



ACADEMIC SENATE

AGENDA

Thursday, April 7, 2016 at 1:00 p.m. in the Board room

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
March 3, 2016 Minutes
- IV. **REPORTS**
Senate:
President Paul M. Flor
Board Representative and External Liaison Jerome Evans
Accreditation Amber Gillis
- V. **ACTION ITEMS-UNFINISHED BUSINESS**
 1. Curriculum Advisory Committee
 2. Educational Task Force
- VI. **NEW BUSINESS**
 1. Operation Hope Eric Clay
 2. OPEBs & STRS/PERS Funding Felipe Lopez
 3. Nomination of Senators
- VII. **INFORMATION-DISCUSSION ITEMS**
 1. IEPI recommendations
 2. Self-evaluation Calendar
- VIII. **Events/Meetings**
 1. Noncredit Regional Meeting April 16 at Mt.SAC, Walnut, Ca
- IX. **FUTURE AGENDA ITEMS**
 1. Enrollment Management Dr. Phillip Humphreys
 2. Facilities
- X. **ADJOURNMENT**



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 2520 Academic Senate

Issued: May 19, 2015

Reference:

Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq
Accreditation Standard IV.A
Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate.

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

FALL 2015

September 3	Board Room
September 17	Board Room
October 1	Board Room
October 15	Board Room
November 5	Board Room
November 19	Board Room
December 3	Board Room

SPRING 2016

February 4	Board Room
February 18	Board Room
March 3	Board Room
April 7	Board Room
April 21	Board Room
May 5	Board Room

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Tuesdays before ECC Senate, usually)

FALL 2015

September 1	Alondra Room
September 15	Dist. Ed. room 166
October 6	Dist. Ed. room 166
October 20	Dist. Ed. room 166
November 3	Alondra Room
November 17	Alondra Room
December 1	Alondra Room

SPRING 2016

February 2	Alondra Room
February 16	Alondra Room
March 4	Alondra Room
April 5	Alondra Room
April 19	Alondra Room
May 3	Alondra Room

Compton Faculty are encouraged to attend the ECC Academic Senate meetings when possible.

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.



ACADEMIC SENATE MINUTES

Thursday, March 3rd, 2016 1:00 p.m. Board Room

ATTENDANCE

Senators

Visitors

Eyob Wallano
Jerome Evans
Holly Schumacher
Mandeda Uch
Thomas Norton
Nikki Williams
Paul Flor
Kent Schwitkis
Christopher Halligan
Jose Villalobos
Annaruth Garcia
Michael Odanaka
Mahbub Khan
Vanessa Haynes
Kendahl Radcliffe
Essie French-Preston

Ruth Roach
Jessie Mills
Hoa Pham
Shemiran Lazar
David McPatchell
Eckko Blake
Katherine Marsh
Axa Maradiaga

I. CALL TO ORDER – 1:05 p.m.

II. APPROVAL OF AGENDA – Norton/Schwitkis with Mytha correction of spelling-Approved

III. APPROVAL OF MINUTES – Schwitkis/Norton with correction of Tom to Norton- Approved

IV. REPORTS

President's Report- Paul Flor reporting.

- **El Camino Academic Senate-** Allison Carr, chair of curriculum committee, made a call out to all faculty to bring in as many other faculty that are interested in being part of curriculum.
- Barb- Should I send out a blanket email to all faculty who are interested in attending the meetings. Flor stated that this would be a good idea.
- **Spring Plenary-** April 20-23 in Sacramento. If there are other faculty who are interested in attending please let Flor know so that you can register.
- **Academic Academy-**Being held in Sacramento this year for anyone interested.
- **Career Technical Institute-** May 6-7 in Anaheim.
- **Mount SAC- March 4th-** Included in the packet as item 6 in the reports. Discussion will be held on multiple measures and common assessments in math.

Board Representative – Jerome Evans reporting

- **No report**

Accreditation: Amber Gillis not present. Nikki Williams reporting.

- Most evaluation reports have been received. We are moving along at a good pace with our self-study.

V. ACTION ITEMS-UNFINISHED BUSINESS

- **Curriculum Advisory Committee-** Perez will send out an email to all faculty that are interested in participating in the curriculum process. They should plan on attending the March 31st meeting at 1:00pm in the Board Room.
- **Educational Task Force-** Senate and Union have been asked to identify faculty to serve on this task force. Names have been provided to Perez and a meeting is being planned for March 30th at 1pm in the Board Room.
- **RFP from CA College Textbook Affordability Program-** Flor did not get any responses from faculty interested in spearheading this. This is an open call to spearhead this and maybe get this going.

VI. NEW BUSINESS

- **Common Assessment Initiative-** Villalobos and Norton
 - Villalobos- Common Assessment Initiative was created by the state to come up with a common assessment. There are three groups: Math, English, and ESL. The faculty is there to validate the test. There are 30 schools that are piloting the test currently. This is being designed to allow students to take their scores to other schools more readily.
 - Norton- Accuplacer gives you a score and this new test gives you a range to help place students. This will allow for multiple measures. The cut scores will be locally developed. The test is about 1.5 hours long but it is not a timed test. We have come across a problem that native speakers may end up testing into ESL with the new wording of some of the test. This is currently being worked out with the group.
 - Halligan- How will the computer grade the writing sample? Norton- This has not been determined yet. More than likely it will be looking for key elements.
 - Villalobos- At our meeting tomorrow we will have a better understanding of what is going on. We can come back to the next meeting to give an update.
 - Halligan- It's an important issue because one our biggest challenges is having accurate placement. We need to be careful with having a state mandated cookie cutter test. The concern is to ensure that the tests are faculty driven.
 - Villalobos- There is about 30 schools that are piloting this test.
 - Perez- Ed Codes states that you cannot place based on a single score. Research shows that past behavior is the best predictor of success. The test will be a function of placement but there will be other measures that will be looked at to help determine where they will be placed.
 - Schwitkis- How were people selected to be part of this and where are meetings taking place?
 - Flor- Senate identified people that were interested and names were forwarded to state academic senate and this is how the group was formed. ECC feedback is that they are happy with the idea of common assessment.
- **Planning and Budget Committee-** Villalobos stated that 2 vendors came to the meeting and are trying to get a contract to manage the extra funds of money that will be received from the

increase in PERS. We do not know who will be making the final investment decision. Flor asked Lopez to present at Senate to give us a breakdown on the proposals.

- A budget update has been included in the packet and an update was given by Lopez about money that will be disappearing. Future STRS and PERS cost will be increasing over the next few years. We need to be aware of the rising costs of the district contributions in each of these retirement systems. Also included in the packet is what we are contributing to each of these funds. If you have any questions, you will be able to ask them to Lopez when he comes.
- **Introduction of New Faculty-** New EOPS counselor and Biology instructor.
 - On the back of the first page of the packet there is information on the 10+1 areas of academic senate. These are the areas where we have input. For anyone who would like to learn more about the academic senate, the Faculty Leadership Institute is being held at the Mission Inn.
- **Attendance of Senators-** One of the items in the bylaws is addressing the attendance of senators at meetings. 3 absences is the cutoff per term. 2 areas have not had proper representation because the senators are on leave. The deans and division chairs have been asked to bring it up to the faculty at the next meetings for individuals who are interested in running for the vacancy. We need to ensure where the vacancy representatives are coming from to make sure that the newly elected individuals are coming from the right area. McPatchell- was informally elected. Schwitkis- will ensure that the elections within his division have proper elections for the department. Odanaka- stated that the elections happen within the senate and not the division.
 - **Roles of the officers-** Flor discussed what each of the executive board members roles are. President: Flor, Vice President: Halligan, Secretary: Williams, Curriculum: French-Preston, Board Rep and Liaison: Evans. Flor encouraged us to attend ECC Academic Senate meetings so that we can see how we fit in with ECC. Our Compton faculty needs to be heard as well.
 - **We have 6 senate positions with the limit up this year-** Math, Counseling, Health and Human Services, At Large, Adjunct, and Science
 - We have standing committees at the center that are comprised of different people on campus from different areas.
 - Discussed the different standing committees on campus. Copies of the committees and membership were made available at the meeting. There are some vacancies.

VII. Information- Discussion Items

VIII. Events/Meetings

MOTION TO ADJOURN – 2:15 Approved Evans/Halligan–2:15p.m.

SHARING THE INFORMATION

Compton College

Vision and Mission Statements

2017-2022

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission:

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion, and lifelong learning.

The Academic Senate for California Community Colleges and the Noncredit Committee are hosting the Noncredit Regional meeting for the south at Mt. San Antonio College on Saturday, April 16 from 9:00am-3:00pm.

Faculty currently teaching noncredit as well as faculty and administrators considering developing noncredit courses and certificates should consider attending. The Chancellor's Office as well as current noncredit practitioners will share ideas for noncredit implementation.

Topics to be presented and discussed include noncredit curriculum development and submission to the Chancellor's Office, adult education, CTE, student services for noncredit, ESL, equity, and noncredit SSSP plans.

The event is free to all attendees!

Noncredit Regional Meeting – South information: <http://www.asccc.org/events/2016-04-16-170000-2016-04-16-220000/noncredit-regional-meeting-south>

Registration: <http://asccc.org/content/non-credit-regional-meeting-south-april-16-2016>

California Great Teachers Seminar (GTS) is scheduled for July 31 – August 5, in Santa Barbara. GTS is a profoundly simple and powerful experience for learning and growth in the art of teaching. This event receives consistently high praise from attendees and sells out well in advance. Reserve your spot today.

California Great Teachers Seminar
July 31 – August 5
La Casa de Maria
Santa Barbara



PLANNING AND BUDGET COMMITTEE
October 18, 2016 – 2:00 p.m. to 3:30 p.m.
Board Room

AGENDA

Every effort will be made to start promptly at 2:00 p.m. and adjourn at 3:30 p.m. All items not covered will be carried over to the next agenda.

- I. Call to Order
- II. Review of Minutes January 26, 2016
- III. STRS/PERS Funding Schedule – Felipe Lopez
- IV. PERS/STRS Presentations
 - Public Agency Retirement Systems (PARS) – Maureen Toal
 - Keenan & Associates Gail Beal
- V. 2015-2018 Enrollment Management Plan – Dr. Phillip Humphreys
- VI. Five Year Fiscal Management Plan Update – Felipe Lopez
- VII. Adjournment



FACULTY COUNCIL Agenda
Thursday, April 7, 2:00 p.m. in the Board room
(or immediately following the Council meeting)

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
March 3, 2016 Minutes
- IV. REPORTS**
Faculty Council:

Chairperson	Paul Flor
Vice Chairperson	Chris Halligan
ECC Curriculum Committee	Essie French-Preston
ECC Education Policies Committee	Vanessa Haynes
Student Learning Outcomes	Kendahl Radcliffe
Student Success Committee	Amber Gillis
- V. ACTION ITEMS-UNFINISHED BUSINESS**
 - 1. 2016 Career Technical Education Institute, May 6 - 7, 2016 in Anaheim, Ca
 - 2. Faculty Leadership Institute, June 9 - 11, 2016 in Riverside, Ca
 - 3. 2016 Curriculum Institute, July 7 - 9, 2016 Anaheim, Ca
- VI. NEW BUSINESS**

1. Course Review & Approval Cycle	Essie French-Preston
2. Starfish Early Alert Introductory Presentation	Linda Gallucci
- VII. INFORMATION-DISCUSSION ITEMS**
 - 1. BP/AP discussed at El Camino College
- VIII. EVENTS/MEETINGS**
 - 1. Self-evaluation report to ECC Academic Senate in late April
- IX. FUTURE AGENDA ITEMS**

ADJOURNMENT

CCCD Academic Senate and *ECC-CEC Faculty Council Roster*

2015-2016 (19 members)

Officers:

President/ <i>Chairperson</i>	Paul M. Flor (15-16)
Past President/ <i>Past Chairperson</i>	Michael Odanaka
President-Elect/ <i>Chairperson-Elect</i>	Paul M. Flor
Vice President/ <i>Vice Chairperson</i>	Chris Halligan (16-17)
Secretary/ <i>Secretary</i>	Nikki Williams (16-17)
Curriculum/ <i>Curriculum Representative</i>	Essie French-Preston (16-17)
<i>Adjunct Representative</i>	Marcelo Cabral (16-17)
Board Representative	Jerome Evans (16-17)

Members:

Career and Technical Education (2)

Annaruth Garcia (16-17)

Phillip Yaghamai (17-18)

Health and Human Services (2)

Shirley Thomas (15-16)

Pamella West (16-17)

Humanities (2)

Chris Halligan (17-18), Vice President/*Vice Chairperson*

Nikki Williams (16-17) Secretary/*Secretary*

Social Sciences and Fine Arts (2)

Kendhal Radcliff (17-18)

Mandeda Uch (16-17)

Mathematics (2)

Abigail Tatlilioglu (16-17)

Jose Villalobos (15-16)

Science (2)

Kent Schwitkis (15-16)

Eyob Wallano (16-17)

Library and Learning Resource Unit (1)

Andree Valdry (17-18)

Counseling (2)

Essie French Preston (17-18), Curriculum/*Curriculum Representative*

Holly Schumacher (15-16)

Michael Odanaka, Past President/*Past Chairperson*

At-Large (2)

Jerome Evans (17-18), Board Representative

Tom Norton (15-16)

Adjunct Representatives (2)

Mahbub Khan (15-16)

Marcelo Cabral (17-18), Adjunct Representative



El Camino College Compton Center

FACULTY COUNCIL MEETING Thursday, March 3rd, 2016 2:00 p.m. Board Room Minutes

ATTENDANCE

Eyob Wallano	Ruth Roach
Jerome Evans	Jessie Mills
Holly Schumacher	Hoa Pham
Mandeda Uch	Shemiran Lazar
Thomas Norton	David McPatchell
Nikki Williams	Eckko Blake
Paul Flor	Katherine Marsh
Kent Schwitkis	Axa Maradiaga
Christopher Halligan	
Jose Villalobos	
Annaruth Garcia	
Michael Odanaka	
Mahbub Khan	
Vanessa Haynes	
Kendahl Radcliffe	
Essie French-Preston	

I. Call to Order – 2:15p.m.

II. Agenda – Halligan/Schwitkis- Approved

III. Minutes –Wallano/Norton - Approved

IV. Reports:

Chairperson – Paul Flor reporting.

- College Council minutes are included in the packet.

Vice Chairperson- Chris Halligan

- Stated that there are not any updates from College Council but will have updates at our next meeting.
- Faculty award survey and student success survey- both surveys are finished and live. The faculty award survey will be distributed next week. Please pay special attention and give as much feedback as possible. In one month the student success survey will be distributed. This is a more open-ended survey that requires detailed feedback as our responses.

ECC Curriculum Committee- Essie French-Preston reporting.

- The counselors attended a meeting about multiple measures and determined that transcripts are a great indicator to student's success.
- Scheduled an overview of what the curriculum process is for Senate- This is a mini-training on the process.
- We are in the 2 year course review process. This is because textbooks need to be updated in the Course Outline of Record. You can go online and look at the different courses that are being

reviewed. We need to identify the areas that are not participating in the ECC process of course review. Fine Arts have not been represented well.

Student Learning Outcomes- Kendahl Radcliffe reporting.

- Fall 2015
 - 81% SLO completion campus-wide
 - PLOs are at 21% completion campus wide
 - Division #1 has not completed their PLO
 - Halligan- How can we help get this done in a timely manner? Radcliff- We need to ensure that we have more full time faculty leads for all courses that are being assessed.
 - Everyone should have received from their facilitators the courses that are being assessed and who is associated as the lead of each of the assessments. This list also needs to get out the adjunct faculty.

V. Action Item/Unfinished Business

-

VI. New Business

-

VII. Information- Discussion Items

- BP/AP discussed at El Camino College- this information has been included in the packet. Discussed Texas' new allowance for gun carry on college campuses. ECC/Compton does not allow this.
- Calendar for the Integrated Planning is included in the packet.

VIII. Events/Meeting

-

ADJOURNED – Halligan/Evans 2:25 p.m.

ASCCC Events and Meetings 2015-2016

2016 Spring Plenary Session, April 20 - 23, 2016 @ Sacramento Convention Center

This year, the Academic Senate will collaborate with other constituents in hosting the Spring Plenary Session. Today's current higher education environment will require a close collaboration with all college constituents to address issues of common concern.

2016 Career Technical Education Institute, May 6 - 7, 2016 @ DoubleTree Hilton Anaheim/Orange

This year will bring an intense focus on career and technical education at the federal, state, and local level. This event will provide CTE faculty with the opportunity to engage in key policy conversations through their interaction with representatives of the task force, by learning about the implications of policy decisions on local programs and courses, and in participating in breakout sessions to better understand the college processes including topics on leadership, curriculum design, course repetition, and effective program advocacy.

2016 Faculty Leadership Institute, June 9 - 11, 2016 @ Mission Inn - Riverside

The Faculty Leadership Institute is the cornerstone of the Academic Senate's governance training. Created to assist new senate leaders navigate the complexity of local governance as well as become versed in state issues, the Faculty Leadership Institute brings seasoned leaders together to share tips and tools for new leaders to successfully lead their senate and influence their college policies. New and experienced leadership are encouraged to join to learn about basic college governance and upcoming state issues.

2016 Curriculum Institute, July 7 - 9, 2016 @ DoubleTree Hilton Anaheim

The Curriculum Institute is designed to bring together administrators, faculty, and classified staff working on curriculum to provide a platform for interactive learning by all attendees. Informational presentations, direct training and guidance, and interaction with Chancellor's Office staff make this Institute the most popular of the Academic Senate events. Attendees receive updates on important current curriculum topics and to learn ways to improve and develop local curriculum processes.

For Consideration:

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 21, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Ann Garten, Irene Graff, Vishu Gupta, Chris Halligan, Jo Ann Higdon, Chris Jeffries, President Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Claudia Striepe.

Guest: David Mc Patchell.

1. Minutes – March 7, 2016 minutes were approved as presented.
2. President Maloney gave a brief overview of the March 21, 2016 Board agenda.
3. ECC Annual Planning and Budgeting Process (diagram) updated draft was presented by Irene Graff. College Council did not recommend any additional changes. This version will go back to the Planning and Budgeting Committee for approval.
4. Campus Safety Update
 - a) Classroom phones – All classrooms are being assessed to determine what additional equipment is needed to install phones. Every classroom on campus will be equipped with a phone. These phones will have a 911 feature.
 - b) Door locks – A specialized locking device is being tested on campus. These locks will allow doors to be locked from the inside. It was noted that these locks may not work in the Library. The plan is to install locking devices on the classrooms first and then focus on the rest of the campus.
 - c) Campus Community Emergency Response Team (C-CERT) Program – Jo Ann Higdon encourages everyone to participate in the next C-CERT program. An announcement for the next training session will go out to the campus community via email.
5. College Council meeting schedule: College Council will meet twice a month on the first and third Mondays at 1:30 p.m. in ADM 131. The next College Council meeting will be on April 4, 2016.
6. Vishu Gupta reported that he and other ASO members went to Washington, D.C. to meet with State Legislators over spring break. They were able to meet with Educational Staff members regarding campus safety and FAFSA applications.
7. President Maloney will join 23 of our Honors Transfer Program students at a research conference at UC Irvine this Saturday.
8. *ECC Matters* was awarded the 1st place Gold/Paragon award by the National Council for Marketing and Public Relations’.

Agenda April 4, 2016

1. Minutes – March 21, 2016
2. BP/AP 3750 (Use of Copyrighted Material) - Jean
3. BP/AP 4250 (Probation, Dismissal and Readmission) – Jean
4. AP 4040 (Library Services) - Jean

2015-16 College Council Goals

1. Update and Review Board Policies and Administrative Procedures.
2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.

REVISED PROCEDURE

Administrative Procedure 5530

Student Rights and Grievances

For the purpose of this procedure, a student grievance is defined as a claim by a student that his/her student status, rights, or privileges have been adversely affected by a college decision or action. This procedure is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal complaint meetings. District employees will be notified of student grievances received by the Grievance Officer or designee and are entitled to representation at all informal complaint meetings.

Note: The District is committed to resolving student grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office, the U.S. Department of Education, or other federal, state, or local applicable entity.

This procedure is not available for use by any student who believes he/she has been subjected to unlawful discrimination, including sexual and gender-based discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for alleging unlawful discrimination, including sexual and gender-based discrimination, and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430 – Prohibition of Harassment and Board Policy and Administrative Procedure 3540 – Sexual and Gender-Based Misconduct. The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Grievance Officer or designee.

Students who make false or malicious charges against an employee of the District are subject to disciplinary action as outlined in Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

~~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 a college decision or action has adversely affected his or her status, rights, or privileges as a student.~~

The procedures shall include, but not be limited to, grievances regarding:

- ~~1. Sex discrimination as prohibited by Title IX, Higher Education Amendments of 1972*~~
- ~~2. Sexual harassment as defined in Board Policy 3430*~~
1. Admissions
2. Financial aid
3. Access to or receipt of aid from student service entities
4. Noncompliance with board policies and administrative procedures
- ~~4. Illegal discrimination*~~
5. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to the following:

1. Student disciplinary actions, which are covered under Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct and Administrative Procedures 5520 – Student Discipline Procedures.
2. Complaints about police citations (i.e. e.g., "tickets").; Ccomplaints about citations, which must be directed to the District's Campus Police Department.
3. Course grades to the extent permitted by Education Code Section 76224(a). Grade appeals, which are addressed in Board Policy 4231 and Administrative Procedure 4231 – Grade Change. Students may not grieve solely for receiving substandard grades.

Definitions:

1. **Party** - ~~The student or any persons claimed to have been responsible for the student's alleged grievance, or respondent(s) together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Student Grievance Officer.~~
2. **Superintendent/President** - The Superintendent/President or a designated representative of the Superintendent/President.
3. **Student** – ~~Any A~~ currently enrolled student, 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).
4. **Grievant** - A student who has filed a grievance.
5. **Respondent** - Any person claimed by a grievant to be responsible for the alleged ~~grievance~~ wrongdoing.
6. **Business Day** - Unless otherwise provided, business day shall mean a ~~Monday to Friday, excluding public holidays and weekends,~~ day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.
7. **Grievance Officer** - Appointed by the Superintendent/President or designated representative to assist students in seeking resolution. ~~by informal means.~~

Informal Resolution

1. ~~Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.~~
2. 1. The Superintendent/President designated representative or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students Organization President or designee in attempting to resolve a grievance informally.
2. A student who believes that he/she has been treated unfairly by a District employee must make a reasonable, good faith attempt to resolve the problem on an informal basis by first meeting individually with the employee. In the event that the student first contacts the employee's supervisor (including the

Dean of the faculty or classified staff member), the supervisor shall first direct the student to meet with the employee. If the issue is not resolved in that meeting (or reasonable attempts to arrange the meeting fail), then the employee's supervisor shall meet with both parties, in an earnest and good faith attempt to resolve the matter successfully. If, after this, the matter cannot be resolved informally, the student may file a formal grievance.

- ~~3. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. 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.~~
4. 3. 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.
5. 4. Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within ten (10) business days of the incident on which the grievance is based, or ten (10) business days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within ten (10) business days following receipt of the Statement of Grievance Form, the 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 Statement of Grievance form. All parties to the grievance shall be given notice not less than seven (7) business days from the filing of the grievance form.
- ~~5. In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.~~
5. If an informal resolution of the complaint is not reached, if, at the end of ten (10) business days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The respondent(s) will be informed at this stage within two (2) business days.
6. This concludes the Informal Resolution Process.

Grievance Hearing Committee

The Superintendent/President or designee shall at the beginning of each semester, including any ~~summer session~~ intersession, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

1. It shall include one student, one faculty member, one member of the classified service and one College administrator selected from the panel described above.

2. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party of to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
3. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an ~~adversarial~~ adversary role.

Formal Resolution (Request for Student Grievance Hearing)

~~The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:~~

- ~~1. The student shall submit his or her written grievance, on a form provided by the College, to the Grievance Office (Dean of Enrollment Services or designee) within thirty (30) business days following the student's first meeting with an Administrator.~~
- ~~2. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.~~
1. Any request for a grievance hearing shall be filed with the Grievance Officer on a Request for a Student Grievance Hearing Form within ten (10) business days after filing the Statement of Grievance as described above.
- ~~2. Within fifteen (15) business days following receipt of the request for a grievance hearing, the Dean of Enrollment Services Superintendent/President or designee shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and, without the parties present, to select a chair and to determine ~~based on~~ the basis of the Statement of Grievance. ~~whether it presents sufficient grounds for a hearing.~~~~
4. 3. If the hearing is warranted, The determination of whether the Statement of Grievance presents sufficient grounds for a hearing ~~it~~ shall be made by the Grievance Officer and based on the following:
 - a) The statement contains facts which, if true, would constitute a grievance under these procedures;
 - b) The grievant is a student as defined in these procedures, which include applicants and former students;
 - c) The grievant is personally and directly affected by the alleged grievance;
 - d) The grievance was filed in a timely manner; and
 - e) The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

- ~~5-~~ 4. If the grievance does not meet each of the above requirements, the Hearing Committee Chair Grievance Officer shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons(s) for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Hearing Committee Officer.
- ~~6. Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~
5. Any appeal relating to a Grievance Officer Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President or designee within five (5) business days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters.
- ~~7-~~ 6. If the Request for a Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within fifteen (15) business days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing, a copy of the grievance, any supporting documentation, and the opportunity to provide a written response.

Hearing Procedure

1. 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 of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- ~~4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.~~
4. District employees will be notified of grievance hearings in advance by the Grievance Officer or designee at least seven (7) business days in advance and are entitled to representation at grievance hearings. District employees will be provided with a copy of all documentation collected related to a grievance at least two (2) business days prior to grievance hearings. Student grievants will also have the right to request all documentation collected related to a grievance at least two (2) business days prior to grievance hearings.

5. 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 or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence after the respondent(s)' evidence is presented. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent ~~him or herself~~ himself/herself, and may also have the right to be represented by a person of ~~his or her~~ his/her choice; except that ~~an attorney shall not represent a party shall not be represented by an attorney unless~~, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, ~~any~~ the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made ~~not~~ no less than five (5) business days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
9. The hearing shall be recorded by the Grievance Officer by ~~either audio tape recording or stenographic recording~~, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The Grievance Hearing Committee Chair shall, At the beginning of the hearing in the event the recording is by audio recording, ask each person present to identify ~~him or herself~~ themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.
10. All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered to be unavailable.
11. Within ~~ten (10)~~ five (5) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~Dean of Enrollment Services~~ Superintendent/President or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. 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 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.

Dean of Enrollment Services or Designee's Decision:

Dean of Student Support Services or Designee Decision

1. Within ~~fifteen (15)~~ five (5) business days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall send to all parties ~~his or her~~ his/her written decision, together with the Grievance Hearing Committee's decision and recommendations. The ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee may accept or reject the findings, decisions and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight; ~~and if the Dean of Enrollment Services~~ and if the Dean of Student Support Services or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Committee, the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. ~~The grievant shall be given written notice of the decision.~~ The decision of the Dean of Student Support Services or designee shall be final, subject only to appeal as provided below.
2. The grievant may seek review of the ~~Dean of Enrollment Services or Designee's decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the grievant of the Dean Enrollment Services or Designee's decision, a signed statement containing:~~
 - a. ~~A statement that the grievant appeals the decision; and~~
 - b. ~~A brief statement of why the grievant considers the decision to be in error.~~

Appeal

Any party to the grievance may appeal the decision of the Grievance Hearing Committee by writing to the Vice President of Student and Community Advancement within seven (7) business days of the date on the written notification by the Grievance Hearing Committee.

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the ~~Dean of Enrollment Services or Designee~~ Grievance Hearing Committee was in error.
2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the ~~grievant~~ request for review, send written notice ~~to the grievant~~ denying review and affirming the decision of the ~~Dean of Enrollment Services or Designee~~ Grievance Hearing Committee.
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the grievant or respondent and the Grievance Hearing Committee Chair, giving the grievant or respondent at least five (5) business days written notice. The grievant or respondent will be allowed to present his or her objections to the ~~Dean of Enrollment Services or designee's~~ Dean of Student Support Service's decision, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision or the Vice President may let the decision stand.

5. The Vice President's decision shall be in writing and shall include a statement of reasons for the decision. The Vice President's decision shall be final. The decision will be sent in writing to the grievant and respondent no more than five (5) business days following the appeal.

Time Limits

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

References:

Education Code Section ~~76120~~ and 76224(a);
Title IX of the Higher Education Amendments of 1972

January 19, 2010

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Deans Council review: March 10, 2016