation with the ~~Chancellor~~ President or designee, develop and implement a plan setting forth ~~the~~ steps the district will take to correct the ~~d disproportionate~~ disproportionate impact.

## **2. Periodic review of Prerequisites and Co-requisites.**

Using an appropriate level of scrutiny, the college will review all established CTE courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (*per title 5 55003(b)(4)*).

### E. Challenging Co-requisites and Prerequisites

Whenever ~~a prerequisite and/or~~ co-requisites courses ~~are~~ is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre- or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre- and/or co-requisite course is not available (per Title 5 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and ~~R~~ecords/Records and Registration Office. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (*per Title 5 55003(o)*).

Grounds for challenge are as follows (per Title 5 55003(p)):-

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

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DCAA

April 25, 2013

Old Business

BP/AP 4500 Student News Media –

BP reviewed/accepted by Cabinet as presented by  
DCAA. AP was revised in April 1 Cabinet meeting –  
review of new version

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4500 STUDENT NEWS MEDIA
Number	BP 4500
Status	PROPOSED
Legal	Education Code Section 76120
Adopted	
Last Reviewed	

The Chancellor will establish student news media procedures that recognize the exercise of free expression by students upon the premises of each community college maintained by the District. Such procedures shall not prohibit the right of students to exercise free expression, except that expression which is obscene, libelous, or slanderous according to current legal standards, incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, violates lawful community college regulations, or causes substantial disruption of community college operations.

See Administrative Procedure AP 4500.

DCAA review 2.28.13 proposed draft  
 Cabinet review 3.11.13  
 DCAA review 3.28.13 – BP 4500 Student News Media  
 Cabinet review 4.01.13  
 DCAA review 4.25.13

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4500 STUDENT NEWS MEDIA
Number	AP 4500
Status	Active
Legal	
Adopted	June 16, 2010
Last Reviewed	June 9, 2010

### **Philosophy**

Student news media are any news/feature publications issued under the Colleges, funded by the District, and produced by enrolled students ~~as an integral part of instruction in journalism~~. They may include, but are not limited to, student news productions online, in print, and broadcast journalism when produced under the advisement of a campus-appointed student news media advisor, or under the advisement of a campus-appointed student news media advisor and the auspices of a student editorial board. The term "editorial" refers to all content other than advertising.

**Comment [Inn1]:** Revision made in Cabinet 4.01.13

**Comment [Inn2]:** Revision made in Cabinet 4.01.13

**Comment [Inn3]:** Revision made in Cabinet 4.01.13

Student news media, as laboratory publications of the journalism curriculum, shall provide vehicles to train students for careers in the media and mass communications. Student news media shall also serve the Colleges in the Ventura County Community College District by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

Student news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion on college campuses. Student news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the VCCCD community. At the same time, the editorial freedom of the college-student news media shall entail corollary responsibilities.

Each student news medium is published as a learning experience. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board will be formed, and written editorial policies developed to guide the student news media organization. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

[DCAA review 2.28.13 proposed draft](#)  
[Cabinet review 3.11.13 – revised at Cabinet](#)  
[DCAA review 3.28.13 – BP 4500 Student News Media](#)  
[Cabinet review 4.01.13 – revised at Cabinet](#)  
[DCAA review 4.25.13](#)

DCAA

April 25, 2013

Old Business

BP/AP 5015 Residence Determination –  
BP reviewed/accepted as presented by DCAA.

AP: Cabinet expressed concern: Is enough  
information provided to serve as a guide, or will it be  
necessary for users to look up or seek out additional  
information? Return to DCAA.



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5015 RESIDENCE DETERMINATION
Number	BP 5015
Status	Active
Legal	Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.
Adopted	April 18, 2006

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

~~A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.~~

~~Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.~~

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.

Revised ~~10/28/12~~ 11/14/12

27 February 2013 revision\_Registrars  
DTRW-SS review 1.24.13  
DCAA review 2.28.13 – sent for Academic Senate Review 3.06.13  
DCAA review 3.28.13  
Cabinet review 4.01.13

## AP 5015 Residence Determination

### References:

Education Code Sections 68000 et seq. and 68130.5;  
Title 5 Sections 54000 et seq.

**Residence Classification** – Residency classification is the responsibility of the Registrar's Office and shall be determined for each student at the time of each registration application for admission and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made pursuant to California Education Code and Title 5 Administrative Code. and in accordance with the following provisions:

- ~~A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.~~

~~Residence classification is the responsibility of the Registrar's Office.~~

Students ~~must~~ shall be notified of residence determination within 14 calendar days of submission of application.

### Rules Determining Residence

- ~~A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.~~
- ~~A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.~~

~~The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:~~

- ~~Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.~~
- ~~A person may have only one residence.~~
- ~~A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.~~
- ~~A residence cannot be lost until another is gained.~~
- ~~The residence can be changed only by the union of act and intent.~~

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DCAA review 3.28.13  
Cabinet review 4.01.13

- ~~A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.~~
- ~~The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.~~
- ~~The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.~~

#### **Determination of Resident Status**

~~A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:~~

- ~~A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.~~
- ~~A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate premajority derived California residence, if any, added to the post majority residence to obtain the one year of California residence.~~
- ~~A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:~~

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DCAA review 3.28.13  
Cabinet review 4.01.13

- ~~○ He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.~~
- ~~○ He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.~~
- ~~○ He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.~~
- ~~○ A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.~~
- ~~A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.~~
- ~~A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.~~
- ~~A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being~~

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~~discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.~~

- ~~• A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.~~
- ~~• A student who is a native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.~~
- ~~• A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.~~
- ~~• A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~• A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.~~

### **Residency Determination for Military Personnel and Dependents**

Consult BP/AP 5013 "Students in the Military" for information regarding residency determination as applied to active-duty military personnel and their dependents.

**Reclassification** – A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has

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~~been established. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.~~

Petitions Requests for Residency Reclassification are to be submitted to the appropriate office as identified above. Written documentation ~~may~~ will be required of the student in support of the reclassification request.

~~Petitions Reclassification requests must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.~~

**Comment [j1]:** During my training, Elias said that there is no deadline for a student to submit their documentation to clear their residency. As long they have resided long enough and provide the documentation, we could change their residency at any time in the term.

~~A questionnaire to determine financial independence must be submitted with the petition is included in the request for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044). The determination that a student is not financially independent will weigh against a request for reclassification.~~

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

~~A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.~~

~~Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.~~

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

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DCAA review 2.28.13 – sent for Academic Senate Review 3.06.13  
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Cabinet review 4.01.13

~~The Registrar's Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.~~

~~Students have the right to appeal according to the procedures above below.~~

**Non-Citizens** – The District ~~will~~ may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States ~~illegally~~ without lawful immigration status or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

Non-citizens who are undocumented or are present in the U.S. in an immigration status that does not allow them to establish residency here may become eligible for California residency once they take steps to change their immigration status to one that does allow the establishment of U.S. and California residency, and are able to meet all other requirements for California residency.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be exempted from payment of non-resident tuition pursuant to AB540 provided they submit verifiable documentation to certify that ~~classified as a resident~~ if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-2002;
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

~~The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Registrar's Office. Students may appeal the decision.~~

27 February 2013 revision\_Registrars  
DTRW-SS review 1.24.13  
DCAA review 2.28.13 – sent for Academic Senate Review 3.06.13  
DCAA review 3.28.13  
Cabinet review 4.01.13

**Right To Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services or designee within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – The appeal is to be submitted to the appropriate dean, ~~which must forward it to the [designate, such as Chief Student Services Officer]~~ within five working days of receipt. ~~Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.~~ The appeal must include a cover letter indicating the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The appropriate dean shall review all the applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and ~~has the right to~~ may request additional information from either the student or the ~~Admissions~~ Registrar's Office.

Within 30 calendar days of receipt, the appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.



DCAA

April 25, 2013

Old Business

BP/AP 5035 Withholding of Student Records for  
Non-repayment of Financial Obligations  
(sent to Academic Senates on 4.01.13 for 2nd reading)

Book VCCCD Board Policy Manual

Section Chapter 5 Student Services

Title BP 5035 WITHHOLDING OF STUDENT RECORDS for NONREPAYMENT OF FINANCIAL OBLIGATIONS

Number BP 5035

Status Active

Legal Title 5, Section 59410

Adopted April 18, 2006

~~Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.~~

The Governing Board shall establish administrative procedures in accordance with state law which allow that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due the district or a college within the district.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5035 WITHHOLDING OF STUDENT RECORDS for  
NONREPAYMENT OF FINANCIAL OBLIGATIONS

Number AP 5035  
Status Active  
Legal Title 5, Section 59410  
Adopted April 14, 2009  
Last Reviewed March 12, 2009

The colleges of the District shall withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that the student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The Registrar's Office, upon proper notification and justification by administrators in charge of student discipline, may withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

DCAA

April 25, 2013

Old Business

BP/AP 5040 Student Records and Directory Information  
(sent to Academic Senates on 4.01.13 for 2nd reading)

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5040 STUDENT RECORDS AND DIRECTORY INFORMATION
Number	BP 5040
Status	Active
Legal	Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.
Adopted	November 3, 2009
Last Reviewed	October 15, 2009

The Chancellor shall establish administrative procedures and safeguards in compliance with applicable federal and state laws relating to the privacy and release of student records which assure that:

- Student records are maintained and released in compliance with applicable state and federal laws regardless of students' age.
- Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.
- No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.
- Students shall be notified annually in the colleges' catalogs and/or through other means of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.
- Directory information may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.
- Student records cannot be accessed or modified by any person not authorized to do so.

See Administrative Procedure 5040.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5400 ASSOCIATED STUDENTS ORGANIZATIONS
Number	AP 5400
Status	PROPOSED – NO AP 5400 IN VCCCD BOARDDOCS
Legal	Education Code Section 76060
Adopted	
Last Reviewed	

Each College of the Ventura County Community College District shall have one Associated Students Organization.

Membership in student organizations is open to all students. Both day and evening student representatives shall be encouraged.

Policies and practices of the Associated Students shall be outlined in the Constitution and By-laws as established and reviewed regularly by student leadership.

The Associated Students Organizations may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the College and the District.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. Meetings will be held in compliance with the Brown Act.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

DCAA

April 25, 2013

Old Business

BP/AP 5052 Open Enrollment  
(sent to Academic Senates on 4.01.13 for 2nd reading)

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5052 OPEN ENROLLMENT AND ENROLLMENT LIMITATIONS  
Number BP 5052  
Status Active  
Legal Title 5 Section 51006, 55003 and 58106  
Adopted April 18, 2006

The policy of the Ventura County Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to section 55003 regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations. The Chancellor shall assure that this policy statement is published in the catalog(s) and schedule(s) of classes and addenda to the schedule of classes on the college's websites.

~~Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to any the enrollment priority system pursuant to language contained in established by AP 5055 titled Enrollment Priorities.~~

The Chancellor shall establish administrative procedure that includes the right of a student to challenge an enrollment limitation established pursuant to section 58106 of Division 6 of Title 5 of the California Code of Regulations.

See Administrative Procedure 5052.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5052 OPEN ENROLLMENT <u>AND ENROLLMENT LIMITATIONS</u>
Number	AP 5052
Status	Active
Legal	Title 5, Sections 51006, 58106, 58108
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority enrollment system consistent with Title 5, Section 58108 and Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations, as determined by the ~~Chief Instructional Officer~~ Executive Vice President.

Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to ~~any~~ the enrollment priority system pursuant to language contained in established by AP 5055 titled Enrollment Priorities.

Such procedures shall be consistent with one or more of the following approaches:

- (1) limiting enrollment to a first-come, first served basis or using other nonevaluative selection techniques to determine who may enroll; or
- (2) limiting enrollment using a registration procedure authorized by section 58108; or
- (3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
- (4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
- (5) limiting enrollment using any selection procedure authorized by statute; or
- (6) with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and those other District programs that utilize authorized restricted enrollment.

Students are not required to participate in any preregistration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Administrative Procedure 5055 and those other District programs that utilize authorized restricted enrollment.

A student may use Administrative Procedure 5530 to challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
- The District is not following its enrollment procedures
- The basis for the limitation does not in fact exist

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if upheld, the district shall waive the enrollment limitation with respect to that student. Should a challenge be upheld because it is determined that the limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner, the district shall upon completion of the challenge advise the student that he or she may file a formal complaint of unlawful discrimination. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under Title 5, section 59327 and AP 5530.

Challenges are submitted to the ????? for official consideration.

DRAFT

DCAA

April 25, 2013

Old Business

BP/AP 5200 Student Health Services  
(sent to Academic Senates on 4.01.13 for 2nd reading)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5200 STUDENT HEALTH SERVICES
Number	BP 5200
Status	Active
Legal	Education Code Section 76401
Adopted	April 18, 2006

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5200 STUDENT HEALTH SERVICES
Number	AP 5200
Status	
Legal	<b>Education Code Section 76401; Title V, Section 54702</b>
Adopted	
Last Reviewed	

The Student Health Center on each campus is funded by the Student Health Fee (per Education Code Section 76355), and shall be available upon request to students who are currently registered ~~in the current semester at the time of service~~ and have paid the health fee. Incoming students, accepted to academic programs with health requirements as entry prerequisites, may have their health requirements met through the student health centers.

Written practices and protocols for Student Health Center staff ~~and procedures specific to registered nursing and licensed clinical social work activity in student health services~~ are maintained in the offices of the Student Health Services Coordinator.

Student health services are not comprehensive and are not structured to address all the health care needs of District students.

Services may include:

- Clinical Care Services
- Health Education
- Mental Health Services

#### Special Services

The primary focus of Clinical Care services is assessment, treatment and referral. Services may include: first aid and basic emergency care, immunizations, TB screenings, lab work, and medication associated with acute illness, communicable disease control, and fee-based health appraisals for academic programs requiring medical clearance.

As a secondary function, and to maintain the health of the campus community, the Student Health Centers may offer lab work or immunization for a fee.

Clinical Care Services are not a substitute for a student's primary medical care. Ongoing treatment will be referred to a student's own physician. Medical management should be supplemental to the primary treatment plan established by the student's own physician. If the student does not have a primary care provider, effort is made to connect them with community resources and transfer care.

Health education occurs during both Clinical Care and as outreach activities, and supports the goal of prevention.

The primary focus of Mental Services is crisis management and short term psychological counseling, and the safety of the general college population from potential disruption of the learning environment by the student in crisis. Mental Health services center on prevention, stabilization, initiation of case management and referral. ~~prevention, crisis intervention, and initiation of case management for referral.~~

No health fee supported services are conducted expressly for student athletes or athletic teams beyond the scope of services provided to the general student population.

No health fee supported services may be used for providing care/services to employees. Services rendered to VCCCD employees for first aid, TB clearance, and required immunizations will be financially supported by the employee or VCCCD.

Special Services include Student Insurance Program, and participation on Campus Behavior Intervention, and Emergency Preparedness.

DCAA

April 25, 2013

Old Business

BP/AP 5205 Student Accident Insurance  
(sent to Academic Senates on 4.01.13 for 2nd reading)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5205 STUDENT ACCIDENT INSURANCE
Number	BP 5205
Status	Active
Legal	Education Code Section 72506
Adopted	April 18, 2006

The District shall assure that students are covered by accident insurance in those instances required by law or contract.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5205 STUDENT AND ATHLETE ACCIDENT INSURANCE  
Number AP 5205  
Status PROPOSED  
Legal **Education Code Section 72506, 76355**  
Adopted  
Last Reviewed

Student and Athlete accident insurance is funded by the Student Health Fee (Title 5, Education & California Education Code Section 76355). The Student Health Fee may not fund the athletic accident insurance portion of the policy (California Education Code Section 76355). The athletic accident insurance is funded by the athletic division.

Student and Athlete insurance is available to:

- Enrolled and registered students injured while attending regularly scheduled classes at college or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college sponsored events.
- Enrolled and registered student athletes injured while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the college or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the college.
- Child(ren) of enrolled and registered students while in or about the child care facility provided by the college, provided that the facility is on the college campus.
- Official Visitors who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not Official Visitors.

The District or their representative(s) is not authorized to guarantee payment of Student and Athlete Accident Insurance claims. Questions regarding payment of claims are directed to the current student and athletic accident insurance vendor.

DCAA

April 25, 2013

Old Business

BP/AP 5210 Communicable Diseases  
(sent to Deans of SS on 4.01.13 for input-return to DCAA)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5210 COMMUNICABLE DISEASE
Number	BP 5210
Status	Active
Legal	Education Code Section 76403
Adopted	April 18, 2006

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

See Administrative Procedure 5210.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5210 COMMUNICABLE DISEASES  
Number AP 5210  
Status PROPOSED – NO AP 5210 IN BOARDDOCS  
Legal Education Code Section 76403  
Adopted  
Last Reviewed

The District shall:

Cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students

Ensure compliance with any immunization program required by the State Department of Health Services regulations.

DCAA

April 25, 2013

Old Business

BP/AP 5300 Student Equity  
(sent to Academic Senates on 4.01.13 for 2nd reading)

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5300 STUDENT EQUITY
Number	BP 5300
Status	Active
Legal	Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Adopted	April 18, 2006

~~The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The Colleges of the District shall establish and implement a student equity plan that meets Title 5 standards for such practice.~~

See Administrative Procedure 5300.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5300 STUDENT EQUITY  
Number AP 5300  
Status PROPOSED – NO AP 5300 IN VCCCD BOARDDOCS  
Legal Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

Adopted

Last Reviewed

Each college in the District has a student equity plan. The Student Equity Plan shall be developed, reviewed, maintained, and updated under the supervision of the EVP for Student Learning, or designee, on each campus.

The plan is filed as required to the Chancellor's Office of California Community Colleges following approval by the Board.

The Student Equity Plan shall address:

- Involvement by appropriate people from the community who can articulate the perspectives and concerns of historically underrepresented groups.
- The active involvement of the groups on campus.
- Campus-based research as to the extent of student equity.
- Institutional barriers to equity.
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Activities most likely to be effective to attain goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress toward the goals.
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District/each College will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, reviewed, maintained, and updated under the supervision of the EVP for Student Learning, or designee, on each campus.

Original draft\_KEngelsen\_received 3.06.13  
DTRW-SS review 3.07.13\_first reading  
DCAA review 3.28.13 with revisions at this meeting to AS  
Sent for Academic Senate review 4.01.13



DCAA

April 25, 2013

Old Business

BP/AP 5400 Associated Student Elections  
(sent to Academic Senates on 4.01.13 for 2nd reading)



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	BP 5400 ASSOCIATED STUDENTS ORGANIZATIONS
Number	BP 5400
Status	Active
Legal	Education Code Section 76060
Adopted	April 18, 2006
Last Reviewed	

The students of the District are authorized to organize student body associations. The Board hereby recognizes ~~that these~~ associations as the Associated Students of the District at Moorpark, Oxnard, and Ventura College~~s~~.

The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students organizations shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor. Advisement Guidance will be provided to the Associated Students for proper direction and assistance with all student activities.

The Associated Students organizations shall be granted the use of the District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure 5400.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5400 ASSOCIATED STUDENTS ORGANIZATIONS  
Number AP 5400  
Status PROPOSED – NO AP 5400 IN VCCCD BOARDDOCS  
Legal Education Code Section 76060  
Adopted  
Last Reviewed

Each College of the Ventura County Community College District shall have one Associated Students Organization.

Membership in student organizations is open to all students. Both day and evening student representatives shall be encouraged.

Policies and practices of the Associated Students shall be outlined in the Constitution and By-laws as established and reviewed regularly by student leadership.

The Associated Students Organizations may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the College and the District.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. Meetings will be held in compliance with the Brown Act.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

DCAA

April 25, 2013

Old Business

BP/AP 5500 Standards of Conduct  
(sent to Academic Senates on 4.01.13 for 2nd reading)

## BP 5500 STANDARDS OF CONDUCT—DRAFT 2013

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5500 STANDARDS OF <u>STUDENT</u> CONDUCT
Number	BP 5500
Status	Active
Legal	Education Code Section 66300; Accreditation Standard II.A.7.b
Adopted	April 13, 2010
Last Reviewed	March 11, 2010

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking, use of other tobacco products, or "electronic cigarettes" in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Engaging in *stalking*, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.

~~119~~. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

~~124~~. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority ~~of~~, or persistent abuse of, District/college personnel in performance of their duties.

~~132~~. Academic dishonesty, cheating, or plagiarism.

~~143~~. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

~~154~~. Unauthorized entry to or use of District/college facilities.

~~165~~. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

~~186~~. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

~~197~~. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

2048. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See Administrative Procedure 5500.

## ABP 5500 STANDARDS OF CONDUCT—DRAFT 2013

Book	VCCCD <del>Board Policy Manual</del> <u>Administrative Procedure</u>
Section	Chapter 5 Student Services
Title	<del>BP-AP</del> 5500 STANDARDS OF <u>STUDENT</u> CONDUCT
Number	<del>BP-AP</del> 5500
Status	<del>Active</del> <u>PROPOSED</u>
Legal	Education Code Section 66300; Accreditation Standard II.A.7.b
Adopted	<del>April 13, 2010</del>
Last Reviewed	<del>March 11, 2010</del>

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

~~The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.~~

~~The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.~~

~~The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:~~

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent ~~smoking, uses~~smoking, use of other tobacco products, or “electronic cigarettes” in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Engaging in stalking, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the ~~authority or~~authority or persistent abuse of District/college personnel in performance of their duties.
13. Academic dishonesty, cheating, or plagiarism.
14. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.
15. Unauthorized entry to or use of District/college facilities.
16. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.
17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.
20. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See ~~Administrative Procedure~~Board Policy 5500.



DCAA

April 25, 2013

Old Business

BP/AP 5520 Discipline Procedure  
(sent to Academic Senates on 4.01.13 for 2nd reading)

Book	VCCCD <del>Administrative Procedure Manual</del> <u>Board Policy</u>
Section	Chapter 5 Student Services
Title	<u>BAP 5520 STUDENT DISCIPLINE PROCEDURE</u>
Number	<u>BAP 5520</u>
Status	Active
Legal	Reference: Education Code Section 66300, 72122, 76030
Adopted	<u>June 16, 2010</u>
Last Reviewed	<u>June 9, 2010</u>

~~The Chancellor shall assure that a clear and effective Administrative Procedure is in place for the~~ The purpose of this procedure is to providing ~~e a prompt and equitable means to address violations of the Student Code of Conduct (See BP 5500), which provides~~ to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Board Policies and Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

~~See Administrative Procedure 5520 Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).~~

#### **Definitions of key terms:**

Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.

Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

District. The Ventura County Community College District.

Good cause for disciplinary action. As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to:

- ~~1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.~~

DTRW-SS 3.07.13 – original PEwins 3.21.13 post DTRW-SS  
DCAA review 3.28.13

- ~~2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.~~
- ~~3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.~~
- ~~4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.~~
- ~~5. Committing or attempting to commit robbery or extortion.~~
- ~~6. Causing or attempting to cause damage to District property or to private property on campus.~~
- ~~7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.~~
- ~~8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.~~
- ~~9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.~~
- ~~10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.~~
- ~~11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.~~
- ~~12. Academic dishonesty, cheating, or plagiarism.~~
- ~~13. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.~~
- ~~14. Unauthorized entry to or use of District/college facilities.~~
- ~~15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.~~
- ~~16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.~~
- ~~18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).~~

~~For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.~~

~~**Instructor.** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.~~

~~**Student.** Any person currently enrolled as a student at any college or in any program offered by the District.~~

Time Limit. Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

#### **Definitions of types of discipline listed in order of severity**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning. Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand. Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class. Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-term Suspension. Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges. Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension. The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension. Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

#### **Procedures for Disciplinary Actions (listed in order of severity)**

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

DTRW-SS 3.07.13 – original PEwins 3.21.13 post DTRW-SS  
DCAA review 3.28.13

### **Warning**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232—challenging content of student records.]

### **Reprimand**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

### **Temporary Removal from Class**

Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

### **Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

Notice. The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;

- ~~the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and~~
- ~~the level of the discipline that is being proposed.~~

Time limits. The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-term Suspension. Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

Expulsion. Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed

expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

### **Hearing Procedures for Long-term Suspension and Expulsion**

Request for Hearing. Within 7 days after receipt of the College President's decision regarding a long term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing. The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1<sup>st</sup>, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

A quorum shall consist of all three members of the committee.

Hearing Panel Chair. The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Hearing Process. Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.



Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

#### **College President's Decision**

- Long-term suspension. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.
- Expulsion. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the



hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

#### **Board of Trustees Decision**

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5520 STUDENT DISCIPLINE PROCEDURE  
Number AP 5520

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Status Active – ~~THERE IS NO BP IN VCCCD BOARDDOCS~~

Legal ~~Reference: Education Code Section 66300, 66301, 72122, 76030, 76102, 76003, 66017, 76031, 76032, 76232, 76200~~

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~~Education Code Section 66300, 72122, 76030~~

Adopted June 16, 2010

Last Reviewed June 9, 2010

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

#### Definitions of key terms:

Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.

Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the ~~administrative office of the District or college is closed~~, the date for such action shall be extended to the next business day. Similarly, ~~if if the final day to take any action required by this policy occurs any action is required while the faculty or staff member involved is "off contract" or otherwise unavailable, the timeline will commence when the faculty member returns to active contract status.~~

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~~during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.~~

District. The Ventura County Community College District.

Good cause for disciplinary action. As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to:

1. ~~Causing~~, attempting to cause, or threatening to cause physical injury to another person or to one's self.

Comment [p1]: This will need to be updated to match the conduct code.

Original draft from P. Ewins received 3.05.13

DTRW-SS 3.07.13 first reading

DCAA review 3.28.13

2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.
12. Academic dishonesty, cheating, or plagiarism.
13. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.
14. Unauthorized entry to or use of District/college facilities.
15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.
18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

**Instructor/Faculty.** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Student.** Any person currently enrolled as a student at any college or in any program offered by the District.

Original draft from P. Ewins received 3.05.13

DTRW-SS 3.07.13 first reading

DCAA review 3.28.13

Time Limit. Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

#### **Definitions of types of discipline listed in order of severity**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning. Documented written notice by the CSSO or designee to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

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Short-term Suspension. Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges. Placement of the student on probation by the College President or designee, for good cause, for a specified period of time, not to exceed one academic year, during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested~~evaluated~~; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension. The College President or designee may order immediate interim suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension. Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

#### **Procedures for Disciplinary Actions (listed in order of severity)**

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Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

### **Warning**

The CSSO or designee, upon recommendation from ~~an instructor~~Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

### **Reprimand**

The CSSO or designee, upon recommendation from ~~an instructor~~Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

### **Temporary Removal from Class**

Any ~~instructor~~Instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The ~~instructor~~Instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the ~~instructor~~Instructor regarding the removal prior to the day that the student is eligible to return to class. If the ~~instructor~~Instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the ~~instructor~~Instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

### **Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**Notice.** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that

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protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;

- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and
- the level of the discipline that is being proposed.

Time limits. The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO, or designee, shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO ~~or~~ or designee's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting with the college President or designee shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor for this decision, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-term Suspension. Within ~~7-10~~ days after the delivery of the notice, or within ~~7-10~~ days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the

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District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing. The College President or designee may invoke immediate, and if necessary, consecutive interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order.

**Comment [p2]:** This is problematic because it allows the student to return to class while awaiting the decision.

Expulsion. Within 7-10 days after the delivery of the notice, or within 7-10 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, or designee, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing. The College President or designee may invoke immediate and if necessary, consecutive, interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate, suspension is required to protect lives or property and to ensure the maintenance of order.

#### Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing. Within 7-10 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7-10 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing. The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1<sup>st</sup>, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

**Comment [p3]:** Student grievance hearing stipulates it cannot be the chair. Should they be the same? I have no strong feelings which way it should be ...but same would be nice.

A quorum shall consist of all three members of the committee.

Hearing Panel Chair. The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

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Hearing Process. Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. ~~The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.~~ A college representative who shall be the CSSO or designee shall present the facts supporting the accusation.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence and written statements will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

**Comment [p4]:** How and where would this be enforced?

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation,

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the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

#### **College President's Decision**

- Long-term suspension. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.
- Expulsion. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

#### **Board of Trustees Decision**

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

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Old Business

BP/AP 5530 Student Rights and Grievances  
(sent to Academic Senates on 4.01.13 for 2nd reading)

## BP 5530 STUDENT RIGHTS AND GRIEVANCES

Book VCCCD Board Policy  
Section Chapter 5 Student Services  
Title BP 5530 STUDENT RIGHTS AND GRIEVANCES  
Number BP 5530  
Status ~~ACTIVE~~ PROPOSED  
Legal Title IX, Education Amendments of 1972; Education Code Section 76224(a)  
Adopted  
Last Reviewed

The Chancellor shall insure the placement of a clear and efficient procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

See AP 5530

## AP 5530 STUDENT RIGHTS AND GRIEVANCES

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5530 STUDENT RIGHTS AND GRIEVANCES  
Number AP 5530  
Status Active  
Legal Title IX, Education Amendments of 1972; Education Code Section 76224(a)  
Adopted ~~June 16, 2010~~  
Last Reviewed ~~June 9, 2010~~

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
2. Financial aid determinations made at the college or District level.
3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
4. The exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.
5. Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

1. Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.
2. Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.
3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
5. Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.
6. Evaluation of the professional competence, qualifications, or job performance of a District employee.
7. Claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

## Definitions

College President. The institutions Chief Executive Officer

Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.

College Grievance Officer. The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal

**Comment [pe1]:** The CSSO is not mentioned again in the document. No need to define

**Comment [pe2]:** The president is referred to throughout the document....not the CSSO.

means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

Day. A calendar day unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the ~~administrative offices of the District are~~ District College is closed, the date for such action shall be extended to the next business day. Similarly, if any action is required while the faculty or staff member involved is "off contract" or otherwise unavailable, the timeline will commence when the faculty member returns to active contract status. ~~the final day to take any action required by this procedure occurs during summer session or during an intersession, but the basis for the grievance arose prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.~~

Grievant. Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent. Any person claimed by a Grievant to be responsible for the alleged grievance.

### **Informal Resolution**

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of

the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

### **Formal Resolution**

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days. A and a copy of the response -will be sent to the Grievant.

### **Hearing Procedures**

Grievance Hearing Committee. The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President, or designee, shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness,

who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge, excluding the chairperson. The College President, or designee, shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

Grievance Hearing Committee Chair. The College President, or designee, shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Hearing Process. Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a specific Grievance Hearing Committee as described above and submit the names to both the Grievant and the Respondent. The Grievant and the Respondent shall have 7 days to approve or request changes to the hearing committee within the parameters stated above. Within 14 days of the confirmation of the hearing committee ~~t~~The Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:



- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee's determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days' notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

Comment [pe3]: NEW

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the

record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

### **College President's Decision**

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.

DCAA

April 25, 2013

Old Business

BOT Strategic Objective 1.A Discussion – Districtwide  
General Education Subcommittee –  
Status Update (Mary Rees) – no handouts

DCAA

April 25, 2013

Old Business

Enrollment Management (Riley Dwyer) – no handouts

DCAA

April 25, 2013

Old Business

DTRW-I Report (Erika Endrijonas) – no handouts  
DTRW-SS Report (Erika Endrijonas) – no handouts



DCAA

April 25, 2013

New Business

BP/AP 2510 Participation in Local Decision Making  
(Peter Sezzi)



Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2510 PARTICIPATION IN LOCAL DECISION MAKING
Number	BP 2510
Status	Active
Legal	Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A
Adopted	November 8, 2005
Last Revised	April 12, 2011
Last Reviewed	March 10, 2011

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for the Chancellor's action under which the District is governed and administered.

Each of the following shall participate effectively as required by law (AB 1725) in the decision-making processes of the district:

**Academic Senate(s)** (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. The district and academic senates shall have the obligation to reach mutual agreement by written resolution, regulation, or Board Policy in academic and professional matters. The Governing Board may change policies regarding academic and professional matters in mutual agreement with the senate or after a good faith effort to reach agreement only for compelling legal, fiscal, or organizational reasons.

The board shall determine on an annual basis the amount of release time to be granted the senate presidents for the purpose of performing those participative functions as may be requested by the district and its colleges. Academic senate presidents or designees will receive remuneration for participating fully in governance during the summer months.

Procedures to implement this section are developed collegially with the Academic Senate.

**Staff** (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified representatives and other recognized employee organizations will be given every reasonable consideration.

**Students** (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The

selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

See Administrative Procedure 2510.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2510 PARTICIPATION IN LOCAL DECISION MAKING
Number	AP 2510
Status	Active
Legal	Education Code Section 70902(b) (7); Title 5, Sections 53200 et seq; 51023.5; 51023.7 Accreditation Standard IV.A.2, IV.A.5
Adopted	April 12, 2011
Last Reviewed	March 10, 2011

Employee and student participation in District decision-making is outlined in the VCCCD Participatory Governance Handbook.

DCAA

April 25, 2013

New Business

BP/AP 4022 Course Approval  
(from DTRW-I; first reading – DCAA)

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4022 COURSE APPROVAL
Number	BP 4022
Status	Active
Legal	Title 5, Section 55100
Adopted	June 23, 2009
Last Reviewed	May 14, 2009

The Chancellor, in consultation with the Academic Senates, will develop an administrative procedure that establishes processes for developing credit and non-credit courses.



Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Course Approval
Number	AP 4022
Status	Active
Legal	<a href="#">Title 5 Section 55100</a>
Adopted	August 1, 2007

## AP 4022 Course Approval

### Reference:

Title 5 Section 55100

**Note:** *This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.*

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

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

These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

New 8/07

 [AP 4022 Course Approval.doc \(29 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



DCAA

April 25, 2013

New Business

BP/AP 5410 Associated Student Elections  
(from DTRW-SS; first reading – DCAA)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5410 ASSOCIATE STUDENTS ELECTIONS
Number	BP 5410
Status	Active
Legal	Education Code Section 76061
Adopted	April 18, 2006

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

See Administrative Procedure 5410.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5410 ASSOCIATED STUDENTS ELECTIONS  
Number AP 5410  
Status PROPOSED – NO AP 5410 IN VCCCD BOARDDOCS  
Legal Education Code Sections 76063 - 76065  
Adopted  
Last Reviewed

The Associated Students shall conduct annual elections to elect officers as described in the “Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position.”

Any student elected as an officer in the Associated Students shall meet eligibility requirements as stated in the respective Associated Students Constitution and By-laws, as defined in the College Catalogs, and as set forth in the “Student Election Standard Operating Practices” guidelines for student elections.

DCAA

April 25, 2013

New Business

BP/AP 5420 Associated Students Finance  
(from DTRW-SS; first reading – DCAA)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5420 ASSOCIATED STUDENTS FINANCE
Number	BP 5420
Status	Active
Legal	Education Code Sections 76063–76065
Adopted	April 18, 2006

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5420 ASSOCIATED STUDENTS FINANCE  
Number AP 5420  
Status PROPOSED – NO AP 5420 IN VCCCD BOARDDOCS  
Legal Education Code 76060, 76063 - 76065  
Adopted  
Last Reviewed

The Board authorizes the Associated Students to establish and maintain student organization accounts at each college. The Vice President of Administrative Services shall be responsible for the proper administration of the financial activities of each student organization account.

The Associated Student Organizations will have all funds deposited and disbursed by the Student Business Office.

The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 – 16305.7 or in a bank or banks whose accounts are insured by the federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and

playing fields, where those facilities , or portions thereof , are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons:

- The Campus President or designee;
- The officer or employee of the district who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

The books, financial records and procedures of all student organizations are subject to an annual audit. Reports of the annual audit of A.S. funds are submitted to the Vice President of Administrative Services. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Administrative Services, or designee.

DCAA

April 25, 2013


New Business

DCAA Governance Self-Appraisal (Jane Harmon)



# District Council on Academic Affairs Self-Appraisal SurveyMonkey (March 2013)

## 1. 1. How often did the committee meet?



		Response Percent	Response Count
Weekly		0.0%	0
Bi-weekly		0.0%	0
<b>Monthly</b>		<b>100.0%</b>	<b>11</b>
As needed		0.0%	0

Should it meet more frequently? Less frequently? If so, why?



7

<b>answered question</b>	<b>11</b>
<b>skipped question</b>	<b>0</b>

**2. 2. Does the committee charge reflect the business of the committee? (Charge provided below.) "The District Council on Academic Affairs (DCAA) advises the Chancellor through Cabinet and the District Consultation Council regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; DCAA facilitates the coordination of District college programs and reviews institutional offerings for redundancy, growth and development, and discontinuance; and prepares the initial draft of the educational master plan as it relates to instruction and student services. The District Council on Academic Affairs is advised by two District workgroups on academic and professional matters (DTRW-I and DTRW-SS). The workgroups focus on instruction and student services in program development."**

		Response Percent	Response Count
Yes		45.5%	5
No		54.5%	6
answered question			11
skipped question			0






**3. 3. Is the committee environment conducive to open discussion of relevant issues?**

		Response Percent	Response Count
Yes		81.8%	9
No		18.2%	2

If "no," please explain your response. 5

answered question			11
skipped question			0

#### 4. 4. Are the issues brought to the committee effectively addressed in a timely manner?






		Response Percent	Response Count
Always		0.0%	0
<b>Usually</b>		<b>54.5%</b>	<b>6</b>
Sometimes		45.5%	5
Rarely		0.0%	0
Never		0.0%	0

Please explain your response.

8

<b>answered question</b>	<b>11</b>
<b>skipped question</b>	<b>0</b>

#### 5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?




		Response Percent	Response Count
<b>Always</b>		<b>54.5%</b>	<b>6</b>
Usually		36.4%	4
Sometimes		9.1%	1
Rarely		0.0%	0
Never		0.0%	0

Please explain your response.

3

<b>answered question</b>	<b>11</b>
<b>skipped question</b>	<b>0</b>

## 6. 6. Are the committee meeting notes readily accessible?

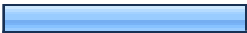


		Response Percent	Response Count
Accessible and easy to find		81.8%	9
Accessible but difficult to find		9.1%	1
Meeting notes are kept but not posted		0.0%	0
Meeting notes are not kept (that I am aware of)		9.1%	1

Please explain your response.

3

answered question	11
skipped question	0

## 7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

		Response Percent	Response Count
Strongly agree		0.0%	0
Agree		36.4%	4
Neither agree nor disagree		45.5%	5
Disagree		18.2%	2
Strongly agree		0.0%	0

Please explain your response.

8

answered question	11
skipped question	0

**8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?**

**Response  
Count**

10

**answered question**

**10**

**skipped question**

**1**

**9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.**

**Response  
Count**

9

**answered question**

**9**

**skipped question**

**2**

**Q1. 1. How often did the committee meet?**

1	Once a month is appropriate.	Mar 25, 2013 10:44 AM
2	It should have met more frequently. It didn't start meeting early in Fall, and it didn't meet every single month. The very wide range of topics that this committee is supposed to look at, in its inaugural year, was never outlined. It was never made clear why DCAA is looking at curriculum (except perhaps as a clearing house, which function could be performed by one person - it doesn't take a committee). Some strategy sessions and identification of key policy issues should have taken place at the beginning of the year, starting with a review of the last few years of changes in Ed Code and homework assignments to evaluate how well we're doing, as a District, at keeping up with changes in *Academic* policies.	Mar 21, 2013 4:14 PM
3	I have found that the process of submission through actually making it to the Board is long. I am not sure if the resolution is in meeting more frequently in making the process more efficient.	Mar 21, 2013 12:30 PM
4	It should meet once per month, but the day should change to accommodate the Board agenda review by Consultation Council.	Mar 18, 2013 10:35 PM
5	needs to be aligned to facilitate curriculum approval	Mar 13, 2013 1:16 PM
6	Meeting dates don't coordinate well with Board submission deadlines for Curriculum and exceptions needed to be made to get Curriculum on agendas late, otherwise Curriculum would be delayed another whole month. This felt like a huge hinderance all year and time crunch.	Mar 13, 2013 11:46 AM
7	Once a month is appropriate	Mar 12, 2013 9:41 PM

**Q3. 3. Is the committee environment conducive to open discussion of relevant issues?**

1	This is a clarification of #2 above - the committee met all of the charges except it was not involved in preparing the initial draft of the educational master plan as it relates to instruction and student services. This would be an appropriate place for this to happen, but it happened elsewhere (DCAP, I believe).	Mar 25, 2013 10:44 AM
2	Topics are often narrow in scope. This committee is supposed to have done a draft of the educational master plan, but actually had no input into it whatsoever. Committee, in order not to be overwhelmed by its tasks, often relied on past iterations of policy reviews (which took place under the old structure, so that newcomers to this committee had no way of revisiting those discussion). Some review was done by a subcommittee of "development" of GE standards, but no review of "redundancy" or plans for "growth" were ever considered. No plans for review of program discontinuance were heard by this committee, because District policy is actually written so as not to require that DCAA do anything about program discontinuance (the charge on this committee really needs to be reworked).	Mar 21, 2013 4:14 PM
3	It's less about the committee and more about the charge of the committee which is unclear. For example, it's not clear how DCAA "facilitates the coordination of programs," etc., as it has no authority over the colleges. The charge to review the curriculum before it goes on the board agenda is more clearly stated in the DTRW-I description but even that is unclear. In other words, WHAT IS THE POINT OF THIS COMMITTEE other than as a stop gap measure in the absence of an academic vice-chancellor?	Mar 18, 2013 10:35 PM
4	Although the discussions can sometimes get lively there is open communication between members.	Mar 13, 2013 2:29 PM
5	The DCAA is not currently involved in master planning-all else is appropriate.	Mar 12, 2013 9:41 PM

**Q4. 4. Are the issues brought to the committee effectively addressed in a timely manner?**

1	DCAA did not function as I think it could in all situations. The work groups did their work and then when the policies, procedures and curriculum came to DCAA, the group began the work all over again by sending things back to the colleges via the Academic Senates. This vetting needs to happen during the DTRW-I and DTRW-SS process which did evolve with the curriculum. The curriculum now comes to the DCAA from DTRW-I as a consent agenda item and is only discussed if there are questions. This needs to happen with the board policies and administrative procedures also. Then DCAA will be focused on discussing which policies and procedures need to be addressed, how the student success initiative is being implemented at the colleges, and future curriculum and programmatic issues.	Mar 25, 2013 10:44 AM
2	Prereqs/coreqs policy and the AA Degree policy sort of fell through the cracks and did not get addressed in a timely manner (should have been completed in fall). One can only hope that other policies (like priority registration) do not have to cycle again and again through this committee, since at no point as a full dialogue on the issues involved taken place, and this is another time sensitive policy that cannot wait to be implemented. If we get it wrong (and we may) we will have to do it again next year, which is not efficient.	Mar 21, 2013 4:14 PM
3	Most issues seem to be caught in a work flow process (going back to the colleges, other committees, etc.) and take a long time to be addressed in a timely manner.	Mar 21, 2013 12:30 PM
4	We are still working out how this new committee should fit within the existing committees -- but are getting clearer I think. We are establishing a protocol of which committees send which drafts for consideration, and then where else a draft needs to go (Senates), and then back to DCAA for final discussion.	Mar 19, 2013 1:26 PM
5	Some BPs and APs have taken a long time.	Mar 18, 2013 10:35 PM
6	Since this is the first year for this committee, special arrangements needed to be secured in order for curriculum to be placed on the Board agenda for approval.	Mar 14, 2013 10:33 AM
7	There are certain instances of "bottlenecking" where the member requests more time for constituent review resulting in delay of completion of the issue.	Mar 13, 2013 2:29 PM
8	We have had a very full schedule and it has been challenging to keep it moving forward.	Mar 12, 2013 9:41 PM

**Q5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?**

1	Laurie does a fantastic job.	Mar 25, 2013 10:44 AM
2	If folks get their items in on time, the agenda is sent out in advance.	Mar 18, 2013 10:35 PM
3	The agendas and meeting notes are posted on the DAC Committee website and members are notified of this access via email when sending out agenda packets.	Mar 13, 2013 2:29 PM



**Q6. 6. Are the committee meeting notes readily accessible?**

1	They are up on the district's website, although it is sometimes 3 weeks or longer before they are there (again, making the PG part of the committee difficult).	Mar 21, 2013 4:14 PM
2	Always accessible. Not always the latest versions -- we spend a lot of time discussing whether the versions sent to us are the very latest as adapted by earlier committees.	Mar 19, 2013 1:26 PM
3	Meeting notes are also posted on the DAC Committee website after final approval at the subsequent meeting.	Mar 13, 2013 2:29 PM

**Q7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?**

1	For the most part I agree - the most important work was getting through a thorough review of policies and procedures and also the work of the General Ed Subcommittee which did a yeoman's job in bringing this curriculum into alignment.	Mar 25, 2013 10:44 AM
2	The Committee is still new and not clear about its charge. A hot list of policies should have been created by the co-chairs or by the committee as a whole, perhaps soliciting advise from DTRW-I and DTRW-SS. Merely waiting until the two DTRW's tell DCAA what to look for doesn't get enough lead time for appropriate research into best practices (or consultation with constituents) to take place.	Mar 21, 2013 4:14 PM
3	When items finally make it through the whole process, I can say that we accomplished it effectively (but again takes a long time). But, we still do not get follow-up on issues that were completed (the final outcome).	Mar 21, 2013 12:30 PM
4	We are learning our job.	Mar 19, 2013 1:26 PM
5	Since this is a newly developed committee for the 2012/2013 academic year, there have been some operational issues which are getting ironed out as the committee works out the details. Significant improvement should be shown by the next academic year for this committee.	Mar 13, 2013 2:29 PM
6	"the business of the committee" not clearly defined	Mar 13, 2013 1:16 PM
7	The idea behind DCAA is that it would replace a Vice Chancellor of Academic Affairs and I don't think it does that. A position like that would make final decisions when the campuses were at an impasse, but this committee seemed very reluctant to do so and operates by consensus instead. So, if DTRW-I or DTRW-SS sends up an issue to DCAA beause the campuses are unable to come to consensus, nothing changes.	Mar 13, 2013 11:46 AM
8	This has been a very collegial committee-taken on some difficult issues, but the committee has kept on.	Mar 12, 2013 9:41 PM



**Q8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?**

1	As I mentioned, the vetting of board policies and administrative procedures needs to happen during the work of the DTRW-I and DTRW-SS. The members of those work groups need to take the bps and aps back to their constituent groups (academic senate, management groups, and other campus operations which will be directly affected or expected to carry out the administrative procedures (for example, records and registration for priority registration). Then when these policies and procedures are brought to DCAA, they would be on a consent agenda and only pulled for discussion in unusual circumstances. As it is now, everything is slowed down unnecessarily as things go from DCAA back to the senates for two readings.	Mar 25, 2013 10:44 AM
2	7 times a year is simply too few meetings. Since this committee deals with both instructional and student services issues, and such things as the Student Success Act are rapidly becoming reality, we need policy and dialogue about such things as "What is an ed plan?" "How does the Registrar certify that a student has gone to orientation?" "What is the districtwide view on how soon students should be alerted to changes?" "Is orientation at one college enough to satisfy the requirement at all colleges? Will that get keyed into Banner somehow? How much lead time is needed to do that?" Members of the committee should be sent some kind of agenda/notes from the two committees that recommend to it.	Mar 21, 2013 4:14 PM
3	The structure of the committee and the work flow of where DCAA stands. There is not a clear understanding of the flow; for example, an issue is forwarded from DTRW-SS to DCAA, then it goes to Academic Senate, then back to DCAA but if not in agreement what happens? Follow up information on the status of what is the outcome through Chancellors Cabinet and the Board of the work forwarded to them. Also, if there is not consensus from all 3 colleges on an issue, what is the protocol? If 2 colleges are in agreement, but 1 college is not, what happens then and what is the role of DCAA?	Mar 21, 2013 12:30 PM
4	It would help if we had our curriculum material only brought to us once a quarter rather than monthly (or whatever Curriculum Chairs suggested). Similarly, we need a clearer timetable of which and when APs and BPs should come to us. We now have a handout of all of these and their renewal dates so we have some idea of what is coming up, but this could be much more efficient.	Mar 19, 2013 1:26 PM
5	Give it a real purpose and some teeth.	Mar 18, 2013 10:35 PM
6	The DCAA monthly meeting schedule should be changed to accommodate submission deadlines for Cabinet review, Policy Committee, and subsequently Board meetings. DCAA is currently meeting the fourth Thursday of each month and was dark in December 2012 (putting us behind by a month for completion of issues) and suggest they move to the third Thursday of the month. We have improved the agenda process by noting new and old business as well as items on hold.	Mar 13, 2013 2:29 PM
7	look at need and mission	Mar 13, 2013 1:16 PM
8	Many of the same faculty sit on several or all of the 3 committees that include DCAA, DTRW-I, and DTRW-SS, which makes the work of DCAA feel very redundant and pointless. But, if you have totally different folks on DCAA who	Mar 13, 2013 11:46 AM

**Q8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?**

don't know what went into the decisions/policies coming up or back from DTRW-SS or DTRW-I (especially in the case of Curriculum) that is also problematic.

- |    |   |                      |
|----|---|----------------------|
| 9  | Better coordination and planning between all the layers (respective committees) of review and approval needed to get curriculum and programs approved by the BOT. The process could have been smoother by having the Academic Senate (AS) Presidents participate in DTRW-I and DTRW-SS to address issues that were tabled due to having the returned to AS for follow-up. | Mar 13, 2013 4:08 AM |
| 10 | Just getting the feel of how the work groups and DCAA work together. Good groups.   | Mar 12, 2013 9:41 PM |



**Q9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.**

1	Continue the work it has done, but focus on future - planning, priorities, consistency between colleges, etc.	Mar 25, 2013 10:44 AM
2	Policy or dialogue regarding "What is an Ed Plan?" What is "Orientation" (within the standards of the Student Success Act)? Study sessions regarding what happens to student success and enrollment in places where similar measures have already taken place are very much needed. While students who do not meet the mandates of the Student Success act will still get to enroll, the newly promulgated Priority Registration system will end up (apparently - we've never really discussed it) with two sets of students: those who are properly matriculated and get to use the priority registration system and those who are not. Given the legal complexities of some of the mandates and the wide variation of how the three colleges are currently getting these things done, confusion will reign in Fall 2014 if some districtwide committee doesn't get in gear to have a plan of action (and it would appear to fall in the charge of this committee).	Mar 21, 2013 4:14 PM
3	We need a clarification on the process, procedures and operating guidelines (see comments above).	Mar 21, 2013 12:30 PM
4	We are learning our job. I have not given up on this committee yet, as much good is coming from it in the area of discussing (and in some cases moving closer) on differences within the three colleges. Hurray for the GenEd subcommittee! I would have liked more time to make a more thoughtful and detailed response to this questionnaire, but today at 5pm is the deadline. It did not come out before Spring break, and when I got back I had two days -- not the most faculty-friendly time scale with a full load of classes!	Mar 19, 2013 1:26 PM
5	Priority enrollment has been an issue that has not been resolved as of this date and needs to be implemented by fall 2014.	Mar 13, 2013 2:29 PM
6	"advises the Chancellor through Cabinet and the District Consultation Council" how is this done? the committee's role on "reviewing" curriculum is not clear	Mar 13, 2013 1:16 PM
7	DCAA needs strong leadership to guide it if it continues to exist and its role needs more clearly defined along with a flowchart that shows the loop of assignments - there were times this year when key groups were skipped in the review of policies/procedures because of confusing instructions from DCAA. Curriculum should only go to DCAA if there is an issue that needs resolved at the district level, not just as a consent item, because that's really just another roadblock in getting our Curriculum to the Board, and not to re-review what DTRW-I already spent the time and energy reviewing (by the folks who know Curriculum best). It seems like the business of DCAA should focus on things like the Educational Masterplan and large district vision business that isn't being done elsewhere that requires faculty participation and that the membership not be as duplicative as it currently is. For instance, if Curriculum weren't being reviewed, then the Chairs and Articulation Officers wouldn't necessarily want/need to be on DCAA to be prepared to defend it, opening spots for other faculty to participate. If the goal is to spread the workload and not have the same few people serving on all of the committees writing all of the policy/procedures/district plans, etc.	Mar 13, 2013 11:46 AM

**Q9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.**

- |   |  |                      |
|---|--|----------------------|
| 8 | Better coordination and planning between all the layers (respective committees) of review and approval needed to get curriculum and programs approved by the BOT. The process could have been smoother by having the Academic Senate (AS) Presidents participate in DTRW-I and DTRW-SS to address issues that were tabled due to having the returned to AS for follow-up | Mar 13, 2013 4:08 AM |
| 9 | Continue to work on board policies and administrative procedures. Need to set up flow chart to ensure these move through the entire process.   | Mar 12, 2013 9:41 PM |



DCAA

April 25, 2013

Consent Items

Moorpark College  
Curriculum Submission

## **MOORPARK COLLEGE**

### **New Courses**

THA M27A	Costume Design I	3.0
THA M27B	Costume Design II	3.0
THA M28	Production Makeup	3.0

## New Courses

THA M27A	Costume Design I	3.0
Prerequisites:	None	
Hours:	2 lecture, 3 lab	

Explores the study of costume history, design, and basic construction techniques as an introduction to theatrical costuming. Includes the use of appropriate fabrics and materials for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and M24B.) Applies to Associate Degree. Transfer credit: CSU

THA M27B	Costume Design II	3.0
Prerequisites:	THA M27A	
Hours:	2 lecture, 3 lab	

Explores an intermediate level of study of costume history, design, and basic construction. Includes the use of appropriate fabrics, materials, and sewing techniques for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24B.) Applies to Associate Degree. Transfer credit: CSU

THA M28	Production Makeup	3.0
Prerequisites:	None	
Hours:	2 lecture, 3 lab	

Explores the study of theatrical make-up design and application for the stage and screen. Includes the study of color theory, facial structure, and anatomy for sculpting and contouring for dramatic effect, and the design and construction of prosthetics. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and THA M24B). Applies to Associate Degree. Transfer credit: CSU

DCAA

April 25, 2013

Consent Items

Oxnard College  
Curriculum Submission

# **OXNARD COLLEGE**

## **New Courses**

BUS R124	Organizational Behavior	3
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## OXNARD COLLEGE

### New Courses

#### Page 2

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BUS R124	Organizational Behavior	3
Hours:	3.0 lecture	
Prerequisites:	None	

Organizational Behavior is an introductory business course that will provide information to the student about individuals, groups, organizational structure, and function. Topics to be studied include: Interpersonal Communications, Decision Making, Human Perception, Dynamics of Groups, Human Needs and Motivation, Concept of Organization, Leadership, Moral and the Quality of Work Life with attention to ethical considerations. *Transfer credit: CSU*

**Revised Courses**

ACCT R101	<del>Principles of</del> Financial Accounting	3
ACCT R102	<del>Principles of</del> Managerial Accounting	3
ANAT R101	General Human Anatomy	4
MATH R014A	Intermediate Algebra I	<b>32.5</b>
MATH R014B	Intermediate Algebra II	<b>32.5</b>
PHIL R100	Critical Thinking	3
PHIL R111	<del>Thinking Critically</del> <b>Thinking</b> and Analytic Writing	3
PHSO R101	Human Physiology	5
PSY R101	General Psychology	3
PSY R104	Introduction to Experimental Psychology	3
PSY R105	Introduction to Physiological Psychology	3

## OXNARD COLLEGE

### Revised Courses

#### Page 4

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ACCT R101	<del>Principles of Financial Accounting</del>	3 Units
Hours:	3.0 lecture	
Prerequisites:	None	
Advisory:	<del>ACCT R001</del> <b>BUS R001</b>	

~~This course studies~~ **is the study of** accounting as an information system, examining why it is important and how it is used by investors ~~and, creditors, and others~~ to make decisions. The course ~~coverage includes~~**covers** the accounting information system ~~and the,~~ **including** recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the ~~classified~~ financial statements, and statement analysis. **Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flows, internal controls, and ethics.** Field trips may be required. Formerly BUS R101A. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

ACCT R102	<del>Principles of Managerial Accounting</del>	3 Units
Hours:	3.0 lecture	
Prerequisites:	<b>ACCT R101</b>	

~~This course is the study of the use of accounting data for managerial planning, cost control, and decision making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting. This course also continues and concludes the introductory phase of accounting principles, including accounting problems and procedures unique to corporations and investments.~~ **This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.** Field trips may be required. Formerly BUS R101B. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

ANAT R101	General Human Anatomy	4 Units
Hours:	2.0 lecture, 6.0 lab	
Prerequisites:	BIOL R101 or BIOL R120; <b>and BIOL R101L; and ENGL R096; and MATH R014</b>	

This course is organized into two parts: lecture and laboratory. The lecture portion is an introduction to gross anatomy as well as organization and histology of human organ systems. The laboratory portion reinforces the lecture material and consists of hands-on experiments and demonstrations used to illustrate the principles and concepts of anatomy. These include but are not limited to microscope use, model and specimen examination, dissection of the cat as well as other livestock organs and demonstration of the dissected human cadaver. This course is appropriate and meets the requirements of students anticipating transfer to university, medical school, dental school, holistic medicine, kinesiology programs and other health care certificated programs. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*



## OXNARD COLLEGE

### Revised Courses

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MATH R014A      Intermediate Algebra I      32.5 Units  
Hours:            3.02.5 lecture  
Prerequisites:    MATH R011 or MATH R002

This course is the first in a two-course sequence equivalent to MATH R014. This course will emphasize applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include operations with functions, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, and solving quadratic equations. A student receiving credit in Math R014A and/or B will not receive credit in MATH R014. The course is offered Pass/No Pass only.

MATH R014B      Intermediate Algebra II      32.5 Units  
Hours:            3.02.5 lecture  
Prerequisites:    MATH R014A

This course is the second in a two-course sequence equivalent to MATH R014. This course will emphasize applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem. A student receiving credit in Math R014A and/or B will not receive credit in MATH R014. The course is offered Pass/No Pass only.

PHIL R100          Critical Thinking      3 Units  
Hours:            3.0 lecture  
Prerequisites:    None

This course ~~is~~**provides** an introduction to critical thinking ~~skills~~**by emphasizing analytical reasoning.** The course ~~will examine deductive and~~**examines** inductive reasoning techniques ~~applied in and~~**deductive reasoning as well as other forms of persuasion. Topics include: analysis of** arguments, ~~natural and social science, social and cultural issues and~~**explanations, and informal fallacies that** occur in the natural sciences, social sciences (including applied ethics), the humanities, (such as philosophy or art criticism), as well as everyday situations**discourse.** Critical thinking and problem-solving skills to be developed include: identifying and evaluating arguments;; recognizing ~~informal fallacies,~~**and correcting reasoning errors;** constructing effective arguments **based on sound methods of reasoning;** and assessing ~~topics~~**subjects** from multiple ~~argumentative~~**theoretical** points of view. (Course credit is not available for students who have already taken PHIL. R111.) Formerly PHIL R121. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU*

## OXNARD COLLEGE

### Revised Courses

#### Page 6

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PHIL R111                      ~~Thinking Critically~~**Thinking** and Analytic Writing                      3 Units  
Hours:                      3.0 lecture  
Prerequisites:                      ENGL R101

This course ~~is~~**provides** an introduction to critical thinking skills ~~with an emphasis on~~**by emphasizing** logical analysis ~~through~~**and analytical** writing. The course ~~will examine deductive and~~ **primarily examines** inductive reasoning techniques ~~applied in and its relation to deductive reasoning and other forms of persuasion. Topics include: analysis of arguments, natural and social science, social and cultural issues and explanations, and informal fallacies that occur in the natural sciences, social sciences (including applied ethics), the humanities, (such as philosophy or art criticism), as well as everyday situations~~ **discourse**. Critical thinking, **writing and problem-solving** skills to be developed include: identifying and evaluating arguments;; recognizing ~~informal fallacies~~**and correcting reasoning errors**; constructing ~~effective arguments and~~**based on sound methods of reasoning**; assessing ~~topics~~**subjects** from multiple ~~argumentative~~**theoretical** points of view. ~~A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. (Course credit is not available for students who have already taken Phil. R121.); composing original work of varying lengths, reflective of course elements. Course is offered Pass/No Pass (P/NP) at student's option.~~  
*Transfer credit: UC, CSU*

PHSO R101                      Human Physiology                      5 Units  
Hours:                      3.0 lecture, 6.0 lab  
Prerequisites:                      ANAT R101; **and CHEM R104 or CHEM R110; and ENGL R096; and MATH R014**

This course emphasizes principles of cellular and systemic functions of the human body. Lecture topics include scientific method, basic inorganic and organic chemistry, solute as well as water transport and balance, homeostatic mechanisms, and functions of the major organ systems. This course emphasizes demonstrations and techniques of commonly utilized laboratory equipment. Laboratory topics will primarily consist of analysis, interpretation and evaluation of data gathered relating to homeostatic mechanisms, functions of the major organ systems and disease. Experiments reinforce material presented in lecture. Field trips may be required. *Transfer credit: UC, CSU*

PSY R101                      General Psychology                      3 Units  
Hours:                      3.0 lecture  
Prerequisites:                      None

This course ~~fulfills both transfer and general education requirements. It is required for the psychology major. It is the student of~~**studies** mental processes~~and~~, human behavior and factors that influence them. The scientific basis of psychology are examined in addition to the ~~Scientific M~~**ethod**. Theories involving biological, sensory and perceptual determinants of behavior are examined in addition to **topics such as** development, motivation, learning, intelligence, personality, mental disorders and treatment. Specific disciplines in the field such as Social Psychology and Health Psychology are explored.  
*Transfer credit: UC, CSU. C-ID: PSY 110*

## OXNARD COLLEGE

### Revised Courses

#### Page 7

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PSY R104                      Introduction to Experimental Psychology                      3 Units  
Hours:                      3.0 lecture  
Prerequisites:              PSY R101, PSY R103, **MATH R105**

~~This course is designed for prospective psychology majors or minors; the emphasis is on designing, conducting, and writing experimental research in human and animal behavior. It is recommended as a third course for psychology majors~~ **This psychological methods course emphasizes research design, experimental procedures and techniques, descriptive methodology, and the collection, analysis and interpretation of research data.** *Transfer credit: UC, CSU. C-ID: PSY 200*

PSY R105                      Introduction to Physiological Psychology                      3 Units  
Hours:                      3.0 lecture  
Prerequisites:              **PSY R101**

The course provides exploration of physiological bases of behavior. ~~Some topics are~~ **Topics include:** neural impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split-brain studies, and research on right and left hemispheres. Emphasis is on current research findings and philosophical-moral implications. *Transfer credit: UC, CSU.*

**New Programs**

Associate in Arts in Philosophy for Transfer

## Associate in Arts in Philosophy for Transfer

<b>“Core” Courses: 2 courses (6 units minimum)</b>		<b>Units</b>
Required: Choose 1 course or 3 units minimum from:		
PHIL R112	Symbolic Logic and Set Theory	3
or		
PHIL R107	Introduction to Logic	3
Required: Choose 1 course or 3 units minimum from the following:		
PHIL R101	Introduction to Philosophy	3
or		
PHIL R102	Introduction to Ethics	3
List A: Select 1 course (3 units) minimum from:		
Any course not selected from the Core		
OR		
PHIL R105	History of Ancient and Medieval Philosophy	3
PHIL R106	History of Modern Philosophy	3
List B: Select 2 courses (6 units minimum) from the following:		
Any course not selected from List A		
OR		
PHIL R110	Philosophy of Religion	3
PHIL R114	Social Philosophy	3
List C: Select 1 course (3 units)		
Any course not selected from List A or List B		
OR		
PHIL R100	Critical Thinking	3
PHIL R103	Survey of World Religions: East	3
PHIL R104	Survey of World Religions: West	3
PHIL R108	World Mythology	3
PHIL R109	Modern Religious Movements in America	3
PHIL R111	Critical Thinking and Analytic Writing	3
<b>Total Units</b>		<b>18</b>

DCAA

April 25, 2013

## Consent Items

Ventura College did not have any  
curriculum submissions