



# Academic Senate Agenda

**Facilitator:** Dr. Minodora Moldoveanu, President

**Recorder:** Noemi Monterroso, Secretary

**Date:** December 2nd, 2021

**Time:** 12:30-2:00 p.m.

**Location:** Zoom Conference

<https://compton-edu.zoom.us/j/99348460077>

**Vision:**

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

**Mission Statement:**

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

**Senators**

- \_\_\_ Barragan-Echeverria, Theresa
- \_\_\_ Ellis, Stephen
- \_\_\_ Estrada, Harvey
- \_\_\_ Corona-Ramirez, Desiree
- \_\_\_ Hobbs, Charles
- \_\_\_ Kahn, Mahbub
- \_\_\_ Madrid, Vanessa
- \_\_\_ Mason, Don
- \_\_\_ Martinez, Jose Manuel
- \_\_\_ Martinez, Victoria
- \_\_\_ Maruri, Carlos

- \_\_\_ McPatchell, David
- \_\_\_ Mills, Jesse
- \_\_\_ Moldoveanu, Minodora
- \_\_\_ Monterroso, Noemi
- \_\_\_ Moore, Sean
- \_\_\_ Morales, Janette
- \_\_\_ Phillips, Jasmine
- \_\_\_ Phillips, Marjeritta
- \_\_\_ Schwitkis, Kent
- \_\_\_ Sidhu, Rajinder
- \_\_\_ Skorka, Evan
- \_\_\_ Thomas, Shirley

- \_\_\_ Van Overbeck, Michael
- \_\_\_ Villalobos, Jose
- \_\_\_ West, Pamela
- \_\_\_ Woodward, Valerie

**Guests**

- \_\_\_ Berger, Sheri (VP Acc. Aff.)
- \_\_\_ Schumacher, Holly (Ex Officio Voting Member, Union Pres.)
- \_\_\_ DeLilly, Carol (Dean of Nurs.)

# Agenda

Public comments will be allowed during the discussion portion of each agenda item whether they are direct, indirect, oral, written, or otherwise, and will be limited to 3 minutes per person.

1. **Call to Order**
2. **Approval of Agenda**
3. **Review and Approval of Minutes from November 18th, 2021**
4. **Reports**
  - a. President's Report
  - b. ASG Report
  - c. Vice President's Report
  - d. Accreditation Faculty Coordinator Report
  - e. Academic Affairs Report
  - f. Curriculum Report
  - g. Faculty Development Report
  - h. Enrollment Committee Report
  - i. OER Committee Report
5. **Consent Agenda**
  - a. 2-Year CTE Course Review - No Proposed Changes: CDEV 107 - Infant/Toddler Development; CIS 190 - Introduction to Cloud Computing; and COSM 125 - Cosmetology Applications.
  - b. 6-Year Standard Course Review - No Proposed Changes: DANC 101 - Dance Appreciation; GEOG 105 - World Regional Geography; GEOG 105H - Honors World Regional Geography; GEOG 107 - Geography of California; and HIST 122H - Honors United States Social History: Cultural Pluralism in America.
  - c. CSU/IGETC Articulation Review: DANC 101 - Dance Appreciation; GEOG 105 - World Regional Geography; GEOG 105H - Honors World Regional Geography; GEOG 107 - Geography of California; HIST 122H - Honors United States Social History: Cultural Pluralism in America
  - d. Distance Education: CDEV 107 - Infant/Toddler Development; CIS 190 - Introduction to Cloud Computing; DANC 101 - Dance Appreciation; GEOG 105 - World Regional Geography; GEOG 105H - Honors World Regional Geography; GEOG 107 - Geography of California; HIST 122H - Honors United States Social History: Cultural Pluralism in America.
  - e. Distance Education- EFOMA: COSM 125 - Cosmetology Applications
  - f. New Program: ESL Level 2 - Certificate of Completion.
6. **Unfinished Business**
  - a. Second Read/Approve: BP/AR 4231- Grade Change
  - b. Second Read/Approve: AR 7211 – Minimum Qualifications and Equivalencies
  - c. Second Read/Approve: Legislative Liaison Job Description
  - d. Second Read/Approve: Academic Senate Constitution – Proposed Edits
7. **New Business**
  - a. First Read/Second Read/Approve: Resolution to Change Senate Meeting Times to 2-3:30pm – Spring 2022
  - b. First Read/Second Read/Approve: CNET Course Inactivation revision to Basic Course Information to include a Division Date and check boxes for justification rationales.
  - c. First Read/Second Read/Approve: BP 4045 - Textbooks and Instructional Materials

- d. First Read/Second Read/Approve: BP 4100.1 – Catalog Rights
- e. First Read/Second Read/Approve: AR 4102 – Career and Technical Education Programs
- f. First Read/Second Read/Approve: BP 4226 – Multiple and Overlapping Enrollments
- g. First Read/Second Read/Approve: AR 4236 – Advanced Placement Credit

**8. Discussion Items**

- a. Spring 2022 - Senate Optional Flex Day – Propose Workshops
- b. Campus Positions Release Time

**9. Informational Items**

**10. Future Agenda Items**

**11. Public Comment**

**12. Adjournment**

**Next Scheduled Meeting: March 3rd, 2022, at 12:30 pm**

**Zoom Link:**

<https://compton-edu.zoom.us/j/99348460077>

COMPTON COLLEGE ACADEMIC SENATE MEETING DATES AND LOCATIONS (1<sup>st</sup> & 3<sup>rd</sup> Thursday)

<u>FALL 2021</u>	<u>LOCATION</u>	<u>SPRING 2022</u>	<u>LOCATION</u>
<del>September 2</del>	zoom	March 3	In-Person
<del>September 16</del>	Zoom	March 17	In-Person
<del>September 30</del>	Zoom	April 7	In-Person
<del>October 7</del>	Zoom	April 21	In-Person
October 21	Zoom	May 5th	In-Person
November 4	Zoom	May 19	In-Person
November 18	<del>Zoom</del>	June 2nd	In-Person
December 2	Zoom		

Per the *Brown Act*, all votes must be recorded by name. Only Nos and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

### CCC Academic Senate Roster 2020-2021 (26 Senators)

#### Officers:

President/Chairperson	Minodora Moldoveanu (20-22)
Vice President/Vice Chairperson	Carlos Maruri (21-23)
Secretary/Secretary	Noemi Monterroso (21-22)
Curriculum/Curriculum Representative	Sean Moore (20-22)
Adjunct Representative	Mahbub Khan (20-21)
Board Representative	Vacant
Distance Education Representative	Vacant (20-22)

#### Members:

##### **Fine Arts, Communication and Humanities (5)**

Charles Hobbs (21-24)  
 Vanessa Madrid (21-23)  
 Harvey Estrada (20-23)  
 Marjeritta Phillips (20-23)  
 Valerie Woodward (20-23)

##### **Counseling (5)**

Noemi Monterroso (21-24)  
 Carlos Maruri (21-24)  
 Theresa Barragan-Echeverria (20-23)  
 Citlali Gonzales (20-23)  
 Janette Morales (20-23)

##### **Social Sciences (3)**

Jesse Mills (21-24)  
 Pamela West (20-23)  
 David McPatchell (20-23)

##### **Business and Industrial Studies (3)**

Steven Ellis (21-24)  
 Sean Moore (20-23)  
 Michael Van Overbeck (20-23)

##### **Science, Technology, Engineering and Mathematics (5)**

Kent Schwitkis (20-23)  
 Jose Villalobos (20-23)  
 Jose Manuel Martinez (20-23)  
 Rajinder Sidhu (20-23)  
 Evan Skorka (20-23)

##### **Health and Public Services (3)**

Don Mason (20-23)  
 Shirley Thomas (21-24)  
 Jasmine Phillips (20-23)

##### **Adjunct Faculty (2)**

Mahbub Kahn (20-21)  
 Victoria Martinez (20-23)

**Ex Officio Voting Members**

Holly Schumacher – Union President



## Academic Senate Minutes

**Facilitator:** Dr. Minodora Moldoveanu, President

**Recorder:** Noemi Monterroso, Secretary

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### Senators

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 Moldoveanu, Minodora  
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### Guests

Berger, Sheri (VP Acc. Aff.)  
 Schumacher, Holly (Ex Officio)  
 Voting Member, Union Pres.)  
 DeLilly, Carol (Dean of Nurs.)

# Agenda

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## 1. Call to Order at 12:32pm

## 2. Approval of Agenda

- a. **Minodora M. recommended to remove item 7f: New Senator Orientation so she can complete in winter and bring to first SP22 academic senate meeting. She has found a Senator orientation from another college that was more complete and would like to create something similar for Compton College. Also recommended adding a discussion item 8c: What is the new normal?**
- b. **Carlos M. motioned to add “What is the new normal?” discussion item. Marjeritta P. seconded. Approved**
- c. **Marjeritta P. motioned to table agenda item 7f. Carlos M. seconded. Approved**
- d. **Carlos M. motioned to approve agenda as amended. Valerie W. seconded. Approved**

## 3. Review and Approval of Minutes from November 4th, 2021

- a. **Marjeritta P. motioned to approve minutes. Charles H. seconded. Approved**

## 4. Reports

- a. President’s Report – Minodora Moldoveanu
  - Attended the Fall ASCCC Plenary during last Academic Senate meeting, along with Sean Moore and Amber Gillis. At end, resolutions were passed. A few that are worth mentioning include: Adoption of additional resources for Racial Justice and Critical Race Theory, Equity in STEM, additional support for mental health awareness and trauma-informed teaching and learning, ZERO cost textbooks, HI FLEX attendance accounting and apportionment, equitable access to technology, greater reliance on telecommuting, safe learning environments, support for DEI in hiring practices.
    1. Another topic of discussion in conference was the passing of AB 928 which pushes CCC/CSU/UC to have the same transfer pathway. It can create problems with Communication Studies department since UC can’t be legislated to and they are not requiring COMS. CSU’s will be advocating to have UC incorporate COMS in their transfer pathway. CCC/CSU/UC have until May 2024 to figure out how to align everything. if they can’t, the decision will be made by administrators by December 2024
    2. These types of discussions further reinforce our need to have a legislative liaison in our campus to provide these kinds of updates. First draft of job description for this position is included in this packet
  - As of this week, AS e-board will no longer meet with administration due to change in atmosphere in meetings due to Vote of No Confidence. Although not the only one involved in this vote, felt singled out and was asked a lot of questions. There were also a lot of mentions of litigation. Recommended to administration to set up official meeting with all constituent groups to address any further questions regarding Vote of No Confidence. Any further communication with Academic Senate will be done through email to minimize misinterpretation of words
  - Consultative Council: we are behind in reviewing policies but group felt like they were coming too fast. Currently, all policies need to be reviewed every 3 years, recommendation is to review every 5 years to make it more manageable.
    1. Another discussion in meeting: When students complete IGETC transfer requirements, many students can also be eligible for other awards. There is discussion of automatically granting those extra degrees/awards unless they opt out, this will increase the number of awards received by our students
  - EveryTable is willing to open cafeteria if campus can guarantee that at least 150 meals will be sold everyday



- b. ASG Report – Stephanie Leonor
  - Free food trucks for November (for students)
  - Veterans celebration occurred on NOV 10
  - Virtual Game Trivia, \$50 gift cards for winners
  - Attended last Identity workshop for Emerging Leaders Institute
  - ASG and Mascot committee met on Nov 8 to discuss purpose of committee, identify committee members, set the first committee meeting date/time/agenda
  - ASG has representation in the Vaccine Incentive Taskforce
  - ASG Social Media is in progress and will share handles once they are approved
- c. Vice President’s Report – Carlos Maruri
  - EOPS/CARE accepting monetary donations for Toy Drive
  - Drive-thru Turkey Giveaway on 11/23/21 10am-12pm. Contact Andree Pacheco if you want to volunteer, needs help from 7:30am – 12pm
- d. Accreditation Faculty Coordinator Report – Not Present
- e. Academic Affairs Report – Sheri Berger
  - Hard copies of catalog are available in the Office of Academic Affairs. Office is open Monday – Friday 8am – 4:30pm. Reach out to Sylvia Barakat if can’t come on campus to pick-up. Counselors should reach out to Dr. Jimenez if they still need a catalog.
- f. Curriculum Report – Sean Moore
  - CC Team has brought forth Consent Agenda items
  - Attended ASCCC Plenary as delegate. One of the takeaways was that Ethnic Studies courses that did not meet approval in Fall will still be honored if approved in Spring
  - Last CC meeting for semester is on 11/28/21
  - Additional CCC training was provided to during last committee meeting.
  - As CC Chair, signed Annual Curriculum Approval Certification
  - Attended COR Review taskforce and will be sharing information with the CC team
- g. Faculty Development Report – Andree Valdry
  - Next meeting is 11/30/21 at 1pm
  - Survey results for book club selection – 14 responses
    1. *Revolutionary School Culture*
    2. *Cast*
    3. *A College for all Californians*
- h. Enrollment Committee Report – Juan Tavaréz
  - No Report
- i. OER Committee Report – Not Present

## 5. Consent Agenda

- **Don M. motioned to approve Consent Agenda. Sean M. seconded. Approved**

- a. 6-Year Standard Course Review - No Proposed Changes: GEOL 106 - Earth Science in Education; HDEV 101 - Orientation to College and Educational Planning; HDEV 107 - Navigating the Transfer Process; PE 186 - Women's Intercollegiate Volleyball Team; PE 217 - Sports Officiating; and THEA 270 - Beginning Theatre Production.
- b. CSU/IGETC Articulation Review: THEA 270 - Beginning Theatre Production.
- c. Course Review- Conditions of Enrollment: MATH 150H - Honors Elementary Statistics with Probability; and PSYC 122 - Research Methods in the Behavioral Sciences.
- d. Distance Education: GEOL 106 - Earth Science in Education; HDEV 101 - Orientation to College and Educational Planning; HDEV 107 - Navigating the Transfer Process; PE 217 - Sports Officiating; PSYC 122 - Research Methods in the Behavioral Sciences; and THEA 270 - Beginning Theatre Production.

- e. Distance Education- EFOMA: PE 186 - Women's Intercollegiate Volleyball Team.

## 6. Unfinished Business

- a. Second Read/Vote: BP 4040 – Library and Learning Support Services
- **Jesse M. motioned to open item 6a. Michael V. seconded.**
  - Corrected spelling for “Senate”
  - **Jasmine P. motioned to approve BP 4040 as amended. Michael V. seconded. Approved**
- b. Second Read/Vote: BP 4101 – Independent Study
- **Michael V. motioned to open item 6b. David Mc. seconded.**
  - **Marjerrita P. motioned to approve BP 4101. Valerie W. seconded. Approved**
- c. Second Read/Vote: BP 4400 – Community Service
- **Vanessa M. motioned to open item 6c. Carlos M. seconded.**
  - **Charles H. motioned to approve BP4400. Michael V. seconded. Approved**
- d. Second Read/Vote: Academic Senate Goals 2021-2022
- **Vanessa M. motioned to open item 6d. Carlos M. seconded.**
  - Minodora M.: should we remove Goal 11 regarding implementation of AB288? Has heard mixed messages to what extent Academic Senate should be involved in implementing dual enrollment
    1. Valerie W.: it might be out of AS scope. Maybe there should just be more coordination with division Chairs in this process of selecting/staffing courses
    2. Carlos M.: Will implementation of AB288 involve articulating courses between Compton College and the high schools
      - a. Valerie W.: Not necessarily. It’s just Compton College courses being offered at the high schools. There has not been articulation of courses involved
    3. Jasmine P.: We can be involved in providing recommendations to support agreement and/or making the process smoother for students and faculty
      - a. Valerie W.: Good idea. Wonder what kind of input the Senate can give?
      - b. Minodora M.: When teaching for Compton Early College, was involved in conversations relating to which courses to offer and how to include success in courses
      - c. Valerie W.: It would be a great idea to be involved in creating a list of recommended courses that we should offer at the high schools. However, some high schools already have a strong idea of what courses they want/request
        - i. VP Berger: has given the high schools a list of courses that could be alternatives in GE areas to the ones they want. But the HS counselors and students are interested in other courses that we might have trouble staffing. Agrees it’s a great idea to have more coordination with the Chairs when selecting course to offer to the high schools
    4. Carlos M.: Does AB288 have to be offered at their campus?
      - a. Valerie W.: Courses offered are primarily IGETC courses, but does like the idea of offering more career-oriented courses at the high schools
      - b. VP Berger: Currently, AJ is offered at PUSD, LUSD and CUSD are looking at GE patterns for their students. It depends on the needs and interests of the students, but we only have a CTE pathway with PUSD
    5. Minodora: Based on feedback, Goal 11 will not be included as a primary goal for 2021-2022. We can still provide recommendations on the implementation of AB288, but it will not be a primary goal for Senate this year.
  - Goals 12 and 13 align with ASCCC goals and other initiatives on campus
  - Goal 14 – adding more ESTU courses. Do we need to keep this as a goal?
    1. Kendahl R.: There will be a new hire to teach ESTU courses. ESTU 101, 103, 105 have been revised or are under revision. Some course have been approved by CSU to cover the new CSU AREA F. Currently engaged in conversations with UC/CSU to see what ESTU courses should look like beyond our current offerings. Hopefully we can establish an

Ethnic Studies department where many courses can be cross listed. There is a lot of movement and discussion regarding ESTU and should keep the goal.

- Removed Goal 17: improving cultural education/intelligence on our campus. It's already stated elsewhere like our mission. It doesn't need to be explicitly stated as a Senate goal.
- **Jasmine P. motioned to approve senate goals as amended. Vanessa M. seconded. Approved**

## 7. New Business

- a. AB 361 Resolution to Continue Remote Senate Meetings Through December 2021
  - **Kent S. motioned to approve resolution. Carlos M. seconded. Approved**
- b. First Read: BP/AR 4231- Grade Change
  - **Michael V. motioned to open discussion on BP/AR 4231. Marjeritta P. seconded.**
  - Carlos M. reviewed changes made to BP4231
    1. VP Berger: Addressed why the proposal was to change from 18 months to 12 months for students to petition for a grade change. Article 7.1b in faculty contract – faculty are only required to maintain grade records for 1 year. If that is the case, students should petition within those 12 months otherwise faculty would not have records to reference. If faculty does not have records, the committee would have to side with student instead of faculty since student would have records (burden of proof is on student) and the faculty would have nothing to dispute.
    2. Kent S.: Thought we had to provide grade records to registrar. This would be a way to always have records for cases like these.
      - a. VP Verger: That is a best practice that should be done, but not all faculty practice it.
      - b. David Mc: Thought it was a requirement for faculty to submit grades and sample quiz/assignments to explain how they were graded. Is this still a requirement?
        - i. Minodora: Yes. While not all faculty do it, the majority do follow that requirement. Therefore, there should be grade records even after the 12 months.
    3. Michael V.: If we want 18 months, it sounds like we would need to update bargaining agreement to align with that.
      - a. Jasmine/Holly/Minodora: Agree that language in policy has to align with contract. Holly provided language in contract that faculty need to maintain records no less than a year
    4. Theresa B.: Recommends keeping 18 months to make it student friendly. Holly/Jasmine agree putting 18 months is allowable with the current contract language.
  - Carlos M. reviewed changes made to AR4231.
    1. Vanessa M.: Question regarding not being able to change grade based on material being submitted after course ends. There are some students that get zero on assignments but make up the work after the course has ended. We can't change their grade?
      - a. VP Berger: Correct. The only 4 reasons you can change a grade according to Title V is due to a mistake, fraud, bad faith, or incompetence. You can't change the grade if a student made up work after class ended. In this case, you would assign an incomplete and assign a grade when student makes up the assignment
    2. VP Berger: Deans and Directors meeting recommended removing section on "Security of Grades" since it will be included in another BP 5040 or AR as part of Maintenance of Records next year.
      - a. Carlos M.: Since it's not mentioned elsewhere right now, do we need to include it while it's approved next year?
      - b. Kent S.: If it's not included here, is it included anywhere else that will hold us accountable for this?
        - i. VP Berger: There is some loose language included in BP 5040 that would cover us for this. AR4231 language is very thorough and may not be appropriate in this AR

- **Michael V. motioned to close discussion. Theresa B. seconded.**
- c. First Read: AR 7211 – Minimum Qualifications and Equivalencies
- **Michael V. motioned to open discussion on AR7211. Carlos M. seconded.**
  - Carlos M. reviewed changes. Main change was to ensure that composition of Equivalency Committee aligned with CCCD’s AB1725
  - Holly S.: Should we include a timeline of when faculty can use their equivalencies? The policy has no mention of when faculty can start teaching in their equivalency.
    1. Jasmine P.: There should be a time included in the policy so that there is an expectation of a timely process.
    2. Carlos M: Recommended faculty can start teaching after board approval
  - Holly S.: Why is CEO reviewing and approving when it would have already been approved by HR? Previous process was that faculty members who met the requirements would be reviewed by HR and be put on seniority list and get the FSA. The materials are reviewed by confidential employees. Recommended removing “review and approval” by CEO prior to submitting to BOT
    1. Change made, now reads “... the decision will be forwarded to the President/CEO for submittal to the Board of Trustees...”
  - **Carlos M. motioned to close item 8c. Michael V. seconded.**
  - **Holly S. motioned to extend meeting by 15 minutes. Jasmine P. seconded. Approved**
- d. First Read: Legislative Liaison Job Description
- **Carlos M. motioned to open discussion. Kent S. seconded.**
  - Minodora M: tried to keep job description short with little time-commitment on part of the senator.
  - David Mc.: Does this involved looking at all legislative webpages?
    1. Minodora M.: Yes. May also connect them with lead of ASCCC Legislative updates
  - **Jasmine P. motioned to close discussion. Marjeritta P. seconded**
- e. First Read: Academic Senate Constitution – Proposed Edits
- **Carlos M. motioned to open discussion. Kent S. seconded.**
  - 1. David Mc.: Who is in the Bylaws committee?
    - a. Minodora: there is no official committee that does edits. It was a small team that met over the Veteran’s day holiday, it was originally going to be worked on over winter break. The proposed changes were prompted by how things went this semester and by taking a look at the constitutions of other colleges. The other authors prefer to be anonymous, but they were faculty members of our campus.
      - i. David Mc: Would like to motion to form a committee so everyone can be involved in the bylaws revisions more effectively.
        1. Minodora M.: Everyone gets to look at bylaws. The entire faculty body votes on the constitution.
        2. David Mc: Should be able to disclose the members that met over Veterans. Everyone should be able to be involved in making these decisions.
        3. Minodora M.: No decisions have been made. These are proposed changes and the entire faculty body gets to comment on it. Nothing is being snuck in without everyone knowing. Everyone will get to discuss this document. Even when there was a committee to propose revisions, it came to senate and everyone got to discuss it and vote on it, not just senators.
    2. Michael V.: To clarify, right now we are in the first read and can make the edits like in the previous documents?
      - a. Minodora M.: Correct. These are just proposed edits, nothing has been voted on just like with the ed policies. We get to discuss and make changes as needed.

3. David Mc: Why are the members not wishing for their names to be disclosed? We should be allowed to know who is making these decisions.
  - a. Minodora M.: No decisions have been made. These are just proposed changes that are coming. Nothing has been voted on or approved. If the other members want to come forward and let their names be known, she will share. Otherwise, their names will remain anonymous
4. Michael V.: When a legal document is being edited, isn't there usually a name of who made those edits?
  - a. Minodora M: That hasn't been done in the past. Even with the previous edits of the constitution, we had a larger team, but their names were never included anywhere. The edits are done very casually and in informal meetings. We track all of the changes made so that senators know the proposed edits. We have never published a list of participants in the editing team.
5. David Mc: Was there ever an invite to invite people to be involved or join the meeting?
  - a. Minodora M: No, it was a last minute ad hoc meeting. The group talked about it on Veteran's day and met on Friday to work on it.
6. Jasmine P.: Addressed Carlos M. chat. Agrees we should list senate subcommittees under Section 3a.
  - a. Minodora M: They are currently listed at the end of the constitution but can be moved to section 3a
7. Minodora M: Please read packet and concentrate on the proposed edits instead of being stuck on who participated in the edits.

• **David Mc. motioned to close item. Marjeritta P. seconded.**

• **Carlos M. motioned to extend meeting by 5 minutes. Kent S. seconded.**

f. ~~First Read: New Senator Orientation~~ – Removed

g. What is the new Normal?

• **Carlos M. motioned to open discussion on item 8g. Marjeritta P. seconded.**

• Minodora M.: Based on Consultative Council discussion, Dr. Curry seems to think that Compton College is primarily a 4 days a week institution; limited courses on Fridays and staggered days for counseling/student services. Okay with recommending PD primarily online.

• Vanessa M.: Do we have any data or do we know when students are seeking counseling in person?

1. Carlos: Counseling uses ConexEd so we can get that kind of info from there.

• Minodora M.: Recommends we continue to provide more telecommuting student support services.

• Minodora M.: What about percentage of modalities for courses?

1. Vanessa M.: Based on student survey results, it seemed like most students preferred online. Would like to see robust online programs.

2. Jasmine P.: Provide healthy amount online synchronous and asynchronous options as well

• Vanessa M.: Are we still limited to only 2 online courses?

1. Minodora M.: Technically you can teach more than 2 online courses with dean approval

2. Holly S: Contract states you can teach 2 online and 1 hybrid. But can teach more with dean approval

• **Carlos M. motioned to close discussion on this item. Harvey E. closed.**

• **Carlos M. motioned to adjourn meeting. Marjeritta P. seconded.**

## 8. Discussion Items

- a. Spring 2022 - Senate Optional Flex Day – Propose Workshops
- b. Campus Positions Release Time

## 9. Informational Items

- a. Summer Enrichment Activities Proposals – Due 11/19

**10. Future Agenda Items****11. Public Comment**

- a. Judith C.: Compton College Fast Fund is still available to deliver microgrants to students around \$150 for short term and unexpected emergencies. This is a Faculty-run program. Please encourage students to apply for funds if they have an emergency. Ex. Replacing clothing due to fire/flood, paying bill that has been shut off, small auto car repairs. This is an ongoing program. The application is through a google form application. Do not share link with all students, only provide to students that need emergency funding.
  - Vanessa M.: Where do funds come from?
    1. Judith: Donations. Will be reaching out soon to request donations

**12. Adjournment at 2:25pm**

**Next Scheduled Meeting: December 2nd, 2021, at 12:30 pm**

**Zoom Link:**

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COMPTON COLLEGE ACADEMIC SENATE MEETING DATES AND LOCATIONS (1<sup>st</sup> & 3<sup>rd</sup> Thursday)

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<del>September 16</del>	Zoom	March 17	In-Person
<del>September 30</del>	Zoom	April 7	In-Person
<del>October 7</del>	Zoom	April 21	In-Person
<del>October 21</del>	Zoom	May 5th	In-Person
<del>November 4</del>	Zoom	May 19	In-Person
November 18	Zoom	June 2nd	In-Person
December 2	Zoom		

Per the *Brown Act*, all votes must be recorded by name. Only Nos and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

### CCC Academic Senate Roster 2020-2021 (26 Senators)

#### Officers:

President/Chairperson	Minodora Moldoveanu (20-22)
Vice President/Vice Chairperson	Carlos Maruri (21-23)
Secretary/Secretary	Noemi Monterroso (21-22)
Curriculum/Curriculum Representative	Sean Moore (20-22)
Adjunct Representative	Mahbub Khan (20-21)
Board Representative	Vacant
Distance Education Representative	Vacant (20-22)

#### Members:

##### **Fine Arts, Communication and Humanities (5)**

Charles Hobbs (21-24)  
 Vanessa Madrid (21-23)  
 Harvey Estrada (20-23)  
 Marjeritta Phillips (20-23)  
 Valerie Woodward (20-23)

##### **Counseling (5)**

Noemi Monterroso (21-24)  
 Carlos Maruri (21-24)  
 Theresa Barragan-Echeverria (20-23)  
 Citlali Gonzales (20-23)  
 Janette Morales (20-23)

##### **Social Sciences (3)**

Jesse Mills (21-24)  
 Pamela West (20-23)  
 David McPatchell (20-23)

##### **Business and Industrial Studies (3)**

Steven Ellis (21-24)  
 Sean Moore (20-23)  
 Michael Van Overbeck (20-23)

##### **Science, Technology, Engineering and Mathematics (5)**

Kent Schwitkis (20-23)  
 Jose Villalobos (20-23)  
 Jose Manuel Martinez (20-23)  
 Rajinder Sidhu (20-23)  
 Evan Skorka (20-23)

##### **Health and Public Services (3)**

Don Mason (20-23)  
 Shirley Thomas (21-24)  
 Jasmine Phillips (20-23)

##### **Adjunct Faculty (2)**

Mahbub Kahn (20-21)  
 Victoria Martinez (20-23)



**Ex Officio Voting Members**

Holly Schumacher – Union President



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

BP 4231 Grade Change

Issued: June 19, 2018  
Revised September 9, 2021

Reference:

Citation: [Education Code Sections 76224\(a\)](#) and [76232, Title 5 Section 55025](#)

When grades are awarded for any course of instruction taught at Compton College, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as defined below:

- Mistake: ~~may include, but is not limited to, unintentional clerical errors and/or errors made by an instructor in calculating a student’s grade~~ is an unintentional act, omission, or error by the instructor or the Compton College
- Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.
- Bad Faith: an intentional dishonest act.
- Incompetence: a lack of fitness to perform required duties.

**Commented [KL1]:** Use Title 5 language/definition? For purposes of this section, “mistake” may include, but is not limited to, unintentional clerical errors and/or errors made by an instructor in calculating a student’s grade.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within ~~18~~ 12 months of the last day of the term in which ~~the grade~~ the act was posted.

**Commented [CM2]:** is there a process to appeal if 12 month deadline has passed? Why change from 18

Upon determination by the Compton Community College District that a grade in a course was given as a result of fraud, the President/~~CEO~~ Chief Executive Officer (CEO) or designee ~~may~~ will change or remove the fraudulent grade from the student’s transcript of record based on the recommendation of the faculty reviewing committee. ~~Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions.~~

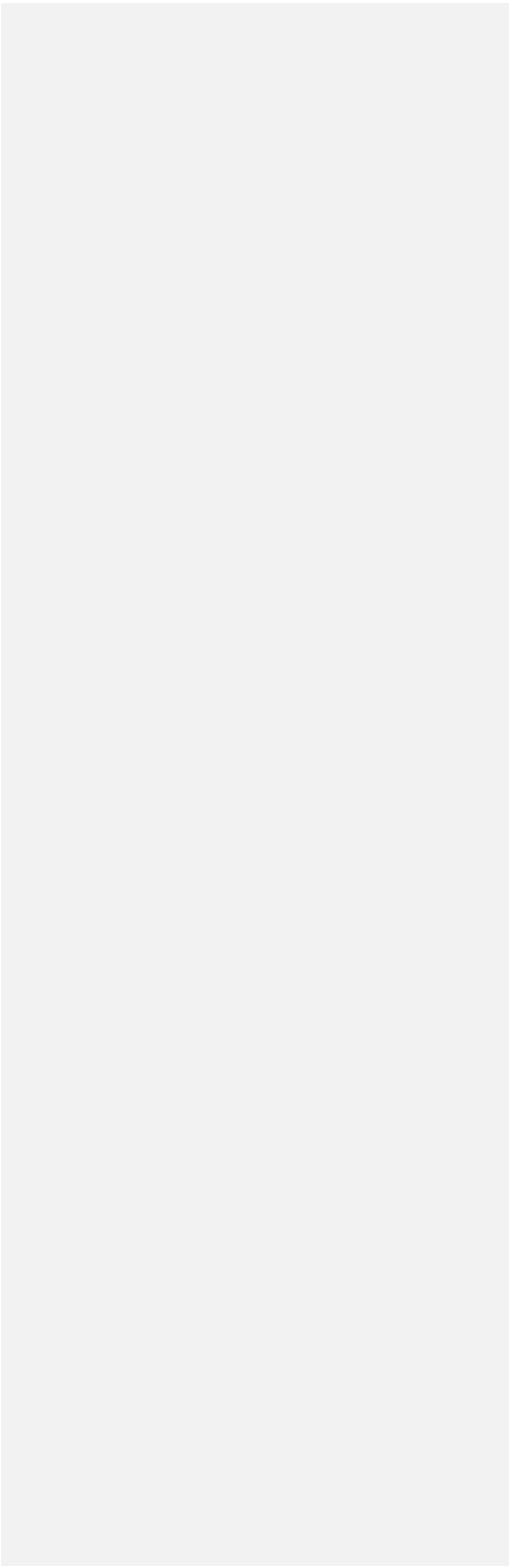
**Commented [KL3]:** Who is in committee? How/when does it get formed? Does process need to be outlined here?

The President/CEO shall implement procedures to assure the accuracy and integrity of all grades awarded by the faculty and maintained by the Compton Community College District. Procedures for changing or removing grades in accordance with this policy have been developed by the President/CEO or designees in collegial consultation with the Academic Senate.

**Commented [KL4]:** Where can this developed procedure be found?

Applicable Administrative Regulation:  
AR 4231 Grade Change

1





COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

AR 4231 Grade Change

Issued: May 15, 2018

Reference:

Education Code Sections [76224](#) and [76232](#); [Title 5 Section 55025](#)

**Determination of Final Grades**

The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry.

The instructor of record shall report final semester grades to Admissions & Records by the due date given by Admissions & Records.

**Student Initiated Grade Change Requests**

~~For student initiated requests for grade changes see AP 5530 Student Rights and Grievances.~~

~~AP 5530 Student Rights and Grievances requires that a student first request a grade change from the instructor. It also details the provisions to allow another faculty member in the same discipline (or related discipline if same discipline is not available) to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

~~In all cases, the instructor who first awarded the grade will be given written notice if a change of grade is made.~~

~~Student requests for grade changes will only be accepted for grades recorded within the previous calendar year. The exception to this would be academic renewal which would have no time limit. (See BP/AP 4240 Academic Renewal)~~

**Faculty Initiated Grade Changes**

Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade. Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.

Grade changes are not permitted based on coursework submitted after the end of the course.

The ~~removal of~~ change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

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Commented [CM3]: Part from D&D:  
If a student believes that a mistake was made in computing or recording a grade, they may contact the instructor directly to ask for a review of the grade records and make the correction. The student may contact the divisional Dean if the original instructor is not available. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

Commented [CM4R3]: Followed by:  
Formal Grade Change Petition  
A student may file a Grade Change Petition whether or they have pursued an informal grade change request.

Commented [CM5R3]: Then section on filing:  
**Filing a Grade Change Petition**  
A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

**Response to Filing**  
The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify

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Faculty initiated grade changes will only be accepted for grades recorded within the previous calendar year 18 months.

All grade changes must be clearly indicated on the student's educational record in such a way that the original grade remains visible.

**Grade Change Petitions and Appeals**

A. Grounds for requesting or appealing for a grade change, within 18 months of grade received.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

B. Informal Grade Change Request

If a student believes that a mistake was made in computing or recording a grade, he or she they may contact the instructor directly to ask the instructor to for a review of the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, †The student may prefer to may contact the divisional Dean if the original instructor is not available. ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

C. Formal Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has they have, pursued an informal grade change request.

**Filing a Grade Change Petition**

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

**Response to Filing**

The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify the student of the action and preserve a copy of the Grade Change Petition. Notification letter will include Grade Appeal Procedures

**Special Circumstances**

The procedure described here shall be used in the following circumstances:

A. If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or

B. If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or

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C. If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified faculty from another institution.

### Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal with the Vice President of Academic Affairs no more than 10 business days after being notified of the denial. The burden of proof is on the student.

The Grade Appeal shall consist of:

- A. The Grade Appeal Form stating the grounds for the appeal,
- B. Allegation of mistake, fraud, bad faith, or incompetency,
- C. A copy of the Grade Change Petition showing the instructor's decision, and
- D. Supporting documentation.

The Grade Appeal Form is available at the ~~office of the Vice President of Academic Affairs~~ ~~or~~ Admissions and Records Office.

### Pre-Hearing Communication

The Vice President of Academic Affairs or a designee may meet with the student, the instructor, or other persons, to facilitate communication between the student and the instructor and to determine the factual basis for the appeal.

### Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of the following:

- A. ~~An instructional Dean chosen by the Vice President of Academic Affairs or designee other than the Dean,~~ of the Division in which the disputed grade was given;
- B. ~~One instructor chosen by the President of the Academic Senate from the discipline of the course in which the disputed grade was given, or a related discipline;~~
- C. ~~One instructor chosen by the President of the Academic Senate from a discipline outside of the division of the course in which the disputed grade was given; and~~
- D. ~~One or more students chosen by the President of the Associated Student Government.~~

The Panel shall be chaired by the instructional Dean the chair shall be a ~~non-voting~~ member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

### Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to **making** a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and

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**Commented [CM6]:** figure out where form will be held

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time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

### Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. If the Panel finds that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetence, the Panel will determine the new grade to be assigned. The Appeal Panel Chair shall issue its findings and recommendation to the Vice President of Academic Affairs and forward grade change decision to the Admissions and Records Office, who shall inform the appealing student and the instructor within 10 business days. The decision of the Grade Appeal Panel is final.

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### Expunging of changed grade

When a grade is changed in accordance with this Regulation, the original incorrect grade shall be expunged from the student's record.

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### Changing grades in cases of fraud

#### Instructor fraud

- A. The Vice President of Academic Affairs may determine, based on evidence such as the faculty discipline process, legal findings, or other statements or documentation, that a grade was assigned by an instructor in a fraudulent manner. This determination may be made without any regard to time limit.
- B. Upon such determination, the Vice President of Academic Affairs, in consultation with the Dean of discipline in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
- C. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course.
- D. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, the alternate instructor may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.
- E. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be removed within a reasonable time.
- F. In cases of fraud, both the instructor of record and the student shall be notified of the grade change.

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### Security of Grade Records

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The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the ~~Chief Student Services Officer~~ Vice President of Student Services or designee. ~~No more than eight~~A limited number of District employees ~~may~~ will be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, ~~and student workers may not change grades at any time.~~

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Services or designee immediately. The Vice President of Student Services or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

1. the student;
2. the instructor who originally awarded the grade;
3. any educational institution to which the student has transferred;
4. the accreditation agency; and
5. appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

**Commented [CM9]:** Possible moved to BP 5040 (AR coming)

**AR 7211 Minimum Qualifications,  
and Equivalencies**

Issued: month day, 202?

**References:**

Education Code Sections 87001, 87003, 87355-87359.5, 87538, and 87743.2  
Title 5 Sections 53400, et. esq.  
ACCJC Accreditation Standard III.A.2-4

**Minimum Qualifications**

Faculty members shall meet minimum qualifications for the discipline defined by the Minimum Qualification for Faculty and Administrators in California Community Colleges approved by the Board of Governors. The Equivalency Committee defined below may evaluate the disciplines listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. These discipline specific degree titles shall be approved by the Academic Senate, President/CEO, and Board of Trustees. The Human Resources Department maintains these approved lists and provides such lists to screening committees as necessary.

**Definition of Equivalency**

Equivalency means equal to the minimum qualifications for a particular discipline as listed in Minimum Qualifications for Faculty and Administrators in the California Community Colleges (the "Disciplines List"), or to any higher qualifications for a specific discipline that have been recommended by the District Academic Senate and approved by the Board of Trustees.

- In some cases, this means equal to a Master's degree in a discipline.
- In disciplines for which a Master's degree is not generally available or expected it means equal to either a degree or a combination of degree and experience.

**Equivalencies**

This procedure adheres to Education Code section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors."

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience approved by the Board of Governors or on the approved discipline specific degree title list, nonetheless does possess qualifications that are at least equivalent to those required. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.



*All faculty position announcements will state the required qualifications as approved by the Board of Governors and include any additional titles from the approved discipline specific degree title list, including the possibility of meeting the equivalent of the required degree or experience.*

*Those applicants claiming equivalency will be asked to state their reasons and to present evidence of equivalency. It will be the responsibility of the applicant to supply conclusive evidence and documentation for the claim of equivalency at the time of application. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.*

**Criteria for Equivalency**

*All non-US/foreign degrees will be evaluated by a foreign evaluation service that is approved by the Compton Community College District.*

*All courses being used for equivalency must be earned at an accredited institution. Candidates are responsible for demonstrating that courses taken through continuing education or extension are applicable to the approved degree listed in the discipline minimum qualification.*

*The following criteria will be used to determine a candidate's eligibility for equivalency:*

**Formal Education Equivalencies to the Degree**

1. *Formal education equivalent to the master's degree: Any master's degree with a minimum of 18 semester graduate units in the discipline, OR any bachelor's degree and a combination of 30 semester graduate units with a minimum of 18 semester graduate units in the discipline.*
2. *Formal education equivalent to the bachelor's degree: At least 120 approved units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.*
3. *Formal education equivalent to the associate's degree: At least 60 approved units, including 18 semester units of general education, as defined in either the Compton College Catalog; or "The Guide to the Evaluation of Educational Experience in the Armed Services" published by the American Council of Education; or the California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services established by the Board of Registered Nursing.*

**Equivalencies to Work Experience**

*Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.*

**Commented [CM1]:** A lot of this comes from ECC's 7211, they also have a 2nd section in this area:

**B. Non-Formal Education Equivalencies to the Degree**

All non-formal education equivalencies to the degree must demonstrate the acquisition of the knowledge and skills learned through the computation and communication general education requirements of the relevant degree.  
Non-Formal Education Equivalencies to the Master's Degree

- a. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

**Non-Formal Education Equivalencies to the Bachelor's and Associate's Degrees**

- a. At least five (5) years of work experience in the discipline that led to the acquisition of the knowledge and skills required for the degree, e.g. in computers, engineering, or journalism.
- b. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.



**Determination of Equivalency during the Screening Process**

The screening committee will determine initial equivalency using the standards set forth in this regulation. The screening committee shall consist of at least two faculty from the discipline or related discipline. If there are not two full-time faculty from the discipline or related discipline at the College, the screening committee will need to contact the Academic Senate President and Vice President of Academic Affairs so the Equivalency Committee can be called to review the equivalency request. The screening committee will be provided with a copy of this procedure to inform their determination and to help ensure consistency in decision-making across divisions. If the screening committee is not unanimous in its agreement about a candidate's initial equivalency, the candidate will not be interviewed.

Commented [CM2]: Add "hiring" in front of screening?

The granting of initial equivalency to the minimum qualifications shall not be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for the given position.

If an applicant is granted initial equivalency and selected for an interview with the President/Chief Executive Officer (CEO), justification shall be sent to the Academic Senate President, the Office of Human Resources, and the Office of the Vice President of Academic Affairs (or Vice President of Student Services). This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications. The President/CEO or designee will review the report and make a final determination of equivalency relying primarily on the recommendation from the faculty. All documentation of equivalency will be kept with the applicant's hiring documents.

**Equivalency Committee**

The Academic Senate shall establish an Equivalency Committee to make recommendations on matters of equivalency to the minimum standards for hiring of faculty.

The Equivalency Committee will determine whether initial equivalency decisions are being made in accordance with this regulation; whether the screening committees are following the criteria for evidence of equivalency stated in this regulation; determine request by current full-time faculty for equivalency, and recommend a list of discipline specific degree titles.

Commented [CM3]: CCCD's AB1725 states Competency Committee shall consist of 3 FT members from FSA or reasonably related area, recommended by div chair, division chair (who chairs committee), and dean for the area.  
<https://drive.google.com/file/d/1Phb8-HqWq9vp0htryeClgCxAXjY5vBRt/view>  
Pg 19 of doc

The Equivalency Committee shall consist of:

1. ~~President of the Academic Senate, who will co-chair the committee.~~
2. ~~Vice President of Academic Affairs, or designee who will co-chair the committee.~~
3. ~~Two tenured faculty members selected by the Academic Senate.~~
4. ~~Two tenured faculty representatives of the discipline (or, if not possible, a closely related discipline)~~
5. ~~Vice President of Human Resources, or designee.~~
6. Three (3) full-time members from the Faculty Service Area (FSA), or from a reasonably related area, recommended by Division Chair
7. The Division Chair, who will chair the Committee,
8. The Dean for the discipline,

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9. President of the Compton Community College Federation Employees (AFT)

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~~5. If no division chair is available, Academic Senate President and CCCFE shall appoint a faculty member to Chair the committee~~

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~~The Equivalency Committee shall have seven-five members, five of whom are standing members and two who are discipline specific and added when equivalency requests are made. The standing committee members shall be established no later than thirty days after request is made the second week of the fall semester. Discipline specific representatives will be identified no later than the first month of the fall semester. Faculty shall serve for a term of two years. Equivalency requests will be reviewed within one month (during fall and spring semesters). Requests that are made during the winter or summer intersessions will be held until the following regular semester.~~

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Commented [CM5]: Should a date be made to submit an equivalency then? The first sentence in this paragraph says discipline specific reps will be added when requires is made

Commented [CM6R5]: CCCD's AB1725 states: Faculty Claiming Secondary Teaching Areas- Secondary Teaching Area: These individuals may apply for entry into an FSA at any time. Upon documented completion of the mandatory degree requirements/Minimum Qualifications and Competency Standards, entry into the FSA will be granted. The individual may not teach within that FSA until the Minimum Qualifications/Competency requirements have been met. <https://drive.google.com/file/d/1Phb8-HqWq9vp0htrycCgCxAxJY5vBRt/view> Pg 49 of doc

~~The Equivalency Committee may review requests for equivalency only if there are two or more discipline related members present. If there are not two full-time faculty members in the discipline, a discipline faculty member from a similar discipline or from another college may serve.~~

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**Determination of Equivalency for Full-Time Faculty**

~~In the event that an existing faculty member wishes to assert equivalency in another discipline, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request, including relevant transcripts, to the Office of Human Resources.~~

~~On receipt of the application, the Vice President of Human Resources will contact the President of the Academic Senate and Vice President of Academic Affairs. The Equivalency Committee will be convened to review the material submitted by the applicant and to decide whether or not the equivalency should be granted. If the committee recommends equivalency, the decision will be forwarded to the President/CEO for review and approval prior to for submittal to the Board of Trustees for approval.~~

~~If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the Office of Human Resources.~~

Commented [CM10]: ECC's 7211 includes this sentence: The letter should also notify the faculty member of his/her right to file a grievance in accordance with collective bargaining agreement Article 22 [ours would be Article 13.7]

~~All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential. All documentation of an equivalency request and the resulting recommendation will be kept in the faculty member's personnel file.~~

Commented [CM11R10]: CCCD's AB1725 has a whole section on FSA Denial Grievance Procedure- do we want to add it here? Is that more on CBA? <https://drive.google.com/file/d/1Phb8-HqWq9vp0htrycCgCxAxJY5vBRt/view> Pg 49-50 in doc

~~The granting of equivalency is on a case-by-case basis and does not set precedent for other equivalency decisions, however the Equivalency Committee will require consistency of application within a discipline.~~

## Legislative Liaison Job Description

1. Regularly attend local Senate meetings and provide updates as necessary
2. Identify legislative issues of particular concern to higher education and our local campus
3. Monitor the legislative listserv ([legliaison@listserv.ccnex.net](mailto:legliaison@listserv.ccnex.net)) and the [Legislative Updates webpage](#) and report to the local Academic Senate
4. Communicate opportunities and, at times, the urgent need for faculty participation in legislative activities
5. When possible, attend conferences and webinars to learn more about legislation impacting higher education.



*Academic Senate Resolution to Change Senate Meeting Times to 2-3:30 pm Beginning with Spring 2022*

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*Whereas, the Compton College Academic Senate meeting times have historically overlapped with the College Hour, even though they are now longer than the College Hour; and*

*Whereas, most faculty do not teach during College Hour; and*

*Whereas, beginning with Spring 2022 the College Hour will be moved to 2-3:30 pm on Tuesdays and Thursdays; and*

*Whereas, the Academic Senate promotes faculty participation during the Academic Senate meetings; therefore*

***Be it Resolved,** that the Academic Senate is proposing that beginning with Spring 2022, Senate Meetings be held from 2-3:30 pm on Thursdays.*

---

*Minodora Moldoveanu  
Academic Senate President*

*November 2021*

**CONSTITUTION AND  
BYLAWS OF THE  
ACADEMIC SENATE OF THE  
COMPTON COMMUNITY  
COLLEGE DISTRICT**

**CONSTITUTION**

**PREAMBLE**

We, the faculty of the COMPTON COMMUNITY COLLEGE DISTRICT, in order to promote formal and effective procedures for participating in the formation of district policies on academic and professional matters; to develop faculty participation in the formulation of district policies; and to require a clearly defined organizational structure for such participation, do hereby establish, subject to the limitations set forth by the COMPTON COMMUNITY COLLEGE DISTRICT Board of Trustees and the Legislature of the State of California, this Constitution, replacing all past constitutions and effective after ratification by two-thirds of the faculty voting in said ratification referendum.

**ARTICLE I: NAME**

The name of this organization shall be THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT (HEREAFTER REFERRED TO AS "**THE ACADEMIC SENATE**").

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**ARTICLE II: PURPOSE AND MISSION**

It is hereby reaffirmed that it is the primary purpose of the Academic Senate to be the principal vehicle for faculty participation in the academic and professional governance of this district. As such, the Academic Senate recognizes itself, in accordance with Title V of Subchapter 2, Sections 53200–53206 *California Code of Regulations*, and with the statewide Academic Senate process. ~~The Compton Community College District Board of Trustees or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate. "Consult collegially" means that the district governing board will relying primarily upon the advice and judgment of the Academic Senate.~~ The Academic Senate defines itself as the primary representative of the Compton College faculty, concerned with making recommendations to the Compton Community College District administration and Board of Trustees in all matters related to the improvement and maintenance of academic standards and faculty professional responsibilities that are under the 10+1 purview of the District.

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The “10+1” purview includes the following:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, 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 are mutually agreed upon between the governing board and the academic senate.

The Academic Senate, in order to maintain “effective participation” will consult with affected parties and afford them the opportunities to review and comment upon recommendations, proposals, and other matters. The Academic Senate will hear and give due consideration to such input; however, the Academic Senate retains its primacy regarding academic and professional matters and is not bound to adopt, accommodate, or reach consensus on concerns raised by other constituent groups (ASCCC Local Senates Handbook, 2020, p. 12-13).

~~The Academic Senate shall present its written views and recommendations to the Board of Trustees through regularly established channels. However, the Academic Senate, after consultation with the administration, may present its views and recommendations directly to the Board of Trustees.~~

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~~The findings, views, and recommendations of the Academic Senate shall be presented in writing to the governing board through regularly established administrative channels. However, the Senate, after consultation with the administration, may present such findings, views, and recommendations directly to the governing board in accordance with Title 5, the Education Code.~~

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The Senate shall not engage in collective bargaining activities nor affiliate with any professional association, organization or group, except associations of other Senates; however, nothing in this Constitution shall be construed to discourage members of the faculty from freely associating with other groups and organizations, and through such association independently expressing their views to the Administration and the Board of Trustees.

### **ARTICLE III: EXPRESS DUTIES**

It is hereby reaffirmed that the principal duties of the Academic Senate are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Community

College District **Administration** and Board of Trustees. Such communication is crucial, for an informed faculty is a participatory faculty.

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- 2) To accept the responsibility for equal partnership in the collaborative governance of this District, particularly in matters relating to academic issues and faculty professionalism.
- 3) To make timely, compelling recommendations to the **Administration**, the Board, and the State, regarding academic growth, development, and improvement of the District.
- 4) To regularly inform Compton Community College District faculty on all matters of its deliberations.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Community College District faculty views and interests, with the administration, the public, and other concerned parties.
- 6) To establish a standard of professional conduct (*Code of Ethics*) for Compton Community College District faculty, to monitor faculty adherence to such a standard, and to hear complaints regarding alleged breaches of said standard.
- 7) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 8) To be responsible for staff development of district faculty.
- 9) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Community College District.

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#### **ARTICLE IV: Civility Statement**

The operation and conduct of the Academic Senate, its **sub-**committees and its officers will adhere to the Compton College Statement of Civility and Mutual Respect.

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The manner in which we interact with one another is critical to cultivating and maintaining a meaningful and effective intellectual environment.

- Compton College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility.
- Compton College encourages a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences; deliberately seeks multiple perspectives; and supports the free and open exchange of ideas and civil discourse.

- Compton College uses contributions of the community to promote diversity, creativity, accountability, and transparency. Through Collaborative Governance, all constituent groups work together, in good faith, to make decisions related to policies, procedures, and practices for the benefit of the students and **the community** that we serve.

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Our community can only continue to thrive when we approach each interaction and conversation with an open mind and when each member can contribute fully. Civility facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.

*Approved by the Academic Senate on December 5, 2019.*

*Approved by the Compton Community College District Board of Trustees on December 10, 2019.*

## **BYLAWS**

### **ARTICLE V: COMPOSITION**

#### **SECTION 1. ELECTORATE**

- a. The full-time Electorate (herein after referred to as the Full-time **Faculty**) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a). The full-time faculty shall elect divisional and non-divisional Senators.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty-seven percent, or as specified by state law, over the ten-month academic year (Code 53200 (a). The Adjunct Faculty shall elect the Adjunct Senators.
- c. For purposes of eligibility, nomination, and voting in individual elections for the Academic Senate, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.

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#### **SECTION 2. ORGANIZATION**

- a. The senators shall be elected from the faculty in each division. Counseling shall be treated as a division.
- b. Divisions having **Full Time Equivalent Faculty (FTEF)** shall be entitled to senate members on the following basis:
  - 1-14 Full Time Faculty- 3 members
  - 15 and above Full Time Faculty- 5 members

c. The composition of the Senate shall be as follows:

- Fine Arts, Communications and Humanities (FACH) - 5 senators (1 of the 5 shall be elected from Library Sciences)
- Science, Technology, Engineering and Math (STEM) - 5 senators
- Counseling - 5 senators
- Social Sciences (SS) - 3 senators
- Business and Industrial Studies (BIS) - 3 senators
- Health and Public Services (HPS) - 3 senators
- Adjunct faculty - 2 senators

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d. Senators representing divisions, teaching or non-teaching faculty not represented by a Division Chairperson, shall be tenured members of the faculty or full-time faculty in at least their second contract year.

### SECTION 3. EX-OFFICIO SENATE MEMBERS

The term “ex-officio member” shall mean a voting or non-voting member of the Senate who shall serve as a resource person, advisor, and/or communication link with other campus decision-making bodies. A collaborative and independent Senate and Union will help cultivate a unified and supported faculty body.

a. Ex-Officio Senate Members –Voting

- Union President
- Senate Sub-Committee Chairs

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b. Ex-Officio Senate Members - Non-Voting

- Vice-President of Academic Affairs
- The President of the Associated Student Organization or designee
- Vice President of Student Services or designee
- One member of the Compton College Board of Trustees, to be designated by the Senate

c. Academic Senate Duties of the Union President

- Provide clarification and consultation where there is overlap between the faculty contract and Academic Senate policies.
- Serve as an Ex-officio voting member.
- Perform such other tasks as the Senate may assign.
- Work with the Senate President on committee appointments. The Academic Senate and CCCFE shall have the right to appoint representatives as part of the faculty component of all campus committees as listed in Administrative Regulation 2511 and to any new committees (including hiring committees and evaluation committees), which may additionally be established to which a faculty member may lawfully be appointed.

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d. Academic Senate Duties of the Curriculum Chair

- i. Chair the Curriculum Committee.
- ii. Serve as a support person for Compton College faculty developing courses or proposing new programs and as a liaison between the College faculty and Divisional Curriculum Committees at partnering institutions.
- iii. Bring matters from the Curriculum Committee that requires voting approval from the Academic Senate.
- iv. Keep the Academic Senate and the College faculty aware of all matters related to curriculum as discussed by the Compton College Curriculum Committee.

**e. Academic Senate Duties of the Distance Education Faculty Coordinator**

- i. Chair the Distance Education Advisory Committee (DEAC).
- ii. Maintain records and report to the Academic Senate all actions taken, policies and procedures created by the ~~DEAC~~ Distance Education Advisory Committee and responses thereto.
- iii. Bring matters from the ~~DEAC~~ Distance Education Advisory Committee that require voting approval from the Academic Senate.
- iv. Chair the Distance Education Curriculum Sub-committee ~~(DECS).~~
- v. Perform such other tasks as the Senate may assign.

**f. Academic Senate Duties of the Faculty Development Chair**

- i. Chair the Faculty Development Committee ~~(FDC).~~
- ii. Maintain records and report to the Academic Senate all actions taken by the ~~Faculty Development Committee~~ ~~FDC~~ and responses thereto.
- iii. Bring matters from the ~~FDC~~ Faculty Development Committee that require voting approval from the Academic Senate.
- iv. In coordination with the Vice President of Academic Affairs and the Professional ~~Learning and Engagement~~ Development Committee ~~(PLEC)~~, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate.
- v. Perform such other tasks as the Senate may assign.

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## **ARTICLE VI: ELECTION**

### **SECTION 1. DIVISIONAL AND NON-DIVISIONAL REPRESENTATIVES**

- a. Each division and non-divisional faculty group shall be responsible for the election of representatives to the Academic Senate.
- b. The Division Chair or a Senate designated representative will announce elections before the March division meeting. Academic Senate ~~R~~representatives shall be elected during the March Division meeting.
- c. Any faculty member that is in their second contract year, after their second evaluation,

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is eligible to serve. ~~In the event there are not enough eligible faculty candidates,~~ a division can select faculty who are in their first contract year, after their first evaluation, and will be considered by the Executive Board.

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d. Elections shall be held ~~by secret ballot~~ and winners must receive a plurality of the votes. Winners should be forwarded to the Academic Senate Vice-President immediately upon election to be announced at the first meeting in April.

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e. Senators will serve a three-year term.

f. When a Division's or non-divisional group's **representative** has been elected President or President-Elect of the Academic Senate, that Division or group shall be invited to elect a replacement Senator whose term of office shall coincide with the term of the newly elected President or President-Elect. Election to replace the representative shall take place within the Division or non-divisional group.

g. If at any time the seat of a representative is vacated before a term expires, the Division or non-divisional group shall conduct a special nomination and election process to replace that representative.

## SECTION 2. ADJUNCT SENATORS

a. The Vice President solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Senators during the first Senate meeting in April. The election will be held in the first meeting of May.

b. Adjunct Senators shall be elected for a three-year term and shall assume their responsibilities at the first regular General Meeting in May.

~~c.~~ If at any time, the seat of an Adjunct Senator is vacated before that term expires, the Senate shall conduct a special nomination and election process to replace that Senator in accordance with the election procedures for adjunct senators.

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## SECTION 3. SUBCOMMITTEE CHAIRS

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a. The Academic Senate shall elect its Senate Subcommittee Chairs from tenured members of the full-time faculty. The Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominations for chair positions are made from the floor by Senators. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The Vice President shall be responsible for conducting the election by ~~secret~~ ballot vote. To be elected, a candidate must receive a vote from a plurality of those senators voting.

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b. When applicable, the elected Subcommittee Chair will subsequently apply for the chair position through the District application process.

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**SECTION 3. DUTIES OF A SENATOR**

Senators shall:

- a. Regularly attend meetings of the Academic Senate and vote on issues to represent the interests of the divisions/areas that elected them;
- b. Bring issues from their divisions/areas to the Academic Senate;
- c. Solicit input from their division/area faculty on issues before the Senate.

Senators shall adhere to duties set forth in BP 2520 Academic Senate and the Senate Constitution and Bylaws. Failure to adhere to BP 2520 and the Senate Constitution and Bylaws may be grounds for removal.

**ARTICLE VII: OFFICERS**

**SECTION 1.**

The Academic Senate shall choose its President, Vice President, President-Elect, Secretary, Board Representative, Treasurer, from among the members of the Academic Senate. ~~Senate sub-committee chairs shall be officers of the Senate Executive Board.~~ All Senate officers must be tenured members of the full-time faculty when they take office.

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**SECTION 2.**

Nominations: At the second meeting in April, the Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominees must be members of the Senate. Nominations for office are made from the floor by Senators. All nominees for President shall be sitting full-time Senators. If no sitting senators seek the position of the President, the Senate can open the election to all tenured full-time faculty who served in the Senate within the past three years. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The order of nomination of offices shall be President, President-Elect when applicable, Vice President, Secretary, Treasurer, Board Representative.

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Presentation of Candidates: At the first meeting in May, the nominees shall be presented to the Senate. A statement of candidacy shall be distributed.

Elections: The Vice President shall be responsible for conducting the election ~~by secret ballot vote.~~ To be elected, a candidate must receive a vote from a plurality of those senators voting. If election voting should be deemed necessary due to campus closure because of an Executive Order, the voting process shall follow the guidelines laid out in Article VII, SECTION 2: Electronic Voting.

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Announcement of Election Results: The Vice President shall report the election results to the Senate President immediately and to the body of the Senate at the next scheduled meeting.

~~**SECTION 3.**~~

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~~The Academic Senate shall elect its Senate Subcommittee Chairs from tenured members of the full time faculty. The Vice President shall issue a call for nominations. The Vice President is responsible for processing nominations and for verifying the eligibility of each nominee. Nominations for chair positions are made from the floor by Senators. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated. The Vice President shall be responsible for conducting the election by secret ballot vote. To be elected, a candidate must receive a vote from a plurality of those senators voting.~~

~~When applicable, the elected Subcommittee Chair will subsequently apply for the chair position through the District application process.~~

**~~SECTION 4.3.~~**

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The term of officers, with the exception of the President-Elect which is one year, shall be 2 years from July 1 to June 30. Officers shall assume responsibilities on July 1 of his/her election.

**~~SECTION 5.4.~~**

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The term of each officer shall be for two years, with the exception of the President-Elect, who will serve for one year as President-Elect and two years as President which is cumulatively three years. This shall not preclude an individual holding a given office at another point in time. Officers may be elected to subsequent terms. The President may be elected to a subsequent term with a term limit of two terms consecutively. The President may run again following two consecutive terms after there is a minimum of a one term break.

**~~SECTION 6.5.~~**

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If the President cannot or does not complete the term of office, the Vice President shall serve as President. The Executive Board shall meet to determine if an election needs to be held.

If an officer, other than the President, cannot or does not complete the term of office, the Executive Board may appoint a replacement for the remainder of the term.

**~~SECTION 7.6. DUTIES OF THE PRESIDENT~~**

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a. The President shall:

- ~~i.~~ Preside over meetings.
- ~~ii.~~ Prepare and distribute the agenda for all Academic Senate meetings. All relevant and timely items shall be added to the agenda for discussion.
- ~~iii.~~ Approve expenditures of all funds in consultation with the Executive Board.

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- ~~iii~~.iv. Upon invitation, attend meetings of the President/CEO’s Cabinet and/or other appropriate District meetings.
- ~~iv~~.v. Recommend the agenda for all Academic Senate Board meetings in consultation with the Executive Board.
- ~~v~~.vi. Co-chair Consultative Council.
- ~~vi~~.vii. Prepare the agenda for Executive Board meetings. Executive Board members may suggest items to be added to the Executive Board Agenda and Academic Senate Agenda by majority vote.
- ~~viii~~.viii. Recommend for the Academic Senate’s approval a candidate for the position of Parliamentarian. The Parliamentarian shall have thorough knowledge of the Academic Senate Bylaws and Constitution as well as the most current edition of *Robert’s Rules of Order* and *the Ralph M. Brown Act*.
- ~~ix~~.ix. Recommend for the Academic Senate’s approval a candidate for the position of legislative liaison. The legislative liaison shall be a sitting Senator or a member of the faculty.
- ~~x~~.x. Create appropriate ~~Ad Hoc~~ ~~Committee on~~ for Professional Standards and Ethics.
- ~~xiii~~.xi. Perform all functions that are normally thought to be within the realm of the presiding officer which are not denied by the Bylaws, Senate Rules, or Procedures.
- ~~x~~.xii. Chair the Executive Board; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Board, and campus committees.
- ~~x~~.xiii. By the close of the President’s term, the President shall prepare a summary report for the incoming President that includes accomplishments and pending business.
- ~~x~~.xiv. Work with the Union President on committee appointments. The Academic Senate and CCCFE shall have the right to appoint representatives as part of the faculty component of all campus committees as listed in Administrative Regulation 2511 and to any new committees (including hiring committees and evaluation committees), which may additionally be established to which a faculty member may lawfully be appointed.

b. Except in matters that call for a ~~secret~~ ballot in tie votes, unless otherwise expressly set forth in this document, the President shall not vote on regular issues before the Academic Senate, but shall act as a facilitator and mediator on such issues.

**SECTION ~~8~~ 7. DUTIES OF THE VICE PRESIDENT**

- a. The Vice President shall:
  - i. Preside over meetings in the absence of the President.
  - ii. Assist the Senate President in carrying out the business of the Academic Senate.
  - iii. Attend college and district meetings in the absence of the Senate President.
  - iv. Conduct all elections.
  - v. Chair ad hoc Professional Relations Committee.
  - vi. Review educational policies. The vice president may call on other faculty and other campus members to help investigate, monitor and propose matters

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- concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications.
- vii. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

**SECTION ~~98~~. DUTIES OF THE PRESIDENT-ELECT**

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- a. The President-Elect shall:
  - i. Become familiar with the duties of the Senate President; learn pertinent parliamentary procedure; become familiar with the Compton Community College **District** governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend ASCCC Area C meetings and the plenary sessions.
- b. The President-Elect may also hold another office in the Senate until beginning his/her term of office as President.
- c. The President-Elect shall be a voting officer of the Executive Board if not holding another office.

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**SECTION ~~109~~. DUTIES OF THE SECRETARY**

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- a. The Secretary shall:
  - i. Prepare and distribute minutes of all Academic Senate meetings.
  - ii. Maintain an electronic file of all records (minutes, reports, etc.) and official documents of the Academic Senate except those placed in the keeping of others, such as records stored in the College archives.
  - iii. The Secretary shall be responsible for all official Senate correspondence.
  - ~~iv. Prepare and distribute the agenda for all Academic Senate meetings in consultation with the Executive Board.~~
  - v. The Secretary shall maintain the Senate's web page and other internet links as designated by the body.
  - vi. Be an ex-officio member of Curriculum Committee.
  - vii. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

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**SECTION ~~110~~. DUTIES OF THE TREASURER**

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- a. The Treasurer shall:
  - i. Keep the financial records up to date and in good order.
  - ii. Give oral and/or written financial reports of the status of the Academic Senate's finances as required or requested by the Academic Senate.
  - iii. Input all budget items into the institution's software for Executive Board approval.
  - iv. With the approval of the Executive Board, make all properly authorized payments for the Senate which are not inconsistent with the Bylaws, the Senate Rules or the Procedures, and which do not threaten the solvency of the

- Academic Senate.
- v. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

**SECTION ~~12~~11. DUTIES OF THE PAST-PRESIDENT**

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- a. The Past-President of the Senate shall:
  - i. Serve for one year as advisor to the Executive Board.
  - ii. Be considered an officer of the Senate.
  - iii. Advise the President of the Senate and serve as a voting member of the Executive Board of the Senate.
  - iv. Serve the Academic Senate in any capacity that the Executive Board determines is appropriate.

**SECTION ~~13~~12. DUTIES OF THE FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES**

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- a. The Faculty Representative to the Board of Trustees shall:
  - i. Present the faculty viewpoint to inform and make recommendations to the Board of Trustees on relevant issues and concerns.
  - ii. Attend all Board meetings and Academic Senate meetings and report to the Senate on activities and accomplishments.
  - iii. Communicate with any and all committees or groups on campus, as he/she deems relevant.
  - iv. Develop relationships with Board of Trustee members to assist in accomplishing Academic Senate goals.

**~~SECTION 14. DUTIES OF CURRICULUM CHAIR~~**

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- ~~i.v. Chair the Curriculum Committee.~~
- ~~ii.vi. Serve as a support person for Compton College faculty developing courses or proposing new programs and as a liaison between the College faculty and Divisional Curriculum Committees at partnering institutions.~~
- ~~iii.vii. Bring matters from the Curriculum Committee that requires voting approval from the Academic Senate.~~
- ~~iv.viii. Keep the Academic Senate and the College faculty aware of all matters related to curriculum as discussed by the Compton College Curriculum Committee.~~

**~~SECTION 15. DUTIES OF THE DISTANCE EDUCATION FACULTY CHAIR-COORDINATOR~~**

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- ~~i.vi. Chair the Distance Education Advisory Committee.~~
- ~~ii.vii. Maintain records and report to the Academic Senate all actions taken, policies and procedures created by the Distance Education Advisory Committee and responses thereto.~~

- ~~iii.viii.~~ Bring matters from the Distance Education Advisory Committee that require voting approval from the Academic Senate.
- ~~iv.ix.~~ Chair the Distance Education Curriculum Sub-committee.
- ~~v.x.~~ Perform such other tasks as the Senate may assign.

**SECTION 16. DUTIES OF THE FACULTY DEVELOPMENT CHAIR**

- ~~i.vi.~~ Chair the Faculty Development Committee.
- ~~ii.vii.~~ Maintain records and report to the Academic Senate all actions taken by the Faculty Development Committee and responses thereto.
- ~~iii.viii.~~ Bring matters from the Faculty Development Committee that require voting approval from the Academic Senate.
- ~~iv.ix.~~ In coordination with the Vice President of Academic Affairs and the Professional Development Committee, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate.
- ~~v.x.~~ Perform such other tasks as the Senate may assign.

**SECTION ~~17~~13. DUTIES OF THE ADJUNCT REPRESENTATIVE**

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a. The Adjunct Representative shall:

- i. Serve as the voice of the adjunct faculty of the college in matters specifically related to adjuncts.
- ii. Help foster respect and inclusion among all faculty.

**SECTION ~~18~~14. MEMBERSHIP OF THE EXECUTIVE BOARD**

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- i. All officers, President, Vice President, *Past President*, President-Elect, Secretary, Board Representative, Treasurer, ~~Senate Subcommittee Chairs~~, one of the Adjunct Senators shall constitute the Executive Board.
- ii. The Senate receives 120% release time and the Executive Board will determine how it shall be designated.
- iii. The Executive Board may invite guests to an Executive Board meeting with majority Executive Board member approval.

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**SECTION ~~19~~15. RECALL OF OFFICERS**

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Upon presentation to the President of the Academic Senate of a petition signed by at least ten percent of full time faculty requesting that an officer be recalled, the Academic Senate's Vice President will verify that the signatures are signed by at least ten percent of full time faculty, and will conduct the voting process, if needed. Just cause for recall of officers constitutes not fulfilling duties as set forth in Article VI, ~~shall be provided in writing.~~ A recall election for any elected officer can be initiated by a petition signed by 30% or more of the voting body of the Senate. The petition should be submitted to the Academic Senate president or any officer. A special meeting will be set up for the senators to discuss the

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petition. At the end of that meeting senators will vote on the removal of the officer being recalled.

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The Academic Senate shall distribute such a proposal to all full-time faculty within one week following its next scheduled meeting. The Academic Senate shall direct the President to distribute any comments as submitted related to the recall of a Senate officer and to submit the proposal for recall for vote ~~by secret ballot~~ of full-time faculty within four weeks after the distribution of the proposal to the full-time faculty. If the recall is approved by a majority of the full-time faculty who voted, such officer shall be removed from office and the Academic Senate shall determine the process for filling the vacancy. In the case of the recall of the President, the petition shall be presented to the Vice President, who shall perform the duties of the President listed above in this Article VII Section 6.

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### ARTICLE VIII: MEETINGS

- a. Regular meetings of the Academic Senate shall be held at least twice a month during the normal operating semesters of the academic year, on the first and third Thursdays following the first and third Tuesdays. Meeting dates can be adjusted to account for holidays and events. The Executive Board shall establish a calendar of meeting dates and shall distribute them to all Senators.
- b. A quorum shall consist of a simple majority of Academic Senate members. When a quorum is lost, no action shall be taken; however, discussion may continue.
- c. Special meetings of the Academic Senate shall be held as deemed necessary by a majority of the Academic Senate members or by the Executive Board of the Academic Senate.

~~d.~~ All meetings of the Academic Senate shall be open to any member of the faculty and, upon request to the Executive Board of the Academic Senate, to any other interested parties as well.

~~e.~~ The agenda of the Academic Senate shall be established distributed by the President. ~~by the Executive Board. At a meeting of the Faculty Senate, any senator may present an item for a future agenda of the Faculty Senate providing there is no protest, by a member of the Faculty Senate. In case of protest, a majority vote of the Faculty Senate shall prevail.~~

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~~fd.~~ Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.

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~~gc.~~ No proxy voting will be allowed.

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~~hf.~~ The president may place the Senate into executive session as prescribed in *Robert's Rules of Order* (latest rev. ed.).

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~~ig.~~ Absence from three Senate meetings *per semester* without excuse, said absence recorded by the Secretary, shall be construed as resignation. If someone is not able to serve for one semester, a substitute must be elected following the division election

process.

jh A quorum of the Senators may adjourn any Senate meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Senators, either in writing or electronically. In the absence of a quorum, a majority of the Senators present at any Senate meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Senate.

ki The President, Vice President, President-Elect or, in their absence, any officer shall preside at meetings of the Senate. The Secretary of the Senate or, if absent, any person appointed by the presiding officer, shall act as Secretary of the Senate meeting. Except as otherwise provided, Robert's Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.

lj The agenda for all meetings shall be prepared by the **President** ~~Executive Board~~, distributed to all faculty members, and posted for the public at least three school days prior to regular meetings of the Senate. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.

**Commented [MMM1]:** This is the current practice, and has been the current practice for at least 2 past presidents.  
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mk Members of the faculty may refer inquiries and recommendations to the Senate through any Senator or through any officer of the Senate, and any such referrals shall come before the Senate, be acted upon, and shall result in a report by the Senate to the referring member.

nl Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Senate and shall be forwarded to the **Administration** and/or Board of Trustees as the recommendation of the Senate.

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om The Executive Board of the Academic Senate shall meet at least twice a month during normal operating semesters. The Executive Board shall establish a calendar of meeting dates to be distributed to all Executive Board members.

pn The Academic Senate President and Faculty Representative to the Board of Trustees are expected ~~to~~ attend all Board meetings throughout the academic year not including meetings held during the summer **and the winter** months.

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## SECTION 1. REMOTE MEETINGS

- a. The Academic Senate may meet remotely in the event that in person meetings are not allowed because of an Executive order.
  - The Senate must, each time, give notice of meetings, advertise the means by which the public may comment and the procedure the Senate will use to address “requests for reasonable modification or accommodation from individuals with disabilities, consistent with the *Americans with Disabilities Act* and resolving any doubt whatsoever in favor of accessibility.”

- All requirements in both the *Bagley-Keene Act* and the *Brown Act* expressly or impliedly requiring the physical presence of members, the clerk, or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are waived.
- Where posting of agendas is concerned, The Senate is responsible for adhering to the same “timeframes” and “means otherwise prescribed by the *Bagley-Keene Act* or the *Brown Act*” but that each notice must also give information about how members of the public may observe and comment and about how the legislative body will resolve requests for accommodations and accessible materials. The Senate may alert the public via “the most rapid means of communication available at the time” which may include ~~The Academic Senate’s Website~~ or an email communication.
- When it is neither sound nor advisable to travel to the campus to post a physical agenda, but ~~The Senate~~ will make all efforts to ensure that the meetings are publically noticed in accordance with Government Code section 54954.2.
- The Senate may meet remotely using teleconference technology without providing a physical location or requiring any member or personnel be present at a physical location accessible to the public.
- The agenda does not need to state the teleconference location from which each member will participate.
- Members of the legislative body do not need to allow members of the public to join them at their physical location in order to comment. Instead, agendas and notices should state the means by which the public may participate.
- Agendas do not need to be posted at every teleconference location, as they normally would be under *Brown Act* or *Bagley-Keene*.
- The legislative body can meet remotely even if a quorum or more of its members are joining remotely from beyond the boundaries of the legislative body’s jurisdiction.
- The following procedures for speaking attendees, including both Senators and guests, participating remotely, are as follows:
  - When you join the meeting, all participants shall type their name and appropriate division in the chat box for attendance reporting in the minutes.
  - Participants shall wait to be called upon by the President to speak.
  - Participants shall state their name before they make a comment or ask a question so that they can be accurately acknowledged in the minutes.
  - All voting shall be conducted via technology that tracks an individual voting member’s vote to their name.

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## SECTION 2: ELECTRONIC VOTING

The Senate and Senate **Sub-Committees** may use electronic voting for resolutions, recommendations, or other deliberative matters, so long as the following requirements are fulfilled:

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- Compliance with *Robert's Rules of Order*, relating to electronic voting in order to provide, at a minimum, simultaneous aural communications between all meeting participants.
- Compliance with all other committee meeting regulations provided for under this section.
- The Academic Senate has authorized voting electronically in advance.
- Voting members of ~~the~~ Senate all receive the same information.
- A date and time is set for the start and end of each electronic vote.
- No motion is approved by less than a majority of the current voting members of the entity, excluding vacancies.
- Votes conducted electronically are recorded in the minutes of the next regular meeting.
- The Vice President shall provide to each voter either a ballot or instructions for voting electronically, accompanied by all relevant texts, such as background information.
- For electronic voting, the Vice President shall utilize a system which verifies each voter's identity and which maintains security.
- The Vice President shall deliver the electronically received votes to the agency authorized to count the ballots and to certify the results to ~~the~~ Academic Senate Executive Board.
- The Vice President shall follow all elections procedures in Article VI.

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## ARTICLE ~~IXVIII~~: COMMITTEES

### SECTION 1. SUB-COMMITTEES

a. The Senate shall have the power to create such standing or temporary committees as it deems necessary. Such committees shall be known as "Senate Sub-Committees." Faculty Senate Committee members shall be appointed by the Senate President in consultation with the Executive Board. ~~The membership of any Faculty Senate Committee may be changed by majority vote of the Senate Sub-Committee.~~

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b. Standing Senate Sub-Committees shall adopt a Constitution which includes a mission and purpose statement, roles and responsibilities, and goals.

c. *Senate sub-committees include:*

- i. *Curriculum*
  - *Distance Education Curriculum*
- ii. *Distance Education Advisory Committee*
  - *Faculty Course Review*
- iii. *Faculty Development*

d. *Senate ad-hoc committees include:*

- i. *Professional Relations*
- ~~ii.~~ *Professional Standards and Ethics*



## SECTION 2. DISTRICT COMMITTEES

As indicated in Article II, Senate-designated representation is called for on all relevant District committees charged with either making policy or policy recommendations. This includes, but is not limited to, the following regular, standing District committees. *AR 2511 Council and Committee Structure* states Certificated Faculty shall be appointed by the Academic Senate and CCCFE Certificated Employees.

1. Consultative Council
2. Accreditation Steering Committee
3. Institutional Effectiveness
4. Equal Employment Opportunity/Staff Diversity
5. Planning and Budget
6. Facilities
7. Technology
8. Enrollment Management
9. Student Success
10. Student Equity
11. Professional Learning and Engagement
12. Health, Safety, and Parking
13. Auxiliary Services
14. Audit
15. Calendar
16. Tartar Support Network
17. Tartar Focused and Directed Pathways to Completion

The Academic Senate shall also have primary responsibility for the operation of the following District committees, in accordance with the Education Code and in consultation with the collective bargaining unit and administration, as set forth in contract and policy. *AR 2511 Council and Committee Structure* states Certificated Faculty shall be appointed by the Academic Senate and CCCFE Certificated Employees.

1. Faculty Hiring Committees
2. Faculty Equivalence
3. Hiring Prioritization
4. Administrative Hiring/Retreat
5. Administrative Evaluation
6. Sabbatical Leave

## SECTION 3. Committee Organization

- A. Any committee policy or procedure not covered by the Senate Constitution or by these bylaws shall be covered by *Robert's Rules of Order, Newly Revised*.
- B. Chairpersons of Academic Senate Subcommittees shall:

- i. Regularly hold committee meetings.
- ii. Regularly report to the Executive Board.
- iii. Any change in faculty status or resignation from the committee must be made immediately known to the committee chair, who will inform the Executive Board so that a replacement can be sought.

C. Committee Meetings:

- i. All standing committees shall meet on a regular basis, according to the published schedule.
- ii. Meeting locations shall be arranged by the committee chairs.

D. Quorum and Voting:

- iii. The quorum for each standing committee shall consist of a majority of the committee membership, not including vacant positions.
- iv. A simple majority of those voting shall carry a motion.
- v. The chairperson shall have the right to vote on all matters.

E. Each committee chairperson shall be responsible for adequate record keeping procedures. All official committee actions and resolutions shall be recorded and sent to the Senate office for filing and/or distribution. All official committee communications shall be routed through the Senate office.

F. Standing committees of the Senate are subject to the *Brown Act*.

**SECTION 4. PROFESSIONAL RELATIONS COMMITTEE (AD HOC)**

The Professional Relations Committee (PRC) is convened when necessary. The Academic Senate receives, in writing, matters related to problems between faculty members. It is the committee's responsibility to investigate, mediate, and render a decision regarding such a matter. The composition of the committee is as follows:

- The Senate Vice President chairs the committee
- The Senate ~~Past~~ President acts as Ombudsman.
- The Senate Secretary types or otherwise records the meeting.

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The committee presents its findings to the Executive Board of the Senate who ratifies the decision or requests additional information regarding the decision. Upon recommendation, the decision may be presented to the next meeting of the full Senate. This full Senate meeting will be conducted in closed session. Upon the findings and recommendations of the PRC, the full Senate shall vote to acquit or censure the individual against whom the complaint was brought. In case of censure, the report of the Senate's action and formal notification of censure shall be recorded and distributed to the campus body.

Time Limits:

Within five (5) school days after a charge involving a faculty member is presented to the Professional Relations Committee, the Committee shall meet to hear the charge. Twenty (20) school days, following the original meeting, shall be allowed for the

recommendation of the Committee to the Senate Executive Board.

Time limits may be extended if circumstances require and/or both parties agree to an extension. However, every effort shall be made by the Committee to make its recommendation within the suggested time limits, and before the end of the academic year.

**SECTION 5. PROFESSIONAL STANDARDS AND ETHICS**

The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Academic Senate may create an Ad Hoc Committee for such matters that concern the academic well-being and management of the institution. The Senate may, upon the Ad Hoc Committee findings, pass: a) Resolutions of Commendation b) Resolutions of Confidence c) Resolutions of No Confidence, or d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

The Senate President will appoint a Senator or full-time faculty member to chair the Ad Hoc Committee. The Chair will then select several volunteers to help advise them with the tasks. The findings of the Ad Hoc Committee will be presented to the Academic Senate for discussion and ratification.

**SECTION 6. RESIGNATION**

A Senator and/or officer may resign by giving a written notice of resignation to the Academic Senate Executive Board. The Division is responsible for electing a senator to fill the vacancy. The Executive Board, where necessary, shall appoint an officer.

**ARTICLE IX: SENATOR EMERITUS**

**SECTION 1.**

- a. Senator Emeritus of the Academic Senate may be granted upon retirement by the Executive Board of the Academic Senate to persons who made outstanding contributions which have supported the aims and functions of the Academic Senate.
- b. The Senator Emeritus is a non-voting member of the Academic Senate.

**ARTICLE XI: AMENDMENT TO CONSTITUTION**

**SECTION 1. ADMENDMENT PROCESS**

- a. Amendments to this Constitution may be adopted in one of two ways:
  - (1) By recommendation of 2/3 vote of the Senate membership and ratification by 2/3 of those faculty members voting.
  - (2) By recommendation of 10% or more of the full-time faculty and approval of 2/3 of those faculty members voting.
- b. The amendment procedure may be used to substitute a constitution or a new set of regulations for the organization. Such a new constitution or regulations shall become

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effective immediately upon ratification by the faculty.

- c. The Vice President of the Senate shall conduct all voting concerning amendments.
- d. All voting shall be by ~~secret~~ ballot and a notice of all ratified changes shall be sent to the Board of Trustees.
- e. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate. *Any changes to the appendices may be made by a majority vote of the Senate.*

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## **ARTICLE XII: OPERATING PROCEDURES**

### **SECTION 1.**

In order to implement its purposes, the Senate may request information from or meet with (a) The Board of Trustees or any of its members, (b) administrative officers, or (c) any Compton Community College District office or its representatives.

### **SECTION 2.**

After consultation with the ~~A~~ **administration**, the Senate may present its written views and recommendations to the Board of Trustees (Title V of Subchapter 2, Sections 53200–53206 *California Code of Regulations*)

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### **SECTION 3.**

Notwithstanding anything in this document to the contrary, if the Senate, by a two-thirds vote of its membership, finds that there are compelling reasons not to hold an election for Senate members in April of a given academic year, or not to hold an election for Senate officers in May of a given academic year, the Senate may postpone the election or elections until the fall semester. In any action taken to postpone an election pursuant to this section, the Senate shall also set a new date for the election which shall be no sooner than two and no later than four weeks after the beginning of the fall semester.

Revisions ~~4/2011 and 06/2020~~ and 12/2021.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 4045 Textbooks and Instructional Materials**

**Issued: April 17, 2018**

Reference:

Title 5, section 59400, 59402, 59404  
Education Code 78900 et. Seq.

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, electronic material, or open source material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

If electronic instructional materials are available to a student through a license or access fee, those materials must have continuing value to the student after the class ends. Continuing value can be obtained if the student has electronic access to the materials for at least two years after the end of the class; if the materials are printable; or if the materials can be saved by the student. Students shall not be required to pay for electronic materials used to administer the course, such as a course management system.

In order to minimize cost to students, the usual period of adoption for texts will be two academic years and whenever possible, faculty are encouraged to use Open Educational Resources (OER).

Special consideration for earlier change may be given under extenuating circumstances.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as stated in Board Policy 2510.

Applicable Administrative Regulation:

AR 4045 Textbooks and Instructional Materials



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 4100.1 Catalog Rights**

**Issued: June 19, 2018**

References:

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

The Compton College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, a Certificate of Achievement or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending Compton College continuously or 2) at the time they graduate from Compton College. For degree and certificate purposes, continuous enrollment is defined as enrolling at Compton College at least one semester, (excluding summer and winter terms) each academic year and receiving a letter grade, “W” (Withdrawal), CR/NC (Credit/No Credit, or Pass/No Pass on the transcript.



COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

AR 4102 Career and Technical Education Programs

Issued: June 19, 2018

Commented [JM1]: Peralta College

References:

California Code of Administrative Regulations Sections 55600 et seq.  
34 Code of Federal Regulations Part 600  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended  
Title 5 Sections 55600 et seq.  
2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition)  
ACCJC Accreditation Standard ii.A.14

Title 5 Sections 55600 et seq  
California Code of Administrative Regulations Sections 55600 et seq.  
34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)  
Title 5 Sections 55600 et seq.  
2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition)  
ACCJC Accreditation Standard ii.A.14

I. Advisory Committees

All Career Technical Education Programs are to have regularly scheduled advisory committee meetings. Advisory committee membership should include working professionals in the appropriate program field whose expertise would benefit the growth and development of the program. ~~Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining career/ technical education programs that are relative to job needs and up to date with current field practices.~~

II. Functions of ~~the a Career/Technical Education~~ Advisory Committee

- A. Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining career/ technical education programs that are relative to job needs and up-to-date with current field practices. **Such recommendations may be included in the programs academic program review.**
- B. To interpret the program to the communities served and the communities' needs to the college.

- C. To furnish specialized information and advice on technical requirements for the effective operation of the program.
- D. To provide channels of communication between ~~a~~-the College and the various organizations and agencies of the community interested in the program.
- E. To further a cooperative relationship between ~~a~~-the College and the resource agencies of the community (including local industries) in support of the program.

### III. Operation of the Advisory Committee

- A. An instructional faculty member of the particular career/technical education program ~~or a member of the advisory committee may~~ shall serve as chairperson of the committee and shall preside at all meetings.
- B. Subcommittees may be appointed, if and as desired by the committee.
- C. Committee responsibilities of individual members may be designated, as required.
- D. Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and kept on file.
- E. Minutes shall be taken at all meetings and shall become a permanent record of the meeting and shall be kept on file.
- F. It is recommended that meetings be held ~~at least~~ twice during the academic year, but at least once.
- G. Additional meetings may be called by the committee chairperson ~~appropriate administrator~~, as necessary.

### IV. Documenting Competencies of Students in Career/Technical Programs

All programs are responsible for monitoring, documenting, and communicating with their advisory committee how students are progressing toward the competencies, objectives, and student learning outcomes identified for the particular program. Students may demonstrate proficiency in one or more of the following ways:

- A. Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of proficiency, certificate of achievement, and/or a degree in a particular field.
- B. Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- C. Completing all required clinical rotations or internships as required by the program.
- D. Passing all required local, state, and or national certification or licensure tests or examinations.



E. Achieving identified course, program, and institutional learning outcomes.

V. **Compliance with United States Department of Education Gainful Employment Requirements**

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Academic Affairs will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website. The Vice President of Academic Affairs, ~~Academic Senate~~ shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program

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The Vice President of Academic Affairs, Academic Senate shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

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COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 4226 Multiple and Overlapping Enrollments**

**Issued: June 19, 2018**

References:

[Title 5 Section 55007](#)

The President/CEO shall establish procedures to ensure that **students** may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The President/CEO **in consultation with Academic Senate** shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in **Title 5 Section 55007**.

[Related AR 4226 Multiple and Overlapping Enrollments](#)

**Commented [CM1]:** ECC Verbiage:  
1. do not enroll in multiple sections of the same course at any given time during the term or  
2. do not enroll in courses where the meeting times overlap.

**Multiple Enrollments**  
A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

**Overlapping Enrollments**  
A student may not enroll in two or more classes or in sections when the meeting times overlap.  
Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

**Commented [CM2R1]:** Cerritos and LBCC are quite similar to what we have, almost word for word... Mt. Sac too

**Commented [CM3]:** From title 5:  
(b) A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap, unless the district has established and incorporated into its attendance accounting procedures adopted pursuant to section 58030 a mechanism for ensuring that the following requirements are satisfied:

- (1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
- (2) an appropriate district official approves the schedule;
- (3) the college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under the supervision of the instructor of the course.

**Commented [CM4R3]:** Cerritos is the only school, of the ones I checked, that allows for this



COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

AR 4236 Advanced Placement Credit

Issued: July 17, 2018  
Revised: November 13, 2018

Reference:

Education Code Section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination to meet Intersegmental General Education Transfer Curriculum, CSU General Education Breadth, Associate of Arts and Associate of Science General Education requirements. ~~The maximum number of units granted toward the associate degree will be 15.~~

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

Faculty in the discipline, in consultation with the appropriate academic dean, shall determine the requirements to receive course credit for major requirements. Course Credit and units granted by Compton College may differ from course and unit credit granted by transfer institutions.

The District shall post its Advanced Placement Credit procedure and course equivalencies in the catalog and on its ~~Internet~~ Web-site.

**Commented [CM1]:** Title 5 and ed code puts no limits on units

**Commented [CM2R1]:** No other college looked at put limit on overall units allowed