



COLLEGE COUNCIL AGENDA

April 22, 2021 | 2:30-4:30 pm | Zoom

Agenda Item

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 9

Non-Voting Members:

Dyrell Foster, President (Chair)

Voting Members:

Kristina Whalen, V.P. Academic Svc &

Accreditation Steering Cmte, CEMC

Anette Raichbart, V.P. Administrative Services

& Budget Development Cmte

Vacant V.P. Student Services

Rajinder Samra, IPEC

Tom Orf, CEMC, Faculty Association

Mike Ansell, Facilities & Sustainability

Titian Lish, Resource Allocation

Mike McQuiston, Technology

Kristy Woods, Guided Pathways

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate V.P.

David Rodriguez, Classified Senate President

Jean O'Neil-Opipari, Classified Senate V.P.

Saba Salehifar, LPCSG President

Esmay Elgarguri, LPCSG Vice President

Mike Alvarez, LPC SEIU

- 1. Call to Order** Foster
- 2. Review and Approval of Agenda (1)** Foster
- 3. Review and Approval of Minutes (3/25/21) (4)** Foster
- 4. Action Items**
 - Dual Enrollment/KIN Classes (10) Whalen
 - BPs and APs: Foster
3/9/21 Chancellor's Council 1st reading and 4/13/21 Chancellor's Council Further Review
 - AP 3435 Discrimination and Harassment Complaint Procedures (11)
 - 4/13/21 Chancellor's Council 1st reading*
 - BP 5130 Financial Aid (41)
 - AP 5130 Financial Aid (43)
 - AP 5203 Lactation Accommodation (46)
 - BP 5400 Associated Students (47)
 - AP 5400 Associated Students (48)
 - BP 5410 Associated Students Elections (49)
 - BP 5420 Associated Students Finance (50)
 - AP 5420 Associated Students Finance (52)
 - BP 5430 Co-Curricular Activities (54)
 - 4/13/21 Chancellor's Council 2nd reading*
 - AP 6625 Art Exhibits and Displays in Public Places (55)

District not ready/pending feedback and updates: (not included in 4/22/21 College Council handouts)

- BP 3310 Records Retention and Destruction
- BP 5200 Student Health Services
- AP 5200 Student Health Services
- AP 5410 Associated Students Elections
- AP 5430 Co-Curricular Activities

5. Old Business (57)

- COVID-19 Update Foster
- Reopening Considerations and Plans Update Foster
- CARES Update Raichbart
- Budget Update Raichbart
- 2019-2020 Shared Governance Committee Tasks (58) Foster

6. New Business (99)

- New Marketing Certificate (100) Patterson
- Accreditation: ISER (121) Foster
- 2021-22 Shared Governance Worksheets (122) Foster
 - Review College Council Charge/Membership/Tasks (127)
 - Committees Requesting Changes for 2021-2022
 - Basic Skills (127)
 - Curriculum Committee (133)
 - Guided Pathways (140)
 - Professional Development (145)
 - Program Review (146)
 - 2020-2021 Shared Governance Committee Tasks (152)
- BPs and APs for May Foster
 - BP 5050 Student Success and Support Program (188)
 - AP 5050 Student Success and Support Program (190)
 - BP 5220 Shower Facilities for Homeless Students (192)
 - AP 5220 Shower Facilities for Homeless Students (193)
 - BP 5300 Student Equity (194)
 - AP 5300 Student Equity (195)
 - BP 5500 Standards of Student Conduct (196)
 - AP 5500 Standards of Student Conduct (203)
 - BP 5530 Student Rights and Grievances (208)
 - AP 5530 Student Rights and Grievances (209)

7. Information Items (216)

- BPs and APs for August/September 2021 Foster
 - BP 5016 Transfer of Units from Other Colleges
 - BP 5031 Instructional Materials Fees
 - AP 5031 Instructional Materials Fees
 - BP 5052 Open Enrollment
 - AP 5052 Open Enrollment

8. Updates (217)

- LPC Student Government
 - SEIU
 - Guided Pathways Committee
 - Faculty Association
 - Academic Senate
 - Classified Senate
 - VP Academic Services
 - VP Administrative Services
 - VP Student Services
 - Accreditation Steering Committee
 - Budget Development Committee
 - College Enrollment Management Committee
 - Facilities and Sustainability Committee
 - Institutional Planning and Effectiveness Committee
 - Resource Allocation Committee
 - Technology Committee
- Salehifar
Alvarez
Woods
Orf
Thompson
Rodriguez
Whalen
Raichbart
Foster
Whalen
Raichbart
Whalen/Orf
Ansell
Samra
Lish
McQuiston

9. Adjournment

10. Next Regular Meeting: May 13, 2021, 3:30 p.m. (note start time)



DRAFT COLLEGE COUNCIL MINUTES

March 25, 2021 | 2:30 – 4:30 p.m. | Confer Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 10

Non-Voting Members:

Dr. Dyrell Foster, President (Chair)

Members Present (voting):

Dyrell Foster, Interim V.P. Student Services

Kristina Whalen, VP Academic Svcs & Accred.

Steering Cmte

Anette Raichbart, V.P. Admin. Services & Budget Development Cmte

Rajinder Samra, IPEC

Titian Lish, Resource Allocation

Kristy Woods, Guided Pathways

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate VP

Thomas Orf, Faculty Association

David Rodriguez, Classified Senate President

Jean O'Neil-Opipari, Classified Senate VP

Mike Alvarez, LPC SEIU

Members Absent:

Mike McQuiston, Technology

Mike Ansell, Facilities & Sustainability

Saba Salehifar, LPCSG President

Esmaa Elgarguri, LPCSG V.P.

Guests: Jin Tsubota, Amy Mattern

1. Call to Order

Dr. Foster called the meeting to order at 2:32 p.m.

2. Review and Approval of Agenda

Ms. Woods/Mr. Rodriguez/unanimous.

3. Review and Approval of Minutes (2/25/21)

Mr. Orf/Ms. O'Neil/Opipari/Mr. Rodriguez asked to include in the Classified Senate update that he also shared concerns about inclusion of Classified Professionals in governance/unanimous.

4. Action Items

- **Facilities Rental Fees:** VP Raichbart showed the updated Facilities Rental Fee proposal which indicates Dublin, Pleasanton, and Livermore non-profits will receive a 10% discount off listed price. VP Whalen/Ms. Woods/unanimous.
- **Classified Senate: Caring Campus Recommendation:** Ms. Woods/Ms. O'Neil/Opipari/Ms. Woods thanked Mr. Rodriguez for his leadership. Mr. Rodriguez shared his idea about implementing it during the fall semester/unanimous.
- **Accreditation: Quality Focus Essay Topics:** VP Whalen indicated they received a lot of feedback on the approach of the Proposed Quality Focus Essay. There has been agreement on the three topics which is what is being brought to College Council today. Academic Senate passed this two weeks ago. The plans are to take topics of Learning Resource Center, Guided Pathways Student Success Teams, and Professional Development and tie to pieces of college planning priorities, strategies, and the EMP so that are all moving in sync. Motion to approve: Ms. Woods/Mr. Samra/Mr. Samra thanked VP Whalen and Mr. Tsubota for reaching out to the campus community and asked if they have a sense of where this will be housed and how it will be integrated into our processes and committees. Mr. Samra's rationale would be that it would be a great opportunity for that office or committee to provide input to what is being written so that there is a greater sense of ownership. The committee discussed the relationship with IPEC, the EMP, and ultimately the Accreditation Steering Committee. Mr. Tsubota indicated his target date for having the first draft completed is the end of May. Mr. Samra suggested getting together over the summer to review, build, and provide additional feedback. Mr. Rodriguez asked that wherever possible in the document, please include Classified Professionals. Unanimous.

- **BPs and APs**
 - BP 5012 International Students
 - AP 5012 International Students
 - AP 5013 Students in the Military
 - BP 5035 Withholding of Student Records
 - AP 5035 Withholding of Student Records
 - BP 5040 Student Records, Director Information, and Privacy
 - AP 5040 Student Records, Directory Information, and Privacy
 - AP 5045 Student Records, Directory Info, Privacy
 - BP 5055 Enrollment Priorities
 - AP 5055 Enrollment Priorities
- Mr. Orf/Ms. Thompson/one abstention.

5. Old Business

- **COVID-19 Update:** Dr. Foster indicated that Owen Letcher gave an update on the projection for Alameda County to move to the orange tier next week. It increases classroom capacity from 25% to 50%. Conversations continue with regard to having activities on campus. Mr. Orf indicated that Dave Fouquet will be inviting faculty to provide input.
- **CARES Update:** VP Raichbart shared that we have received CARES Act money of which a portion will be distributed to institutions and a portion will be distributed to Financial Aid for students. She reminded Council members that LPC received our first portion (\$1.4 million) of CARES funding in May 2020 with another portion (\$4.1 million) in August/September 2020. The shelf life for these funds is May 19, 2021 with the ability to apply for an extension until May 2022 if needed. Recently, we received additional federal money, called ARA, which is American Recovery Act money. We received roughly \$10 million, half of which will go to financial aid and the other half to the institution. The shelf life for these funds is September 2023. This portion can be used to cover lost revenue. This will be presented at the next College Council meeting.
- **Budget Update:** VP Raichbart indicated that the budget hasn't changed from the last time it was presented. Right now through February, we are at 67% total expenses.
- **Call to Action Update:** Dr. Foster indicated that there is recognition that the Presidential Task Force is not part of LPC's formal governance process and there is discussion as to where it can receive oversight and support. The initial idea is to have it be part of the SEA Committee. This will be discussed at the next Presidential Task Force meeting in May. Room 1726 has been identified as a temporary space for the Black Cultural Resource Center, with room 1602 being taken offline as a classroom to be used as a meeting room instead. Dr. Foster indicated he is a member of Dublin's Community Task Force on Equity, Diversity, and Inclusion. Dublin's City Council has asked the Task Force to make recommendations on policing and creating a more inclusive environment for the citizens of Dublin. Dr. Foster indicated that in light of where we are with the certificate on Reimagining Policing in the 21st Century, he is intending to recommend Dublin work with LPC. Mr. McQuiston indicated he has had direct communication with the Chief of Police and invited him to sit on LPC's advisory board. Lastly, Mr. Samra shared a slide "Example of a Metric to Assess Progress: Fall to Spring Persistence: African American/Black Students in Comparison to All Other Students" that was presented at the recent Board Retreat. The data shows for African American/Black Students, the persistence rate from "Fall 2019 to Spring 2020" was at 65% and "Fall 2020 to Spring 2021" went up to 70%, the highest it's ever been.

- **Reopening Considerations and Plans Update:** Dr. Foster thanked VP Whalen for her leadership in initiating and launching the reopening plans from an Academic Services perspective. VP Whalen indicated that the District Reopening Task Force has been working on clear, concise, visually appealing communication that lets people know what we are doing as a District to keep them safe, including those returning in the fall. The Task Force is prioritizing the ventilation, filtration, and sanitation systems and addressing capacity issues. VP Whalen indicated that there are lots of options for students for fall and information will be rolled out to Tri-Valley Counselors. Dr. Foster indicated that LPC will be hosting two information nights in April targeting parents and families.
- **Enrollment/Marketing Efforts Update:** Dr. Foster indicated that we are trying to leverage the CARES funding in our enrollment efforts, including looking at students we've lost since March, 2020 that have a financial hold on their record to see if they would agree to allow us to apply grant funding to cover the financial hold cost. Student Services and the Outreach Team are intentionally working to get students through the matriculation process.
- **Institutional Capacity:** Dr. Foster acknowledged that we have a lot going on across the institution in many ways and shared that as part of our Guided Pathways Demonstration Project, we have the opportunity to participate in a Climate Scan in the fall. This will be a free campus-wide survey, conducted by an outside firm, which will capture where we are in terms of how folks are feeling about all of the things that are happening, including changed leadership at the institution. It should give us a better understanding of the perceptions from our faculty, classified professionals, and administrators in terms of our work environment and the change that is happening across the institution. It will let us take the temperature of the room, so to speak, amongst our colleagues. We will be able to review and assess the data.

6. New Business

- **Dual Enrollment/KIN Classes:** VP Whalen is bringing this issue to College Council due to some policies currently in the college catalog with regard to whether dual enrollment students can enroll in KIN classes. Dr. Whalen is proposing that College Council allows changing the language and policy about allowing dual enrollment students to enroll in KIN activity classes. This will be an action item on the next College Council agenda.
- **Credit for Prior Learning Draft Proposal Process:** Mr. Kutil reviewed the Credit for Prior Learning Draft Proposal Process and indicated that it is an expansion of Credit by Exam. Ms. Thompson indicated that the new CTE Committee or the Curriculum Committee would be a good place for oversight on this.
- **BPs and APs**
 - AP 3435 Discrimination and Harassment Complaint Procedures
 - BP 3310 Records Retention and Destruction
 - BP 5130 Financial Aid
 - AP 5130 Financial Aid
 - BP 5200 Student Health Services
 - AP 5200 Student Health Services
 - BP 5400 Associated Students
 - AP 5400 Associated Students
 - BP 5410 Associated Students Elections
 - AP 5410 Associated Students Elections

- BP 5420 Associated Students Finance
- AP 5420 Associated Students Finance
- BP 5430 Co-Curricular Activities
- AP 5430 Co-Curricular Activities
- AP 6625 Art Exhibits and Displays in Public Places: Based on the language in the AP, Ms. Mattern expressed some concern about the time it would take to review every single piece of art regardless of the cost; perhaps a threshold is needed; and questioned whether capital projects be addressed. She indicated she was uncertain about how this AP would affect LPC's Art Gallery in Building 4000. Ms. Thompson indicated the college operates with some academic freedom which may differ from opinions of elected board members.

7. Information Items

- BPs and APs for May, 2021
 - BP 5016 Transfer of Units from Other Colleges
 - BP 5031 Instructional Materials Fees
 - BP 5031 Instructional Materials Fees
 - BP 5050 Student Success and Support Program
 - AP 5050 Student Success and Support Program
 - BP 5052 Open Enrollment
 - AP 5052 Open Enrollment
 - BP 5220 Shower Facilities for Homeless Students
 - AP 5220 Shower Facilities for Homeless Students
 - BP 5300 Student Equity
 - AP 5300 Student Equity
 - BP 5500 Standards of Student Conduct
 - AP 5500 Standards of Student Conduct
 - BP 5530 Student Rights and Grievances
 - AP 5530 Student Rights and Grievances

8. Updates

- LPC Student Government: no update.
- SEIU: no update.
- Guided Pathways Committee: Ms. Woods shared that the committee was in compliance with the 2019-20 and 2020-21 budgets and hopes to go out for the same positions next year. She put the link to the budget in the chat.
- Faculty Association: Mr. Orf indicated that the session to be held by Dave Fouquet that he mentioned earlier will be next Wednesday from 3-4:00 p.m.
- Academic Senate: no update.
- Classified Senate: Mr. Rodriguez shared Classified Senate has a lot of things in motion. They have approved two scholarships for \$300, they are reviewing their Bylaws, and moving forward on Caring Campus.
- VP Academic Services: no update.
- VP Administrative Services: no update.
- VP Student Services: Dr. Foster wanted to thank the VPSS Hiring Committee. There are three finalists. Second level interviews are next Wednesday, with campus-wide public forums on Thursday, April 1. A schedule will be sent out.
- Accreditation Steering Committee: The President of Mendocino Community College will be chairing

the virtual accreditation visit on February 24, 2022 and on-site visits on October 10, 2022.

- Budget Development Committee: VP Raichbart shared that the only update from PBC is the proposal for the District to put forward a new BAM. The Budget Development Committee meets this Friday to review. LPC is getting closer to budget development time.
- College Enrollment Management Committee: VP Whalen shared that the enrollment drop that we've experienced is well documented and holding steady at 15%. CEMC has been looking at how we've been affected by the Sheriff's Academy. If the Sheriff's Academy is removed from the equation, we're only down 9.5 to 10%.
- Facilities and Sustainability Committee: no update.
- Institutional Planning and Effectiveness Committee: April's meeting has been rescheduled to March 29 due to the Spring Break. The focus of the meeting will be getting the status of the current planning priorities.
- Resource Allocation Committee: Ms. Lish indicated the committee had completed the work for the year.
- Technology Committee: no update.

9. Good of the Order: Mr. Kutil indicated that one of the items brought up in the last Curriculum Committee meeting was to review course outlines to make sure there were equity minded considerations when writing the course outline. There is probably a need for some professional development and Ms. Kutil will speak with Mr. Powers. He is not sure if there will be a need for funding.

10. Adjournment: 4:30 p.m. Mr. Kutil/Ms. Woods/unanimous.

11. Next Regular Meeting: April 22, 2021

Action Items

- Dual Enrollment/KIN Classes
- BPs and APs

Whalen

Foster

Action Item: Dual Enrollment/KIN Classes

Dual Enrollment/KIN Classes: VP Whalen is bringing this issue to College Council due to some policies currently in the college catalog with regard to whether dual enrollment students can enroll in KIN classes. Dr. Whalen is proposing that College Council allows changing the language and policy about allowing dual enrollment students to enroll in KIN activity classes.

Relating to College Council Charge:

“... operating as a channel for college issues going forward to the District including review and recommendations for policy and procedural changes, as appropriate;”

General Institution

AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINT
PROCEDURES

References:

~~Board Policies 3410 and 3430;~~
~~Education Code Sections 212.5, 231.5, 66281.5, and 6738644100, 66250 et~~
~~seq., 66281.5; 72010 et seq., 76234, 87100 et seq., 87740;~~
~~Civil Code Section 47;~~
~~Government Code Sections 11135, 12926.1, 12940 et seq., 12950.1;~~
~~Title 5 of the California Code of Regulations, sections 59320, 59324, 59326,~~
~~59328, and 53000 et seq., 59324, 59326, 59300 et seq.;~~
~~Title 2 Sections 11023 and 11024;~~
~~Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title VII of the Civil~~
~~Rights Act of 1964 (42 U.S.C. § 2000e), Title IX of the Education~~
~~Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the~~
~~Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities~~
~~Act of 1990 (42 U.S.C. § 12100 et seq.), the Age Discrimination Act (42~~
~~U.S.C. § 6101 et seq.; 34 C.F.R. 110.1 et seq.), and the Age Discrimination in~~
~~Employment Act (21 U.S.C. § 621 et seq.);~~
~~34 CFR sections 104, 104.4, 104.7, 106, 106.8, 110.25, 110.26; 28 CFR 35.107;~~
~~Accreditation Standard II.B.2.c.;~~
~~OGR Interim Guidance, September 2017, permitting use of mediation.~~

NOTE: *This procedure is legally required.*

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

1. Definitions

- a. ~~Accused:~~ The District, or any person identified in a Formal or Informal Complaint alleged to have engaged in Harassment, Discrimination, or Retaliation as defined in this procedure.
- b. ~~Days:~~ Calendar days.

~~c. DFEH: The California Department of Fair Employment and Housing.~~

~~d. Discrimination or Harassment: All references to alleged discrimination, harassment, or retaliation in this procedure refer to allegations relating to District employment, or participation in the District's education programs or activities, including academic, educational, extra-curricular, athletic, and other programs, whether they take place in the District's facilities, on a District bus, at a class or training program sponsored by the District at another location, or elsewhere. Harassment or discrimination includes the following:~~

~~(1) the denial or limitation of full and equal access or equal treatment in relation to District employment, or participation in the District's education programs, activities, or services on the basis of having, or associating with someone who has, one or more of the following actual or perceived characteristics:~~

- ~~• Age;~~
- ~~• Ancestry;~~
- ~~• Color;~~
- ~~• Religious Creed (including religious dress and grooming practices);~~
- ~~• Family and Medical Care Leave;~~
- ~~• Disability (mental and physical) including HIV and AIDS;~~
- ~~• Marital Status;~~
- ~~• Medical Condition (including cancer and genetic characteristics);~~
- ~~• Genetic Information~~
- ~~• Military and Veteran Status;~~
- ~~• National Origin (including language use restrictions);~~
- ~~• Race;~~
- ~~• Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding);~~
- ~~• Gender, Gender Identity, and Gender Expression;~~
- ~~• Sexual Orientation; or~~

~~(2) harassing conduct, including verbal, nonverbal, physical aggression, or intimidation, (such as name-calling, graphic or written statements, physical threats, or humiliating conduct), on the basis of the above-referenced actual or perceived characteristics. Harassment or Discrimination includes all of the foregoing in violation of any of the following:~~

~~—— (1) Board policies 3410 or 3430;~~

- ~~———— (2) Education Code sections 212.5, 44100, 66250 et seq., 66281.5, 72010 et seq., or 87100 et seq.;~~
- ~~———— (3) regulations adopted by the Board of Governors of the California Community Colleges (Title 5, California Code of Regulations, sections 59300 et seq., or 53000 et seq.); or~~
- ~~———— (4) Federal law (Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act, or the Age Discrimination in Employment Act).~~
- ~~e. Discrimination Not Involving Employment: Discrimination, Harassment, or Retaliation, as defined in this procedure, which is alleged to have occurred against a student or other non-employee in which the Accused party is: (1) the District; (2) a student or employee of the District; or (3) a third party.~~
- ~~f. Discrimination Involving Employment: Discrimination, Harassment, or Retaliation, as defined in this procedure, which is alleged to have occurred against an employee.~~
- ~~g. District: Chabot-Las Positas Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance from or through the District.~~
- ~~h. EEOC: The U.S. Equal Employment Opportunity Commission.~~
- ~~i. Formal Complaint: A written and signed statement filed with the District or the State Chancellor's office that alleges Harassment, Discrimination, or Retaliation in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.~~
- ~~j. Informal Complaint: An informal complaint is any of the following: (1) An unwritten allegation of Harassment, Discrimination, or Retaliation; (2) a written allegation of Harassment, Discrimination, or Retaliation that falls outside the timelines for a Formal Complaint; or (3) a written complaint alleging Harassment, Discrimination, or Retaliation filed by an individual who expressly indicates that he or she does not want to file a Formal Complaint.~~
- ~~k. Informal Resolution: An informal resolution is the end result of an Informal Complaint or a Formal Complaint following efforts undertaken by the RDO or designee to resolve the matter informally. It is a written document that~~

~~memorializes a resolution between, and satisfactory to, the Victim and the Accused.~~

- ~~l. OGR: The Office for Civil Rights of the U.S. Department of Education.~~
- ~~m. Official Reporter: An individual who submits an Informal or Formal Complaint alleging that another or others, not himself or herself, has suffered Harassment, Discrimination, or Retaliation, and who learned of the alleged Discrimination, Harassment, and/or Retaliation in his or her official capacity as a District faculty member or administrator as described in title 5, section 59328. When an Official Reporter files a complaint on behalf of an individual victim, the District will require revocable written consent from the Victim for the Official Reporter to act on her or his behalf as a Victim Advocate, if the Victim chooses to have her or him to do so.~~
- ~~n. Responsible District Officer ("RDO"): The person responsible for receiving Informal and Formal Complaints and implementing the procedures set forth in AP 3435. The District's RDO is the Vice Chancellor of Human Resources. The RDO may delegate the performance of duties required to implement these procedures; however, delegation of such duties does not relieve the RDO of his or her responsibility for implementing these procedures.~~
- ~~o. Retaliation: Any adverse action taken in response to someone: (1) filing an Informal or Formal Complaint; (2) reporting alleged Discrimination or Harassment; (3) participating in an investigation of an Informal or Formal Complaint; or (4) representing or serving as an advocate for an alleged Discrimination or Harassment victim or alleged offender.~~
- ~~p. Sex-Based Harassment: A particular form of Harassment that is either sexual in nature ("sexual harassment") or motivated by gender ("gender-based harassment"). Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexual favoritism, sexual violence, other verbal or physical conduct, or communications of a sexual nature. Gender-based harassment may include negative stereotyping, or other harassing conduct (such as name-calling, graphic or written statements, physical threats, or humiliating conduct) based on sex or gender/gender identity made by someone from or in the workplace or educational setting.~~
- ~~q. Third-Party Reporter: An individual other than an Official Reporter who submits an Informal or Formal Complaint alleging that another or others, and not himself or herself, has suffered Harassment, Discrimination, or Retaliation. When a Third Party Reporter files a complaint on behalf of an individual victim, the District will require revocable written consent from the~~

~~Victim for the Third Party Reporter to act on her or his behalf as a Victim Advocate.~~

~~r. Victim: An individual who is alleged to have personally suffered Harassment, Discrimination, or Retaliation.~~

~~s. Victim Advocate: An individual designated by the Victim, in a written document submitted to the RDO or designee, to whom the Victim grants revocable authorization to act on the Victim's behalf and receive information from the District.~~

~~2. Informing Students and Employees of Procedures for Filing Informal and Formal Reporting and Filing Complaints~~

~~The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing an informal complaint or formal complaint. The District encourages any individual who believes he or she has been the Victim of Harassment, Discrimination, or Retaliation, or who believes that another has been the Victim of Harassment, Discrimination, or Retaliation, to file an Informal or Formal Complaint. No employee may be retaliated against as a result of lodging a complaint or participating in any workplace investigation.~~

~~The timelines under which a Formal Complaint must be filed are set forth in section 6.2 of these procedures (employment matters within 180 days and non-employment matters within one year). To enable the District's prompt and effective action in addressing concerns, the District strongly encourages the filing of Informal and Formal Complaints within 30 days of the alleged incident or as soon as possible within the timelines under section 6.2. While all Informal and Formal Complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and take remedial action.~~

~~The procedures for filing Informal and Formal Complaints that are set forth in this Administrative Procedure shall be (1) widely published and publicized to students and employees; (2) posted on the District's website and each college's website; (3) provided to all students as part of any orientation program conducted for new students at the beginning of each term; (4) provided to all employees at the time they are first employed and as part of any orientation program for new employees; (5) displayed in a prominent location in the main administrative building of each campus and the District office; and (6) published in each college course catalog. The Formal Complaint form prescribed by the State Chancellor shall be available at each college department of student services, the office of each college President, the District human resources department, and by a "link" published on the District's and each college's website.~~

~~(Education Code, §§ 66252, 66270, 66281.5, Government Code, § 11135, Title 5, § 59326.)~~

~~3. Interim Measures Upon Receipt of an Informal or Formal Complaint~~

~~Upon receipt of an Informal or Formal Complaint, the RDO shall immediately assess whether interim steps are warranted. Examples of interim measures may include steps to prevent contact between an alleged Victim and the Accused while the complaint is being investigated and/or resolved, counseling, academic support, health and mental services, and/or escort services. In making this assessment, the RDO will consider the seriousness of the allegations, whether they include allegations of physical or sexual violence, whether they include allegations of Retaliation, and the power differential between the parties. When preventing contact between the parties is found to be warranted, the RDO or designee may take a variety of steps as he or she deems appropriate such as: (1) placing the Accused on paid administrative leave or immediate, interim suspension; (2) changes in the academic schedule or work assignment of the Victim and/or Accused; or (3) prohibiting the Accused from having any contact with the alleged Victim pending the results of the investigation. When taking steps to separate the alleged Victim and the Accused, the District shall minimize the burden on the alleged Victim. When any such steps are taken, the RDO or designee will make clear to all parties that these are non-disciplinary, interim measures pending the completion of an investigation and that no findings of wrongdoing have been made.~~

~~4. Informal Complaints~~

~~An informal complaint is any of the following: (1) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (2) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she/they does not want to file a formal complaint.~~

Any person may submit an Informal Complaint to either the RDO Vice Chancellor of Human Resources or the Director, Employee and Labor Relations, the Responsible District Officer (RDO) or any other District or college administrator. Administrators receiving an Informal Complaint shall immediately notify the RDO in writing of all pertinent information and facts alleged in the Informal Complaint.

Upon receipt of an Informal Complaint, the RDO or designee will notify the person bringing the Informal Complaint of his or her right to file a Formal Complaint, if the incident falls within the timeline for a Formal Complaint, and explain the procedure for doing so. The Complainant may later decide to file a formal complaint if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the RDO or designee shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This effort may include efforts to informally resolve the matter, or a fact-finding investigation.

~~Investigation of an informal complaint will be appropriate if the RDO or designee determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The RDO or designee will explain to any individual bringing an informal complaint that the RDO or designee may decide to initiate an investigation, even if the individual does not wish the RDO or designee to do so. The RDO or designee shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint. If the individual is within the timelines and chooses not to submit a Formal Complaint, the RDO or designee will present the individual with a written description of the Formal Complaint process and a summary of the allegations provided by the individual making the Informal Complaint. This document will clearly indicate that the RDO or designee advised the individual of his or her option to file a Formal Complaint and that the individual chose not to do so. The RDO or designee will request the individual to sign and date the document. Signing the document does not preclude the individual from later deciding to file a Formal Complaint, if within the timelines to do so. If the individual chooses not to file a Formal Complaint, or if the alleged conduct falls outside the timeline to file a Formal Complaint, the RDO or designee shall consider the allegations contained in the Informal Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, and/or a fact-finding investigation. Investigation of an informal complaint will be appropriate if the RDO or designee determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting Harassment, Discrimination, or Retaliation. The RDO or designee will explain to any individual bringing an Informal Complaint that the RDO or designee may decide to initiate an investigation, even if the individual does not wish the RDO or designee to do so. The RDO or designee shall not disregard any allegations of Harassment, Discrimination, or Retaliation on the basis that the alleged conduct falls outside the deadline to file a Formal Complaint.~~

~~(Title 5, §§ 59324, 59327; 59328, 34 CFR 106.8.)~~

Formal Complaints

A formal complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law. Formal Complaints must be filed with the RDO or designee unless the Party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the RDO or designee, in which case it should be submitted directly to the Chancellor.

The District may request, but shall not require the Complainant to submit a formal complaint on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at <http://districtazure.clpccd.org/hr/eeo-complaint.php>. A Complainant shall report verbal complaints to the Vice Chancellor Human Resources or designee. The Vice Chancellor Human Resources or designee shall record the verbal complaint in writing. The Vice Chancellor Human Resources or designee will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice Chancellor Human Resources or designee will promptly contact the Complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice Chancellor Human Resources or designee will handle the matter as an informal complaint.

Oversight of Complaint Procedure: The RDO or designee is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The RDO or designee are the Vice Chancellor of Human Resources and the Director, Employee and Labor Relations.

The actual investigation of complaints may be assigned by the RDO or designee to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the RDO or designee is named in the complaint or implicated by the allegations in the complaint.

Who May File a Formal Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student

or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Formal Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policies and procedures may make a complaint orally or in writing directed to the RDO or designee.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. The forms are available from the Human Resources website and at the California Community Colleges Chancellor's Office website.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH) and with local law enforcement, if the act complained of is also a criminal act.

Any District employee who receives a harassment or discrimination complaint shall notify the RDO or designee immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the RDO or designee shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules, obtaining apologies, providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education, and employee Complainants may file a complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services. The RDO or designee shall also notify the California Community Colleges Chancellor's Office of student complaints.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The RDO or designee should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

5. ~~Informal Resolution Process~~

~~Whenever any person brings allegations of Harassment, Discrimination, or Retaliation to the attention of the District, the RDO or designee shall undertake efforts to informally resolve the matter between the alleged Victim and the Accused party or parties as follows:~~

- ~~a. The victim may participate in the informal resolution process described below through, or with the assistance of, a Victim Advocate, with the following limitations:~~

- ~~i. The Victim Advocate must sign a confidentiality agreement stating that he or she is precluded from disclosing information obtained through the resolution process, unless such disclosure is authorized by law, and is made on behalf of the Victim with his or her approval.~~
 - ~~ii. If the Accused is a District employee, his or her consent is required for the participation of a Victim Advocate who is a non-management or subordinate District employee.~~
 - ~~iii. No Informal Resolution of an individual complaint may be adopted without the approval of the Victim himself or herself.~~
- ~~b. When Informal Resolution efforts occur in response to an Informal Complaint, the RDO or designee is not required to initiate an investigation or engage in the procedural steps that apply to a Formal Complaint. However, the RDO or designee shall advise the alleged Victim that he or she may file a Formal Complaint at any time during the informal resolution process if the incident falls within the permissible timeline for a Formal Complaint (see section 6.2 -- (employment matters within 180 days and non-employment matters within one year). The informal resolution process may continue after the filing of a Formal Complaint; however, all timelines and procedural requirements for Formal Complaints must be met. The informal resolution process does not extend the time limitations for filing a Formal Complaint;~~
- ~~c. When the District is first made aware of allegations of Harassment, Discrimination, or Retaliation through the filing of a Formal Complaint, the RDO or designee will inform the alleged Victim that he or she may engage in an informal resolution process. However, if he or she opts for an informal resolution process, all timelines and procedural requirements for Formal Complaints (see section 6.2) must be met;~~
- ~~d. The RDO or designee shall advise the alleged Victim that the informal resolution process is optional;~~
- ~~e. The RDO or designee shall advise the alleged Victim that the informal resolution process does not require that he or she confront or work out problems directly with the Accused, and that in cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis;~~
- ~~f. If the alleged Victim has filed a Formal Complaint, any efforts at informal resolution shall not exceed ninety (90) Days after the District's receipt of~~

~~the Formal Complaint, in conformance with the timeline for an administrative determination as provided in section 6.8 of this procedure;~~

- ~~g. If the alleged Victim has filed an Informal Complaint, the RDO or designee should generally seek to conclude the informal resolution process as soon as possible but within 90 days after receipt of the Informal Complaint. If the RDO or designee determines that, due to extenuating circumstances, the informal resolution process should be extended beyond 90 days, the RDO or designee will provide written notice to the alleged Victim and the Accused advising them that the informal resolution process will be extended for a specified number of days, by the end of which the RDO or designee will conclude the informal resolution process. The time period for any such extension shall be reasonable under the circumstances and not due to lack of diligence by the District;~~
- ~~h. At all times, it remains within the sole discretion of the District to determine whether alleged Harassing, Discriminatory, or Retaliatory conduct warrants discipline. An alleged Victim and the Accused do not have the authority to include in an informal resolution the disposition of discipline. However, the District may take into consideration the results of an informal resolution in determining whether and what discipline is appropriate. Similarly, even if an alleged Victim withdraws his or her Informal or Formal Complaint as the result of a successful informal resolution, the RDO or designee may require the investigation to continue if he or she determines that the allegation(s), if proven to be true, would constitute a violation of District policies prohibiting Discrimination, Harassment, or Retaliation; the District will inform the Victim of this possibility before initiating informal resolution;~~
- ~~i. If the matter is resolved, the RDO or designee will put the resolution in writing and meet with the alleged Victim and the Accused, who will review and sign the document memorializing the resolution. The Victim shall be responsible for informing the RDO or designee if the Accused fails to comply with the terms of the informal resolution. Upon such notice, the RDO or designee shall be responsible for enforcing the terms of the Informal Resolution agreement;~~
- ~~j. If it becomes clear to the RDO or designee that an informal resolution cannot be reached, he or she will convey the determination to both parties. The RDO or designee will also inform the alleged Victim of his or her right to file a Formal Complaint if he or she has not already done so;~~
- ~~k. If a Formal Complaint submitted by an Official Reporter is resolved through the informal resolution process, the RDO or designee will notify~~

~~the Official Reporter that the alleged Victim and the Accused participated in the Informal Resolution process and successfully resolved the matter. The Official Reporter is not entitled to receive any other information about the resolution unless he or she would otherwise receive this information due to his or her supervisory role over the Accused, or due to her or his role as a Victim Advocate; and~~

~~I. If a Third Party Reporter or Official Reporter files an Informal Complaint alleging that a class of Victims has suffered Discrimination, Harassment, or Retaliation, the Third Party Reporter or Official Reporter may participate in the Informal Resolution Process as set forth in this Section 5 as if standing in the shoes of the Victims. For example, a Third Party or Official Reporter may file a Complaint for an alleged failure to provide wheelchair accessible facilities. In such cases, the District may work directly and solely with the Third Party or Official Reporter to reach an informal resolution.~~

~~(Title 5, §§ 59324, 59327; 59328, 59334, 59336, and 59339; 34 CFR 106.8; 34 CFR 110.25; and 28 CFR 35.107.)~~

~~6. FORMAL COMPLAINTS~~

~~Anyone may file a Formal Complaint, including: (1) an alleged Victim; (2) a Third Party Reporter, or (3) an Official Reporter. Formal Complaints must be submitted to the State Chancellor or the RDO unless the party submitting the Formal Complaint alleges Discrimination, Harassment, or Retaliation against the RDO, in which case it should be submitted directly to the District Chancellor or the State Chancellor.~~

~~(Title 5, §§ 59324, 59327; 34 CFR 106.8.)~~

~~6.1 USE OF THE PRESCRIBED FORMAL COMPLAINT FORM~~

~~Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form will be available at each college department of student services, the office of each college President, the District human resources department, and on each college's and the District's web sites. A copy of the form may be downloaded at the following web pages:~~

~~<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx#CmpltForm>~~

~~or~~

~~<http://www.clpccd.org/HR/HRGovForms.php> – *Unlawful Discrimination Complaint Form*~~

~~Any party may file the form with the RDO or mail it directly to the State Chancellor's Office of the California Community Colleges. The address for the State Chancellor's Office is provided on the form.~~

~~If any party submits a written allegation of Harassment, Discrimination, and/or Retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of Harassment, Discrimination, or Retaliation on the basis that it was not submitted on the proper form.~~

~~(Title 5, §§ 59311, 59328.)~~

~~6.2—REQUIRED ELEMENTS OF A FORMAL COMPLAINT~~

~~A Formal Complaint must meet each of the following criteria:~~

- ~~a. It must allege facts with sufficient specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting Discrimination, Harassment, and/or Retaliation;~~
- ~~b. The complainant must sign and date the Formal Complaint;~~
- ~~c. The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged Discriminatory, Harassing, or Retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of Discrimination, Harassment, and/or Retaliation.~~
- ~~d. The complainant must file any Formal Complaint alleging Discrimination, Harassment, and/or Retaliation in employment within 180 Days of the date of the alleged Discriminatory, Harassing, or Retaliatory conduct, except that this period shall extended by no more than 90 Days following the expiration of the 180 Days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 Days.~~

~~If the Formal Complaint does not meet the requirements set forth above, the RDO or designee will promptly return it to the complainant with a written notice specifying the defect. If the Formal Complaint was filed by an alleged Victim or an Official Reporter, the RDO or designee will also send a copy of the notice of defect to the~~

~~State Chancellor at the same time he or she sends it to the complainant. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the RDO or designee will handle the matter as an Informal Complaint.~~

~~Immediately upon receiving a Formal Complaint that: (1) meets the requirements stated above; and (2) was filed by an alleged Victim or an Official Reporter, the RDO or designee shall forward a copy of the Formal Complaint to the State Chancellor. The RDO is not required to forward Formal Complaints filed by other Third Party Reporters to the State Chancellor.~~

~~(Title 5, §§ 59328, 59330, 59332.)~~

~~6.3 — RIGHT TO FILE A COMPLAINT WITH THE OCR, THE DFEH, THE EEOC, OR LOCAL LAW ENFORCEMENT~~

- ~~a. Upon receipt of an Employment-Based Formal Complaint, the RDO or designee shall (1) advise the complainant that he or she may file a complaint with the EEOC or DFEH; and (2) forward a copy of any filing by the individual with the DFEH or the EEOC to the State Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter.~~
- ~~b. Upon receipt of a Non-Employment-Based Formal Complaint, the RDO or designee shall advise the complainant that he or she may file a complaint with the OCR.~~
- ~~c. The RDO or designee shall advise any individual submitting a Formal Complaint that he or she has a right to file a complaint with local law enforcement. The District must investigate Formal Complaints even if the complainant also files a complaint with local law enforcement or OCR.~~

~~(Title IX — see OCR, Questions and Answers on Title IX and Sexual Violence, April 29, 2014, p. 13; Title 5, §§ 59327, 59328.)~~

~~6.4 — INVESTIGATION~~Investigation

The RDO or designee shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the Complainant, the accused, and any other

persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the RDO or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Individuals designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any

involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Expected: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness, including the complainant and any available witnesses identified by the Complainant in the complaint;
- An analysis of relevant data or other evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of student and employee Respondents during the investigation process and any ensuing discipline.

Administrative Determination

- In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following:
 - The District's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on a preponderance of the evidence standard;
 - In the event a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
 - The proposed resolution of the complaint;
 - The Complainant's right to appeal to the District's Board of Trustees and the California Community Colleges Chancellor's Office; and
 - In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

- In any case involving employment discrimination, within 90 days of receiving a formal complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:
 - The District's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
 - If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
 - The proposed resolution of the complaint; and
 - The Complainant's right to appeal to the District's Board of Trustees and to file a complaint with Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

- The District's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
- The proposed resolution of the complaint, including any disciplinary action against the Respondent; and
- In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

Discipline for Student Sexual Misconduct Not Subject to Title IX

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. The neutral third-party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

Discipline and Corrective Action

If harassment, discrimination, or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the Complainant might include, but are not limited to:

- providing an escort to ensure that the Complainant can move safely between classes and activities;
- ensuring that the Complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the Complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within 30 days after the Board issued the final District

decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the Complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

Remand

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

Extension of Time

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

Disclosures to the California Community Colleges Chancellor's Office

Upon request of the California Community Colleges Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or a statement indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

File Retention

The District will retain on file for a period of at least five years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties, of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, the District shall provide all relevant, non-privileged documents upon request of the Chancellor.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of “abusive conduct,” and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor’s harassment training must also address potential exposure and liability for employers and individuals, supervisor’s obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

- ~~a. Upon receiving a Formal Complaint that meets all of the applicable requirements set forth in section 6.2, the RDO or designee shall initiate a fact-finding investigation. No Formal Complaint of Harassment, Discrimination, or Retaliation shall remain unexamined.~~
- ~~b. The RDO or designee shall notify the complainant that he or she has initiated an investigation.~~
- ~~c. If a Formal Complaint was filed by an alleged Victim or by an Official Reporter, the RDO or designee shall notify the State Chancellor that he or she has initiated an investigation.~~
- ~~d. The RDO or designee may conduct the investigation or assign it to other staff or outside persons or organizations under contract with the District. Other staff, not reporting to the RDO, or an outside person or organization, will perform the investigation whenever the RDO is named in the Formal Complaint or implicated by the allegations in the Formal Complaint.~~

e. — In all instances, the person conducting the investigation will have relevant investigative experience or training and knowledge of pertinent District policies and laws governing Harassment, Discrimination, and Retaliation.

f. — The District will fairly and objectively investigate all Formal Complaints. This shall include giving the Victim or other complainant and the Accused an equal opportunity to inform the investigator of evidence and witnesses that they believe to be relevant to assessing the allegations. The investigator has the ultimate authority to determine who it is necessary to interview and what documents to review in order to complete a thorough, fair, objective and timely investigation. However, he or she will not unreasonably fail to consider evidence identified by the Victim, other complainant, or Accused. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

6.5 — Written Report

The results of the investigation of a Formal Complaint shall be set forth in a written report that will include at least all of the following information:

a. — A description of the circumstances giving rise to the Formal Complaint;

b. — A summary of the testimony provided by each witness interviewed by the investigator;

c. — An analysis of relevant evidence collected during the course of the investigation;

d. — A specific finding as to whether there is probable cause to believe that Discrimination, Harassment, and/or Retaliation occurred with respect to each allegation in the Formal Complaint; and

e. — Any other information deemed appropriate by the District.

(Title 5, §§ 59320, 59324, 59334.)

6.6 — CONFIDENTIALITY OF THE PROCESS

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

(Cal. Const. Art. I, § 1.)

6.7 — ADMINISTRATIVE DETERMINATION IN CASES NOT INVOLVING EMPLOYMENT

The RDO or designee shall complete the investigation and provide a copy of the investigative report to the District Chancellor in sufficient time for the Chancellor or designee to issue an administrative decision within ninety (90) Days after receipt of a Formal Complaint. The District shall take the following actions within ninety (90) Days after receipt of a Formal Complaint:

a. — The RDO or designee shall forward to the alleged Victim and/or Victim Advocate and to the Accused:

(1) — a copy or summary of the investigative report;

(2) — the administrative determination of the District Chancellor or his or her designee as to whether there is probable cause to believe Discrimination, Harassment, or Retaliation occurred with respect to each allegation in the Formal Complaint;

~~(3) — a description of actions taken, if any, to stop any Discrimination, Harassment, or Retaliation found, to prevent similar problems from occurring in the future, and to remedy the effects of Discrimination, Harassment, or Retaliation on the Victim and other individuals, as necessary, provided, however, that the Accused will not be notified of the individual remedies offered or provided to the Victim that do not relate directly to limitations or consequences imposed on the Accused;~~

~~(4) — the proposed resolution of the Formal Complaint; and~~

~~(5) — notice of the right of the alleged Victim to appeal the determination to the District governing board and to the State Chancellor.~~

~~b. — If a Third Party Reporter or Official Reporter files a Formal Complaint alleging Discrimination, Harassment, or Retaliation, against a class of Victims, (such as an allegation that facilities are not wheelchair accessible), the Third Party Reporter or Official Reporter shall stand in the shoes of the Victims for the purposes of Section 6.7, subdivision a.~~

~~c. — If the Formal Complaint was filed by an alleged Victim or an Official Reporter, the RDO or designee shall forward to the State Chancellor:~~

~~(1) — a copy of the investigative report;~~

~~(2) — the administrative determination of the District Chancellor or his or her designee as to whether there is probable cause to believe Discrimination, Harassment, or Retaliation occurred with respect to each allegation in the Formal Complaint;~~

~~(3) — a description of actions taken, if any, to stop any Discrimination, Harassment, or Retaliation found, to prevent similar problems from occurring in the future, and to remedy the effects of Discrimination, Harassment, or Retaliation on the Victim;~~

~~(4) — the proposed resolution of the Formal Complaint; and~~

~~(5) — a copy of the notice sent to the alleged Victim advising him or her of his or her right to appeal the determination to the District governing board and to the State Chancellor.~~

~~d. — If the Formal Complaint was filed by an Official Reporter on behalf of an individual rather than a class of Victims, the District will advise the Official Reporter that the District completed the investigation and apprised the alleged Victim and the Accused of the District's findings.~~

~~(Title 5, §§ 59328, 59336, 59338, 59339.)~~

~~6.8 — ADMINISTRATIVE DETERMINATION IN CASES INVOLVING EMPLOYMENT
The District shall complete the investigation and take the following actions within ninety (90) Days after receipt of a Formal Complaint.~~

~~a. — The RDO or designee shall forward to the alleged Victim and/or Victim Advocate and to the Accused:~~

~~(1) — A copy or a summary of the investigative report;~~

~~(2) — The administrative determination of the District Chancellor or his or her designee as to whether there is probable cause to believe Discrimination, Harassment, or Retaliation occurred with respect to each allegation in the Formal Complaint;~~

~~(3) — A description of actions taken, if any, to stop any Discrimination, Harassment, or Retaliation found, to prevent similar problems from occurring in the future, and to remedy the effects of Discrimination, Harassment, or Retaliation on the Victim and/or the broader student population;~~

~~(4) — The proposed resolution of the Formal Complaint; and~~

~~(5) — The alleged Victim’s right to appeal the determination to the District governing board and/or to file a complaint with the DFEH.~~

~~b. — If the Formal Complaint was filed by an Official Reporter on behalf of an individual rather than a class of Victims, the District will advise him or her that the District completed the investigation and apprised the alleged Victim and the Accused of the findings.~~

~~(Title 5, §§ 59328, 59336, 59338, 59339.)~~

~~6.9 — APPEALS~~

~~An alleged Victim has the right to file an appeal if he or she is not satisfied with the results of the District’s administrative determination. Victims may utilize the Appeals process with the assistance of a Victim Advocate. The following procedures apply to appeals:~~

~~a. — First Level of Appeal: An alleged Victim has the right to file a written appeal to the District’s governing board within fifteen (15) Days from the date of notice of the administrative determination. The District’s governing board will review the original Formal Complaint, the investigative report, the administrative determination, and the appeal.~~

~~The District’s governing board will issue a final District decision in the matter within forty-five (45) Days after receiving the appeal. Alternatively, the District’s governing board may elect to take no action within forty-five (45) Days, in which case the original decision in the administrative determination shall become the final District decision in the matter. The RDO or designee will provide a copy of the final decision to the alleged Victim and the Accused.~~

~~b. — Second Level of Appeal~~

~~(1) — Cases Not Involving Employment: If the alleged Victim is not satisfied with the result of the First Level Appeal, he or she has the right to file a written appeal with the State Chancellor’s Office within thirty (30) Days of the District’s final decision following an appeal to the District’s governing board. The written appeal must be accompanied by (1) a copy of the decision of the governing board; or (2) evidence showing the date on which the party filed an appeal with the governing board, accompanied by a statement under penalty of perjury that the party did not receive a response from the governing board within forty-five (45) Days from that date.~~

~~(2) — Cases Involving Employment: The alleged Victim has the right to file a complaint with the DFEH or the EEOC, where the case is within the jurisdiction of that agency.~~

~~c. — Complaints by Third Party Reporters or Official Reporters: If a Third Party Reporter or Official Reporter files a Formal Complaint alleging Discrimination, Harassment, or Retaliation, against a class of Victims (such as an allegation that facilities are not wheelchair accessible), the Third Party Reporter or Official Reporter shall stand in the shoes of the Victims for the purposes of this Section.~~

~~(Title 5, §§ 59328, 59338, 59339; Title 2, § 10001.)~~

~~6.10 — PROVISION OF INFORMATION ABOUT APPEALS TO STATE CHANCELLOR~~

~~In any case involving alleged Discrimination, Harassment, or Retaliation, not involving employment, if the Formal Complaint was filed by an alleged Victim or an Official Reporter, the RDO or designee will, within 150 days of receiving a Formal Complaint, either:~~

~~a. — Notify the State Chancellor that the alleged Victim did not file an appeal with the District's governing board and that the District has closed its file; or~~

~~b. — Forward the following to the State Chancellor: (1) a copy of the notice of appeal rights the District sent to the alleged Victim; (2) a copy of the alleged Victim's appeal of the District's administrative determination; (3) a copy of the final District decision; and (4) any other information the State Chancellor may require.~~

~~The reporting obligations specified above do not apply to Formal Complaints submitted by other Third-Party Reporters.~~

~~6.11 — EXTENSIONS~~

~~If the District is unable to comply with the 90-Day or 150-Day deadlines (specified above in sections 6.7 and 6.10) for reasons beyond its control, the RDO or designee may file a written request with the State Chancellor requesting an extension of the deadline. The RDO or designee must submit the request no later than 10-Days prior to the expiration of the deadline. The request must set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.~~

~~The RDO or designee shall send a copy of the request for an extension to the alleged Victim and provide him or her with notice that he or she may file written objections to the request for an extension with the State Chancellor within 5-Days of receipt. If the complaint was filed by a Third-Party reporter on behalf of a class of individuals, the Third-Party Reporter shall stand in the shoes of the alleged Victim for purposes of this Section. If the State Chancellor grants the request for an extension of the 90-day deadline, the 150-day deadline is automatically extended by an equal amount.~~

~~(Title 5, § 59342.)~~

~~6.12 — FILE RETENTION~~

~~The District will retain on file for a period of at least three years after closing the case copies of (1) the original Formal Complaint; (2) the investigatory report; (3) the summary of the report if one is prepared; (4) the notice provided to alleged Victim, or Third-Party Reporter of a class complaint, of the District's administrative determination and his or her right to appeal; (5) any appeal; and (6) the District's final decision. The District will make such documents available to the State Chancellor upon request.~~

~~(Title 5, §§ 59328, 59338 and 59340.)~~

~~7. — Discipline and Corrective Action~~

~~Upon investigation of any Informal or Formal Complaint, if the District determines that Harassment, Discrimination and/or Retaliation occurred, the District shall take remedial action. The action will be prompt, effective, and commensurate with the severity of the offense.~~

~~7.1 CORRECTIVE ACTIONS~~

~~Remedies for the Victim might include, but are not limited to:~~

~~a. — providing an escort to ensure that the Victim can move safely between classes and activities;~~

~~b. — ensuring that the Victim and perpetrator do not attend the same classes or work in the same work area;~~

~~c. — preventing offending third parties from entering campus;~~

~~d. — providing counseling services and/or a referral to counseling services;~~

~~e. — providing medical services and/or a referral to medical services;~~

- ~~f. — providing academic support services, such as tutoring;~~
- ~~g. — arranging for a student-Victim to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Victim’s academic record; and~~
- ~~h. — reviewing any disciplinary actions taken against the Victim to see if there is a causal connection between the Harassment, Discrimination, and/or Retaliation and the misconduct that may have resulted in the Victim being disciplined.~~

~~Remedies for the broader student population, if appropriate, might include notifying students of the availability of campus and community counseling, health, mental health, and other student services; providing training to students and District employees; developing materials to distribute to students and post on campus; creating a committee of students and campus officials to identify strategies for ensuring that students know about the District’s prohibition against discrimination, including harassment; conducting a “climate check” to assess the effectiveness of efforts to ensure the campus is free from discrimination and harassment and using the resulting information to inform future proactive steps.~~

~~7.2 — DISCLOSURE OF DISCIPLINARY ACTION TAKEN~~

~~If discipline is imposed, the details of the discipline will not be communicated to the Victim or Victim Advocate, without the permission of the Accused, except as set forth in this section. The District may disclose to a Victim or Victim Advocate that discipline has been imposed or other corrective measures taken, except that such information will not be disclosed to a Victim Advocate where the matter involves employee discipline and the Victim Advocate is a non-managerial or subordinate employee to the Accused. The District may also disclose information to a Victim about the sanction imposed on an individual who was found to have engaged in Harassment when the sanction directly relates to the Victim; for example, the District may inform the Victim that the harasser must stay away from him or her.~~

~~7.3 — ADHERENCE TO DISCIPLINE PROCEDURES~~

~~If the District determines that discipline should be imposed against a student or employee based on the findings in its investigation, the discipline process will comport with due process and related principles, and will conform to all applicable statutes, regulations, personnel policies and procedures, employment contracts, and collective bargaining agreements.~~

~~7.4 — NOTICE TO VICTIM OF OUTCOME OF APPEAL~~

~~The RDO or designee shall provide written notice to the Victim promptly after any appeal is upheld or denied. If a successful appeal may impact the Victim, such as a return of the Accused individual to campus, the RDO or designee shall take steps as needed to remediate the environment for the alleged Victim.~~

~~The District shall also take reasonable steps (1) to protect the Victim from further Harassment and/or Discrimination; and (2) to protect the Victim, any Third-Party Reporter or Victim Advocate, and witnesses, from Retaliation. The District will ensure that Victims, Third-Party Reporters, and witnesses, know how to report any subsequent Harassment, Discrimination, and/or Retaliation.~~

~~(Ed. Code, § 76234)~~

~~8. — EDUCATION AND TRAINING FOR STUDENTS AND EMPLOYEES~~

~~The RDO or designee shall provide or make arrangements to provide training and education to employees and students on the District's Harassment, Discrimination, and Retaliation policies and procedures and how to file an Informal or Formal Complaint.~~

~~a. The District will provide all employees with a copy of the District's written policies and procedures on Harassment, Discrimination, and Retaliation upon hire and at the beginning of the first term of each college year.~~

~~b. The District will provide training on the District's Harassment, Discrimination, and Retaliation policies and procedures for all employees during the first year of their employment.~~

~~c. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and thereafter once every two years. In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.~~

~~d. In order to take proactive measures to prevent and address Discrimination and Harassment, including sexual harassment and sexual violence toward students, the District will provide preventive education programs and Victim resources and services. The District will educate students about such programs, resources, and services in orientation programs for new students, in training for student athletes and coaches, and in training provided to students who lead student organizations. These programs will include discussion of what constitutes Discrimination and Harassment, including sexual harassment and sexual violence, the District's policies and disciplinary procedures, the consequences of violating these policies, and how to file an Informal or Formal Complaint. The District will make such educational programs and information available to all students at least once annually.~~

~~e. Student education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate college, District, and law enforcement authorities. Since Victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety, and that use of alcohol or drugs never makes the Victim at fault for sexual violence.~~

~~f. If training is provided by webinar, the District will record and maintain a copy of the webinar, including all written materials used by the training and the questions and answers addressed during the webinar. The District will retain these records for at least two years.~~

~~(Ed. Code, § 66281.5; Gov. Code, § 12950.1; Title 5, §§ 59324, 59326, 59300 et seq.; 34 C.F.R. § 106.8(b); 28 CFR 35.107; 34 CFR 104.)~~

[See also BP and AP 3410 (Nondiscrimination) and BP and AP 3430 (Prohibition of Harassment.)]

Date Approved: July 21, 2015;
Edited November 20, 2017; ~~Revised April , 2021.~~

BP 5130 FINANCIAL AID

References:

Education Code Sections 66021.6 and 76300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations ~~Section Part~~ 668;
(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);
[ACCJC Accreditation Standard III.D.15](#)

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work ~~and employment study~~ programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards [in accordance with federal regulations](#) for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

[To ensure integrity of financial aid programs,](#) ~~t~~The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

[Also see AP 5130 Financial Aid.](#)

Adopted: June 17, 2014

Revised:

~~(This is a new policy recommended by the Policy and Procedure Service)~~

AP 5130 FINANCIAL AID

References:

- Education Code Sections [66021.3](#), [66021.6](#), [66025.9](#), [69514](#), ~~and 76300~~, [and 94912.5](#);
- Title 5 Sections [55031](#) and 58600 et seq.;
- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Section 668;
- (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);
- [ACCJC Accreditation Standard III.D.15](#)

Financial Aid programs offered ~~by the District usually~~ [includes, but is not limited to, the following:](#)

- [Federal Pell Grants](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Federal Work Study \(FWS\)](#)
- ~~Federal Direct Student Loan Program~~
- [Federal Family Education Loan Program](#)
- California College Promise Grant ([CCPG](#), formerly known as the BOG Fee Waiver)
- [Cal Grants](#)
- [Student Success Completion Grant](#)
- [Chafee Grant](#)
- [CalWORKs](#)
- [EOPS/CARE](#)
- ~~Scholarships~~ [Federal Pell Grants](#)
- ~~Federal Direct Student Loan Program~~
- ~~Federal Family Education Loan Program~~

~~Regulations must~~ [The District's Financial Aid programs](#) address ~~at minimum:~~

- Application procedures, [including and](#) deadlines
- Student eligibility
- ~~Disbursement and refund procedures~~
- ~~Payment procedures~~
- Overpayment recovery/[Repayment](#)
- Accounting requirements

- Satisfactory Academic Progress (SAP)
- Unusual or special circumstances

The District refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal or state financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements made by students or the public through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs, ~~and~~ class schedules, and on the college website.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. Exemption for Foster Youth is in accordance with the stipulations in Education Code and effective until the date specified in Education Code Section 66025.9 subdivision (c).

Also see BP 5130 Financial Aid.

Approved: March 18, 2014

Edited: _____-August 21, 2018

Revised: _____

Student Services

AP 5203 LACTATION ACCOMMODATION

Reference:

Education Code Section 66271.9

Commented [JW1]: Theresa, Be certain the note at the beginning of this document is removed once this new AP has been reviewed and approved.

NOTE: Effective January 1, 2020, districts are required to provide reasonable accommodations for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A procedure on lactation accommodations for students is not legally required but is **suggested as good practice/optional.**

The District shall provide reasonable accommodations on its respective campuses for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:

1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
2. Permission to bring onto a college or university campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

Approved: Date

Student Services

BP 5400 ASSOCIATED STUDENTS

Reference:

Education Code Section 76060

The Board of Trustees authorizes the establishment of the organizations of Associated Students of Chabot and Las Positas Colleges which are operated under constitutions approved by the Board of Trustees, and whose purposes as organizations are the welfare of all students of the colleges.

The students of the District are authorized to organize student body associations. The Board of Trustees hereby recognizes those associations as the Associated Students of the District, Student Senate of Chabot College, and Las Positas College Student Government.

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

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor.

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

Adopted: June 17, 2014

(~~This policy r~~Replaces former CLPCCD Policy 5400)

Revised:

Student Services

AP 5400 ASSOCIATED STUDENTS

Reference:

Education Code Section 76060

Each college in the District shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged to participate.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

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

Approved: March 18, 2014

Revised:

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

Student Services

BP 5410 ASSOCIATED STUDENTS ELECTIONS

Reference:

Education Code Section 76061

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

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

- The student shall be enrolled in the District at the time of election and throughout their term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 ~~titled~~ Standards of Scholarship and related administrative procedures).

Adopted: June 17, 2014

Revised:

~~(This is a new policy recommended by the Policy and Procedure Service and its legal counsel)~~

Student Services

BP 5420 ASSOCIATED STUDENTS FINANCE

References:

Education Code Sections 76063–76065

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

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

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

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

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

- ~~1. The budget of the Associated Students of Chabot and Las Positas Colleges shall be approved annually by the College Presidents and Chancellor.~~
- ~~2. The colleges, as required by Education Code, shall establish an approved system that requires three signatures before funds are expended. The three individuals shall include an official of the District, designated as the Chief Student Services Officer or designee, an advisor who is a full-time employee of the District, and a representative from the Associated Students.~~
- ~~3. The Board of Trustees shall provide for an annual audit of the funds and records of the Associated Students of Chabot and Las Positas Colleges as provided by the law.~~

Adopted: June 17, 2014

(~~This policy r~~Replaces former CLPCCD Policy 5410)

Revised:

Student Services

AP 5420 ASSOCIATED STUDENTS FINANCE

References:

Education Code Sections 76063-76065

The budget of the Associated Students of Chabot and Las Positas Colleges shall be approved annually by the College Presidents and Chancellor.

Associated Student Funds are part of the annual audit and are maintained in accordance with the following procedures:

- Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the College Business Office.
- Associated Student funds shall be deposited with and disbursed by the College Business Office.

The funds shall be deposited to and invested in the Alameda County's Pooled Investment:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.

- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college ~~d~~District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

~~The colleges, as required by Education Code, shall establish an approved system that requires three signatures before funds are expended. The three individuals shall include an official of the District, designated as the Chief Student Services Officer or designee, an advisor who is a full time employee of the District, and a representative of the student body organization. All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:~~

- ~~• the Chancellor or designee;~~
- ~~• the officer or employee of the District who is the designated advisor of the particular student body organization; and~~
- ~~• a representative of the student body organization.~~

Approved: March 18, 2014

Revised:

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

Student Services

BP 5430 CO-CURRICULAR ACTIVITIES

Reference:

No references

The District acknowledges the value of the Associated Students ~~Body (ASB)~~ and co-curricular activities in support of the overall educational and student services of the colleges. Co-curricular activities shall be financially self-supporting.

Adopted: June 17, 2014

(~~This policy r~~Replaces [former](#) CLPCCD Policy 5440)

[Revised:](#)

Business & Fiscal Affairs

AP 6625 ART, EXHIBITS AND DISPLAYS IN PUBLIC PLACES

Reference:

N/A

The Board of Trustees encourages the colleges to expose students and the public to excellent examples of the visual arts by:

- Scheduling loans and traveling exhibits for libraries, museums, campus centers and other facilities with extensive public use;
- Acquiring a collection of paintings, murals and sculptures for public display; and
- Providing support and visibility for professional artists through commissions, exhibitions, and purchases of their work.

The colleges shall establish a fund for artwork, including acquisition, artist's fees, installation, insurance, preservation and other costs associated with acquisition. In addition, funding shall be set aside for long term maintenance of the art.

The Governing Board shall approve any permanent or semi-permanent (in excess of one academic year) artistic display or installation located inside or outside facilities on the college campus', exclusive of designated "Art Galleries".

Each college shall have an advisory committee appointed by the College President and composed of community members, students and staff whose duties will be:

- To suggest guidelines and procedures for placing art on campus;
- To assist in the acquisition of art objects to be purchased for the college or loaned temporarily to the college;
- To make introductions to potential committee members and arts supporters from the community at large;
- To recommend art on campus projects and appropriate sites; and
- To suggest and assist with funding efforts for art on campus.

The college advisory committees will periodically hold joint meetings to discuss the above duties and to recommend any changes needed to the policy or the implementation guidelines. The committees shall review all potential acquisitions, whether gifts, purchase or loans, and make recommendations to the Board of Trustees for acceptance.

The Board acknowledges and supports constitutionally-guaranteed principles of free expression in creative works displayed on college property.

Approved: Date

Old Business

- COVID-19 Update Foster
- Reopening Considerations and Plan Update Foster
- CARES Update Raichbart
- Budget Update Raichbart
- 2019-2020 Shared Governance Committee Tasks Foster

2019 – 2020

Committee Charges

And

Tasks Completed

Accreditation Steering Committee

CC approved at 4/2019 meeting

Charge:

The Accreditation Steering Committee (Steering Committee) is a standing committee of the College Council. The Steering Committee will provide leadership and management of the College's accreditation and ACCJC related matters, and the College Council will provide review, direction, and accountability.

Responsibilities include, but are not limited to:

- Recommending timelines to College Council and Expanded Steering Committees;
- Attending and disseminating information from ACCJC workshops and training;
- Monitoring progress and identifying completion/compliance of accreditation work;
- Regularly updating the campus community on accreditation progress;
- Working with Staff Development to provide technical assistance and training;
- Assisting committees that have accreditation elements in their charge;
- Identifying and advising areas of campus work that need focused attention as related to the accreditation standards;
- Reporting regularly to the Academic Senate and College Council.

COMMITTEE: ACCREDITATION STEERING COMMITTEE

Reporting Relationship: College Council

Chairperson: Accreditation Liaison Officer (ALO) appointed by President

Voting Member?

Serves on College Council? Yes

MEMBERS:

Voting Members: Accreditation Liaison Officer (ALO)
Faculty Lead (Recommended by ALO/Appointed by Academic Senate)
Director of Research, Planning and Institutional Effectiveness
Faculty Member
Document/Archivist

Non-Voting: n/a

Expanded Steering Committee Membership to the Accreditation **Expanded Steering Committee** is recommended by the Accreditation Steering Committee and approved by College Council:

Vice President of Administrative Services

Vice President of Student Services

Dean of A&H

Dean of BHAWK

Dean of SLPC

Dean of STEM

Dean of Enrollment Services

Dean of Student Services

Academic Senate Appointee

Classified Senate Appointee
Chair(s) (or Designee) of Salient Committees
College Librarian
LPCSG Representative(s)
Faculty Association Representative
SEIU Representative

Term: Once selected for the Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete.

Once selected for the Expanded Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete

Quorum: 5 Voting Members; Quorum = 3

NO TASKS RECEIVED FOR
ACCREDITATION COMMITTEE

College Enrollment Management Committee (CEMC)

CC approved at 5/2019 meeting

Charge:

In accordance with Article 26E of the CLPCCD/CLPFA collective bargaining agreement, the CEMC is responsible for recommending annual WSCH/FTEF goals for each of the disciplines or grouping of disciplines and the workload goals for other services in order for the college to attain the overall assigned workload goals.

The role of CEMC is to coordinate and facilitate the development of discipline plans that enable the College to meet or exceed annual WSCH/FTEF targets established by the District Enrollment Management Committee (DEMC). The CEMC works in consultation and collaboration with faculty and administrators to allocate FTEF and set productivity targets. The CEMC provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the College's productivity/enrollment targets. The CEMC targets and maximizes student success, access, and equity. CEMC evaluates and makes recommendations on increasing/decreasing FTEF allocations to disciplines to meet enrollment and productivity goals. The CEMC evaluates discipline plans and recommends them to appropriate Vice President for approval and scheduling.

COMMITTEE: COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)

Reporting Relationship: College President, VP Academic Services, and DEMC

Chairperson: Faculty Member and 1 of the appointees of the College Council

Voting Member?

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President, Academic Services
Dean, Academic (2)
Dean of Enrollment Services
Faculty Member (4)

Non-Voting Members: Vice President, Administrative Services
Vice President, Student Services
Academic Dean (2)
Dean of Student Services
Classified Professional (2)
Director of Research, Planning and Institutional Effectiveness
LPCSG Representative

Term: 2 years

Quorum: 8 Voting Members; Quorum = 5

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: CEMC

Form Completed by: Thomas Orf Position: Co-Chair

LPC Mission Statement: Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Worked with DEMC to create targets and productivity levels for 19-20 Academic Year
2. Once targets received from DEMC, disseminated FTEF to divisions for the creation of cou
3. Modified FTEF allocation to divisions and disciplines based on enrollment data for year
4. Worked with district and student services to market schedule of classes to student populati
5. Worked with divisions to modify FTEF based on program and student needs.
6.
7.
8.
9.
10.

Facilities and Sustainability Committee

CC approved at 5/2019 meeting

Charge:

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the constituency groups and college by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District;
- Encouraging progress towards more sustainable use of energy, water, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources;
- Providing input, reviewing, and encouraging transportation and campus access strategies that encourage use of public transportation, ride-sharing, bicycle, and pedestrian access.

The Committee will provide an advisory linkage to the President through College Council on all matters pertaining to Facilities and Sustainability in the implementation of Strategic Goals, the College President's Climate Commitment, the Climate Action Plan, the Facilities Master Plan, the Scheduled Maintenance Plan, and Ad Hoc Facilities and Sustainability Projects as needed. The Facilities and Sustainability Committee meeting provides a forum to discuss physical projects on campus and provide input.

The committee will maintain an informational website concerning sustainability:

<http://www.laspositacollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Academic Dean
Administrator
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Classified Professional (4)
LPCSG Representative

Non-Voting: Vice Chancellor of Facilities and Bond Program
Director of Maintenance & Operations
LPC Project Planner/Manager

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Facilities and Sustainability Committee

Form Completed by: Michael Ansell Position: Chair/Chemistry Faculty

LPC Mission Statement: Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Review and acknowledged the Facility Master Plan
2. Climate Action Plan
3. Electric Vehicle Charging Parking
4. Updates on LPC facilities Projects
5. Scheduled maintenance
6. Reviewed mammoth bone display project
7. Parking Accessibility and Building 2400 elevator Report
8. Campus wide announcements without the use of paper
9. WHEELS Bus system report
14. Cellular Signal Project

Institutional Planning and Effectiveness Committee

CC approved at 2/2019 meeting

Charge:

The Institutional Planning and Effectiveness Committee (IPEC) provides institutional-level planning priority recommendations to the College President. In addition, IPEC evaluates key college processes and metrics in order to make recommendations or share information to improve student learning and institutional outcomes.

The responsibilities of IPEC will include, but are not limited to:

1. Creating planning priorities by primarily utilizing the College's Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs/SAO, institutional research, and accreditation documents. In addition, planning priorities are informed by a variety of sources, including district priorities, and State, Federal, and Accreditation Commission for Community and Junior Colleges (ACCJC) mandates as required;
2. Guiding the institutional and strategic planning efforts by establishing planning priorities;
3. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning;
4. Identifying, reviewing, and revising, as necessary, processes for:
 - a. Integrating the College strategic planning documents, including SLO/SAO and Program Review documents, into planning;
 - b. Integrating and communicating the planning priorities to committees for allocation purposes;
5. Evaluating key college processes and metrics and integrating the findings into the planning process;
6. Providing direction to the Institutional Research Office to generate the data and analysis necessary for the planning efforts needed by the college;
7. Communicating adopted planning priorities to the College and College Council;
8. Reviewing, documenting, and reporting on accreditation standards linked to IPEC's charge;
9. Evaluating IPEC's charge, tasks and membership on a regular basis.

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMMITTEE: INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote; can be faculty, classified, or administrator

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Researcher
Faculty Member, A&H *
Faculty Member, BHAWK *
Faculty Member, SLPC *
Faculty Member, STEM *

Faculty Member, Student Services
Classified Professionals (5) (all at-large)
LPCSG Representative (2)

*Academic Divisions Faculty – preferably 1 from a CTE Discipline

Non-Voting: College President
Chair sits on College Council (can be faculty, classified, or administrator)
Academic Senate President*
Chair, Program Review Committee*
Chair, Student Learning Outcomes Committee*
Classified Senate President/Co-President*
Faculty Association (FA) Representative*
SEIU Representative*
LPCSG President*

*Can double as voting Division/Senate representative

Term: 2 years
For the first year, for purposes of continuity and learning the processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year terms, and the other half serves a three year term.

This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.

Quorum: 16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Institutional Planning and Effectiveness Committee (IPEC)

Form Completed by: R. Samra Position: Chair

LPC Mission Statement: Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Discussed draft College Mission, Vision, and Values Statements
2. Discussed Educational Master Plan Process (including breakout sessions)
3. Established institution-set standards and stretch goals for four metrics
4. Reviewed key metrics (e.g., environmental scan data, spring 2020 data, fall 2019 data)
5. Monitored the progress of college planning priorities
6. Reviewed and analyzed division program review summaries
7. Potentially created a new college planning priority
8. Evaluated the Program Review Process
9.
10.

Resource Allocation Committee (RAC)

CC approved at 4/2019 meeting

Charge:

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:

- Developing, documenting, evaluating, and recommending resource allocation processes and decisions in relation to the college goals and priorities;
- Identifying, prioritizing, and recommending 1) instructional equipment and 2) classified and administrative hiring priorities.

This committee will make recommendations to the College President.

COMMITTEE: RESOURCE ALLOCATION COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Academic Dean
Dean, Student Services
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Classified Professional (5)
LPCSG Representative

Non-Voting: n/a

Term: 2 years

Quorum: 16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: **RESOURCE ALLOCATION COMMITTEE**

Form Completed by: **TITIAN LISH** Position: **CHAIR**

LPC Mission Statement:

Las Positas College is an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career technical goals while promoting life-long learning.

Instructions

List tasks the committee will complete in 2020-2021 in support of the committee charge.

1. Review Instructional Equipment Requests for ranking
2. Rank Instructional Equipment Requests for recommendation
3. Recommend to College President Instructional Equipment Requests for purchase
4. Review Classified & Administrative Position Requests for ranking
5. Rank Classified & Administrative Position Requests for recommendation
6. Recommend to College President Classified & Administrative Position Requests for hire
7. Review, evaluate for efficacy, and revise IER process and Position Request process for 2021-2022
8. Set calendar and documentation (including forms and rubrics) for 2021-2022
9. Administer survey for requesters/receivers of IERs
10. Report to College Council

Technology Committee

CC approved at 4/2019 meeting

Charge:

The Technology Committee is responsible for:

- Assessing faculty, student, and staff technological needs for Las Positas College;
- Researching and analyzing options for campus-wide technology;
- Making recommendations for solutions in the following areas:
 - Access,
 - Support,
 - Staff development and training;
- Review and evaluate the prioritization of resources and additional technology needs as they arise;
- Collaboration with District ITS regarding District-wide projects and issues;
- Review and make recommendations to the LPC Technology Master Plan and relevant District-wide Master Plans.

The Technology Committee will coordinate with other committees that are impacted by technology related recommendations.

COMMITTEE: TECHNOLOGY COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President of Administrative Services
Dean
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Librarian
Classified Professional (5)
| LPCSG Representative

Non-Voting: Instructional Technology Coordinator*
Manager, College Technology Services*
Telecommunications Coordinator*
Webmaster*
CLPCCD Chief Technology Officer

*Non-voting college classified may be appointed by the Technology Committee to fill any vacant voting classified professional position

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Technology

Form Completed by: Meghan Swanson Position: Chair

LPC Mission Statement: Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. After learning that student GoPrint debit cards would be increasing in cost to produce, the committee discussed keeping the cost of the bookstore card and vending card the same to the student. The number of prints that can be made with the initial purchase will change for the vending cards but stay the same for the bookstore cards. Committee will vote at May meeting.
2. Discussed the impact of faculty closing rosters early and its impact on students and enrollments resulting in revised order on ClassWeb for faculty to open and close rosters.
3. Review accreditation standards
4. Regular updating and status of technology projects: for example, the year the committee discussed the new standards for classroom audio/ visual that stemmed from Measure A user groups.
5.
6.
7.
8.
9.
10.

Committees Reporting to Academic Senate

Curriculum Committee

CC approved at 4/2019 meeting

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses in disciplines, assigning course identifiers, degree, and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this committee.

Charge:

The Curriculum Committee (hereafter referred to as “the Committee”) is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee’s primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. That office prepares the recommendations for presentation to the Board of Trustees by way of the President’s Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration. Changes to the General Education pattern for the Associate degree may be recommended by the Committee but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee’s duties and responsibilities in each of the areas are defined as follows:

a. Curriculum

In the area of curriculum, the Committee’s duties include, but are not limited to, approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses;
- Pre-requisites, co-requisites, and advisories for courses;
- Limitations on the number of times a course may be repeated;
- Courses to be taught in distance education mode;

- Courses for inclusion in the requirements for the Associate degree (AA or AS);
- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth;
- Discontinuation of existing courses or programs;
- Placement of courses within disciplines;
- Assigning course identifiers;
- Maintaining and updating the discipline list.

b. Degree and Certificate Requirements

In this area, the Committee’s duties include, but are not limited to, the following:

- Recommendations for changes to the General Education pattern for the Associate degree;
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific general Education area.

c. Grading Policies

In this area, the Committee’s duties include, but are not limited to, the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only);
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards.

d. Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. In this area, the Committee’s duties include, but are not limited to, the approval of:

- Educational (degree and certificate) programs and requirements for such programs;
- Pre-requisites, co-requisites, and advisories for new and revised programs.

e. Standards or Policies Regarding Student Preparation and Success

The Committee’s role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

COMMITTEE: CURRICULUM COMMITTEE

Reporting Relationship: Academic Senate

Chairperson: Selected by Academic Senate

Voting Member? Only in the event of a tie

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, A&H (2)

Faculty Member, BHAWK (2)
Faculty Member, SLPC (2)
Faculty Member, STEM (2)
Faculty Member, Student Services (2)
Librarian (may also serve as a division representative)
Articulation Officer

Non-Voting: Vice President of Academic Services
Dean of A&H
Dean of BHAWK
Dean of SLPC
Dean of STEM
Student Services Dean
Student Records Evaluator (attends as needed)
Academic Services Curriculum & Scheduling Specialist (attends as needed)
Academic Services Curriculum & Student Learning Outcomes Specialist (as Secretary of the committee)
LPCSG Representative (2)

Appointments by: Academic Senate; College President; Student Senate

Term: It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency in order to preserve valuable expertise amongst the committee members. At the same time, it is important to bring new members onto the committee within any two-year cycle in order to develop curriculum expertise amongst all faculty members.

The term of office for the position of Chair is two years. The Chair may serve for more than one term and may serve consecutive terms.

Quorum: 12 Voting Members; Quorum = 7

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Curriculum Committee
Form Completed by: Craig Kutil/Elizabeth Owens Position: Chair

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. 51 New Credit Programs & 15 New Noncredit Programs Approved

2. 104 Modified Credit Programs & 33 Administrative Credit Program Revisions Approved

3. 113 New Credit Courses & 60 New Noncredit Courses Approved

4. 363 Modified Credit Courses & 1 Modified Noncredit Course Approved

5. 328 Requisites (New & Revised) Approved

6. 196 Course Discipline Placements (New & Revised) Approved

7. 82 Courses Approved for Distance Education

8. 2 Program Deactivations & 89 Course Deactivations

9. 84 Courses Approved for AA/AS GE & 79 Courses Approved for CSU T

10. Sunset Policy Approved

Distance Education Committee (DE)

CC approved at 1/2019 meeting

Charge:

The Distance Education Committee (DE) will explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards in addition to legal and accreditation requirements.

COMMITTEE: DISTANCE EDUCATION COMMITTEE (DE)

Reporting Relationship: Academic Senate

Chairperson: 1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Library Representative
Faculty Member, Adjunct
Faculty Member, At-Large
Classified Professional from the Teaching & Learning Center

Non-Voting: Vice President of Academic Services
Academic Dean
Admissions and Records Representative
Faculty Member, A&H (2)
Faculty Member, BHAWK (2)
Faculty Member, SLPC (2)
Faculty Member, STEM (2)
Faculty Member, Student Services (2)
LPCSG Representative

Term: 2 years

Quorum: 14 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Distance Education

Form Completed by: Scott Vigallon Position: Co-chair

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Refined the course review process.
2. Refined the course review checklist.
3. As of April 30, will have conducted 13 course reviews & provided feedback to instructors
4. Reviewed draft DE web accessibility guidelines.
5. Reviewed Regular Effective Contact revisions.
6. Recommended DE equity tools.
7. Recommended student services tools to use for DE.
8. Recommended Canvas tools to enable.
9. Discussed DE goals, which include policies and procedures.
10. Conducted mock POOCR review of course as a flex day activity.

Faculty Hiring Prioritization Committee

CC approved at 4/2019 meeting

Charge:

Using the full-time Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

- Recommend faculty hiring priorities, by discipline, to the College President;
- Ensure that the College's overarching planning documents are considered in all decisions;
- Coordinate with the Office of Institutional Research to ensure the faculty hiring is integrated with planning and research.

COMMITTEE: FACULTY HIRING PRIORITIZATION COMMITTEE

Reporting Relationship: Academic Senate and ultimately the College President

Chairperson: Selected from faculty membership of committee by committee vote

Voting Member? Yes

Serves on College Council? No

MEMBERS:

Voting Members: Dean of A&H or designee
Dean of BHAWK or designee
Dean of SLPC or designee
Dean of STEM or designee
Dean of Student Services or designee
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services

Non-Voting: Vice President of Academic Services or designee
Vice President of Student Services or designee
Director of Institutional Research, Planning and Effectiveness
CEMC Chair
Academic Senate President or designee
Classified Senate President or designee
LPCSG Representative

Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis. In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Meeting or division meetings.

Term: 2 years for Faculty; Permanent for Deans

Quorum: 10 Voting Members; Quorum = 6

NO TASKS RECEIVED FOR FACULTY
HIRING PRIORITIZATION COMMITTEE

Sub-Committee Reporting to Student Equity & Achievement Committee

Basic Skills Subcommittee (BaSK)

CC approved at 4/2019 meeting

Charge:

The Basic Skills Subcommittee is responsible for supporting success of Basic skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS SUBCOMMITTEE (BaSK)

Reporting Relationship: Student Equity & Achievement Committee

Chairperson: Selected by Academic Senate

Voting Member? Only in the event of a tie

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, Instructional Faculty (3)
Faculty Member, Counseling Faculty
Librarian

Non-Voting: Vice President of Academic Services
Academic Dean
Student Services Dean
Director of Student Equity and Success
Non-credit Specialist
Faculty Member, Adjunct
LPCSG Representative

Term: 2 years

Quorum: 5 Voting Members; Quorum = 3

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Program Review Committee (PRC)

CC approved at 4/2019 meeting

Mission Statement:

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge:

The Academic Senate of Las Positas College charges the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Mentoring program review writers through a peer review process;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

COMMITTEE: PROGRAM REVIEW COMMITTEE

Reporting Relationship: Academic Senate and Institutional Planning & Effectiveness Committee

Chairperson: Selected through FA negotiated process for Positions with Reassigned Time

Voting Member?

Serves on College Council? No

MEMBERS:

Voting Members: Vice President of Academic Services or designee
Dean (appointed by College President)
Faculty Member, A&H (2)
Faculty Member, BHAWK (2)
Faculty Member, SLPC (2)
Faculty Member, STEM (2)
Faculty Member, Student Services (2)
Librarian
Classified Senate Representatives (2) (1 preferably, but not mandatory, from Student Services)
Student Learning Outcomes Committee Member
Faculty Association Representative
LPCSG Representative
Ad hoc: additional readers (as needed) during the peer review process

Non-Voting: n/a

Voting Structure: All recommendations of the committee shall be referred to the Academic Senate for approval. Any recommendations made by the committee should be by consensus amongst the members.

Term: 2 years minimum (4-5 years recommended)

Quorum: 18 Voting Members; Quorum = 10

Associated with Program Review

Administrative Unit Outcomes (AUOs)

The Administrative Unit Outcomes (AUOs) are the non-instructional and non-Student Services departments' reviews of annual outcomes. They are done at the same time of year as instructional program review, however they use different forms and processes.

Student Services Administrative Outcomes (SAOs)

The Student Services Administrative Outcomes (SAOs) are the Student Services department's reviews of annual outcomes. They are also done at the same time of year as instructional program review, however they use different forms and processes.

The annual instructions for AUOs and SAOs are provided by the Program Review Committee annually.

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Program Review Committee

Form Completed by: Karin Spirn Position: Committee Chair

LPC Mission Statement: Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Worked on creating the Program Review template for AY 20-21.*
2. Mentored program review writers in composing and revising Program Reviews.
3. Read program reviews.
4. Collaborated with deans to help them write Division Summaries.
5. Worked on a revised Division Summary process for AY 20-21.*
6. Worked on an updated process for Program Review during Covid-related SIP. *
7. Reviewed feedback in order to strengthen forms and processes.
8. Investigated possibility of a changed timeline for the Program Review process.
9.
10. *actions that are currently in progress

Student Learning Outcomes Committee (SLO)

CC approved at 4/2019 meeting

Charge:

To elicit broad perspectives and advice regarding learning outcomes from Las Positas College students, faculty, administrators, and staff. This group provides an advisory linkage to the Academic Senate on matters pertaining to the College's immediate and long range plans to integrate student learning outcomes and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews institutional-level student learning outcomes (ISLO) for LPC students and develops strategies and timelines for incorporating and coordinating assessment of these ISLOs into learning outcomes inherent in courses and programs. The Student Learning Outcomes Committee works with the Curriculum Committee, Program Review Committee, and the Professional Development Committee to establish policies and procedures concerning the institutionalization and assessment of SLOs at LPC which will be brought to the Academic Senate for review and approval. In addition to providing support and materials needed for the development of SLOs and assessment, this group also coordinates, collects, and archives assessment activities in all sectors and organizes campus dialogue process concerning student learning outcomes and assessment.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

Reporting Relationship: Academic Senate

Chairperson: Selected by ex-officio: Vice President of Academic Services

Voting Member? Yes

Serves on College Council? No

MEMBERS:

Voting Members: Administrator (2)
Faculty Member, A&H (2)
Faculty Member, BHAWK (2)
Faculty Member, SLPC (2)
Faculty Member, STEM (2)
Faculty Member, Student Services
Classified Professional
Classified Professional from Student Services
LPCSG Representative (2)

Non-Voting: Director of Research, Planning and Institutional Effectiveness

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Student Learning Outcomes Committee
Form Completed by: Ann Hight **Position:** Chair

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Reviewed and approved course and program-level SLOs

2. Worked with Program Review to develop SLO portion of the template

3. Readers of Program Review especially the SLO portion

4. Offered SLO sessions during both mandatory Flex days

5. Provided workshops to SLO Coordinators

6. Provided training sessions on how to use eLumen

7. Support development of SLOs for new courses, degrees, and certificates

8. Monthly reports to Academic Senate

9. Support development of SAOs for student services

10. Developed a 3-year assessment cycle to institutionalize the SLO process

LPC Guided Pathways Steering Committee

CC approved at 9/2018 meeting

Charge:

The LPC Guided Pathways Steering Committee is a standing committee of the College Council. The goal of Guided Pathways is to better assist students in reaching their education and career goals. The Steering Committee is a cross-functional team that provides overall guidance to the college with regard to the inquiry, design, and implementation of Guided Pathways.

The responsibilities of the LPC Guided Pathways Steering Committee will include, but are not limited to:

1. Coordinating the development of the annual Guided Pathways Work Plan and budget;
2. Monitoring progress of the Guided Pathways Work Plan including coordinating the annual assessment of key elements;
3. Developing, initiating, participating in, and evaluating activities that related to Guided Pathways;
4. Creating, leading, monitoring, and advising work groups;
5. Leading the conversation about Guided Pathways with constituent groups throughout the College;
6. Identifying and advising areas of campus work including technology that need focused attention related to Guided Pathways;
7. Working with the Professional Development committee to recommend professional development opportunities;
8. Providing information regularly on Guided Pathways to the College Council, Institutional Planning and Effectiveness Committee, Student Success Committee, Academic Senate, Classified Senate, Student Government, Administrative Staff and other relevant committees/groups.

COMMITTEE: LPC Guided Pathways Steering Committee

Reporting Relationship: Academic Senate and College Council

Chairperson: Selected by Guided Pathways Coordinators

Voting Member? N

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President appointed by President
Administrator (4)
Faculty Member, A&H
Faculty Member, BHA WK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Faculty Member, At-Large (2)
Classified Professionals (4)
LPCSG Representatives (2)

Non-Voting: Guided Pathway Coordinators
VP Academic Services/Student Services

Term: 2 years

Quorum: 18 Voting Members; Quorum = 10

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Guided Pathways Steering Committee
Form Completed by: L. Hart, A. VenJohn, K. Woods Position: GP Coordinators

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Developed the 19/20 Workplan and SOAA Report; created, monitored, reviewed budget
2. Planned, participated in, and evaluated two Guided Pathways Retreats
3. Created, participated on, and lead four Guided Pathways workgroups
4. Met with Academic Senate, Classified Senate, and Student Senate re GP work
5. Participated in the district-wide Technology committee and subcommittee on GP Tech.
6. Developed and coordinated numerous Guided Pathways sessions during Flex days
7. Worked with Professional Development Committee on GP Flex days session
8. Reported on Guided Pathways work at division meetings, College Council, Admi. Staff, e
9. Provided funding/attended statewide and regional conferences on GP work
10. Submitted SCFF proposal for project to support Guided Pathways work on campus.

Professional Development Committee

CC approved at 4/2019 meeting

Charge:

Develop policies and processes for awarding of professional development funds; review and make recommendations for funding of staff proposals; plan and promote staff development activities.

COMMITTEE: PROFESSIONAL DEVELOPMENT COMMITTEE

Reporting Relationship: President, Academic Senate, and Classified Senate

Chairperson: Tri-Chair: College President or designee, Faculty (selected by College President and Academic Senate, and Classified Professional (selected by Classified Senate President)

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, A&H
Faculty Member, BHA WK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Faculty Member, Adjunct
Classified Professionals (4) (including 1 from Teaching & Learning Center)

Non-Voting: LPCSG Representative

Term:

Quorum: 10 Voting Members; Quorum = 6

NO TASKS RECEIVED FOR
PROFESSIONAL DEVELOPMENT

Student Equity and Achievement Committee

CC approved at 4/2019 meeting

Charge:

The Student Equity & Achievement (SEA) Committee will help coordinate, lead, and support efforts and initiatives to boost achievement for all students with an emphasis on eliminating achievement gaps for disproportionately impacted students, as defined by the California Community Colleges Chancellor's Office, and supporting language acquisition for language learners. The SEA Committee will help coordinate activities and practices pursuant to Guided Pathways; support students to complete their educational goals and a defined course of study; and support high-quality curriculum, instruction, and support services to students especially those who enter college requiring additional support learning English, ESL, and mathematics to ensure completion of a course of study in a timely manner.

COMMITTEE: STUDENT SUCCESS SUPPORT/STUDENT EQUITY COMMITTEE

Reporting Relationship: Academic Senate and College Council via the Vice President Student Services

Chairperson: Director of Student Success and Equity

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: Administrator, Academic Services, At Large (2)
Administrator, Student Services, At Large
Administrator, Vice President of Student Services
Classified Professional, Academic Services (2)
Classified Professional, Student Services (2)
Classified Professional, At Large
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Library Representative
Faculty Member, Counseling
LPCSG Representative (2)

Non-Voting: Co-Chair, Director of Student Equity & Success
Co-Chair – Faculty from a discipline that offers Basic Skills courses
Administrator, Director of Research, Planning and Institutional Effectiveness

Term: 2 years

Quorum: 17 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Student Equity and Achievement Committee (SEA)

Committee Name:

Shawn Taylor

Director, Student Equity

Form Completed by:

Position:

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Developed a localized/on campus definition of "Equity" to guide our work.
2. Delivered professional development series focused on support strategies for DI students
3. Partnered with Institutional Research to get data on DI students to better develop interventions to support our students who aren't succeeding like other students.
4. Created a guide for developoing more equitable syllabi.
5. Completed the mid-term financial report as required by the State.
6. Developed a bradning strategy to get more DI students to attend the tutoring center.
- 7.
- 8.
- 9.
- 10.

Committees Reporting to Administrative Services

Health and Safety Committee

CC approved at 5/2019 meeting

Charge:

The Health and Safety Committee is responsible for studying, reviewing, and recommending regulations and procedures relating to the health and safety (including environmental and physical hazards) of students, employees, and campus visitors.

COMMITTEE: HEALTH & SAFETY COMMITTEE

Reporting Relationship: Vice President of Administrative Services

Chairperson: Safety Supervisor

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting Members: Director of Student Health Center
Faculty Member (2) (college-wide)
Classified Professionals (2)
LPCSG Representative

Non-Voting: n/a

Term: 2 years

Quorum: 6 Voting Members; Quorum = 4

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Health & Safety Committee

Form Completed by: Frankie Danner

Position: _____

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Campus wide sign project - Evacuation signs

2. Evacuation chairs

3. Campus re-key & lock project

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

New Business

- New Marketing Certificate Patterson
- Accreditation: ISER Foster
- Shared Governance Worksheets Foster
- BPs and APs for May Foster

Marketing Certificate of Achievement PSLO's:

- Upon completion of the COA in Marketing, students are able to construct a marketing plan using all the elements of the marketing mix and defining a target market.
- Upon completion of the COA in Marketing, students are able to describe the role of marketing in building and managing customer relationships.
- Upon completion of the COA in Marketing, students are able to demonstrate an understanding of how marketing fits with the other business disciplines within an organization.

Program Goals and Objectives

This Certificate of Achievement is part of the Career Technical Education program and designed to prepare students to pursue marketing opportunities. Prepares individuals to undertake and manage the process of developing both consumer and business markets and communicating product benefits to targeted market segments. Fulfills a portion of the Associate of Arts degree in Marketing.

Catalog Description

The Certificate in Marketing Management is designed for an entry-level understanding of marketing and business management. Students will complete course work that emphasizes customer segmentation, marketing plans, management marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Career Opportunities

Entry-level career opportunities in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, marketing consultant, and customer service.

Students can use their certificate in marketing as a stepping stone to further education or, if students feel adequately prepared, can jump straight into a marketing career.

The Bureau of Labor Statistics project steady job growth across other marketing industry professions. For example, employment of market research analysts is projected to increase by 23% from 2016 through 2026, which is much faster than the national average. An well-crafted, and effectively promoted, associate's degree in marketing should attract more students to attend Las Positas College and complete their studies to earn a marketing degree from Las Positas College.

Program Mapping Template (Program: _____)

AA
 AS
 AA-T
 AS-T
 COA
 CC

*This is an example course sequence. All plans can be modified to fit the needs of part-time students by adding more semesters.
 Students must meet with a counselor to complete an individualized educational plan.*

SEMESTER 1 - FALL

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 2 - SPRING

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 3 - SUMMER

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 4 - FALL

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 5 - SPRING

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				
Total Major Coursework				
Total Units Required				

A photograph of three young adults (two women and one man) looking at a laptop screen. The woman in the center is wearing a black and white striped sweater and red glasses. The woman on the left is wearing a denim jacket and a red and white striped scarf. The man on the right is wearing a plaid shirt. The image is overlaid with a semi-transparent dark grey filter.

Advertising, Marketing, Promotions, Public Relations, and Sales Managers in 2 California Counties

Advertising, Marketing, Promotions, Public Relations, and Sales Managers in 2 California Counties

Contents

What is Emsi Data?	1
Report Parameters	2
Executive Summary	3
Jobs	4
Compensation	6
Job Posting Activity	7
Demographics	11
Occupational Programs	13

What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

1 Occupation

11-2000 Advertising, Marketing, Promotions, Public Relations...

2 Counties

6001 Alameda County, CA

6013 Contra Costa County, CA

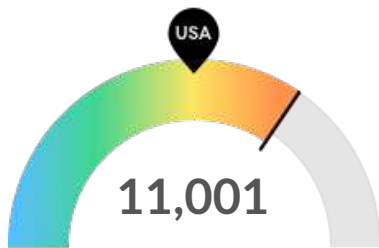
Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical areas.

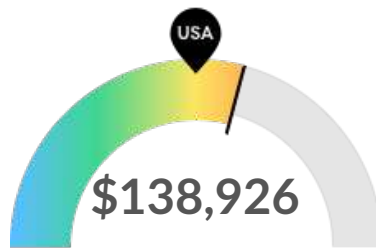
Executive Summary

Aggressive Job Posting Demand Over a Deep Supply of Regional Jobs



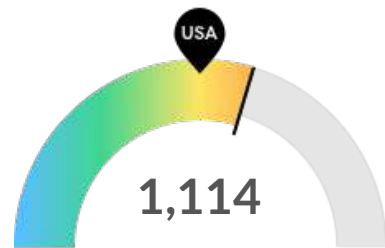
Jobs (2020)

Your area is a hotspot for this kind of job. The national average for an area this size is 6,484* employees, while there are 11,001 here.



Compensation

Earnings are about average in your area. The national median salary for Advertising, Marketing, Promotions, Public Relations, and Sales Managers is \$126,575, compared to \$138,926 here.



Job Posting Demand

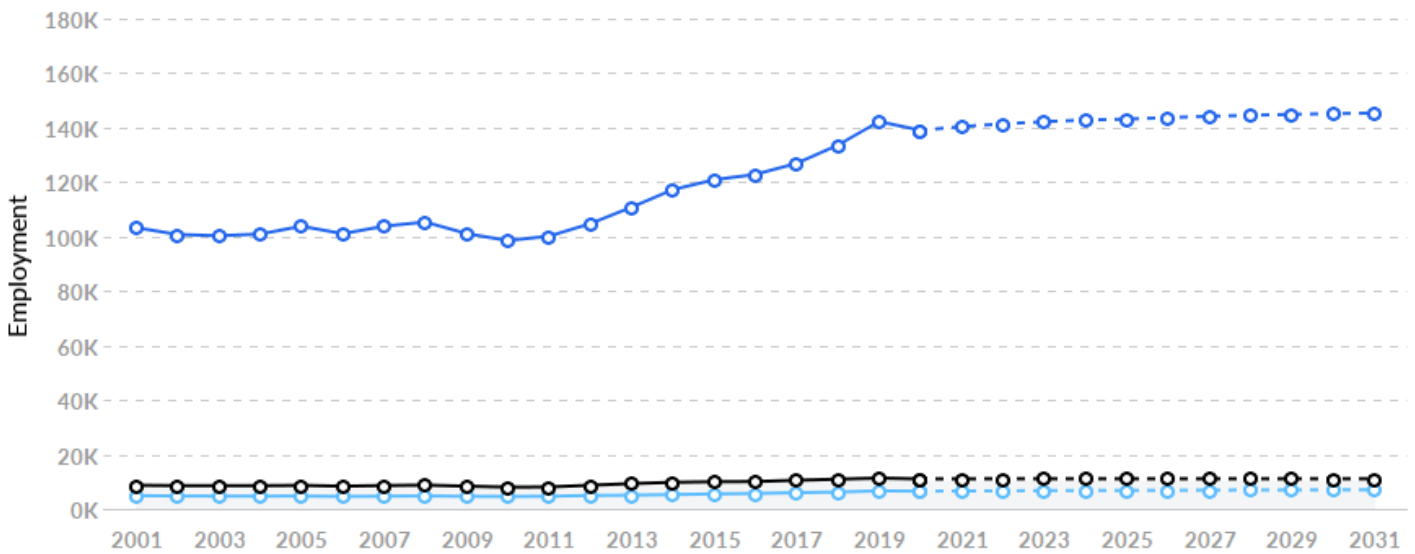
Job posting activity is high in your area. The national average for an area this size is 859* job postings/mo, while there is 1,114 here.

*National average values are derived by taking the national value for Advertising, Marketing, Promotions, Public Relations, and Sales Managers and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Higher Than the National Average

An average area of this size typically has 6,484* jobs, while there are 11,001 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2020 Jobs	2025 Jobs	Change	% Change
● 2 California Counties	11,001	11,064	63	0.6%
● National Average	6,484	6,788	304	4.7%
● California	139,022	143,111	4,089	2.9%

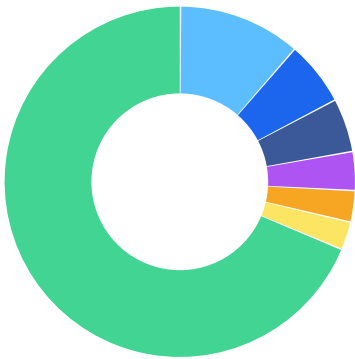
*National average values are derived by taking the national value for Advertising, Marketing, Promotions, Public Relations, and Sales Managers and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2020 Jobs
Alameda County, CA	7,923
Contra Costa County, CA	3,078

Most Jobs are Found in the Management of Companies and Enterprises Industry Sector

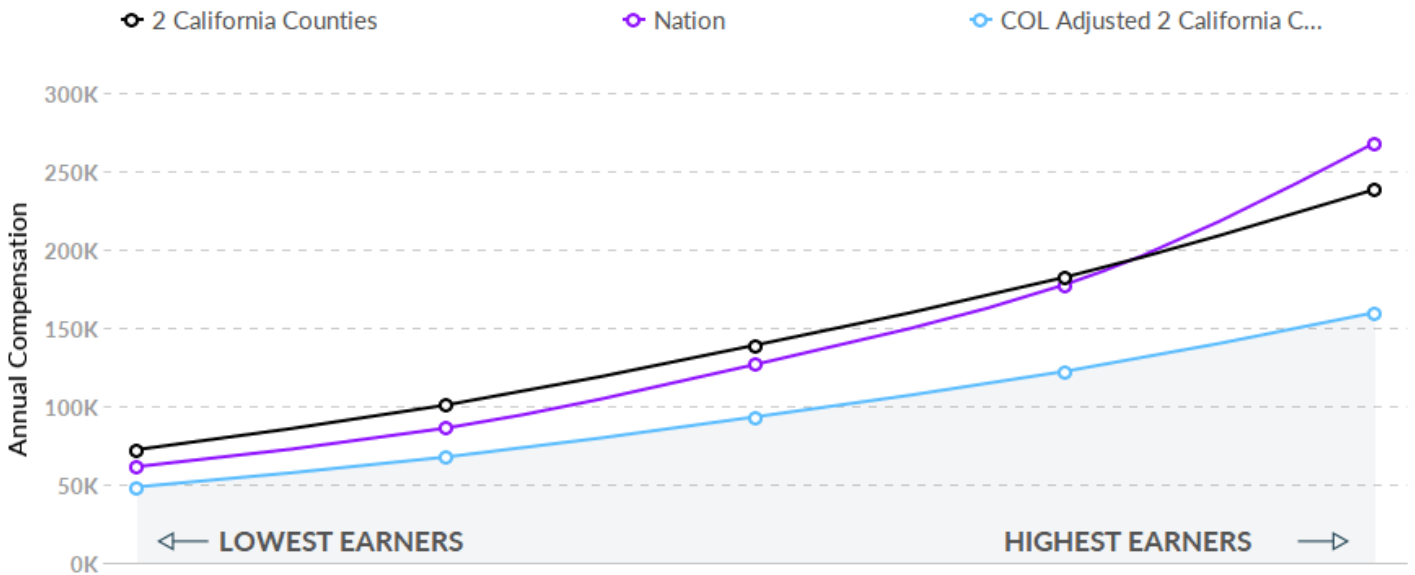


Industry	% of Occupation in Industry (2020)
Management of Companies and Enterprises	11.3%
Computer Systems Design and Related Services	5.9%
Management, Scientific, and Technical Consulting Services	4.9%
Scientific Research and Development Services	3.6%
Automobile Dealers	2.9%
Professional and Commercial Equipment and Supplies Merchant Wholesalers	2.6%
Other	68.8%

Compensation

Regional Compensation Is 10% Higher Than National Compensation

For Advertising, Marketing, Promotions, Public Relations, and Sales Managers, the 2019 median wage in your area is \$138,926, while the national median wage is \$126,575.



Job Posting Activity



16,709 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Mar 2021.



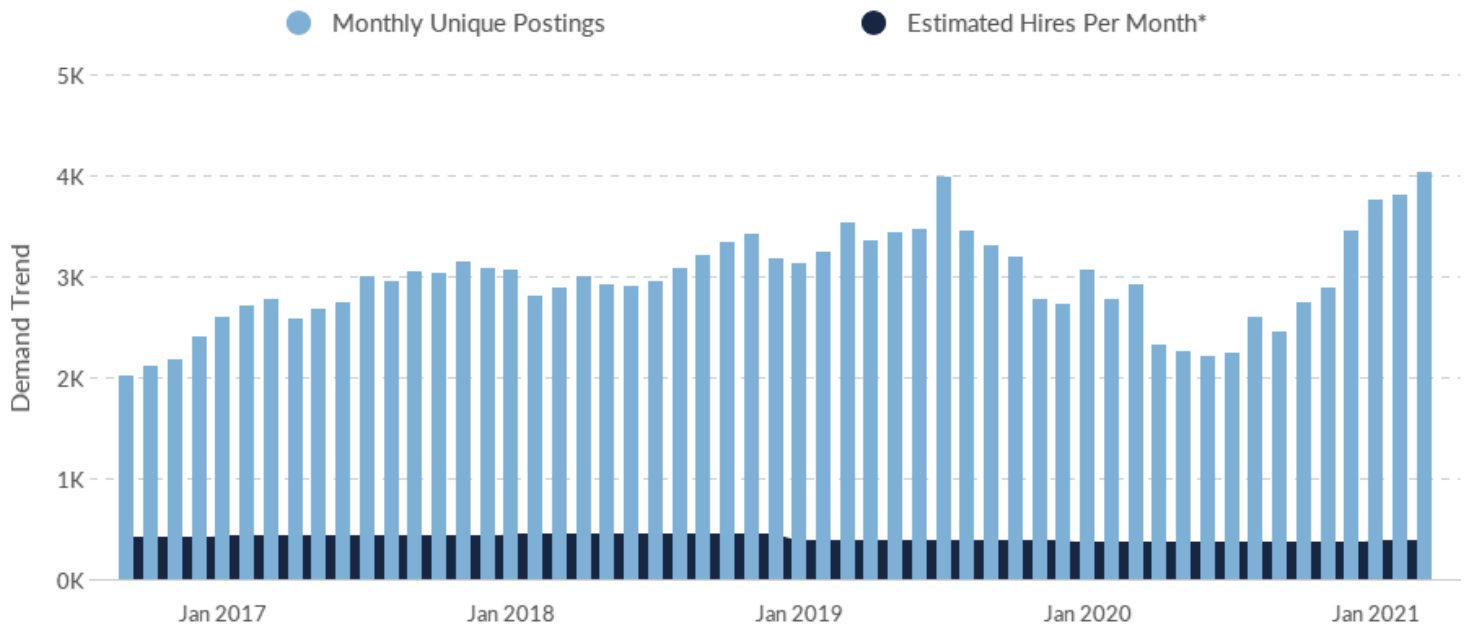
2,930 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Mar 2021.













35 Day Median Duration

Posting duration is 2 days longer than what's typical in the region.



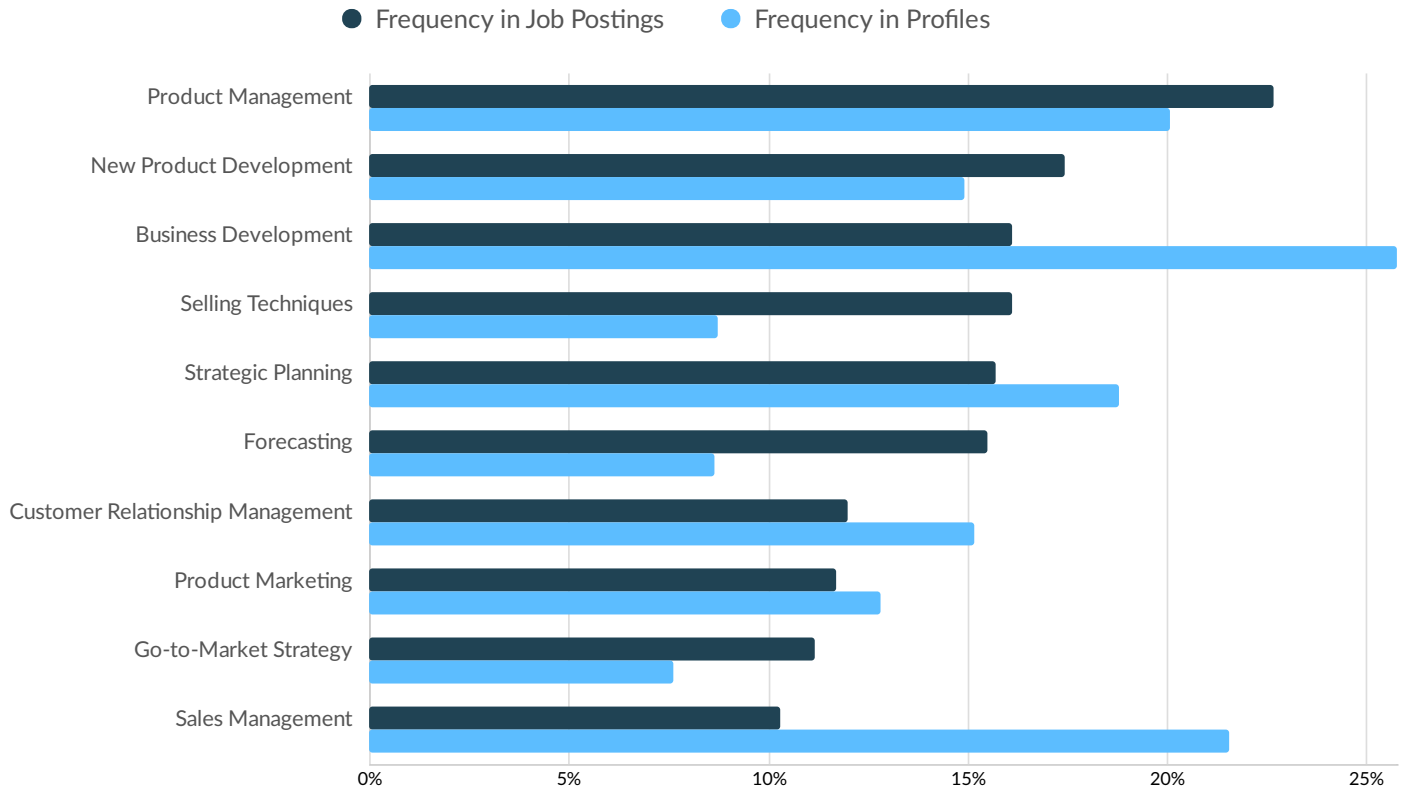
Occupation	Avg Monthly Postings (Jan 2020 - Mar 2021)	Avg Monthly Hires (Jan 2020 - Mar 2021)
Advertising, Marketing, Promotions, Public Relations, and Sales Managers	2,900	378

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Oracle Corporation	2,505 
University of California	206 
Abbott Laboratories	198 
Albertson's, LLC	184 
Virtual Vocations	183 
Kaiser Permanente	166 
Workday, Inc.	160 
MarketingCrossing	121 
Wells Fargo & Company	118 
CyberCoders, Inc.	104 

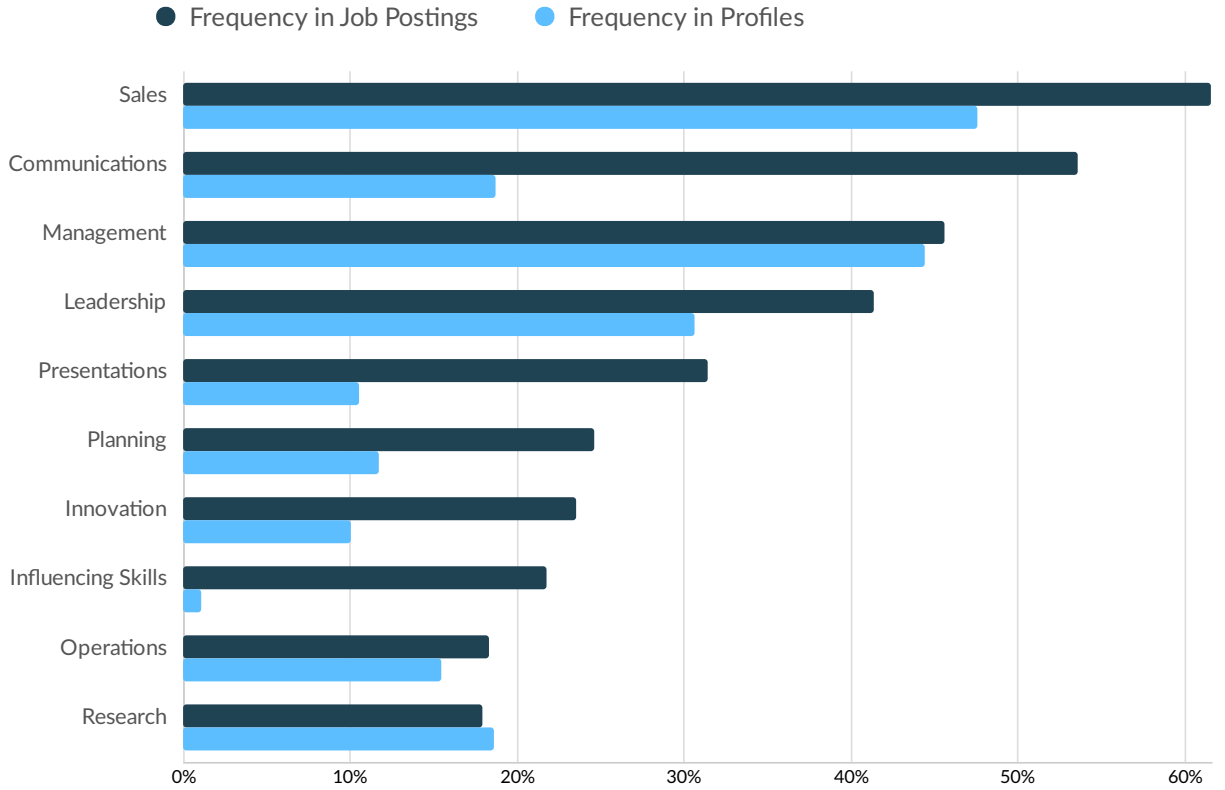
Top Job Titles	Unique Postings
Product Managers	476 
Marketing Product Managers	323 
Business Development Managers	252 
Sales Managers	242 
Directors of Business Developm...	218 
Analysts/Managers	151 
Marketing Managers	151 
Directors of Product Manageme...	141 
Account Managers	134 
Digital Product Managers	121 

Top Hard Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Product Management	3,791	23%	5,648	20%
New Product Development	2,911	17%	4,193	15%
Business Development	2,695	16%	7,243	26%
Selling Techniques	2,693	16%	2,462	9%
Strategic Planning	2,623	16%	5,284	19%
Forecasting	2,593	16%	2,430	9%
Customer Relationship Management	2,002	12%	4,262	15%
Product Marketing	1,955	12%	3,605	13%
Go-to-Market Strategy	1,867	11%	2,143	8%
Sales Management	1,720	10%	6,062	22%

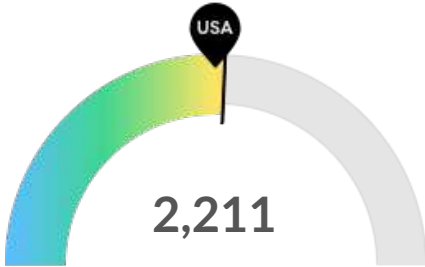
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Sales	10,289	62%	13,387	48%
Communications	8,952	54%	5,262	19%
Management	7,624	46%	12,502	44%
Leadership	6,922	41%	8,613	31%
Presentations	5,245	31%	2,954	11%
Planning	4,119	25%	3,306	12%
Innovation	3,930	24%	2,819	10%
Influencing Skills	3,638	22%	305	1%
Operations	3,057	18%	4,346	15%
Research	3,001	18%	5,231	19%

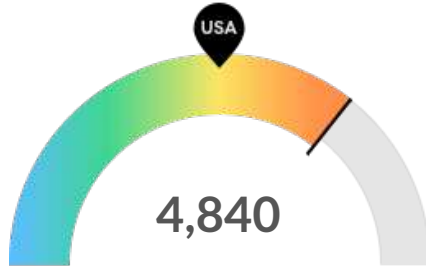
Demographics

Retirement Risk Is About Average, While Overall Diversity Is High



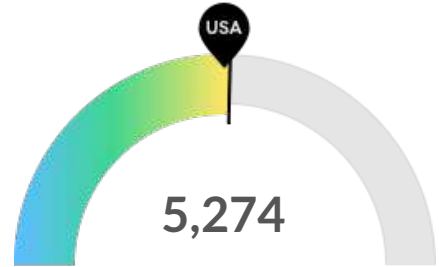
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 2,120* employees 55 or older, while there are 2,211 here.



Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 2,683* racially diverse employees, while there are 4,840 here.

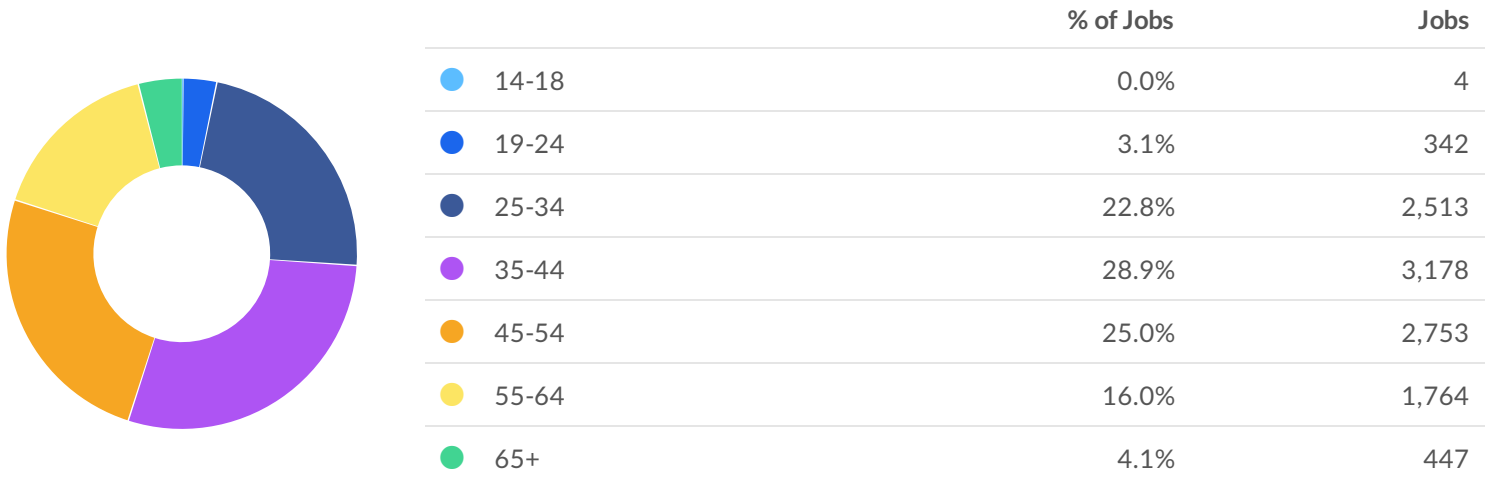


Gender Diversity

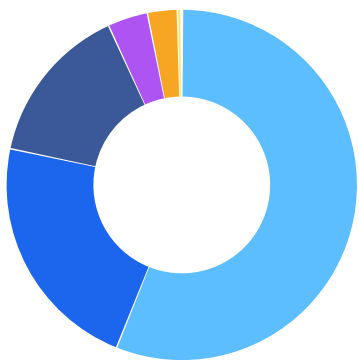
Gender diversity is about average in your area. The national average for an area this size is 5,144* female employees, while there are 5,274 here.

*National average values are derived by taking the national value for Advertising, Marketing, Promotions, Public Relations, and Sales Managers and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
● White	56.0%	6,160
● Asian	22.2%	2,447
● Hispanic or Latino	14.8%	1,631
● Black or African American	3.7%	408
● Two or More Races	2.7%	302
● Native Hawaiian or Other Pacific Islander	0.3%	37
● American Indian or Alaska Native	0.1%	16

Occupation Gender Breakdown



	% of Jobs	Jobs
● Males	52.1%	5,726
● Females	47.9%	5,274

Occupational Programs



24 Programs

Of the programs that can train for this job, 24 have produced completions in the last 5 years.



9,294 Completions (2019)

The completions from all regional institutions for all degree types.



877 Openings (2019)

The average number of openings for an occupation in the region is 184.

CIP Code	Top Programs	Completions (2019)
24.0101	Liberal Arts and Sciences/Liberal Studies	3,789
52.0201	Business Administration and Management, General	3,142
09.0101	Speech Communication and Rhetoric	460
03.0103	Environmental Studies	435
52.0101	Business/Commerce, General	416
09.0102	Mass Communication/Media Studies	260
30.9999	Multi-/Interdisciplinary Studies, Other	193
51.0701	Health/Health Care Administration/Management	185
03.0101	Natural Resources/Conservation, General	134
03.0104	Environmental Science	94

Top Schools	Completions (2019)
University of California-Berkeley	2,032 
California State University-East Bay	1,244 
Los Medanos College	1,018 
Chabot College	966 
Diablo Valley College	902 
Las Positas College	508 
College of Alameda	469 
Berkeley City College	454 
Saint Mary's College of California	452 
Ohlone College	365 

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

New Business

- Accreditation: ISER Foster
- Shared Governance Worksheets Foster
- BPs and APs for May Foster

2021-22 Shared Governance Updates for College Council Review

DATE	Change to Charge	Change to Reporting	Change to Membership	Tasks Received
College Council	Review	Review	Review	Yes
Accreditation Steering Committee				
Basic Skills Committee	Yes	No	Yes	Yes
Budget Development Subcommittee	No	No	No	Yes
CEMC	No	No	No	Yes
CTE	N/A	N/A	N/A	N/A
Curriculum Committee	Yes	No	No	Yes
Distance Ed Committee	No	No	No	Yes
Facilities & Sustainability Committee	No	No	No	Yes
Faculty Hiring Prioritization Committee	No	No	No	Yes
Guided Pathways Steering Committee	Yes	No	No	Yes
Health & Safety Committee				
IPEC	No	No	No	Yes
Professional Development Committee	No	No	Yes	No
Program Review Committee	Review	No	No	Yes
Resource Allocation Committee	No	No	No	Yes
Student Equity & Achievement (SEA)	No	No	No	Yes
SLO Committee	No	No	No	Yes
Technology Committee	No	No	No	Yes

College Council & Committees Reporting to College Council and Administration

College Council

College Council Approved May 21, 2020

Charge:

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community. Responsibilities include, but are not limited to:

- Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;
- Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;
- Providing review, direction, and accountability for the Accreditation Steering Committee;
- Supporting institutional and strategic planning efforts for the College;
- Reviewing Budget Development Committee’s recommendations and processes;
- Assessing the degree of integration of planning, budget, and allocation;
- Operating as a channel for College issues going forward to the District including review and recommendations for policy and procedural changes as appropriate;
- Functioning in a leadership role for various College-wide projects as appropriate;
- Reviewing, documenting, and reporting on accreditation standards linked to committee’s charge.

COMMITTEE: COLLEGE COUNCIL

<u>Reporting Relationship</u>	College President
<u>Chairperson:</u>	College President
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
<i>MEMBERS:</i>	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Chair, Accreditation Steering Committee
	Chair, Facilities and Sustainability Committee
	Chair, Institutional Planning and Effectiveness Committee
	Chair, Resource Allocation Committee
	Chair, Technology Committee
	Coordinator, Guided Pathways Committee
	Academic Senate President
	Academic Senate Vice President
	Classified Senate President (or designee)
	Classified Senate Vice President

	LPC Association Site Vice President of CLPFA
	LPC Site Vice President SEIU
	LPCSG President
	LPCSG Vice President
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	17 Voting Members; Quorum = 9

**College Council
2020-21 Completed Tasks**

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community. Responsibilities include, but are not limited to:

Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;

- Reviewed and updated LPC's mission, vision, and values statements as well as glossary of terms.
- Determined and communicated to the District LPC's involvement in the Educational Master Plan.

Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;

- Reviewed and approved each LPC Shared Governance Committee update to charge, reporting relationships, and memberships.
- Communicated process for establishing new LPC committees.
- Reviewed and approved the creation of the Career Technical Education (CTE) Committee.

Providing review, direction, and accountability for the Accreditation Steering Committee;

- Discussed processes, shared timelines, and identified resources to assist the Accreditation Steering Committee.
- Evaluate Quality Focus Essay Topics.

Supporting institutional and strategic planning efforts for the College;

- Reviewed and provided input into College Planning Priorities.
- Reviewed and communicated College Emergency Task Force work.
- College Reopening Consideration and Plans
- Enrollment and Marketing Efforts
- Classified Senate: Caring Campus

Reviewing Budget Development Committee's recommendations and processes;

- 2020-2021 Budget
- CARES Act Allocations

Assessing the degree of integration of planning, budget, and allocation;

- Reviewed and approved updated Facilities Rental Fees

Operating as a channel for College issues going forward to the District including review and recommendations for policy and procedural changes as appropriate;

- Review and provide input into Board Policies.
- Review and provide input into District Administrative Policies.
- College Reopening Considerations and Plans

Functioning in a leadership role for various College-wide projects as appropriate;

- SCFF Metrics and Funding Allocation
- Guided Pathways
- Program Proposal Process
- Credit for Prior Learning Draft Proposal
- Dual Enrollment/KIN Classes
- Review and support for:
 - *Elementary Teacher Education AA-T*
 - *Red Hat Administration Program*
 - *Management Information Systems Program*
 - *Certificate of Achievement in Artificial Intelligence*
 - *Automotive Non-Credit Program*

Reviewing, documenting, and reporting on accreditation standards linked to committee's charge.

- Researched and documented evidence to the Accreditation Steering Committee for accreditation standards specific to College Council, including I.A.1, I.A.3, I.A.4, I.B.7, I.B.9, I.C.5, III.D.2, IV.A.2, IV.A.3, IV.A.6, and IV.A.1.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Basic Skills - NAME CHANGE TO Math And Language Equity and Achievement

Committee Name: _____

Form Completed by: Ashley McHale **Position:** Chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Basic Skills Subcommittee

Form Completed by: Ashley McHale Position: Chair

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Merged with AB 705 Task Force for common work/purpose
Reviewed LPC data for first-year students in Math and English; discussed how we should be tracking students for AB 705 compliance purposes
2. Reviewed statewide implementation of AB 705 and compared LPC's implementation in English and Math
3.
4.
5.
6.
7.
8.
9.
10.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the Shared Governance Handbook and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

Other _____

3. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

It is recommended membership remains the same.

It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. Instructional Faculty (3)
2. Counseling Faculty (1)
3. Dean (2)
4. Tutoring Center Director or designee (1)
5. LPCSG Representative (1)
6. _____
7. _____
8. _____
9. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: 8 Quorum (50% + 1): 5

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. Chair: faculty from Math/English/ESL; same as co-chair of SEA
- 2. Director of Student Equity and Achievement
- 3. Director of DSPS
- 4. Dean (1)
- 5. Academic Services Classified Professional (1)
- 6. Assessment Specialist

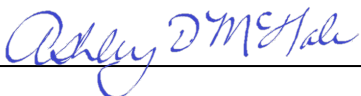
Members appointed by: (check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate | <input type="checkbox"/> Faculty Association |
| <input checked="" type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Student Senate |

5. Term: (check one)

- 1 year 2 years Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
<u>Ashley McHale</u>	<u></u>	<u>3/23/2021</u>
_____	_____	_____

Math and Language Equity and Achievement Subcommittee (Formerly Basic Skills Subcommittee)

Charge:

In support of the Student Equity and Achievement Committee, the **Math and Language Equity and Achievement subcommittee** is responsible for an equity-minded approach to reviewing information and making recommendations related to entry and transfer-level Math, English, and ESL.

Tasks include but not limited to:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs, including coordinating with SEA and Professional Development;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in and institutionalization of self-placement, support, and ~~process and~~ instruction;
- Reviewing and supporting implementation of relevant legislation and best practices for placement and pedagogy.

Former Charge from handbook:

Basic Skills Subcommittee (BaSK)

College Council Approved May 21, 2020

Charge:

The Basic Skills Subcommittee is responsible for supporting success of Basic skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs, including coordinating with SEA and Professional Development;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS SUBCOMMITTEE (BaSK)	
<u>Reporting Relationship:</u>	Student Equity & Achievement Committee
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Votings:</u>	Faculty Member, Instructional Faculty (3)
	Faculty Member, Counseling Faculty
	Librarian
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Student Services Dean
	Director of Student Equity and Success
	Non-credit Specialist
	Faculty Member, Adjunct
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	5 Voting Members; Quorum = 3

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: Curriculum Committee

Form Completed by: Elizabeth Owens Position: Chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Curriculum Committee

Form Completed by: Elizabeth Owens Position: Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. 590 Courses Approved for Distance Education
2. 102 Revised Credit Courses Approved
3. 7 New Credit Programs & 10 New Noncredit Programs Approved
4. 22 New Credit Courses & 23 New Noncredit Courses Approved
5. 94 Requisites (New & Revised) Approved
6. 47 Course Discipline Placements (New & Revised) Approved
7. 21 Modified Credit Programs & 55 Administrative Program Revisions Approved
8. New Ethnic Studies Course Descriptor (ETHS) Created
9. 16 Courses Approved for AA/AS GE and/or CSU T (New & Revised)
10. 7 Courses Approved for Correspondence Education

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

Other _____

3. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

It is recommended membership remains the same.

It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. Faculty Member, A&H (2)

2. Faculty Member, BSSL (2)

3. Faculty Member, PATH (2)

4. Faculty Member, STEM (2)

5. Faculty Member, Student Services (2)

6. Librarian (may also serve as a division representative)

7. Articulation Officer

Total Voting Members: 12 Quorum (50% + 1): 7

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

1. Vice President of Academic Services
2. Dean of A&H
3. Dean of BSSL
4. Dean of PATH
5. Dean of STEM
6. Student Services Dean
7. Student Records Evaluator (attends as needed)
8. Academic Services Curriculum & Scheduling Specialist (attends as needed)
9. Academic Services Curriculum & SLO Specialist (as Secretary of the committee)
10. LPCSG Representative (2)

Members appointed by: (check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate | <input type="checkbox"/> Faculty Association |
| <input type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU |
| <input type="checkbox"/> Administration | <input checked="" type="checkbox"/> Student Senate |

5. Term: (check one)

- 1 year 2 years Other

Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

Elizabeth Owens



4/14/2021

Committees Reporting to Academic Senate

Curriculum Committee

Proposed 4-19-2021

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses in disciplines, assigning course identifiers, degree, and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, promoting equity in curriculum, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this committee.

Charge:

The Curriculum Committee (hereafter referred to as “the Committee”) is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee’s primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. That office prepares the recommendations for presentation to the Board of Trustees by way of the President’s Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration. Changes to the General Education pattern for the Associate degree may be recommended by the Committee but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee’s duties and responsibilities in each of the areas are defined as follows:

a. Curriculum

In the area of curriculum, the Committee’s duties include, but are not limited to, approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses;
- Pre-requisites, co-requisites, and advisories for courses;
- Limitations on the number of times a course may be repeated;
- Courses to be taught in distance education modes;
- Courses for inclusion in the requirements for the Associate degree (AA or AS);

- Courses for transfer to CSU;
- Courses for which credit may be earned through prior learning;
- Discontinuation of existing courses or programs;
- Placement of courses within disciplines;
- The assignment of course identifiers;
- Maintaining and updating the discipline list.

b. Degree and Certificate Requirements

In this area, the Committee’s duties include, but are not limited to, the following:

- Recommendations for changes to the General Education pattern for the Associate degree;
- Definition of criteria for placement of courses within General Education areas;
- Periodic review for appropriateness and relevancy of the courses listed within a specific General Education area.

c. Grading Policies

In this area, the Committee’s duties include, but are not limited to, the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only);
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards.

d. Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. In this area, the Committee’s duties include, but are not limited to, the approval of:

- Educational (degree and certificate) programs and requirements for such programs;
- Pre-requisites, co-requisites, and advisories for new and revised programs.

e. Standards or Policies Regarding Student Preparation and Success

The Committee’s role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

COMMITTEE: CURRICULUM COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty Member, A&H (2)
	Faculty Member, BSSL (2)
	Faculty Member, PATH (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian (may also serve as a division representative)
	Articulation Officer

Non-Voting:

Vice President of Academic Services
Dean of A&H
Dean of BSSL
Dean of PATH
Dean of STEM
Student Services Dean
Student Records Evaluator (attends as needed)
Academic Services Curriculum & Scheduling Specialist (attends as needed)
Academic Services Curriculum & Student Learning Outcomes Specialist (as Secretary of the committee)
LPCSG Representative (2)

Appointments by:

Academic Senate; College President; Student Senate

Term:

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency in order to preserve valuable expertise amongst the committee members. At the same time, it is important to bring new members onto the committee within any two-year cycle in order to develop curriculum expertise amongst all faculty members.

The term of office for the position of Chair is two years. The Chair may serve for more than one term and may serve consecutive terms.

Quorum:

12 Voting Members; Quorum = 7

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: Guided Pathways Steering Committee

Form Completed by: Kristy Woods Position: co-chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Instructions

List tasks the Guided Pathways Steering Committee completed in 2020-2021 in support of the committee charge.

1. Annual Guided Pathways Scale of Adoption Self-Assessment Report for 2020-2020 was submitted and approved by the State of California Chancellor's Office. We have met this year's targets for our work.
2. Our budget for Guided Pathways work, as provided by the State and through a SCFF Project, is balanced for the 2020-2021 year.
3. Guided Pathways SCFF Project around career exploration and program mapping is on budget and has accomplished this year's activities.
4. A Guided Pathways website was created and is maintained with monthly updates on our work, projects, presentations, agendas and minutes. Our Student Team writes regular updates on the website for the campus and community to read regarding how our work impacts students.
5. A Mission Statement for our work was created by the Steering Committee and is posted on our website.
6. Regular updates are given monthly to all Divisions, Academic Senate, and College Council. Regular updates are provided to the Classified Senate and Student Senate.
7. Regular professional development opportunities included FLEX Day presentations, January 2020 retreat, and development of a pilot Canvas course around persistence.
8. Academic and Career Program Pathways were developed and approved Spring 2021.
9. Program Mapper was approved and scheduled for implementation Spring 2021.
10. Career Coach was approved and has been implemented Spring 2021.
11. The onboarding process has been redesigned to reflect steps to success for different student types for implementation Spring 2021. Students can now monitor progress through the onboarding process in ClassWeb. Onboarding includes course and career assessment, with links to academic and student supports.
12. Persistence Project started Spring 2021 with a cohort of 40+ faculty and classified participants. Canvas course materials, professional development, engagement strategies, and faculty and student surveys have been implemented.
13. LPC was selected to be a CA Demonstration Project College. We have started our design process to develop Success Teams in our Program Pathways - a three year process.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

- The Charge is satisfactory, no changes.
- The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

- It is recommended the reporting relationship remains the same.
- It is recommended the reporting relationship changes.

The committee will report to:

- Academic Senate College Council
- Faculty Association President
- Vice President of _____
- Other _____

3. Chairmanship:

It is recommended that the chair:

- Selection remains the same
- Selection method changes to: _____

4. Membership:

- It is recommended membership remains the same.
- It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. 2 students
2. 1 Faculty member from each division (current 5 divisions)
3. 2 at-large-Faculty members
4. 4 Classified Professionals
5. 4 Administrators
6. 1 Vice President as appointed by the President
7. _____
8. _____
9. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: 18 Quorum (50% + 1): 10

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. Guided Pathways Coordinators (serving as Chairs)
- 2. VP Academic Services/Student Services
- 3. Director of Student Equity and Achievement or designee
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- Academic Senate
- Faculty Association
- Classified Senate
- SEIU
- Administration
- Student Senate

5. Term: (check one)

- 1 year
- 2 years
- Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
<u>Kristine W Woods</u>	<u><i>Kristine Woods</i></u>	<u>4/19/2021</u>
_____	_____	_____

LPC Guided Pathways Steering Committee

PROPOSED NEW Charge and Responsibilities for 2021-2022

The Steering Committee is a cross-functional team that provides overall guidance to the college with regard to the inquiry, design, and implementation of Guided Pathways. The goal of Guided Pathways is to ensure equity and enhance the college experience and career preparation for all of our students to increase student success and completion. The Steering Committee leads intentional change to college practices and processes to empower students to discover, clarify, and enter their pathway, and to persist and succeed in achieving their academic and career goals.

In order to fulfill its charge, the Guided Pathways Steering Committee will:

- Provide direction and monitor the progress of the Guided Pathways Work Plan around the Four Pillars, including coordination of the annual assessment of key elements. The Four Pillars of Guided Pathways are as follows: Pillar 1: Clarifying their Pathway, Pillar 2: Entering their Pathway, Pillar 3: Staying on the Pathway, and Pillar 4: Ensure Learning.
- Develop, initiate, participate in, and evaluate activities that relate to Guided Pathways
- Create, lead, monitor, and advise Guided Pathways' Four Pillar work groups
- Coordinate the development of the annual Guided Pathways Work Plan and budget
- Lead the conversation about Guided Pathways with constituent groups throughout the College; as appropriate, coordinate with Guided Pathways efforts across the District
- Identify and collaborate with other areas of campus work, including technology, that relate to Guided Pathways
- Work with the Professional Development Committee to develop and recommend professional development opportunities
- Regularly provide information on Guided Pathways to the College Council, Institutional Planning and Effectiveness Committee, Student Success Committee, Academic, and Classified Senates, Student Government, Administrative Staff and other relevant committees/groups.
- Review, document, and report on accreditation standards linked to the committee's charge.

Professional Development Committee

College Council Approved April 23, 2020

Charge:

Develop policies and processes for awarding of professional development funds; review and make recommendations for funding of staff proposals; plan and promote staff development activities.

COMMITTEE:	PROFESSIONAL DEVELOPMENT COMMITTEE
<u>Reporting Relationship:</u>	President, Academic Senate, Classified Senate, and Student Senate
<u>Chairperson:</u>	Tri-Chair: Administrator (selected by College President), Faculty (selected by Academic Senate), and Classified Professional (selected by Classified Senate).
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	College President Faculty Member, A&H Faculty Member, BHAWK Faculty Member, SLPC Faculty Member, STEM Faculty Member, Student Services Faculty Member, Adjunct Classified Professionals (4) (including 1 from Teaching & Learning Center)
<u>Non-Voting:</u>	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	11 Voting Members; Quorum = 6

should be 5 including
1 from Teaching & Learning Center
1 from Business Services

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: Program Review

Form Completed by: Nadiyah Taylor and Committee **Position:** Coordinator

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Program Review

Form Completed by: Nadiyah Taylor & Committee Position: Coordinator

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Evaluated the program review forms and process from the 19-20 cycle, using writers, readers Deans and IPEC survey data
2. Developed new forms and processes for the 20-21 writers and for the Division Summaries
3. Communicated these process to the community - information video created, 2 information sessions held (with support from SLO and IR), forms posted on the PR website and announced at Division Meetings
4. The chair attended Dean's meetings, along with individual meetings as needed, to both develop the Summary process and to provide support during the development of the summaries
5.
6.
7.
8.
9.
10.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the [Committee Participants list](#) to determine whether changes need to be made for 2021-2022.

1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached. [The charge identifies administrative program review as related to our committee, but this is not true at this time](#)

2. Reporting Relationship:

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

Other [As of 2020 this committee also reports to IPEC but this was not on the current document](#)

3. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

It is recommended membership remains the same.

It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. [VP Academic Services or Designee](#)
2. [1 appointed Dean](#)
3. [2 faculty from each division, including student services](#)
4. [1 Librarian](#)
5. [2 Classified Senate Representatives](#)
6. [1 SLO committee member](#)
7. [1 Faculty Association Representative](#)
8. [One LPSCG Representative](#)
9. [Ad hoc - additional readers as needed during the peer review reading process](#)

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: 18 Quorum (50% + 1): 10

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. N/A
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- | | |
|-------------------------------|----------------------------------|
| <u> </u> Academic Senate | <u> X </u> Faculty Association |
| <u> </u> Classified Senate | <u> X </u> SEIU |
| <u> </u> Administration | <u> X </u> Student Senate |

5. Term: (check one)

- 1 year X 2 years X Other 4-5 recommended

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
Nadiyah Taylor	<i>Nadiyah Taylor</i>	Feb. 22, 2021
_____	_____	_____
_____	_____	_____

Program Review Committee (PRC)

College Council Approved May 21, 2020

Mission Statement:

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge:

The Academic Senate and Institutional Planning and Effectiveness Committee of Las Positas College charge the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Communicating these processes and their outcomes to the campus;
- Posting materials on the Program Review website;
- Monitoring our process for inclusiveness, effectiveness, and transparency and making ongoing improvements;
- Mentoring program review writers through the writing process;
- Providing suggestions for improvements to Program Reviews;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

COMMITTEE: PROGRAM REVIEW COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate and Institutional Planning & Effectiveness Committee
<u>Chairperson:</u>	Selected through FA negotiated process for Positions with Reassigned Time
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services or designee
	Dean (appointed by College President)
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian
	Classified Senate Representatives (2) (1 preferably, but not mandatory, from Student Services)
	Student Learning Outcomes Committee Member
	Faculty Association Representative
	LPCSG Representative
	Ad hoc: additional readers (as needed) during the peer review process

<i>Non-Voting:</i>	n/a
<i>Voting Structure:</i>	All recommendations of the committee shall be referred to the Academic Senate for approval. Any recommendations made by the committee should be by consensus amongst the members.
<i>Term:</i>	2 years minimum (4-5 years recommended)
<i>Quorum:</i>	18 Voting Members; Quorum = 10

Associated with Program Review

Administrative Unit Outcomes (AUOs)

The Administrative Unit Outcomes (AUOs) are the non-instructional and non-Student Services departments' reviews of annual outcomes. They are done at the same time of year as instructional program review, however they use different forms and processes.

Student Services Administrative Outcomes (SAOs)

The Student Services Administrative Outcomes (SAOs) are the Student Services department's reviews of annual outcomes. They are also done at the same time of year as instructional program review, however they use different forms and processes.

The annual instructions for AUOs and SAOs are provided by the Program Review Committee annually.

2020 – 2021

Committee Charges

And

Tasks Completed

Basic Skills Subcommittee (BaSK)

College Council Approved May 21, 2020

Charge:

The Basic Skills Subcommittee is responsible for supporting success of Basic skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs, including coordinating with SEA and Professional Development;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS SUBCOMMITTEE (BaSK)

<u>Reporting Relationship:</u>	Student Equity & Achievement Committee
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
<u>MEMBERS:</u>	
<u>Votings:</u>	Faculty Member, Instructional Faculty (3)
	Faculty Member, Counseling Faculty
	Librarian
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Student Services Dean
	Director of Student Equity and Success
	Non-credit Specialist
	Faculty Member, Adjunct
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	5 Voting Members; Quorum = 3

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Basic Skills Subcommittee

Form Completed by: Ashley McHale Position: Chair

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Merged with AB 705 Task Force for common work/purpose
Reviewed LPC data for first-year students in Math and English; discussed how we should be tracking students for AB 705 compliance purposes
2. Reviewed statewide implementation of AB 705 and compared LPC's implementation in English and Math
3.
4.
5.
6.
7.
8.
9.
10.

Budget Development Subcommittee

College Council Approved May 21, 2020

Charge:

The mission of the Budget Development Subcommittee is to ensure that the college maintains fiscal stability and that financial resources are allocated in accordance with agreed upon Las Positas College established priorities.

The Budget Development Subcommittee accomplishes its mission by:

- Review long-term and short-term financial plans that are aligned with Las Positas College’s Education Master Plan and College Planning Priorities and provide feedback;
- Recommending annual operating budget to College Council;
- Monitoring the college operating budget on a quarterly basis and recommending corrective actions if necessary;
- Ensuring that both long-term and short-term budget activities are integrated into LPC College Council’s Calendar;
- Communicate to the allocating committees with respect to funding available for instructional equipment, staffing levels of faculty, classified staff and administrators per fiscal year;
- Act as a liaison to PBC while establishing regular communications with the campus community regarding college budget matters and budget deadlines;
- Review State, District, and College budget information;
- Evaluate current SCFF metrics and make recommendations as to maximizing SCFF revenue;
- Evaluate cost effectiveness of programs or proposals at the request of College Council;
- Assessing on an annual basis the effectiveness of the Budget Development Subcommittee.

***SUBCOMMITTEE:* BUDGET DEVELOPMENT SUBCOMMITTEE**

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member:</u>	
<i>MEMBERS:</i>	
<u>Voting:</u>	Administrator, At Large (2)
	Faculty Member, At Large (2)
	Faculty (appointed by F/A)
	Classified Professional (2)
	SEIU Rep
	LPCSG Representative
	PBC Member (5)
	PBC LPGSG Representative
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	16 voting members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

College Enrollment Management Committee (CEMC)

College Council Approved April 23, 2020

Charge:

In accordance with Article 26E of the CLPCCD/CLPFA collective bargaining agreement, the CEMC is responsible for recommending annual WSCH/FTEF goals for each of the disciplines or grouping of disciplines and the workload goals for other services in order for the college to attain the overall assigned workload goals.

The role of CEMC is to coordinate and facilitate the development of discipline plans that enable the College to meet or exceed annual WSCH/FTEF targets established by the District Enrollment Management Committee (DEMC). The CEMC works in consultation and collaboration with faculty and administrators to allocate FTEF and set productivity targets. The CEMC provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the College's productivity/enrollment targets. The CEMC targets and maximizes student success, access, and equity. CEMC evaluates and makes recommendations on increasing/decreasing FTEF allocations to disciplines to meet enrollment and productivity goals. The CEMC evaluates discipline plans and recommends them to appropriate Vice President for approval and scheduling.

COMMITTEE: COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)

<u>Reporting Relationship:</u>	College President, VP Academic Services, and DEMC
<u>Chairperson:</u>	Faculty Member and 1 of the appointees of the College Council
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Votings:</u>	Vice President, Academic Services
	Dean, Academic (2)
	Dean of Enrollment Services
	Faculty Member (4)
<u>Non-Voting:</u>	Vice President, Administrative Services
	Vice President, Student Services
	Academic Dean (2)
	Dean of Student Services
	Executive Assistant of Vice President of Academic Services
	Curriculum & Scheduling Specialist
	Director of Research, Planning and Institutional Effectiveness
	Classified Professional Representative
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	8 Voting Members; Quorum = 5

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: _____ CEMC _____

Form Completed by: Thomas Orf _____ Position: Co-Chair _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Review college enrollment numbers on a regular basis emphasizing WCSH / FTES

- 2. Review, facilitate and approve Discipline plans

- 3. Develop college enrollment targets

- 4. We responded to proposed and approved FTEF additions and reductions.

- 5. CEMC represented LPC in DEMC discussions and vice versa

- 6. CEMC was involved, although more indirectly, with offering marketing strategies for the college and the district as a whole.

- 7. CEMC provided suggestions and input for into scheduling decisions related to the Pandemic.

- 8. CEMC empower faculty to make choices by providing number and tips, especially coordinators with their disciplines.

Committees Reporting to Academic Senate

Curriculum Committee

College Council Approved April 23, 2020

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses in disciplines, assigning course identifiers, degree, and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this committee.

Charge:

The Curriculum Committee (hereafter referred to as “the Committee”) is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee’s primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. That office prepares the recommendations for presentation to the Board of Trustees by way of the President’s Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration. Changes to the General Education pattern for the Associate degree may be recommended by the Committee but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee’s duties and responsibilities in each of the areas are defined as follows:

a. Curriculum

In the area of curriculum, the Committee’s duties include, but are not limited to, approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses;
- Pre-requisites, co-requisites, and advisories for courses;
- Limitations on the number of times a course may be repeated;
- Courses to be taught in distance education mode;
- Courses for inclusion in the requirements for the Associate degree (AA or AS);

- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth;
- Discontinuation of existing courses or programs;
- Placement of courses within disciplines;
- Assigning course identifiers;
- Maintaining and updating the discipline list.

b. Degree and Certificate Requirements

In this area, the Committee’s duties include, but are not limited to, the following:

- Recommendations for changes to the General Education pattern for the Associate degree;
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific general Education area.

c. Grading Policies

In this area, the Committee’s duties include, but are not limited to, the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only);
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards.

d. Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. In this area, the Committee’s duties include, but are not limited to, the approval of:

- Educational (degree and certificate) programs and requirements for such programs;
- Pre-requisites, co-requisites, and advisories for new and revised programs.

e. Standards or Policies Regarding Student Preparation and Success

The Committee’s role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

COMMITTEE: CURRICULUM COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian (may also serve as a division representative)
	Articulation Officer

Non-Voting:

- Vice President of Academic Services
- Dean of A&H
- Dean of BHAWK
- Dean of SLPC
- Dean of STEM
- Student Services Dean
- Student Records Evaluator (attends as needed)
- Academic Services Curriculum & Scheduling Specialist (attends as needed)
- Academic Services Curriculum & Student Learning Outcomes Specialist (as Secretary of the committee)
- LPCSG Representative (2)

Appointments by:

Academic Senate; College President; Student Senate

Term:

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency in order to preserve valuable expertise amongst the committee members. At the same time, it is important to bring new members onto the committee within any two-year cycle in order to develop curriculum expertise amongst all faculty members.

The term of office for the position of Chair is two years. The Chair may serve for more than one term and may serve consecutive terms.

Quorum:

12 Voting Members; Quorum = 7

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Curriculum Committee

Form Completed by: Elizabeth Owens Position: Chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. 590 Courses Approved for Distance Education
2. 102 Revised Credit Courses Approved
3. 7 New Credit Programs & 10 New Noncredit Programs Approved
4. 22 New Credit Courses & 23 New Noncredit Courses Approved
5. 94 Requisites (New & Revised) Approved
6. 47 Course Discipline Placements (New & Revised) Approved
7. 21 Modified Credit Programs & 55 Administrative Program Revisions Approved
8. New Ethnic Studies Course Descriptor (ETHS) Created
9. 16 Courses Approved for AA/AS GE and/or CSU T (New & Revised)
10. 7 Courses Approved for Correspondence Education

Distance Education Committee (DE)

College Council Approved January 24, 2019

Charge:

The Distance Education Committee (DE) will explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards in addition to legal and accreditation requirements.

COMMITTEE: DISTANCE EDUCATION COMMITTEE (DE)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Library Representative
	Faculty Member, Adjunct
	Faculty Member, At-Large
	Classified Professional from the Teaching & Learning Center
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Admissions and Records Representative
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	14 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Distance Education

Form Completed by: Scott Vigallon Position: Co-chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Recommended to the District TCC that ConferZoom be upgraded.
2. Recommended to the District TCC that at least 1 year's worth of data continue to be imported into Canvas daily.
3. Conducted 10 course reviews for new DE instructors and gave feedback.
4. Explored options for utilizing NetTutor while staying within budget.
5. Recommended several Canvas processes to the Academic Senate.
6. Recommended usage and placement of Follett Discover Access app in Canvas.
7. Explored Canvas tool created by LPC students.
8. _____
9. _____
10. _____

Facilities and Sustainability Committee

College Council Approved May 21, 2020

Charge:

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the constituency groups and college by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District and the District Facilities Committee;
- Encouraging progress towards more sustainable use of energy, water, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources;
- Providing input, reviewing, and encouraging transportation and campus access strategies that encourage use of public transportation, ride-sharing, bicycle, and pedestrian access.
-

The Committee will provide an advisory linkage to the President through College Council on all matters pertaining to Facilities and Sustainability in the implementation of Strategic Goals, the College President’s Climate Commitment, the Climate Action Plan, the Educational Master Plan, the Facilities Master Plan, the Scheduled Maintenance Plan, and Ad Hoc Facilities and Sustainability Projects as needed.

The Facilities and Sustainability Committee meeting provides a forum to discuss physical projects on campus and provide input.

The committee will maintain an informational website concerning sustainability:

<http://www.laspositascollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
<u>MEMBERS:</u>	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Administrator
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Classified Professional (4)
	LPCSG Representative
<u>Non-Voting:</u>	Vice Chancellor of Facilities and Bond Program

Director of Maintenance & Operations
LPC Project Planner/Manager

Term:

2 years

Quorum:

15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Facilities and Sustainability

Form Completed by: Dr. Michael Ansell

Position: Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Review of Committee Charge and Membership
2. Review of the Air Quality Management protocols
3. Review of Mammoth Bone Display case and Education Wall
4. Review of the 2020 space inventory
5. Update from the Art on Campus Taskforce
6. Update from the District Facilities Committee
7. Update on the Facilities Modernization Program
8. Review of EV Charging Stations AP policy and fee schedule
9. Review of COVID-19 Facility Changes and protocols
10. Review and update of the current Climate Action Plan

Faculty Hiring Prioritization Committee

College Council Approved April 25, 2019

Charge:

Using the full-time Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

- Recommend faculty hiring priorities, by discipline, to the College President;
- Ensure that the College's overarching planning documents are considered in all decisions;
- Coordinate with the Office of Institutional Research to ensure the faculty hiring is integrated with planning and research.

COMMITTEE: FACULTY HIRING PRIORITIZATION COMMITTEE

Reporting Relationship: Academic Senate and ultimately the College President

Chairperson: Selected from faculty membership of committee by committee vote

Voting Member? Yes

Serves on College Council? No

MEMBERS:

Voting: Dean of A&H or designee
Dean of BHAWK or designee
Dean of SLPC or designee
Dean of STEM or designee
Dean of Student Services or designee
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services

Non-Voting: Vice President of Academic Services or designee
Vice President of Student Services or designee
Director of Institutional Research, Planning and Effectiveness
CEMC Chair
Academic Senate President or designee
Classified Senate President or designee
LPCSG Representative

Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis. In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Meeting or division meetings.

Term: 2 years for Faculty; Permanent for Deans

Quorum: 10 Voting Members; Quorum = 6

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Faculty Hiring Prioritization Committee

Form Completed by: Heike Gecox Position: Committe Chair

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Met in Fall 2020 semester to review chair position, committee voted to keep current chair
2. Met in Fall 2020 semester to review Full-Time Faculty Position Request forms
3. Met in Fall 2020 semester to rank all nine positions submitted to the committee
4. Committee chair reported ranking to Academic Senate
5. Committee Chair reported ranking to College President
6. Committee Chair will update current Full-Time Faculty Position Request form and disperse to campus by first week in May.
7.
8.
9.
10.

LPC Guided Pathways Steering Committee

College Council Approved May 21, 2020

Charge:

The LPC Guided Pathways Steering Committee is a standing committee of the College Council. The goal of Guided Pathways is to increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus. The Steering Committee is a cross-functional team that provides overall guidance to the college with regard to the inquiry, design, and implementation of Guided Pathways.

The responsibilities of the LPC Guided Pathways Steering Committee will include, but are not limited to:

1. Coordinating the development of the annual Guided Pathways Work Plan and budget;
2. Monitoring progress of the Guided Pathways Work Plan including coordinating the annual assessment of key elements;
3. Developing, initiating, participating in, and evaluating activities that related to Guided Pathways;
4. Creating, leading, monitoring, and advising work groups;
5. Leading the conversation about Guided Pathways with constituent groups throughout the College;
6. Identifying and advising areas of campus work including technology that need focused attention related to Guided Pathways;
7. Working with the Professional Development committee to recommend professional development opportunities;
8. Regularly providing information on Guided Pathways to the College Council, Institutional Planning and Effectiveness Committee, Student Success Committee, Academic Senate, Classified Senate, Student Government, Administrative Staff and other relevant committees/groups;
9. Reviewing, documenting, and reporting on accreditation standards linked to the committee's charge.

COMMITTEE: LPC Guided Pathways Steering Committee

<u>Reporting Relationship:</u>	Academic Senate and College Council
<u>Chairperson:</u>	Selected by Guided Pathways Coordinators
<u>Voting Member?</u>	N
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Votings:</u>	Vice President appointed by President
	Administrator (4)
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Faculty Member, At-Large (2)
	Classified Professionals (4)
	LPCSG Representatives (2)
<u>Non-Voting:</u>	Guided Pathway Coordinators

VP Academic Services/Student Services

Director of Student Equity and Achievement or designee
--

Term:

2 years

Quorum:

18 Voting Members; Quorum = 10

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Instructions

List tasks the Guided Pathways Steering Committee completed in 2020-2021 in support of the committee charge.

1. Annual Guided Pathways Scale of Adoption Self-Assessment Report for 2020-2020 was submitted and approved by the State of California Chancellor's Office. We have met this year's targets for our work.
2. Our budget for Guided Pathways work, as provided by the State and through a SCFF Project, is balanced for the 2020-2021 year.
3. Guided Pathways SCFF Project around career exploration and program mapping is on budget and has accomplished this year's activities.
4. A Guided Pathways website was created and is maintained with monthly updates on our work, projects, presentations, agendas and minutes. Our Student Team writes regular updates on the website for the campus and community to read regarding how our work impacts students.
5. A Mission Statement for our work was created by the Steering Committee and is posted on our website.
6. Regular updates are given monthly to all Divisions, Academic Senate, and College Council. Regular updates are provided to the Classified Senate and Student Senate.
7. Regular professional development opportunities included FLEX Day presentations, January 2020 retreat, and development of a pilot Canvas course around persistence.
8. Academic and Career Program Pathways were developed and approved Spring 2021.
9. Program Mapper was approved and scheduled for implementation Spring 2021.
10. Career Coach was approved and has been implemented Spring 2021.
11. The onboarding process has been redesigned to reflect steps to success for different student types for implementation Spring 2021. Students can now monitor progress through the onboarding process in ClassWeb. Onboarding includes course and career assessment, with links to academic and student supports.
12. Persistence Project started Spring 2021 with a cohort of 40+ faculty and classified participants. Canvas course materials, professional development, engagement strategies, and faculty and student surveys have been implemented.
13. LPC was selected to be a CA Demonstration Project College. We have started our design process to develop Success Teams in our Program Pathways - a three year process.

Institutional Planning and Effectiveness Committee

College Council Approved May 21, 2020

Charge:

The Institutional Planning and Effectiveness Committee (IPEC) provides institutional-level planning priority recommendations to the College President. In addition, IPEC evaluates key college processes and metrics in order to make recommendations or share information to improve student learning and institutional outcomes.

The responsibilities of IPEC will include, but are not limited to:

1. Creating planning priorities by primarily utilizing the College’s Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs/SAO, institutional research, and accreditation documents. In addition, planning priorities are informed by a variety of sources, including district priorities, and State, Federal, and Accreditation Commission for Community and Junior Colleges (ACCJC) mandates as required;
2. Guiding the institutional and strategic planning efforts by establishing planning priorities;
3. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning;
4. Identifying, reviewing, and revising, as necessary, processes for:
 - a. Integrating the College strategic planning documents, including SLO/SAO and Program Review documents, into planning;
 - b. Integrating and communicating the planning priorities to committees for allocation purposes;
5. Evaluating key college processes and metrics and integrating the findings into the planning process;
6. Providing direction to the Institutional Research Office to generate the data and analysis necessary for the planning efforts needed by the college;
7. Communicating adopted planning priorities and the rationale behind them to the College and College Council;
8. Reviewing, documenting, and reporting on accreditation standards linked to IPEC’s charge;
9. Evaluating IPEC’s charge, tasks and membership on a regular basis.

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMMITTEE: INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote; can be faculty, classified, or administrator
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Researcher
	Faculty Member, A&H *
	Faculty Member, BHAWK *
	Faculty Member, SLPC *
	Faculty Member, STEM *
	Faculty Member, Student Services

	Classified Professionals (5) (all at-large)
	LPCSG Representative (2)
	*Academic Divisions Faculty – preferably 1 from a CTE Discipline
<u>Non-Voting:</u>	College President
	Chair sits on College Council (can be faculty, classified, or administrator)
	Academic Senate President*
	Chair, Program Review Committee*
	Chair, Student Learning Outcomes Committee*
	Classified Senate President/Co-President*
	Faculty Association (FA) Representative*
	SEIU Representative*
	LPCSG President*
	*Can double as voting Division/Senate representative
<u>Term:</u>	2 years
	This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.
<u>Quorum:</u>	16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Institutional Planning and Effectiveness Committee

Form Completed by: Rajinder Samra Position: Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Reviewed the Goals/Plans for the College Planning Priorities During 2020-21
2. Reviewed the Status of Institution-Set Standards and Stretch Goals
3. Discussed Accreditation Standards Linked to IPEC
4. Evaluated the Program Review Process
5. Evaluated the College Planning Process
6. Evaluated the College Budget Development Process
7. Evaluated the College Resource Allocation Process
8. Reviewed Institutional Research (e.g., changes in student populations, environmental scan data)
9. Reviewed the Results of the Staff Accreditation Survey
Reviewed and Discussed the Results of the Mapping Exercise for Planning Priority Development
10. Reviewed the Progress Made on Each of the 2020-21 College Planning Priorities

Program Review Committee (PRC)

College Council Approved May 21, 2020

Mission Statement:

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge:

The Academic Senate and Institutional Planning and Effectiveness Committee of Las Positas College charge the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Communicating these processes and their outcomes to the campus;
- Posting materials on the Program Review website;
- Monitoring our process for inclusiveness, effectiveness, and transparency and making ongoing improvements;
- Mentoring program review writers through the writing process;
- Providing suggestions for improvements to Program Reviews;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

COMMITTEE: PROGRAM REVIEW COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate and Institutional Planning & Effectiveness Committee
<u>Chairperson:</u>	Selected through FA negotiated process for Positions with Reassigned Time
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services or designee
	Dean (appointed by College President)
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian
	Classified Senate Representatives (2) (1 preferably, but not mandatory, from Student Services)
	Student Learning Outcomes Committee Member
	Faculty Association Representative
	LPCSG Representative
	Ad hoc: additional readers (as needed) during the peer review process

<u>Non-Voting:</u>	n/a
<u>Voting Structure:</u>	All recommendations of the committee shall be referred to the Academic Senate for approval. Any recommendations made by the committee should be by consensus amongst the members.
<u>Term:</u>	2 years minimum (4-5 years recommended)
<u>Quorum:</u>	18 Voting Members; Quorum = 10

Associated with Program Review

Administrative Unit Outcomes (AUOs)

The Administrative Unit Outcomes (AUOs) are the non-instructional and non-Student Services departments' reviews of annual outcomes. They are done at the same time of year as instructional program review, however they use different forms and processes.

Student Services Administrative Outcomes (SAOs)

The Student Services Administrative Outcomes (SAOs) are the Student Services department's reviews of annual outcomes. They are also done at the same time of year as instructional program review, however they use different forms and processes.

The annual instructions for AUOs and SAOs are provided by the Program Review Committee annually.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Program Review

Form Completed by: Nadiyah Taylor & Committee Position: Coordinator

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Evaluated the program review forms and process from the 19-20 cycle, using writers, readers Deans and IPEC survey data
2. Developed new forms and processes for the 20-21 writers and for the Division Summaries
3. Communicated these process to the community - information video created, 2 information sessions held (with support from SLO and IR), forms posted on the PR website and announced at Division Meetings
4. The chair attended Dean's meetings, along with individual meetings as needed, to both develop the Summary process and to provide support during the development of the summaries
5.
6.
7.
8.
9.
10.

Resource Allocation Committee (RAC)

College Council Approved April 23, 2020

Charge:

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:

- Developing, documenting, evaluating, and recommending resource allocation processes and decisions in relation to the college goals and priorities;
- Identifying, prioritizing, and recommending 1) instructional equipment and 2) classified and administrative hiring priorities.

This committee will make recommendations to the College President.

<i>COMMITTEE:</i>	RESOURCE ALLOCATION COMMITTEE
<i>Reporting Relationship:</i>	College Council
<i>Chairperson:</i>	Selected by committee vote
<i>Voting Member?</i>	No
<i>Serves on College Council?</i>	Yes
<i>MEMBERS:</i>	
<i>Voting:</i>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Dean, Student Services
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Classified Professional (5)
	LPCSG Representative
<i>Non-Voting:</i>	n/a
<i>Term:</i>	2 years
<i>Quorum:</i>	16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Resource Allocation

Form Completed by: Titian Lish Position: Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Review Instructional Equipment Requests for ranking
2. Rank Instructional Equipment Requests for recommendation
3. Recommend to College President Instructional Equipment Requests for purchase
4. Review Classified & Administrative Position Requests for ranking
5. Rank Classified & Administrative Position Requests for recommendation
6. Recommend to College President Classified & Administrative Position Requests for hire
7. Review, evaluate for efficacy, and revise IER process and Position Request process for 2021- 2022
8. Set calendar and documentation (including forms and rubrics) for 2021-2022
9. Administer survey for requesters/receivers of IERs
10. Report to College Council

Student Equity and Achievement Committee

College Council Approved April 25, 2019

Charge:

The Student Equity & Achievement (SEA) Committee will help coordinate, lead, and support efforts and initiatives to boost achievement for all students with an emphasis on eliminating achievement gaps for disproportionately impacted students, as defined by the California Community Colleges Chancellor's Office, and supporting language acquisition for language learners. The SEA Committee will help coordinate activities and practices pursuant to Guided Pathways; support students to complete their educational goals and a defined course of study; and support high-quality curriculum, instruction, and support services to students especially those who enter college requiring additional support learning English, ESL, and mathematics to ensure completion of a course of study in a timely manner.

COMMITTEE: STUDENT SUCCESS SUPPORT/STUDENT EQUITY COMMITTEE

Reporting Relationship: Academic Senate and College Council via the Vice President Student Services

Chairperson: Director of Student Success and Equity

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting: Administrator, Academic Services, At Large (2)
Administrator, Student Services, At Large
Administrator, Vice President of Student Services
Classified Professional, Academic Services (2)
Classified Professional, Student Services (2)
Classified Professional, At Large
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Library Representative
Faculty Member, Counseling
LPCSG Representative (2)

Non-Voting: Co-Chair, Director of Student Equity & Success
Co-Chair – Faculty from a discipline that offers Basic Skills courses
Administrator, Director of Research, Planning and Institutional Effectiveness

Term: 2 years

Quorum: 17 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Student Equity and Achievement Committee

Form Completed by: Shawn D. Taylor, MA Position: Co-Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Developed an "Equity Definition" for the campus to use as a way to make the concept uniform.
2. Developed a comprehensive "Equity Statement of Intent."
3. Partnered with Guided Pathways to develop an equity framework within the GP process.
4. Redefined the committee's mission to include intervention development and deployment.
5. Developed and launched the "AB 705 Task Force."
6. Provided a platform for students to provide the committee with feedback on how they are experiencing equity on campus.
7. Developed and deployed "Equitable Syllabus" guidelines.
8. _____
9. _____
10. _____

Student Learning Outcomes Committee (SLO)

College Council Approved May 21, 2020

Charge:

The Student Learning Outcomes (SLO) Committee advises the Academic Senate on matters pertaining to the College’s immediate and long-range plans to integrate SLOs and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews SLOs for courses and programs, and student area outcomes (SAOs) for services to students. The SLO Committee works with the Program Review Committee, the Professional Development Committee, and the Curriculum Committee to establish policies and procedures concerning the institutionalization and assessment of learning outcomes at LPC, which will be brought to the Academic Senate for review and approval. Also, this committee coordinates, collects, and archives assessment and reflection activities, and promotes campus dialogue for the use of SLO and SAO assessments to improve student success.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by ex-officio: Vice President of Academic Services
<u>Voting Member?</u>	Yes
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Administrator (2)
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services
	Classified Professional
	Classified Professional from Student Services
	LPCSG Representative (2)
<u>Non-Voting:</u>	Director of Research, Planning and Institutional Effectiveness
<u>Term:</u>	2 years
<u>Quorum:</u>	15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Student Learning Outcomes Committee

Form Completed by: Ann Hight Position: Chair

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Long-range SLO assessment planning was presented to Academic Senate Spring 2019 through the development of 3-year planning templates. In the current academic year, committee members have worked with departments and student services to complete their 3-year planning templates, which are now posted on the SLO Committee web-page.
2. As readers of last year's Program Review, committee members gathered campus dialogue on SLO and SAO assessment.
3. In support of the new 3-year planning template, with a focus on gathering PSLO data that can be disaggregated, we worked with the Program Review Committee to develop SLO questions for next year's Program Review.
4. Presented at Flex Day (Fall and Spring) to train discipline SLO Coordinators on planning, designing, and analysis of CSLOs for discussion, and to use PSLO assessment to identify equity gaps. Data from SLOs can drive changes in pedagogy to improve and support student learning.
5. Review of new or revised CSLOs, PSLOs, and SAOs
6. Updated SLO Committee web-page to reflect updated approach to SLO assessment to make the process more meaningful while still meeting ACCJC standards.
7. Developed a new SLO Handbook with eLumen instructions (last revised in 2016).
8. Chair holds weekly office hours to support and train Discipline SLO Coordinators.

Technology Committee

College Council Approved April 23, 2020

Charge:

The Technology Committee is responsible for:

- Assessing faculty, student, and staff technological needs for Las Positas College;
- Researching and analyzing options for campus-wide technology;
- Reviewing and evaluating resources and additional technology needs as they arise;
- Collaborating with the District ITS regarding District-wide projects and issues;
- Reviewing and making recommendations on LPC Technology Master Plan and relevant District-wide Master Plans;
- Making recommendations for solutions in the following areas:
 - Access
 - Staff development and training
 - Support

The Technology Committee will coordinate with other committees impacted by technology related recommendations.

COMMITTEE: TECHNOLOGY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Administrative Services
	Dean
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Librarian
	Classified Professional (5)
	LPCSG Representative
<u>Non-Voting:</u>	Instructional Technology Coordinator*
	Manager, College Technology Services*
	Telecommunications Coordinator*
	Webmaster*
	CLPCCD Chief Technology Officer
	*Non-voting college classified may be appointed by the Technology Committee to fill any vacant voting classified professional position

Term:

2 years

Quorum:

15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: Technology Committee

Form Completed by: Heidi Position: Committee Support

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

- 1. Discussion and feedback to the webmaster on the Directory Profile Pages
2. Regular reports and updates from technology staff regarding current and completed projects
3. Review and discussion on proposed software: ThankView, Penji, VetPro
4. Reviewed 2019-20 Technology Satisfaction Survey
5. Ongoing discussion regarding technology use during emergency circumstances: what went well, where can we do better, what not to do again
6.
7.
8.
9.
10.

Student Services

BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of the Student Success and Support Program is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

All students who enroll in college credit courses shall have the right to:

1. Participate in any Student Success and Support Program activity regardless of exemption status.
2. Challenge course placement based upon the results of assessment procedures.
3. Enroll in courses for which prerequisites can be met.
4. File grievances regarding state-mandated Student Success and Support Program requirements as outlined in the Administrative Rules and Regulations disseminated to all students. The grievance will be filed in accordance with the District Student Grievance Procedure as stated in the District Catalog.

All students who enroll in college credit courses shall have the responsibility to:

1. Participate in all Student Success and Support Program activities, except those from which they have been exempted.
2. Adhere to all Student Success and Support Program requirements as outlined in the Administrative Rules and Regulations disseminated to all students.
3. Present appropriate identification to indicate Student Success and Support Program services used.
4. Submit final transcripts of high school(s) and/or college(s) attended in accordance with the District Admissions Policy.

All students enrolling in credit courses may be exempted from Student Success and Support Program requirements based upon the following criteria.

Exemption from Orientation:

1. Completion of an Associate of Arts or higher degree from an accredited institution of higher education.
2. Enrollment in only one activity or performance class.
3. Enrollment as a nonexempt, returning student who attended Chabot or Las Positas College within the last two years.

All exempt students have the right to participate in orientation activities regardless of exemption status.

Exemption from Assessment:

1. Completion of an Associate of Arts or higher degree from an accredited institution of higher education.
2. Enrollment in only one activity or performance class.
3. Enrollment as a nonexempt, returning student who has attended Chabot or Las Positas College within the last two years.
4. Evidence of assessment results from instruments administered within the past two years. These instruments must be listed on the State Chancellor's list of approved instruments.
5. Proof of completion of equivalent level college courses.

All exempt students have the right to participate in assessment activities regardless of exemption status.

Exemption from Counseling and Advising:

1. Completion of an Associate of Arts or higher degree from an accredited institution of higher education.
2. Enrollment in only one activity or performance class.

All exempt students have the right to participate in counseling and advisement activities regardless of exemption status.

Procedures associated with exemption from orientation, assessment, or counseling and advisement will be outlined in Administrative Rules and Procedures and will be disseminated to students. In all cases, guidelines established in Education Code Section 78214, and Title 5, Sections 55532 (a) and (b), will apply.

Date Adopted: June 17, 2014

(This policy replaces CLPCCD Policies 5610, 5611, and 5613)

Student Services

AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
- Administration of assessment instruments to determine student competency in computational and language skills
- Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation of student study and learning skills
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity

programs and services; campus child care services programs that teach English as a second language; and disabled student services

- Advisement concerning course selection
- Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Date Approved: March 18, 2014

(This new procedure replaces Administrative Rules and Procedures 5611 and 5613)

Student Services

BP 5220 Shower Facilities for Homeless Students

References

Education Code Section 76011

The Chancellor or Chancellor's designee shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

Date Adopted: April 18, 2017

Student Services

AP 5220 Shower Facilities for Homeless Students

References

Education Code Section 76011

The district maintains shower facilities for student use on campus that may be used by any homeless student who is enrolled in a minimum of .5 units of coursework, has paid enrollment fees, and is in good standing with the district.

A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

The Chancellor or Chancellor's designee at each college shall create a protocol for use of shower facilities by homeless students. The protocol shall include at a minimum:

- The locations of shower facilities open to use by homeless students.
- The days and hours of availability (not less than two hours per weekday).
- The plan of action if hours of operation conflict with an intercollegiate athletic program.
- The means by which the availability of shower facilities and related information will be made known.

Date Approved: April 18, 2017

Student Services

BP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

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

Date Adopted: June 17, 2014

(This is a new policy recommended by the Policy and Procedure Service and its legal counsel)

Student Services

AP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The District has a Student Equity Plan. The Plan is filed as required to the California Community Colleges Chancellor's Office, following approval by the Board.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the Chief Student Services Officer at each college.

NOTE: The California Community Colleges Chancellor's Office is working on streamlining the reporting requirements for student equity plans along with other programs. One change has been to submit information related to student equity plans to the California Community Colleges Chancellor's Office as part of an "Integrated Plan." However, because Title 5 Regulations addressing student equity plans have not been repealed, districts are still required to maintain student equity plans.

Date Approved: March 18, 2014

Edited August 21, 2018

Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Education Code Sections 66300 and 66301;
Accreditation Standard II.A.7.b

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

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

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

The procedures shall be made widely available to students through the college catalog and other means.

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

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other college-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The District accords every student the right of protection. Students, however, are responsible for complying with college and District regulations and for meeting the appropriate college requirements. The Colleges have an obligation to maintain conditions under which the work of the colleges can go forward freely, in

accordance with the highest standards of quality, institutional integrity and freedom of expression. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself or herself in accordance with standards of the college.

When a student is charged with misconduct such charge shall be processed in accordance with the District policy and procedure in order to protect the student's rights and the college's interest. Disciplinary action may be imposed on a student for violation of law, District and college policy and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty and management staff. Student conduct may result in disciplinary action by the college and/or criminal prosecution. It is the policy of the District not to impose student discipline for acts occurring away from the college and not connected with college activities, unless the student's conduct affects the functions of the college.

A. Expulsion, Suspension and Probation of Students

A college student may be expelled, suspended, placed on probation or given a lesser sanction for good cause and in accordance with procedures consistent with due process. Good cause includes, but is not limited to, one or more of the following behaviors which must be related to college activity or attendance:

1. Cheating or plagiarism in connection with a college academic program.
2. Forgery, alteration or misuse of college documents, records, or identification or knowingly furnishing false information to a college representative in connection with the performance of official duties.
3. Misrepresentation of oneself or of an organization as an agent of the college/ District.
4. Obstruction or disruption, on or off campus property, of the college educational process, administrative process, or other college or District function or operation.
5. Physical abuse on or off college property of the person or property of any member of the college community or of members of his/her family or the threat of such physical abuse.
6. Theft of, or non-accidental damage to, college property, or property in the possession of, or owned by, a member of the college community.
7. Unauthorized entry into, unauthorized use of, or misuse of college property.

8. On college property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, alcoholic beverages or narcotics as those terms are used in California statutes except when lawfully prescribed or permitted.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function.
10. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
11. Abusive behavior directed toward, or hazing of, a member of the college community.
12. Violation of any order of the District Chancellor, College President or designee or notice of which had been given prior to such violation and during the academic term in which the violation occurs. This includes notice by publication in the college newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other sanction pursuant to this article.
14. Harassment, including sexual harassment, in violation of state or federal law.
15. Discrimination based on race, color, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation, and/or Vietnam era or special disabled veteran status.
16. Commission of a computer-related crime.
17. Use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic accommodations to students with disabilities.
18. Persistent misconduct where other means of correction have failed to bring about proper conduct.
19. Violation of college/District parking and traffic regulations.
20. Formation of/ or membership in secret organizations.

21. Violation of the District/college policy related to time, place and manner of expression.

22. Obstruction or disruption of administrations disciplinary procedures, or other college activities, including its community service activity.

23. Obstruction or disruption of teaching. Interference with the course of instruction to the detriment of other students, including but not limited to entering the classroom after the class has started and disrupting the lecture or class activities including verbal outbursts that disrupt the instructor's lesson. Failure to comply with the instruction or directives of the course instructor.

24. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.

25. Obtaining a copy of an examination or assignment prior to its approved release by the instructor. Selling or distributing course lecture notes, handouts, examinations or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

26. Unauthorized entry to or use of college facilities, including the possession or duplication of keys to any College/District premises, or unauthorized use of public address systems.

27. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose. Unauthorized use of another individual's identification and password. Unauthorized use of phone or electronic devices such as radios, etc. Use of computing facilities to interfere with the work of another student, faculty member or college official. Use of computing facilities to send obscene or abusive messages. Use of computing facilities to interfere with normal operation of the college computing systems. Unauthorized use of the internet. Use of laser pointers anywhere on the college grounds that would cause a disruption of instruction or services, or create a hazard to any individual.

28. Failure to present registration / identification card when requested to do so by College Official or other authorized persons.

29. Failure to comply with directions of College Officials acting in the performance of their duties.

For purposes of this policy, the following definitions apply:

1. Member of the District/college community is defined as the Board of Trustees of the Chabot-Las Positas Community College District, academic, non-academic and administrative personnel and students of the District, and other persons while such other persons are on college property or at a college function.

2. Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question, such as:

- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- preprogramming a calculator or computer to contain answers or other unauthorized information for exams;
- using unauthorized materials, prepared answers, written notes, or concealed information during an examination; and
- allowing others to do an assignment or portion of an assignment, including the use of a commercial term paper service.

3. Plagiarism includes the deliberate misrepresentation of someone else's works and ideas, as one's own, as well as paraphrasing without footnoting the source.

4. District/college property includes real or personal property in the possession of, or under the control of the Board of Trustees of the Chabot- Las Positas District and all District facilities whether operated by the District or by a District auxiliary organization.

5. Deadly weapons includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billyclub, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

6. Behavior means conduct and expression.

7. Hazing means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the college community; but the term hazing does not include customary athletic events or other similar contests or competitions.

B. The President of the college, or the Vice President of Student Services, or the official designee, may impose the following sanctions of students who violate the District/college rules and regulations.

1. Probation: verbal or written warning.

2. Temporary Exclusion: removal for the duration of the class period or of the activity.

3. Suspension: exclusion from all District classes, facilities, privileges and activities for a specified period of time as set forth in the notice of suspension.

4. Expulsion: a recommendation by the President and District Chancellor to the Board of Trustees to terminate a student's status, including exclusion from all District classes, facilities, and functions.

C. Student disciplinary action may be imposed by:

1. The Board of Trustees who alone may expel.

2. The President, the Vice President of Student Services or the official designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property.

A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within the ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Vice President of Student Services or designee, enter the college campus other than to attend the hearing.

Violation of any condition of the interim suspension shall be grounds for expulsion.

3. An administrator may temporarily exclude the student from college sponsored or supervised activity for the duration of the activity.

4. An instructor may temporarily exclude the student from class for the remainder of the class period.

Date Adopted: June 17, 2014

(This policy replaces CLPCCD Policy 5512)

AP 5500 STANDARDS OF STUDENT CONDUCT

References:

Education Code Sections 66300 and 66301;
Accreditation Standard II.A.7.b

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

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee and the campus safety administrator/supervisor.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by college faculty.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

All complaints of alleged misconduct made against a student by any person should be submitted to the Vice President of Student Services or designee, with a copy to the area administrator. These complaints must be made in writing, specifying the time, place, and nature of the alleged misconduct. Identifying information for the complainant is also required. If the Dean or the Vice President of Student Services determines the complaint to be capricious, the complaint may be dismissed.

The Vice President of Student Services or designee (VPSS/Designee) shall conduct an investigation of the reported incident as is appropriate. The VPSS/Designee will confer with the accused student for the purposes of advising the student of the report and of the student's rights under college rules and regulations. The VPSS/Designee may also procure information relating to the report from the accused student and other persons, including an assessment of damage to property or injury to persons. Such investigations shall be treated as confidential and shall not be placed in the student's file unless a charge is upheld and a decision is rendered by the VPSS/Designee against the student.

Following investigation, the VPSS/Designee will render a decision in writing to the student as well as the person filing the complaint against the student (if appropriate) within five (5) working days. The VPSS/Designee

may find that the complaint lacks merit; or deliver a written statement to the accused student formally charging that student with misconduct.

This statement will specify one of the following actions that will be taken in the case:

1. Place on record a verbal or written reprimand.
2. Place the student on probation, temporary exclusion or suspension.
3. Recommend expulsion to the District Board of Trustees via the President of the College and the District Chancellor.
4. Assign the case for further review to a formal Hearing Committee.

The student may do one of the following:

1. Accept the VPSS/Designee decision.
2. Notify the Vice President of Student Services or designee in writing within two (2) working days to initiate a formal hearing.

Policy Definitions

1. The term (District) means Chabot-Las Positas Community College District.
2. The term (College) means Chabot College or Las Positas College.
3. The term "student" includes all persons taking courses at the College, both full time and part-time studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the (College) are considered "students".
4. The term "faculty member" means any persons hired by the (College/District) to conduct classroom activities.
5. The term "manager" includes any person employed by the (College/District) performing assigned administrative, professional, or staff responsibilities.
6. The term "agent of the college" includes any person who is a student, faculty member, (College/District) official or any other person employed by the (College).
7. The term "(College) premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the (College) including adjacent streets and sidewalks.
8. The term "college community" includes any person who is a student, faculty member, staff, (College/District) official or any other person employed by the (College).

9. The term "organization" means any number of persons who have complied with the formal requirements for (College) enrollment/registration.
10. The term "behavior" includes conduct and expression.
11. The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization or causes, or is likely to cause bodily danger, or physical or emotional harm, to any member of the college community.
12. The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, or any knife having a blade longer than five inches, pistol, revolver, or any other firearm, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club.
13. The term "shall" is used in the imperative sense.
14. The term "may" is used in the permissive sense.
15. The term "Policy" is defined as the written regulations of the (College/District) as found in, but not limited to, the Student Code, and College Catalog.
16. The term "cheating" includes, but is not limited to: fraud deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in questions, such as: copying or attempting to copy from others during an exam or on an assignment, communicating answers with another person during an exam, preprogramming a calculator to contain answers or other unauthorized information for exams, using unauthorized materials, prepared answers, written notes, or concealed information during an exam, or allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
17. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared; by another person or agency engaged in the selling of term papers or other academic materials.
18. The term "designee" is the person(s) designated by the college or District. The Vice President of Student Services or college President may name a designee for Vice President of Student Services. The campus safety administrator or President may name a designee for campus safety administrator. The Chancellor may name the college President or another designee for Chancellor.

19. The term “day” means a day during fall and spring semesters when the College is in session and regular classes are held, excluding Saturdays and Sundays. For the summer session, days—for purposes of notice and response under this Administrative Procedure-- may be reasonably extended to ensure the responsible parties are able to appropriately attend to the issue. Notice of extension will be provided to the student.

Date Approved: March 18, 2014; Revised August 2016.

(This procedure replaces Administrative Rules and Procedures 5512)

Student Services

BP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224(a);
Title IX, Education Amendments of 1972

The Administrative Rules and Procedures include the process which enables a student to initiate a grievance alleging violation of college/District policies and procedures. The grievance may be against another student, an instructor, an administrator, or a member of the classified staff.

Date Adopted: June 17, 2014
(This policy replaces CLPCCD Policy 5513)

Student Services

AP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224(a);
Title IX, Education Amendments of 1972

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

- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- Violation of policies and procedures by the college to the extent they have a direct and significant impact on the student, such as on the student's exercise of rights of free expression. Under this section, a grievance may be initiated by a student alleging the violation of college/district policies and procedures against an instructor, an administrator or a member of the classified staff.

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Sex discrimination, sexual harassment, or illegal discrimination which are covered under separate Board Policies and Administrative Procedures.
- Financial aid actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Definitions:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

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

Designee- A person designated by the college or District. The Vice President of Student Services or college President may name a designee for Vice President of Student Services. The Vice President of Academic Affairs or college President may name a designee for Vice President of Academic Affairs. The Chancellor or college President may name a designee for President. The Chancellor may name the college President or another designee for Chancellor.

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

Day – Days during fall and spring semesters when the College is in session and regular classes are held, excluding Saturdays and Sundays. For the summer session, days—for purposes of notice and response under this Administrative Procedure-- may be reasonably extended to ensure the responsible parties are able to appropriately attend to the issue. Notice of extension will be provided to the student.

Informal Resolution – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Vice President of Academic Affairs or designee shall serve as Grievance Officer on grade disputes and grievances arising out of instructional services. The Vice President of Student Services or designee shall serve as Grievance Officer for grievances arising outside of instructional services. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the appropriate Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within 5 days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Grievance Hearing Committee: The college President shall at the beginning of each academic year, establish a standing panel of 15 members of the college community, including 5 students, 5 faculty members and 5 administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit names to the Chancellor for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include at least 1 student, 1 instructor, and 1 college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Grievance Officer who shall determine whether cause for disqualification has been shown. If the Grievance Officer feels that sufficient ground for removal of a member of the committee has been presented, the Grievance Officer shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not vote, except to break a tie. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – A request for a grievance hearing shall be filed on a Request for a Grievance Hearing no later than 10 days following the student's first meeting with the Grievance Officer.

Within 10 days following receipt of the request for grievance hearing, the college President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

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

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Grievance Officer shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 15 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 5 days notice of the date, time and place of the hearing.

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the

grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Officer, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Grievance Officer. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within 10 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the college President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the

hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

President's Decision: Within 5 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the college President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The President may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below.

Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the college President within 5 days of that decision. The President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

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

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

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The President's designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the President's designee shall make a written recommendation to the President regarding the outcome of the appeal.

The President may decide to sustain, reverse or modify the decision of the President's designee. The President's decision shall be in writing and shall include a statement of reasons for the decision. The President's decision shall then be final.

The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the appeal decision shall be sent to all parties.

Time Limits:

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

Date Approved: March 18, 2014; Revised August 2016

(This procedure replaces Administrative Rules and Procedures 5513)

Information Items

- BPs and APs for August/September 2021 Foster
 - BP 5016 Transfer of Units from Other Colleges
 - BP 5031 Instructional Materials Fees
 - BP 5031 Instructional Materials Fees
 - BP 5052 Open Enrollment
 - AP 5052 Open Enrollment

Updates

- LPC Student Government Salehifar
- SEIU Alvarez
- Guided Pathways Committee Woods
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate Rodriguez
- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Foster
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston