



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

January 18, 2017

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of December 7, 2016
- *2.0 Review of Board Agenda for January 26, 2017
- 3.0 Additional Agenda Items
- *4.0 Governor's Budget 2017-18 Carroll
- 5.0 Immigration Guidance - Neault
Communication to Students
- *6.0 Student Services Policy and Procedure Neault
 - BP 0210 Academic Senate and Faculty Council – Revised
 - AP 2510 Participation in Local Decision-Making – New
- 7.0 New Instructional Services Procedures Bulger
 - AP 5019 Instructional Program Review
 - AP 5020 Curriculum Development
 - AP 5021 Instructional Program Discontinuance
 - AP 5022 Course Approval
 - AP 5025 Philosophy and Criteria for Associate Degrees and General Education
 - AP 5026 Philosophy and Criteria for Certificates
 - AP 5050 Articulation
 - AP 5102 Career Technical Education Programs
 - AP 5105 Distance Education
 - AP 5260 Prerequisites, Corequisites, Limitations on Enrollment and Advisories
- *8.0 AP 6520 Security for District Property Manis
- 9.0 AB 1732 Gender Neutral Bathrooms Manis, Discussion
- 10.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, February 1, 2017 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

December 7, 2016

Present: Akers, Beresford, Bocaya, Bulger, Cortez, Dowd, Fremland, Hsieh, Kovrig, LaMuraglia (for Whisenhunt), Larson, Luster, Manis, Marin, McMahon, Neault, Payne, Perigo, Surbrook, Watkins, Weinroth, and Chairperson Chancellor Carroll

Absent: Hubbard, Mahler, Whisenhunt

1. **APPROVAL OF MINUTES**

The minutes of November 2, 2016, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the December 8, 2016, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **BUSINESS & FINANCIAL SERVICES POLICIES**

After further review, council members had no revisions to these policies which will go for adoption at the next meeting of the Board of Trustees.

4. **STUDENT SERVICES POLICIES & PROCEDURES**

Vice Chancellor Neault explained minor revisions made to reflect current practices and for more clarity. No questions were raised.

5. **ACCREDITATION UPDATE**

Vice Chancellor Neault walked council members through a handout showing progress and plans for the upcoming accreditation visits in March, noting that all is moving well and on target.

6. **LEARNING MANAGEMENT SYSTEM (LMS) UPDATE**

Vice Chancellor Bulger shared a summary evaluation from faculty and students regarding their preferences for the District LMS. Based on the results of the evaluation, the Districtwide Distance Education Committee is recommending that the District switch from Blackboard to Canvas. DGC members were in agreement.

7. **ACADEMIC SENATES' MOU PROCESS**

Mesa College Academic Senate President Rob Fremland shared copies of a transfer MOU showing the development and approval process created by the academic senates, including a diagram showing the process. Vice Chancellor Neault said that it would be added to the agenda for the Chancellor's Cabinet to review at their next meeting.

8. POST-ELECTION STUDENT ISSUES

Chancellor Carroll opened discussion regarding concerns about anticipated policy changes to immigration that could affect some students, especially those that are registered for of the Deferred Action for Childhood Arrivals (DACA) program. Because students were encouraged to sign up for DACA to help them work toward establishing legal status, these students are already known to the government, which makes them the most vulnerable under anticipated policy changes.

Chancellor Carroll referred the Council to handouts and went through the press release from the CCCCCO that provided guidance regarding possible changes in immigration policy under the new administration. In an effort to be proactive rather than reactive, specific directives from the District include a commitment to not voluntarily allow federal immigration officials on campus for immigration enforcement unless legally compelled to do so; not acting on behalf of federal agencies to enforce immigration laws or aid in deportation; not voluntarily sharing student records containing immigration or citizenship status with immigration officials; and directing College Police to not participate in any voluntary program of immigration enforcement. She also shared a San Diego Union-Tribune article regarding similar actions taken by the University of California, and an issue brief sent out by the American Council on Education that featured frequently asked questions about immigration post-election. She shared that the District has retained outside legal counsel specializing in immigration issues including deportation, in order to provide guidance for the District and affected students.

The District's leadership plans to issue a statement shortly before students return for the Spring semester. The statement will be sent by email, and via social media in hopes that it will reach as many students as possible. With the help of counsel, the statement will be as specific as possible in advising students about their legal options, including contact information for referenced agencies, deadline dates, and other helpful information.

Adjourned 4:40 p.m.

Chancellor's Office & Board of Trustees

REVISED BOARD MEETING

Thursday, January 26, 2017

2:50 p.m. Call to Order – Room 235/245

Followed by Closed Session – Room 300

4:00 p.m. Regular Business Meeting – Room 235/245

9 BOARD POLICIES

- 9.01** Consideration and adoption of the changes and additions to the following Chapter 3 – General Institution Policy (First Reading):

BP 0210 Academic Senate and Faculty Council

10 NEW BUSINESS

- 10.01** Consideration and adoption of a resolution supporting undocumented students and affirming the privacy of student records.

10.02 Board Workshop on PeopleSoft; ERP Campus Solutions Project

10.03 Report on Payroll Issues and Progress

11 INSTRUCTIONAL SERVICES

- 11.01** Consideration and approval of new or revised courses and programs.

11.02 In the matter of the District's Allied Health Occupations and Alcohol and Other Drug Studies Programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District's Allied Health Occupations and Alcohol and Other Drug Studies Programs during the 2016-2017 fiscal year.

11.03 In the matter of Child Development Centers located at City College, Mesa College, and Miramar College, authority is requested to accept the revisions to the 2017 Participant Handbook. This Handbook is required by the California Department of Education (CDE), Early Education Support Division (EESD), which is a funding source for the San Diego Community College District Child Development Centers.

12 STUDENT SERVICES

12.01 In the matter of San Diego Mesa College Student travel to New Mexico, authorization is requested for students and faculty from the San Diego Mesa College's SEEDS Scholars Program to attend the 2017 Principal Investigator's Conference to be held in Albuquerque, New Mexico, February 15-18, 2017.

13 BUDGET AND FINANCE

13.01 In the matter of the District's Social Security Alternative Plan audit, authority is requested to review and accept the District's 2015-16 Social Security Alternative Plan "Basic Financial Statements and Independent Auditors' Report" (Attachment A*) issued by Christy White Associates.

13.02 In the matter of the 2017-18 nonresident tuition and international student application fees, it is recommended that the nonresident tuition rate be increased from \$198 per unit to \$221 per unit. In addition, it is recommended that the international student application fee be maintained at \$100.

13.03 Consideration and approval of rate of reimbursement to employees for use of their personal cars for travel on District business to reflect the IRS mileage rate set at 53.5 cents per mile effective January 1, 2017.

13 BUDGET AND FINANCE (Continued)

- 13.04** In the matter of the Federal Work-Study (FWS) program award, authority is requested to accept, budget and spend \$38,948 from the U.S. Department of Education in the 2016-2017 General Fund Restricted Budget for City College.
- 13.05** In the matter of the Federal Supplemental Education Opportunity Grant (FSEOG) program, authority is requested to accept, budget and spend \$44,087 from the U.S. Department of Education in the 2016-2017 Financial Aid Fund Budget for City College.
- 13.06** In the matter of a Service Agreement between the Southern California Biotechnology Center at San Diego Miramar College and the San Diego Workforce Partnership, under the Support and Expansion of the AMGEN-Bruce Wallace Curriculum to San Diego County High Schools and Community Colleges, authority is requested to accept, budget and spend in the General Fund/Restricted budget \$10,350 from the Amgen Foundation in the 2016-2017 fiscal year.
- 13.07** In the matter of the Faculty Entrepreneurship Champion Mini Grant at San Diego Continuing Education, authority is requested to accept, budget and spend \$7,500 in the 2016-2017 General Fund/Restricted Budget.
- 13.08** In the matter of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act at Continuing Education, authority is requested to accept, budget and spend an additional \$438,217 increasing the budget from \$1,753,892 to \$2,192,109 in the 2016-2017 General Fund/Restricted Budget.
- 13.09** In the matter Division of Educational Services, Zero-Textbook-Cost Degree Grant Program Application, RFA Specification Number: 16-0066 Planning at Continuing Education, authority is requested to accept, budget and spend \$35,000 in the 2016-2017 General Fund/Restricted Budget.
- 13.10** In the matter Division of Educational Services, Zero-Textbook-Cost Degree Grant Program Application, RFA Specification Number: 16-0080 Implementation at Continuing Education, authority is requested to accept, budget and spend \$50,000 in the 2016-2017 General Fund/Restricted Budget.
- 13.11** In the matter of the Arthur N. Rupe Foundation grant to support the Certified Nursing Assistant Program at Continuing Education, authority is requested to accept, budget and spend \$45,000 in the 2016-2017 General Fund/Restricted Budget.
- 13.12** In the matter of a contract agreement with the Naval Consolidated Brig Miramar, San Diego, California and San Diego Continuing Education (SDCE) and the SDCE Foundation (ETI), authority is requested to:
1. Enter into a one-year contract with the Naval Consolidated Brig Miramar to provide instructional services and vocational training to military personnel at the Naval Consolidated Brig Miramar, San Diego, California, commencing September 13, 2016, through September 12, 2017, total amount of contract \$83,175.00; and
 2. Accept, budget and spend \$30,975 in the 2016-2017 General Fund/Restricted Budget.
- 13.13** Authority to transfer funds between budget expenditure accounts in the 2016-17 General Fund Unrestricted Budget.
- 13.14** Approval of purchase orders prepared during the period of December 1, 2016, through December 31, 2016.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after January 29, 2017, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period November 14, 2016, through December 31, 2016.
- 14.03** In the matter of the Counseling program at San Diego City College, effective January 1, 2017, authority is requested (contingent upon review by Human Resources) to establish 1.0, 11-month Counselor position (#XXX), Class 1, Step A – Class 6, Step C (\$5,658.89–\$7,625.90) AFT Faculty Unit for the San Diego City College counseling program.
- 14.04** In the matter of Admissions at San Diego Mesa College, authority is requested to increase a 12 month, 0.45 Student Services Assistant (existing position) to 1.0 FTE, Step 12 (\$2,726.31) in the AFT Guild Classified Staff Office Technical unit.
- 14.05** In the matter of Student Services at San Diego Mesa College, authority is requested to establish a new, 1.0 FTE, 11-month Special Populations Counselor/Coordinator position, Class 1, Step A – Class 6, Step C (\$5,658.89–\$7,625.90) AFT Faculty Unit for the San Diego Mesa College Counseling Program, effective January 1, 2017, (contingent upon review by Human Resources).
- 14.06** In the matter of San Diego Mesa College Printing & Mail Services and College Technology, effective January 27, 2017, and contingent upon review by Human Resources, authority is requested to:
1. Move the current Printing & Mail Services department from directly reporting to the Vice President of Administrative Services to reporting to the College Technology Services function, a division which reports to the Vice President of Administrative Services. The re-organization will also re-align staffing in college technology services to meet campus needs;
 2. Delete 1.0 vacant, Digital Print & Mailroom Supervisor (#002462), Range 9 (\$4,549-\$7,595), Supervisory and Professional Administrators Association (SPAA),
 3. Establish 1.0 Instructional Computing Specialist Supervisor, Range 11 (\$5,073-\$8,470), Supervisory and Professional Administrators Association (SPAA),
 4. Delete 1.0 vacant, Software Technician (#010245), Range 21 (\$3,375-\$5,388), AFT Office Technical Unit; and
 5. Establish 1.0 ILT – Media Production, Range 23 (\$3,584-\$5,721), AFT Office Technical Unit.

14 HUMAN RESOURCES (Continued)

- 14.07** In the matter regarding reorganization of the Offices of Administrative Services, Instructional Services, Student Services, and Institutional Effectiveness at San Diego Continuing Education, effective February 1, 2017 (contingent upon review by Human Resources) authority is requested to establish:
1. 1.0 FTE Dean, Business Information Technology/Distance Education, in the Management Unit, Range 18, (\$8,463.73-\$13,571.00);
 2. 1.0 FTE Program Activity Manager, Strong Workforce Program, in the Management Unit, Range 14, (\$6,555.05-\$10,459.38);
 3. 0.50 Hourly Office Assistant II (\$10.96/hour);
 4. 1.0 FTE Associate Dean of College and Workforce Transitions, in the Management Unit, Range 16 (\$7,428.55-\$13,571.00);
 5. 3.0 FTE Student Job Placement Specialist, Range XX, (\$xxxxx-\$xxxxx), currently being evaluated by SDCCD HR for specific classification, etc;
 6. 0.50 FTE Research Associate, in the AFT Classified Unit, Office Technical Range 28, (\$4,232.24-\$6,755.61);
 7. 1.0 FTE Program Activity Manager for CalWORKs, in the Management Unit, Range 14, (\$6,555.05-\$10,459.38);
 8. 2.0 FTE Student Services Assistants, in the AFT Classified Unit, Office Technical Range 16, (\$2967.58-\$4736.93);
 9. 0.25 FTE Account Clerk, in the AFT Classified Unit, Office Technical, Range 15, (\$2897.65-\$4625.29); and
 10. 2.0 FTE Counselor, in the AFT Faculty Unit, Step A, (\$5658.89-\$7223.46).

14.08 Consideration and adoption of a Resolution in the matter of the compensation of members of the Board of Trustees effective January 1, 2017.

14.09 In the matter of the District's retirement plans, authority is requested to adopt the CalPERS Safety Plan as of February 1, 2017, and adopt related Plan documents.

15 FACILITIES, BUILDINGS AND REAL ESTATE

15.01 Authority to utilize Torah High School, located at 9001 Towne Centre Drive, San Diego, CA 92122, as an off-campus facility as requested by Mesa College.

15.02 Authority to utilize Yeshiva High School, located at 3410 Mt Acadia Boulevard, San Diego, CA 92111, as an off-campus facility as requested by Mesa College.

15.03 Authority to utilize the City Heights Center, located at 4305 University Avenue, San Diego, 92105, as an off-campus facility as requested by Continuing Education.

15.04 In connection with Proposition S and N and non-proposition projects, authority is requested to enter into a contract with the following firms to provide direct digital controls installation at various sites throughout the District: Albireo Energy and Climatec.

15.05 In the matter of Propositions S and N, authority is requested to increase funding of an existing consulting agreement with JE Moore Consulting, Inc. (JE Moore) to provide project management, program management and FFE consulting services districtwide.

15 FACILITIES, BUILDINGS AND REAL ESTATE (Continued)

- 15.06** Authority to declare an emergency pursuant to Public Contract Code 20654 for expenditures to complete repairs to domestic water line providing service to the P-100 and P-200 buildings at SDCCD City College.
- 15.07** In the matter regarding the Propositions S and N Citizens' Oversight Committee (COC), authority is requested to remove the following individual who has submitted a notice of resignation, with appreciation expressed for his advice and support: Gerald Hosenkamp.

16 INFORMATION ITEMS

- 16.01** Report on the "We Are Community" Initiative



San Diego Community College District Office of the Chancellor

January 10, 2017

The California Budget 2017-18 A Tale of Two Fishes

Dear Colleagues and Friends:



Golden Trout



Garibaldi

California is a state of complexity, dominated by paradoxes, polarities, and bifurcated structures, which lead to legislation and budgets that reflect the same characteristics.

Take, for example, the issue of fish. California has not one, but two official state fish. Long enjoying a solitary spotlight was the golden trout, a freshwater fish, native to California, which also has the honor of being the state's official piscifaunal emblem. Scientifically, the golden trout is known as *oncorhynchus mykiss aguabonita*. Achieving this honor required an act by the California legislature, based upon Assembly Concurrent Resolution No. 52, Chapter 90. Decades later, the California Department of Fish and Game recommended that a native marine fish, the garibaldi, be added to this pedestal. The legislature enthusiastically approved this addition in 1995, in response to Assembly Bill No. 77, which added Section 425.6 to the California Government code, specifying that "The garibaldi (*hypsypops rubicundus*) is the official state marine fish." These designations prevent both fish from being, well, fished, and has kept them from becoming extinct. Attending to two separate patterns and two separate directions also distinguishes the California budget.

Governor's Budget Proposal in General

This morning, Governor Jerry Brown gave his annual press conference to introduce his budget proposal for 2017-18, which marks the official start of the state's budget development process. The Governor's Budget Proposal will be followed by legislative discussions, advocacy from the public and private sectors, and further analysis by the State Department of Finance and the Legislative Analyst's Office as more is known about revenue being generated in the current year. The next official step in the process will be the governor's second budget proposal, known as the May Revision, which will be issued later in the spring, and will be based upon updated revenue figures, as well as input from discussions and advocacy efforts.

This morning, Governor Brown outlined a \$123 billion expenditure budget, including the important Rainy Day Fund. Emphasizing the need for "prudence," the governor outlined the state's fiscal dichotomy, noting that "The trajectory of revenue growth is declining, but is still growing." He indicated that there have been 10 recessions since World War II and that another recession is inevitable in the not-too-distant future. The volatility of California's fiscal situation is, he said, the great challenge we face as a state. "We are riding a volatile revenue system, what I call riding the tiger." He then outlined his plan for a stable budget with some selected increases.

Budget Impact on Community Colleges & the San Diego Community College District



Governor Jerry Brown at budget press conference.

For community colleges, the expectation is also for stable funding along with some earmarked increases. The Governor's Budget provides for two new vice chancellor positions in the State Chancellor's Office, and special grant funding for the "Guided Pathways" project, innovation awards, and special technological support programs of a systemwide nature. The San Diego Community College District (SDCCD) is due for both the continuation of critical funding, especially for the Student Success and Student Equity programs, Continuing/Adult Education Block Grant, and workforce education initiatives that were the result of recent budgetary increases. During

the year, we will apply for the competitive grants that will be available at the state level.

The SDCCD has historically followed the "balanced" approach called for by the governor, with an eye both to necessary increases and to protection against sudden downturns in state revenue. As in the past, our approach will combine increased investment in City, Mesa, and Miramar colleges, and the seven campuses of Continuing Education with strong reserves, especially the new dedicated reserve to address the steep increases in the employer contribution to the CalSTRS and CalPERS retirement systems. The Board of Trustees and I, along with Executive Vice Chancellor Bonnie Dowd, the College and CE Presidents, and our overall leadership team of administrators, faculty, staff, and the collective-bargaining organizations have always supported this type of balanced approach, which has kept our District in an excellent financial position, with security. The current funding level will continue, along with some new funding in the following areas.

Apportionments

- **Cost of Living Adjustment (COLA).** The Governor's Budget includes a 1.48% COLA in the amount of \$94.1 million. The SDCCD will receive \$3.3 million that will be distributed in accordance with the Resource Allocation Formula (RAF). This is continuous funding. In our advocacy efforts, we will be seeking a higher COLA. \$5.4 million has also been allotted to cover the COLA for categorical programs, e.g., Apprenticeship, EOPS, DSPS, CalWORKS, and the Child Care Tax Bailout programs.
- **Growth in Access.** The governor has proposed 1.34% in growth funding in the amount of \$79.3 million. The SDCCD will receive \$2.8 million. This funding is also continuous, and, since the SDCCD continues to grow, we will seek an increased level of funding for growth.

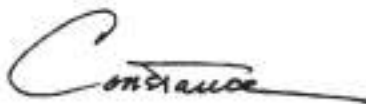
- **Base Allocation.** Recognizing the impact of inflation on community college budgets, as well as increased operating costs, the Governor's Budget includes an increase in continuous base operating dollars, especially intended for the increased retirement system costs, of \$23.6 million. The SDCCD impact will be \$826,000.
- **Facilities and Equipment.** The governor has proposed one-time funding for the Physical Plant and Instructional Equipment in the amount of \$43.7 million. The SDCCD impact will be \$1.53 million, split 60% facilities and 40% instructional equipment.
- **Proposition 39 (Energy).** The Governor's Budget proposes \$52.3 million for energy efficiency projects. The SDCCD impact will be \$1.83 million.

Under the proposed Governor's Budget, the San Diego Community College District stands to receive \$6.92 million in continuous funding and \$3.36 in one-time funds for a total of \$10.28 million.

Our new State Chancellor Eloy Oakley has called the Governor's Budget "good news for community college students." The budget provides continuing support for programs designed to ensure student success and equity. It is also good news, in my view, for the overall support necessary to maintain our institutions in excellent condition, with healthy budgets and provisions for many unforeseen situations. The budget will also allow the SDCCD to support classes that our students need, with some increases in the number of class sections. It is, overall, a very responsible fiscal plan.

The Board of Trustees and I look forward to a positive and constructive budget development process in our District, and we will provide more information as it becomes available. We also look forward to the advocacy efforts that will begin later this month when our leadership team will join our counterparts in the San Diego and Imperial Counties Community Colleges Association for meetings with legislators in Sacramento.

Stay tuned



Dr. Constance M. Carroll
 Chancellor
 San Diego Community College District
 3375 Camino del Rio South
 San Diego, CA 92108
 Tel. (619) 388-6957
 Fax (619) 388-6541
 Email ccarroll@sdccd.edu
 [@carrollsdccd](https://twitter.com/carrollsdccd)



**SAN DIEGO
 COMMUNITY COLLEGE
 DISTRICT**



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 3 – General Institution

BP 0210 – ACADEMIC SENATE

The Board of Trustees is committed to participatory governance. To ensure faculty have the opportunity for meaningful participation in the formation of District policies on academic and professional matters, an academic senate shall be established at each college and Continuing Education.

The faculty of each college and Continuing Education is authorized to establish an Academic Senate to ensure participation in the formation of District policy and procedures on academic and professional matters in accordance with Title 5, Sections 53200-53206. The Academic Senates shall represent the faculty to management at the respective colleges and Continuing Education as an integral part of decision-making and the resolution of problems at each institution.

In accordance with state regulations, academic and professional matters consist of the following:

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

An academic senate may present its oral or written views and recommendations to the governing board in accordance with District policies and procedures. The governing board shall consider and respond to such views and recommendations as specified in Board of Trustees and Administrative Procedure 2510, *Participation in Local Decision-Making*.

Procedures, where required, shall be developed jointly by the faculty representative body and appropriate management representatives to implement the policies stated above, and such other policies or revisions which shall be adopted in the future.

The conduct of academic senate business is an integral part of College/Continuing Education and District operations. To strengthen this role, the Board funds released time for the senate, outside the full-time equivalent position funding formula. Additional faculty time, dedicated office space, as well as financial, and sufficient staff support assigned to academic senate business shall be determined by the faculty and management within established policies, budgets and staffing formulas.

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

Adopted:

Supersedes: Policy 4018, 6/30/69, 10/12/78



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Policy
0210

Chapter 3 – General Institution

October 12, 1978

BP 0210 – ACADEMIC SENATE AND FACULTY COUNCIL

CONDITION

The Board of Trustees is committed to participatory governance. To ensure faculty have the opportunity for in-order that the faculty may have meaningful participation in the formation of District policies on academic and professional matters, an academic senate or faculty council may shall be established at each college and Continuing Education.

POLICY

~~In accordance with adopted Educational Master Plan Goal IX: TO MAINTAIN A CLIMATE OF COOPERATION AND MUTUAL DEDICATION TO THE GOALS OF THE DISTRICT, the Board of Trustees hereby authorizes the formation of academic senates and faculty councils within the District, thereby ensuring opportunity for meaningful participation by faculty members in the District decision-making process.~~

~~"Faculty" means those certificated persons who teach full-time, or whose total assignment is teaching, or who do not perform any services for the District requiring an administrative or supervisory credential.~~

~~Academic Senates and Senate Councils: The faculty of each college and Continuing Education is authorized to establish an Academic Senate, and the Academic Senates may join to establish a Senate Council for to ensure participation in the formation of District policy and procedures on academic and professional matters in accordance with Title 5, Sections 53200-53206. The Academic Senates shall represent the college faculty to management at the respective colleges and Continuing Education as an integral part of decision-making and the resolution of problems at each college institution. The Senate Council shall represent the college faculty on Districtwide matters.~~

In accordance with state regulations, academic and professional matters consist of the following:

1. Curriculum, including establishing prerequisites, placing courses within disciplines and student outcomes assessment
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for the faculty's professional development
9. Processes for program review

10. Processes for institutional planning and budget development

11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate

~~Faculty Councils: The faculty of the Adult and Continuing Education and the faculty of the Educational Cultural Complex (ECC) are authorized to form faculty councils to represent the faculty to management, as an integral part of decision-making and resolution of problems. The faculty councils may join to establish a combined council for participation in the formation of District policy on academic and professional matters and to represent the faculty on Districtwide matters.~~

~~After consultation with management, An an academic senate or faculty council may present its oral or written views and recommendations to the governing board in accordance with District policies and procedures. The governing board shall consider and respond to such views and recommendations as specified in Board of Trustees and Administrative Procedure 2510.~~

~~Upon the request of an academic senate, senate council, or faculty council and subject to Government Code Sections 54950 et. seq. (Brown Act), when applicable, the governing board, or such board members or managers as it may designate, shall meet and confer with respect to recommendations made or proposed to be made by the senate or council. The designation of board members or managers as provided herein shall not preclude the representatives of an academic senate or a faculty council from meeting with, or appearing before, the governing board at a regular or special meeting, with respect to the views, recommendations, or proposals of the senate or council.~~

~~The academic senates, senate council, or faculty councils may assume such responsibilities and perform such functions as may be requested of them.~~

~~Procedures, where required, shall be developed jointly by the faculty representative body and appropriate management representatives to implement the policies stated above, and such other policies or revisions which shall be adopted in the future.~~

~~The conduct of academic senate/council business is an integral part of College/Continuing Education and District operations. To strengthen this role, the Board funds released time for the senate/council presidents, outside the full-time equivalent position funding formula. Additional faculty time, dedicated office space, as well as financial, and sufficient staff support assigned to facilitate senate/council academic senate business shall be determined by the faculty and management within established policies, budgets and staffing formulas.~~

~~These policies shall not be interpreted as abridging in any way the privileges of faculty or staff employee organizations.~~

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

Adopted:

Supersedes: Policy 4018, 6/30/69, 10/12/78



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 2 – Board of Trustees

AP 2510 – PARTICIPATION IN LOCAL DECISION-MAKING

The Board of Trustees is committed to participatory governance. This procedure is intended to ensure that faculty, students, and staff have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

ACADEMIC SENATES

1. DEFINITIONS

- a. **Consult Collegially:** The Board of Trustees shall rely on one of the following two consultation methods:
 - 1) Rely primarily upon the advice and judgment of the Academic Senates;
and
 - 2) The Board or its representatives and the representatives of the Academic Senates shall have the obligation to attempt to reach mutual agreement.
- b. **Academic Senates:** Organizations whose primary function is, as representative of the faculty, to make recommendations to the administration and governing board with respect to academic and professional matters, outside of collective bargaining.
- c. **Faculty:** Those individuals employed in positions that are not designated as supervisory or management and for which minimum qualifications for employment are specified by the California Community Colleges Board of Governors.

2. RESPONSIBILITIES

- a) The Board of Trustees shall consult collegially with representatives of the Academic Senates.
- b) The Academic Senates shall retain the right to meet with and appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senates.

- c) The Board of Trustees shall respond to recommendations of the Academic Senates through either of the following:
- 1) The Board of Trustees shall elect to rely primarily on the advice and judgment of the Academic Senates for the following policy development:
 - a) Degree and certificate requirements;
 - b) Grading policies;
 - c) Educational program development;
 - d) Standards or policies regarding student preparation and success;
 - e) District and college governance structures, as related to faculty roles;*
 - f) Faculty roles and involvement in accreditation processes, including institutional self-evaluations and annual reports; and
 - g) Processes for institutional planning and budget development.*

* Refers to number, make up and nature of committees in the governance structure and the role faculty plays in these.

In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senates and recommendations are not accepted, the Board of Trustees shall communicate the reason in writing to the President of each Academic Senate within 30 days of the decision.

2) Mutual agreement with the Academic Senates

The Board of Trustees shall attempt to reach mutual agreement with the Academic Senates for the following policy development:

- a) Curriculum, including establishing prerequisites, placing courses within disciplines and assessment of student learning;
- b) Policies for faculty professional development activities
- c) Processes for program review; and
- d) Other academic and professional matters as mutually agreed upon between the governing board of Trustees and the Academic Senates.

In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process. In the event mutual agreement cannot be reached, the Board of Trustees

shall communicate the reasons in writing to the President of each Academic Senate within 30 days of the decision.

3) Committee Assignments

The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer (or designee) by the Academic Senates.

STUDENTS

1. DEFINITIONS

- a. Representative Body of Students: The districtwide United Student Council.

2. RESPONSIBILITIES

- a. The Board of Trustees shall provide students the opportunity to participate effectively in district governance.
- b. The Board of Trustees will usually not take action on a matter having a *significant effect on students* until the representative body of students has had the opportunity to participate in the development of recommendations and formulation of policies and procedures.
- c. All recommendations and positions developed by the representative body of students shall be afforded every reasonable consideration.
- d. District policies that have a significant effect on students include:
 - 1) Grading policies;
 - 2) Codes of student conduct;
 - 3) Academic disciplinary policies;
 - 4) Curriculum development;
 - 5) Courses or programs which should be initiated or discontinued;
 - 6) Process for institutional planning and budget development;
 - 7) Standards and policies regarding student preparation and success;
 - 8) Student services planning and development;
 - 9) Student fees within the authority of the district to adopt; and
 - 10) Any other District and college policy, procedure or related matter that the district governing Board of Trustees determines will have a significant effect on students.
- e. The selection of student representatives to serve on District committees shall be made in consultation with the United Student Council.

STAFF

1. DEFINITIONS

- a. **Non-supervisory classified staff:** Shall include all employees in classified position exclusive of those who are designated management or supervisory.
- b. **Supervisory staff:** Shall include employees in positions designated as supervisory including academic and classified positions.
- c. **Management staff:** Shall include all employees in positions designated as management including academic and classified positions.
- d. **Staff:** Shall include all non-supervisory classified staff, supervisory staff and management staff.

2. RESPONSIBILITIES

Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters.

Staff shall be included in appropriate committees, councils, task forces, advisory groups, and other structures at all sites in order to participate in the formulation and development of matters which impact staff.

References: Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); WASC/ACCJC Accreditation Standards IV.A and IV.D.7

APPROVED: _____
Constance M. Carroll, Ph.D.
Chancellor

DATE: _____

Supersedes: New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 2 - Board of Trustees

AP 2510 – PARTICIPATION IN LOCAL DECISION-MAKING

The Board of Trustees of the ~~San Diego Community College District~~ is committed to collegial participatory governance. This policy procedure is intended to ensure that faculty, students, and staff have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

In accordance with Title 5, Sections ~~51023.7, 51023.6, and 53200-53204~~, and the District's mission of the ~~San Diego Community College District~~:

~~To provide accessible, high-quality learning experiences to meet the diverse educational needs of the community; the District shall adopt policies for the appropriate delegation of authority and responsibility to the Academic Senates, and provide students and staff with an opportunity to participate in formulation and development of policies and procedures that have or will have a significant effect on students and staff. The Board of Trustees hereby adopts the following policy to facilitate the effective participation of faculty, staff, and students in District governance. This policy sustains other rights and responsibilities of the Academic Senates which are not specifically provided in statute or other regulations. This policy also should not limit other rights and responsibilities of management and the Board as specifically provided in existing State and other regulations.~~

ACADEMIC SENATES

1. DEFINITIONS

- a. **Consult Collegially:** The Board of Trustees shall rely on one of the following two consultation methods:
 - 1) Rely primarily upon the advice and judgment of the Academic Senates; and
 - 2) The Board or its representatives and the representatives of the Academic Senates shall have the obligation to attempt to reach mutual agreement.

- b. **Academic Senates:** Organizations whose primary function is, as representative of the faculty, to make recommendations to the administration and governing board with respect to academic and professional matters, outside of collective bargaining.
- c. **Faculty:** Those individuals employed in positions that are not designated as supervisory or management and for which minimum qualifications for employment are specified by the California Community Colleges Board of Governors.
- d. **Board of Trustees:** ~~The Board of Trustees of the San Diego Community College District or its designee.~~

2. RESPONSIBILITIES

- a) The Board of Trustees shall consult collegially with representatives of the Academic Senates.
- b) The Academic Senates shall retain the right to meet with and appear before the governing Board of Trustees with respect to the views, recommendations or proposals of the Academic Senates.
- c) The Board of Trustees shall respond to recommendations of the Academic Senates ~~as follows:~~ through either of the following:
 - 1) The Board of Trustees shall elect to rely primarily on the advice and judgment of the Academic Senates for the following policy development:
 - a) ~~Curriculum, including establishing prerequisites and placing courses within disciplines~~
 - b) Degree and certificate requirements
 - c) Grading policies
 - d) Educational program development
 - e) Standards or policies regarding student preparation and success
 - f) District and college governance structures, as related to faculty roles*
 - g) Faculty roles and involvement in accreditation processes, including ~~self-study institutional self-evaluations and annual reports~~
 - h) Processes for institutional planning and budget development* ~~Refer to number, make up and nature of committees in the governance structure and the role faculty plays in these.~~

* Refers to number, make up and nature of committees in the governance structure and the role faculty plays in these.

In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senates and recommendations are not accepted, the Board of Trustees shall communicate the reason in writing to the President of each Academic Senate within 30 days of the decision.

2) Mutual agreement with the Academic Senates

The Board of Trustees shall attempt to reach mutual agreement with the Academic Senates for the following policy development:

- a) Curriculum, including establishing prerequisites, placing courses within disciplines and assessment of student learning;
- b) Policies for faculty professional development activities;
- c) Processes for program review; and
- d) Other academic and professional matters as mutually agreed upon between the Governing Board of Trustees and the Academic Senates. ~~The governing Board of Trustees shall attempt to provide for mutual agreement with the Senates.~~

In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing Board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process. In the event mutual agreement cannot be reached, the Board of Trustees shall communicate the reasons in writing to the President of each Academic Senate within 30 days of the decision.

3) Committee Assignments

The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer (or designee) by the Academic Senates.

STUDENTS

1. DEFINITIONS

- a. Representative Body of Students: The districtwide United Student Council, ~~chaired by the Student Trustee.~~

2. RESPONSIBILITIES

- a. The Board of Trustees shall provide students the opportunity to participate effectively in district governance.
- b. The Board of Trustees will usually not take action on a matter having a *significant effect on students* until the representative body of students has had the opportunity to participate in the development of recommendations and formulation of policies and procedures.
- c. All recommendations and positions developed by the representative body of students shall be afforded every reasonable consideration.
- d. District policies that have a significant effect on students include:
 - 1) Grading policies;
 - 2) Codes of student conduct;
 - 3) Academic disciplinary policies;
 - 4) Curriculum development;
 - 5) Courses or programs which should be initiated or discontinued;
 - 6) Process for institutional planning and budget development;
 - 7) Standards and policies regarding student preparation and success;
 - 8) Student services planning and development;
 - 9) Student fees within the authority of the district to adopt; and
 - 10) Any other District and college policy, procedure or related matter that the district governing Board of Trustees determines will have a significant effect on students.
- e. The selection of student representatives to serve on District committees shall be made in consultation with the ~~representative body of students~~ United Student Council.

STAFF

1. DEFINITIONS

- a. **Non-supervisory classified staff:** Shall include all employees in classified position exclusive of those who are designated management or supervisory.
- b. **Supervisory staff:** Shall include employees in positions designated as supervisory including academic and classified positions.
- c. **Management staff:** Shall include all employees in positions designated as management including academic and classified positions.
- d. **Staff:** Shall include all non-supervisory classified staff, supervisory staff and management staff.

2. RESPONSIBILITIES

Except in unforeseeable, emergency situations, the governing Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters.

Staff will shall be included in appropriate committees, councils, task forces advisory groups, and other structures at all sites in order to participate in the formulation and development of matters which impact staff.

~~Procedures shall be distributed by the Chancellor to implement Districtwide participating of staff in shared governance.~~

References: Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); WASC/ACCJC Accreditation Standards IV.A and IV.D.7

APPROVED: _____
Constance M. Carroll, Ph.D.
Chancellor

DATE: _____

Supersedes: New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 6520

Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6520 SECURITY FOR DISTRICT PROPERTY

References:

Penal Code Section 469
WASC/ACCJC Accreditation Standard III.B.1
Education Code Section 76360; Vehicle Code Section 21113, 42001; California
Penal Code Section 830.32; Government Code Sections 3100, 8597 and/or 8598

The District Chancellor has delegated the primary responsibilities for patrolling District property to College Police. Jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the District as outlined in Education Code Section 72330.

College Police is responsible for patrolling District property under the direction and leadership of the Vice Chancellor of Facilities Management. College Police is responsible for patrolling District grounds, facilities, parking lots, adjacent areas, and off-site locations to protect persons and property and enforce applicable laws and ordinances.

College Police prepare a variety of records and reports including emergency notifications, daily activity log, field interrogation reports, misdemeanor and felony reports, traffic accidents and impound reports, lost and found property reports; tag and store evidence according to approved procedures. In addition, they cooperate with local law enforcement and fire officials related to incidents on District property.

District facilities and grounds are for the use of District-authorized activities and events. Maintenance of facilities and grounds falls under the direction and leadership of the Vice Chancellor of Facilities Management and the Director of Facilities Services.

Authorization of Keys/Access Control Devices

College Police and campus VPA's are responsible for administering the process for issuance, use, and return, including monitoring, of keys/access control devices. All issued keys/access control devices are the property of the District. As such, they are subject to recall at any time.

The District Chancellor or designee is/are the designated individual(s) who can authorize access to buildings, offices, etc.

Keys/access control devices will be issued only to employees of the District and to outside regular contractors/vendors who must have access to service areas, when approved by the Vice Chancellor of Facility Management. Keys/access control devices shall not be issued to students, student workers, or short-term workers. Exceptions to this procedure can only be made by the District Chancellor or designee.

Upon a change in assignment within the District, employees shall turn in any keys/access control devices no longer needed to the College Police, campus VPA, District Chancellor, or designee.

Under no circumstances shall keys/access control devices be loaned to an unauthorized person.

Part-time faculty shall turn keys/access control devices in to College Police or the College VPA at the end of each semester (if not returning the subsequent semester).

Key/Access Control Device Request

To order a key/access control device, a request must be submitted to District Service Center through each campus VPA and coordinated with College Police.

Key/Access Control Device Responsibility

The person who signs for the key/access control device assumes the responsibility for it. Any lost or stolen key/access control device must be reported to College Police or the campus VPA immediately and a report filed. Fees due to lost/stolen/missing keys/access control devices are required to be paid prior to issuance of replacement keys/access control devices. In the case of employee separation from the District, all keys/access control devices must be returned to College Police or the campus VPA. Appropriate fees will be assessed for all unreturned keys/access control devices.

Key/Access Control Device Duplication

Each District key/access control device belongs to the District and shall not be duplicated. Any unauthorized duplication of a District key/access control device is a violation of Penal Code Section 469 and is punishable with a fine or imprisonment.

Date Approved: