

**Ventura College Academic Senate  
Agenda  
Thursday, March 6, 2014  
1:30 – 3:30 p.m. MCW – 312**

- I. Call to Order
- II. Public Comments
- III. Acknowledgement of Guests
- IV. Approval of minutes
  - a. February 6, 2014
- V. Information Items
  - a. Enrollment management (Patrick Jefferson)—time certain at 1:45
  - b. Gov. Code §54953(c)(2): (c) (2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
  - c. District generated FTES (**attachment**)
  - d. Senate dues drive (Sezzi)
  - e. New Senate office MCW 301
- VI. Action Items
  - a. ISLO Rubrics (Debbie Newcomb & Andrea Horigan) (**attachment**)—time certain 2:15
  - b. First & Second Reading: VC Vision, Mission, Principles statement (**attachment**)
  - c. College hour (Kammy Algiers)
  - d. Second Reading: BP/AP 4225 Course Repetition
  - e. Second Reading: AP 4227 Repeatable Courses
  - f. Second Reading: AP 5130 Financial Aid
  - g. First Reading: BP/AP 5500 Standards of Conduct (**attachment**)
  - h. First Reading: BP/AP 5520 Student Discipline Procedure (**attachment**)
  - i. First Reading: BP/AP 5530 Student Rights and Grievances (**attachment**)
  - j. First Reading: BP/AP 7120-D Recruitment and Hiring Full-Time Faculty (**attachment**)
  - k. First Reading: BP/AP 7120-E Recruitment and Hiring Part-Time Faculty (**attachment**)
  - l. First Reading: BP/AP 7211 Minimum Qualifications and Equivalency / Unique Disciplines List (**attachment**)
- VII. Study Session (part II) b. Senate sub-committees review comparing Senate By-Laws and “Making Decisions at Ventura College” document (report back from all senators re: their findings)
- VII. President’s Report
- VIII. Senate Subcommittee Reports
- IX. Campus Committee Reports

- X. Information Items
- XI. Announcements for the Good of the Order
- XII. Adjournment

**Ventura College Academic Senate  
Minutes  
Thursday, February 6, 2014  
1:30 – 3:30 p.m. MCW – 312**

I. Call to Order at 1:34pm

The following senators were present:

Algiers, Kammy—Mathematics and Sciences  
Carrasco-Nungaray, Marian—Student Services  
Coffey, Colleen--Senate Secretary  
Diaz, Rosie--ASVC Student Senator for External Affairs  
Enfield-Martin, Amanda--English and Learning Resources  
Forde, Richard—Career and Technical Education  
Hendricks, Bill—Art  
Horigan, Andrea—Social Sciences, Arts, and Humanities  
Kim, Henny--English and Learning Resources  
Kolesnik, Alex--Mathematics and Sciences  
Morris, Terry-- Athletics, Kinesiology & Health  
Mules, Ron--Behavioral Sciences  
Sandford, Art--Senate President  
Sezzi, Peter—Senate Vice-President  
Munoz, Paula—Student Services

The following guests were present:

Tom Dalton—Student Services/EAC  
Tim Suel—Student Services/ EOPS  
Mary Jones--Student Health

II. Public Comments—None

III. Acknowledgement of Guests

IV. Approval of minutes

- a. January 16<sup>th</sup>, 2014—Motion by Sezzi; 2<sup>nd</sup> by Horigan. Vote 11-0-3 (Algiers, Munoz, Kim abstain)

V. Information Items

- a. Senate dues drive (Sezzi)—Sezzi asks when the notice to faculty should go out, before the February break or after? Explains that there is a certain timeframe to get the district notified to take payroll deductions. Agreed that notice will be put in faculty mailboxes right when we all return from break.
- b. Transfer center update (Carrasco-Nungaray)—MCN shows senators the transfer center website. She has undertaken a complete overhaul of this. You can now go straight to the transfer center from the college front page. The Velocidad grant in particular is aimed to increase Latino transfer rates. She says she wants faculty to point students to

the resources on this website. She can also meet with faculty one-on-one to train them or give presentations to individual departments. Shows senators in particular the link on the left “Transfer Requirements”. Emphasizes the importance of students choosing a major. Explains to senators the Western Undergraduate Exchange (WUE)—This is a resource for students who want to transfer out of state. WUE allows students to apply for scholarship monies that will make up 2/3 of the tuition for an out of state student. Wants senators to know that there is a lot of new information and resources and that faculty can be instrumental in directing students to appropriate resources (i.e. transfer center) to help students sort this out. Most students know they need GE curriculum; what they don’t know is that they also need major prep. She asks senators to save the date: Friday, May 9<sup>th</sup> for the first annual transfer center celebration 6-9pm (tentatively in the Cafeteria). Algiers asks about whether MCN can come to division or department meetings to train faculty (yes); Martin asks about students who honestly do not know what they might major in (answer is to connect them to the transfer center where they can begin the process with a self-assessment).

- c. Compressed calendar—Senators discuss this. This is a negotiated item. Sandford explains that in conversation with Steve Hall he understood that AFT has no objection to this. Mules would like to see the Senate put forth a statement saying that they support this in order to move the process forward. Sandford says the other two Senate presidents are also in support of it. He has not spoken to classified staff senate yet. Sandford will draft a statement of support for senators to review, approve, and circulate at OC and MC Senates.
- d. Shelter in place drill (Mary Jones)—MJ explains that VC has not done an emergency / safety drill in quite a long time. This must be remedied or we stand to lose money from FEMA. The Incident Command System (ICS) needs to be addressed. There is a district-wide safety committee in place. Shelter in place is the adult version of a K-12 lock down drill. VC drill date will be 4/16 at 10:00a.m. Drill won’t last more than 15 minutes. This is a way to test the campus communication system. Instructions will be available on the portal. Also available to students and community. Basic idea will be to have all your students and yourselves turn off all cells and lock doors to the rooms (Senators discuss that some doors—ex. Athletics—not so easy to lock). They are trying to get the word out to everyone early. It is typical to do such a drill once per semester at other CC’s or universities. We also need to begin doing fire drills. Problem is that all the evacuation areas on the campus are buildings. This is particularly difficult near MCW / MCE (no nearby parking lot to evacuate to that is sufficiently far from the buildings). Horigan asks about the date and whether there might be a conflict with a scheduled Psychology Club event; Diaz asks about how students will find out about this (on the portal; text blast; faculty notification). Senators pose questions about how to specifically secure various buildings and spaces on campus. Sezzi asks about the time of the drill—Jones says at most 20 minutes. Jones says we must get students and staff to take these drills more seriously and to have drills more frequently so they become routine.

## VI. Action Items

- a. “The Role of Counseling Faculty and Delivery of Counseling Services in the California Community Colleges”—recommendations for local senates from statewide

Academic Senate—Motion to approve by MCN; 2<sup>nd</sup> by Kolesnik. Discussion: MCN asks if there were any questions about what the state academic senate wrote. Kolesnik asks if we normally endorse what state senate does. Sezzi replies that ordinarily it is other way around but in this case the state organization is looking for local senates to consider endorsing this. Horigan asks about the counseling to student ratio. Clearly we should be hiring counselors, but if that process is not addressed we are not serving students (we are at an approximately 1100/1 ratio). Munoz says that counseling will keep bringing forward requests for more counselors (via program review; CPC, etc). Sezzi says this gives our support even if it does not solve the problem. Vote is 13-0-1. Motion passes.

- b. First Reading: BP/ AP 4225 Course repetition—Kolesnik says there was a district-wide move to identify the courses across the district that are the same in order to identify the equivalent courses. MCN says that we have to be cautious about that because if we have an agreement within our district it may not be the same at every campus (ex. BIO VO1 at Ventura is articulated with UCB, BIO 1 at OC at Oxnard is not). Sezzi says this is a perfect example of extenuating circumstances when a student must repeat the course. AS asks if senators would like to make any substantial changes? None.
- c. First Reading: AP 4227 Repeatable Courses—This was discussed in concert with BP / AP 4225 above.
- d. First Reading: BP/AP 5500 Standards of Conduct (Tom Dalton from EAC)—We now have 21 things you can't do on our campus (we previously had 18). Tom has a concern about the use of medical marijuana on campus (this is banned on VC campus). Bottom line is maybe the policy only needs to state that "in compliance with Federal Law..." Federal law also says you cannot be under the influence either. He says we simply need to clarify the language. He has proposed language (**see attachment to these minutes**). Question from Suel about the provision re: profanity. He defers to Munoz who tells of a student who was targeted for something he allegedly said—discussion had about this being a bit of a slippery slope at a time when profane words are so ubiquitous in our culture. Sezzi says that is you keep 10 you can get rid of 17 (i.e. using it in a way that harasses or intimidates another). Kolesnik says we can also then get rid of 12—the key is if they are disruptive. Bottom line: Senators have reservations about clarifying #4 re med marijuana, and about 12 & 17 being overlapping and/or redundant. Kolesnik asks question about 20: wonders if this refers to notes or handouts passed on to another student. Sandford says key is "unauthorized." Senators decide to pull this from the list of First Readings to approve in order to allow time for further discussion.
- e. First Reading: BP / AP 5520 Student Discipline Procedure—Kolesnik asks about Monday thru Friday timeline. Sandford says that is only for purposes of timeline for events to occur. Martin asks about the removal from class provision. Kolesnik says this is consistent with Ed Code. Munoz comments (and says Diaz will want to review this with her constituency) about students who cannot have an attorney present. Sandford replies that this is also consistent with Ed Code (i.e. this is not a legal hearing). Munoz asks about the appeal process for short-term suspension wherein CSSO (Bransky on our campus) will be final word. Comments on admissibility of

hearsay evidence—senators discuss pros/cons of this. Mules asks about how to handle a student who threatens faculty in class—what are faculty options? Senators discuss this process and problems raised by it. MCN says she understands the severity of student behavior but says she would like to see us train everyone on how to respond to student behavior issues (i.e. concern about over-reacting). Senators decide to pull this from the list of First Readings to approve in order to allow time for further discussion.

- f. First Reading: BP/AP 5530—Student Rights and Grievances—Sandford reviews changes to this BP/AP for senators. This talks more about students’ rights rather than the procedure process. No discussion.
- g. First Reading: AP 5130—Financial Aid—This removes reference to the college class schedule as a source of information for FA information. No discussion or objections
- h. First Reading: BP/AP 7120-D—Recruitment and Hiring: Full-Time Faculty. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review.
- i. First Reading: BP/AP 7120-E—Recruitment and Hiring: Part-Time Faculty. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review. Sezzi comments that the Senate can make a recommendation to HR that after the process is done by faculty to deem someone equivalent, HR should contact all the applicants in the pool to get them to submit equivalency paperwork (contact the excluded candidates and have them submit the paperwork). Sezzi will write proposed language for this.
- j. First Reading: BP / AP 7211—Minimum Qualifications and Equivalences / Unique Disciplines List—With this new policy candidates will not have to file for equivalence if their degree is imminent but has not yet been issued in final. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review.

Sandford shows senators a chart of disciplines unique to VCCCD. Senators discuss.

Summarizing 4225, 4227, 5130 are for senators’ consent: move to 2<sup>nd</sup> reading. Sezzi moved; Algiers 2<sup>nd</sup>. Unanimous vote.

## VII. Study Session

- a. Senate sub-committees review comparing Senate By-Laws and “Making Decisions at Ventura College” document (report back from all senators re: their findings).

Sandford & Mules took on Co-Curricular Fund Committee: They met with Dave Keebler and Jeanine Day. Bottom line is that with change over in bookstore we are looking at more co-curricular funding than before. MCN asks who is on that committee. AS says the committee has not met in 5+ years—it is essentially Dave Keebler alone. Kolesnik asks about other enterprises such as Child Development that should contribute to this fund but are losing money. Kolesnik says childcare should be a service that we expand and support with these potentially increased

funds (as opposed to simply feeding the CC fund). Sandford puts up a chart of how these funds have been distributed 2011 to present. Senators discuss distribution of these monies. Sandford then shows senators the language of the by-laws (this is not in Making Decisions). Senators discuss membership and need to have more faculty on this committee. Sezzi then clarifies that the intent is for one faculty from EACH division to serve. Sandford says this should be a sub-committee of BRC. Diaz asks about student membership? Answer is student reps from ASVC. Committee make-up should be: one faculty member per division, plus the athletic director or designee, plus 4 students appointed by the ASVC. Report to the BRC. Morris comments that the necessity of the BSVP on this committee is that they can see the big picture (ex. how much football contributes to the college just through enrollment of 100 football players).

Kim (working with Forde who is not present) offered a preliminary report on the Faculty and Staff Professional Development Committee. But this committee had actually been assigned to Coffey & Petitfils. Kim & Forde to examine Faculty Staffing Priorities Committee and report back.

All senators instructed to email their comments and edits re: these committees to Coffey before the next meeting on 3/6.

- VII. President's Report—None.
- VIII. Senate Subcommittee Reports—None.
- IX. Campus Committee Reports—None.
- X. Information Items—None.
- XI. Announcements for the Good of the Order—None.
- XII. Adjournment AT 3:23pm.

## ISLO-3 RUBRIC FOR CRITICAL THINKING AND PROBLEM SOLVING

Students will recognize and identify the components of problems or issues, examine them from multiple perspectives and investigate the ways to resolve them using reasoned and supportable conclusions while differentiating between facts, influences, opinions, and assumptions.

	<b>EXCEEDS EXPECTATIONS</b>	<b>MEETS EXPECTATIONS</b>	<b>DOES NOT MEET EXPECTATIONS</b>
<b>Points</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Recognition of issues</b>	Issue/problem to be considered critically is stated clearly and described comprehensively, delivering all relevant information necessary for full understanding.	Issue/problem to be considered critically is stated, described and clarified so that understanding is not seriously impeded by omissions.	Issue/problem to be considered critically is stated without clarification or description.
<b>Examination of issues from multiple perspectives</b>	Thoroughly (systematically and methodically) analyzes own and others' assumptions and carefully evaluates the relevance of contexts when presenting a position.	Identifies own and others' assumptions and several relevant contexts when presenting a position.	Shows an emerging awareness of present assumptions (sometimes labels assertions as assumptions). Begins to identify some contexts when presenting a position.
<b>Evidence</b> <i>Selecting and using information to investigate a point of view or conclusion</i>	Information is taken from source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are questioned thoroughly.	Information is taken from source(s) with enough interpretation/evaluation to develop a coherent analysis or synthesis. Viewpoints of experts are subject to questioning.	Information is taken from source(s) without any interpretation/evaluation. Viewpoints of experts are taken as fact, without question.
<b>Student's position (perspective, thesis/hypothesis)</b>	Specific position (perspective, thesis/hypothesis) is imaginative, taking into account the complexities of an issue. Limits of position (perspective, thesis/hypothesis) are acknowledged. Others' points of view are synthesized within position (perspective, thesis/hypothesis).	Specific position (perspective, thesis/hypothesis) takes into account the complexities of an issue. Others' points of view are acknowledged within position (perspective, thesis/hypothesis).	Specific position (perspective, thesis/hypothesis) is stated, but is simplistic and obvious.
<b>Conclusions and related outcomes (implications and consequences)</b>	Conclusions and related outcomes (consequences and implications) are logical and reflect student's informed evaluation and ability to place evidence and perspectives discussed in priority order.	Conclusion is logically tied to a range of information, including opposing viewpoints; related outcomes (consequences and implications) are identified clearly.	Conclusion is inconsistently tied to some of the information discussed; related outcomes (consequences and implications) are oversimplified.



## ISLO-4 RUBRIC FOR INFORMATION LITERACY SKILLS

ACRL Standard POINTS	EXCEEDS EXPECTATIONS 2	MEETS EXPECTATIONS 1	DOES NOT MEET EXPECTATIONS 0
<b>Determine the Extent of the Information Need</b>	Student defines the scope of the research question or thesis completely. Can determine key concepts. Types of information (sources & mediums) selected relate to concepts or answer research question.	Student defines the scope of the research question or thesis incompletely (parts are missing, remains too broad or too narrow, etc.). Can determine key concepts. Types of information (sources & mediums) selected partially relate to concepts or answer research question.	Student is unable to effectively formulate a search question or query based on information needed. Types of information (sources & mediums) selected do not relate to concepts or answer research question.
<b>Access the Needed Information Effectively and Efficiently</b>	Student is aware of and able to analyze search results and evaluate the appropriateness of multiple relevant sources or mediums of information that directly fulfill the information needed for a particular topic.	Student executes an appropriate search strategy within a reasonable amount of time. Student can solve problems by finding a variety of relevant information resources, and can evaluate search effectiveness.	Student is unfocused and unclear about search strategy. Time is not used effectively or efficiently. Information gathered lacks relevance, quality, and balance.
<b>Evaluate Information and its Sources Critically</b>	Multiple and diverse sources and viewpoints of information are compared and evaluated according to specific criteria appropriate for the topic and medium. Student is able to match criteria to a specific information need, and can articulate how identified sources relate to the context of the topic.	Student examines information using criteria such as authority, credibility, relevance, timeliness, and accuracy, and is able to make judgments about what to keep and what to discard.	Student is unaware or does not apply criteria that might be used to judge information quality. Chooses few information sources. Selects sources that are not relevant to the topic.
<b>Use Information Effectively to Accomplish Specific Purpose</b>	Student is aware of the breadth and depth of research on a topic, is able to reflect on search strategy, and is able to synthesize and integrate information from a variety of sources or mediums. Student draws appropriate conclusions and is able to clearly communicate ideas to others.	Student uses appropriate information to solve a problem, answer a question, write a paper, or for other purposes.	Student communicates information from sources. However, the information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased, etc.), so the intended purpose is not achieved.
<b>Understand the Economic, Legal, and Social Issues Surrounding the Use of Information, and Access and Use Information Ethically and Legally</b>	Student understands and recognizes the concept of intellectual property; can defend him/herself if challenged, and can properly incorporate the ideas/published works of others into their own work building upon them. Student can distinguish between common knowledge and ideas requiring attribution and demonstrates full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information.	Student gives credit for works used by quoting and listing references and demonstrates an understanding of the ethical and legal use of proprietary information.	Student is unclear regarding proper citation format, and/or copies and paraphrases the information and ideas of others without giving credit to authors. Student does not know how to distinguish between information that is objective and biased, and does not understand the ethical and legal use of proprietary information.

Prepared by the VC SLO Sub-Committee September 2013, based on the 2000 ACRL *Information Literacy Competency Standards for Higher Education* and adapted from the AACU *Information Literacy Value Rubric* and the CSU *Rubric for Assessing Information Competence in the California State University*.

**SLO SUB-Committee Members:** Audrey Edwards, Sandy Hajas, Ayanna Gaines, Jaclyn Walker; Meeting date: 9/20/13 and emails. Approved by SLO Committee on 01-14-14. Need Academic Senate approval.

## ISLO-1 RUBRIC FOR PERFORMANCE COMMUNICATION SKILLS

Component	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Points	2	1	0
<b>Performance Literacy</b>	Demonstrates superior ability to formalize and express a performance that requires two or more concepts.	Demonstrates adequate ability to formalize and express a performance that requires two or more concepts.	Demonstrates little ability to formalize and express a performance that requires two or more concepts.
<b>Performance Vocabulary</b>	Superior development of and utilization of performance vocabulary.	Adequate development of and utilization of performance vocabulary.	Minimal development of and utilization of performance vocabulary.
<b>Design, Execution and Presentation of Performance</b>	Conceptualizes a superior design; practices excellent execution and presentation of performance.	Conceptualizes an adequate design; practices fair execution and presentation of performance.	Conceptualizes an inferior design; does not practice acceptable execution and presentation of performance.

10-09-13 Revised and Approved by SLO Committee on 01-14-14, Revised 02-11-14 Needs Academic Senate approval.

## **Our Vision**

***Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.***

## **Our Mission**

***At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.***

## **Our Guiding Principles**

***At Ventura College we believe that students come first, and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:***

- ❖ Embrace the strength of diversity***
- ❖ Listen with intensity and compassion***
- ❖ Communicate with integrity and patience***
- ❖ Design student-centered solutions***
- ❖ Spark self-confidence and a sense of discovery***
- ❖ Pursue our vision and goals with passion***

Book

VCCCD Administrative Procedure Manual

Section

Chapter 4 Academic Affairs

Title

AP 4225 COURSE REPETITION

Number

AP 4225

Status

Active

Legal

[California Education Code, Section 76224](#)

[Title 5, Section 58161](#)

[Title 5, Section 55253](#)

[Title 5, Section 55045](#)

[Title 5, Section 55044](#)

[Title 5, Section 55043](#)

[Title 5, Section 55042](#)

[Title 5, Section 55041](#)

[Title 5, Section 55040](#)

[Title 5, Section 55023](#)

[Title 5, Section 55030](#)

[Title 5, Section 56029](#)

Adopted

June 16, 2010

Last Reviewed

June 19, 2012

### **General Guidelines for Repetition of Credit Courses**

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023. Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC. Non-evaluative symbols are defined as W.

Courses that are repeated shall be recorded on the student's permanent academic record using an

appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing herein can conflict with Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade. The District may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section,
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The District may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance for legally mandated training as defined in [AP 4227](#)
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in [AP 4227](#)
- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, Section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 5, Section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to Title 5, Section 55024 (d)(1)
- The attendance of a student repeating a course for significant change in industry or licensure standards pursuant to Title 5, Section 55040(b)(9)

The District may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5, Section 55041 for a maximum of four semesters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in VCCCD AP 4225 and [AP 4227](#).

The District may permit enrollment in credit courses beyond the limits set forth in [BP 4225](#), AP 4225 and [AP 4227](#) providing apportionment is not claimed for such additional enrollments.

The District will develop and implement a mechanism for the proper monitoring of course repetitions.

### **Course Repetition to Alleviate a Substandard Grade**

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see [AP 4227](#)). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in [AP 4227](#).

A student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course. Approved repetitions beyond the third attempt may not be claimed for apportionment. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident, or other circumstances beyond the control of the student.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade.

## **COURSE REPETITION ALLOWED UNDER SPECIAL CIRCUMSTANCES**

### **Course Repetition Due to Significant Lapse of Time**

Students may petition only one time to repeat a course in which a standard (passing) grade has already been awarded providing that ~~one~~ of the following conditions has been met:

The course was successfully completed more than three years prior, and:

a) ~~is required as a part of the student's designated educational goal and/~~ the district has established a recency prerequisite for the course or

b) ~~is in a sequence of courses based on prerequisites, or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education.~~

~~2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.~~

~~If it is determined that an allowable course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed, except that if the~~

~~student has already exhausted the activity course limitation, one additional repetition can be permitted due to lapse of time.~~

If it is determined that a student needs to repeat a repeatable active participatory course in physical education/ kinesiology or visual or performing arts, or an active participatory experience course that is related in content (defined as a "family" of courses") due to a significant lapse of time, that repetition shall count toward the maximum number of enrollments that are allowed, except that if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

An active participatory course is one in which "individual study or group assignments are the basic means by which learning objectives are obtained."(55000(a))

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

### **Course Repetition Due to Extenuating Circumstances**

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate designated administrator.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average, provided that no more than two substandard grades are excluded by course repetition.

The attendance of a student repeating a credit course by approved petition pursuant to this section may be claimed for apportionment funding for a maximum of one time.

### **Repetition of Variable Unit, Open Entry/Open Exit Courses**

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average.

### **Course Repetition Allowed Absent Substandard Academic Work**

As defined and explained in [AP 4227](#), students may be allowed to repeat credit courses under the following special circumstances:

**Legally Mandated Training Requirement:** Students may, with certification, repeat a course when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment.

**Significant Change in Industry or Licensure Standards:** Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.

**Courses Designated as Repeatable:** ~~Students may repeat courses that have been designated as repeatable for a maximum of three times providing the course meets the required criteria.~~

**Repetition of Special Classes:** ~~Students with disabilities may petition to repeat a special class for students with disabilities any number of times based on an individualized determination verifies that such repetition is required as a disability-related accommodation.~~

### **Repetition of Special Classes for Students with Disabilities**

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

### **Repetition of Cooperative Work Experience Education Courses**

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a), 55252(a), and 55252 (b).

Occupational work experience and general work experience are types of cooperative work experience. (§ 55252.) Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goal." (§ 55252(b).) General work experience, on the other hand, does not have to be related to the students'



education goals but is supervised employment that helps the student acquire “desirable work habits, attitudes and career awareness.” (§ 55252(a).)

**Significant Change in Industry or Licensure Standards:** Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.

Refer to AP 4227 for information on course repetition allowed absent substandard academic work.



Book VCCCD Board Policy Manual  
Section Chapter 4 Academic Affairs  
Title BP 4225 COURSE REPETITION FOR SUBSTANDARD GRADES  
Number BP 4225  
Status Active  
Legal [Title 5, Section 55765](#)  
[Title 5, Section 55764](#)  
[Title 5, Section 55763](#)  
[Title 5, Section 55762](#)  
[Title 5, Section 55761](#)  
Adopted February 16, 2006  
Last Reviewed June 19, 2012

Students may repeat courses in which substandard grades, less than "C," were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

See [Administrative Procedure 4225](#).

Last Modified by Laurie Nusser on June 21, 2012



Book VCCCD Board Policy Manual  
Section Chapter 4 Academic Affairs  
Title BP 4227 COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK  
Number BP 4227  
Status Active  
Legal [Title 5, Section 58161](#)  
[Title 5, Section 56029](#)  
[Title 5, Section 55253](#)  
[Title 5, Section 55042](#)  
[Title 5, Section 55041](#)  
Adopted June 19, 2012  
Last Reviewed June 19, 2012

Under special circumstances, students may repeat courses in which a C/P (C=Satisfactory/P=Pass) or better grade was earned, or regardless of whether substandard academic work has been recorded.

The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to implement this policy.

See [Administrative Procedure 4227](#).

Last Modified by Laurie Nusser on July 2, 2012

VCCCD Administrative Procedure Manual

Section

Chapter 4 Academic Affairs

Title

AP 4227 ~~COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK~~—Repeatable Courses

Number

AP 4227

Status

Active

Legal

[Title 5, Section 58161](#)

[Title 5, Section 56029](#)

[Title 5, Section 55253](#)

[Title 5, Section 55045](#)

[Title 5, Section 55042](#)

[Title 5, Section 55041 et seq.](#)

[Title 5, Section 55000\(1\)](#)

[Title 5, Section 55040](#)

[Title 5, Section 55252](#)

[~~Title 5, Section 55252~~](#)

Adopted

June 16, 2010

Last Reviewed

June 19, 2012

Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded.

**Legally Mandated Training Requirement**

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation," and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law.

The attendance of students in legally mandated training may be claimed for state apportionment without limitation.

### **Courses Designated as Repeatable**

~~Repeatable courses will be so designated in the colleges' catalogs. Courses that are designated as repeatable include:~~

~~A course may be designated as repeatable if it meets the following criteria:~~

- ~~• The course content differs each time it is offered, or~~
- ~~• The course may qualify as an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated because:
  - ~~a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or~~
  - ~~b) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~~~
- ~~• Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
  - ~~a) Physical education courses; or~~
  - ~~b) Visual or performing arts courses in music, fine arts, theater or dance.~~~~

~~Courses designated as repeatable shall be identified in the college catalog. The District will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5, Section 55041c.~~

~~Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intercessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.~~

~~Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater, or dance, which are part of a sequence of transfer courses are not subject to this limitation.~~

~~The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intercessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5, Section 55045.~~

~~Courses that can be repeated will be so designated in the colleges' catalogs. A course may be designated as repeatable if it meets the following criteria:~~The three types of courses that may be designated as repeatable;

- ~~1) Repetition of a course is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree (supporting documentation required)~~

Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Once the course is properly designated as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable.

2) Intercollegiate Athletics course

Intercollegiate athletic courses are limited to the following:

- those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district, or
- a conditioning course which supports the organized competitive sport. (§ 55000(q).)

These types of courses are intended to be narrowly construed, meaning the course is either the one that the athlete must be enrolled in to participate in the sport that is sponsored by the district or the course that is devoted to conditioning the athlete to safely participate in the competitive sport.

3) Intercollegiate academic or vocational competition course

Intercollegiate academic or vocational competition courses are very narrowly defined as courses that meet the following criteria:

- the course must be designed **specifically** for participation in non-athletic competitive events,
- the competition must be between students from different colleges,
- the competition must be sanctioned by a **formal** collegiate or industry governing body, **AND**
- the participation in the event must be directly related to the course as specified in the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

Courses designated as repeatable shall be identified in the course descriptions in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 Section 55041c., 58161., 55041(a)(1), 55041(a)(2), 55041(a)(3).

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. For purposes of this administrative procedure, withdrawals count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish levels of courses that are related in content (e.g. families of courses that consist of similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation) enrollment is limited to a maximum of four times inclusive of "W" grades.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade, or a "W" grade, for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 Section 55045.

### **Repetition of Special Classes for Students with Disabilities**

~~Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:~~

- ~~• The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;~~
- ~~• Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or~~
- ~~• The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.~~

~~The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.~~

### **Repetition of Cooperative Work Experience Education Courses**

~~Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a), 55252(a), and 55252 (b).~~

~~Occupational work experience and general work experience are types of cooperative work experience. (§ 55252.) Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goal." (§ 55252(b).) General work experience, on the other hand, does not have to be related to the students' education goals but is supervised employment that helps the student acquire "desirable work habits, attitudes and career awareness." (§ 55252(a).)~~

~~**Significant Change in Industry or Licensure Standards:** Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.~~

~~See AP 4225 for information on course repetition to alleviate student coursework.~~



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Book VCCCD Board Policy Manual

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Section Chapter 5 Student Services

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Title BP 5500 STANDARDS OF CONDUCT

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Number BP 5500

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Status Active

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Legal Education Code Section 66300; Accreditation Standard II.A.7.b

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Adopted April 13, 2010

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Last Reviewed ~~March 11, 2010~~ January 2014

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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.

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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.

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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.

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

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

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2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President or designee.

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3. Use, possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

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4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. (Use or possession of medical marijuana is not allowed on any college property.)

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5. Committing or attempting to commit robbery or extortion.

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6. Causing or attempting to cause damage to District property or to private property on campus.

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7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

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8. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the college or the District.

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9. 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 cyber-bullying.

10. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.-

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

12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during campus sponsored activities.

13. The persistent defiance of authority or abuse of District/college personnel.

14. Academic dishonesty, cheating, or plagiarism.

15. Dishonesty, forgery, alteration or misuse of District/college documents, records or identification, or knowingly furnishing false information to the District/college or any related off-site agency or organization.

16. Unauthorized entry to or use of District/college facilities.

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

18. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner (see AP ????) of public expression or distribution of materials.

Comment [pe1]: Need to add the AP #

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

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

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

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

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2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.

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3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

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4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.

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5. Committing or attempting to commit robbery or extortion.

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6. Causing or attempting to cause damage to District property or to private property on campus.

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7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

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8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the

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District.

9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

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

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

12. Academic dishonesty, cheating, or plagiarism.

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

14. Unauthorized entry to or use of District/college facilities.

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

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

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

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

See Administrative Procedure 5500.

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Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title ABP 5500 STANDARDS OF CONDUCT Number  
Status Active  
Legal Education Code Section 66300; Accreditation Standard II.A.7.b  
Adopted ~~April 13, 2010~~  
Last Reviewed ~~March 11, 2010~~ January 2014

Comment [pe1]: Can this be called "Student Code of Conduct"?  
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AP 5500 Standards of Conduct

NOTE: The Code of Conduct as written below should match what is in BP 5500.

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

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

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~~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.~~

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~~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.~~

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

Discipline Procedures:

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

~~1.~~

~~2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission, from a district employee, with concurrence of the College President or designee.~~

~~2.~~

~~3. Use, possession, (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.~~

~~3.~~

~~4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. (Use or possession of medical marijuana is not allowed on any college property.)~~

~~4.~~

~~5. Committing or attempting to commit robbery or extortion.~~

~~5.~~

~~6. Causing or attempting to cause damage to District property or to private property on campus.~~

~~6.~~

~~7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.~~

~~7.~~

~~8. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the college or the District.~~

~~8. 9. Engaging District.~~

~~9. 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 cyber-bullying.~~

~~10. Engaging in harassing or discriminatory behavior. The District's response to~~

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instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

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

11.

12. 11. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, or the open and persistent defiance of the authority on campus or during campus sponsored activities of, or

The persistent defiance of authority or persistent abuse of District/college personnel, in performance of their duties.

13.

12. Academic dishonesty, cheating, or plagiarism.

14.

13. Dishonesty, forgery, alteration or misuse of District/college documents, records or identification, or knowingly furnishing false information to the District/college or any related off-site agency or organization.

15.

16. 14. Unauthorized entry to or use of District/college facilities.

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/District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17.

18. 15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner (see AP ????) of public expression or distribution of materials.

District/college facilities, or the time, place, and manner of public expression or distribution of materials.

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

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

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

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See Administrative Procedure Board Policy 5500.

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Book                    VCCCD Board Policy Manual

Section                Chapter 5

Title                    Student Services-Student Discipline Procedures

Number                BP 5520

Status                 Active

Legal                   [Education Code Section 66300](#)  
[Education Code Section 72122](#)  
[Education Code Section 76030](#)

Adopted                PROPOSED

Last Reviewed

The Chancellor shall establish Student Disciplinary Procedures.



Book VCCCD Administrative Procedure Manual  
 Section Chapter 5 Student Services  
 Title AP 5520 STUDENT DISCIPLINE PROCEDURE  
 Number AP 5520  
 Status Active  
 Legal Reference: Education Code Section 66300, ~~66301~~, 72122, 76030, ~~76033~~, ~~76232~~  
 Adopted June 16, 2010  
 Last Reviewed ~~June 9, 2010~~ January 2014

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

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

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

**Definitions of key terms:**

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

~~Day. Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.~~

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

~~District. The Ventura County Community College District.~~

~~Good cause for disciplinary action. As used in this procedure, "good cause" for disciplinary action includes~~

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any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, ~~including but not limited to:~~

- ~~1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.~~
  - ~~2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.~~
  - ~~3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college sponsored event.~~
  - ~~4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.~~
  - ~~5. Committing or attempting to commit robbery or extortion.~~
  - ~~6. Causing or attempting to cause damage to District property or to private property on campus.~~
  - ~~7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.~~
  - ~~8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.~~
  - ~~9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.~~
  - ~~10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.~~
  - ~~11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.~~
  - ~~12. Academic dishonesty, cheating, or plagiarism.~~
  - ~~13. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.~~
  - ~~14. Unauthorized entry to or use of District/college facilities.~~
  - ~~15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.~~
  - ~~16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
  - ~~17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.~~
  - ~~18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).~~
- ~~For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.~~

~~Instructor/Faculty. Any academic employee of the District in whose class a student subject to discipline is~~

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~~enrolled, or counselor who is providing or has provided services to the student, or other academic employee~~ who has responsibility for the student's educational program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Warning**

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

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**Reprimand**

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

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**Temporary Removal from Class**

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

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**Suspensions and Expulsions**

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

**Notice.** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. ~~Evidence which may identify other students or which would~~

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~~result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. If the student is a minor, the college may contact the student's parent or guardian regarding any disciplinary referral. The notice shall be deemed delivered if it is personally served on the student, or the student's~~

~~parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:~~

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

~~Time limits. The notice described above must be provided to the student as soon as possible and no later than 10 14 days from the date on which the conduct took place or became known to the CSSO or designee;~~

~~Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 5 days and must occur within 10 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.~~

~~Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting (if requested) or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student, and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The CSSO's decision regarding a short term suspension shall be final.~~

~~The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student~~

~~or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and~~

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~~confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short term suspension shall be final and shall be reported to the District's Chancellor.~~

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

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Expulsion. Within 7-10 days after the delivery of the notice, or within 7-10 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student ~~and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.~~ The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

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

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

Request for Hearing. Within 7-5 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7-5 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

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Schedule of Hearing. The formal hearing shall be held within 204 days after a formal request for hearing is

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

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

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

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

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

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

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be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. If either party refuses to adhere to the instructons of the Hearing Panel Chair the right to the hearing will be deemed waived. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

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Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a

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preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

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

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

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

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7-5 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

### College President's Decision

Long-term suspension. Within 44-15 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

Expulsion. Within 44-15 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept,

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modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

**Board of Trustees Decision**

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

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

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

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

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

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

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

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Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title BP 5530 STUDENT RIGHTS AND GRIEVANCES  
Number BP 5530  
Status Active  
Legal Title IX, Education Amendments of 1972; Education Code Section 76224(a) 66301; 76120  
Adopted PROPOSED  
Last Reviewed

The Chancellor shall establish Student Rights and Grievance Procedures.



**Book** VCCCD Administrative Procedure Manual

**Section** Chapter 5 Student Services

**Title** AP 5530 STUDENT RIGHTS AND GRIEVANCES

**Number** AP 5530

**Status** Active

**Legal** Title IX, Education Amendments of 1972; Education Code Section 76224(a), 66301; 76120

**Adopted** June 16, 2010

**Last Reviewed** ~~June 9, 2010~~ January 2014

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

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

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

This procedure does not apply to:

1. Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment.
- Information on challenges to prerequisites is available from the Office of Academic

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Affairs.

2. Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.

3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.

4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.

5. Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.

6. Evaluation of the professional competence, qualifications, or job performance of a District employee.

7. Claims for money or damages against the District.

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

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

**Definitions**

College Grievance Officer. The administrator in charge of student discipline and/or grievances, appointed by the College President, who shall assist students in seeking resolution by informal means; if informal means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

Day. Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

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

Grievant. Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances

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relating to course grades to the extent permitted by Education Code Section 76224(a).

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

**Informal Resolution**

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

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

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

**Formal Resolution**

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 290 days of the incident on which the grievance is based, or 290 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

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

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

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

**Hearing Procedures**

**Grievance Hearing Committee.** The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President

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will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President, or designee, shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

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

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

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

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

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

**Hearing Process.** Within 14-10 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above. The names of the Grievance Hearing Committee shall be forwarded to the Grievant and the Respondent. They will each have 5 days to exercise the right to a preemptory challenge of a single committee member. After 5 days the right to challenge the committee composition will be deemed waived. Within 10 days of confirmation, the Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

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

- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which under certain circumstances includes applicants and

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- former students, and meets the definition of “grievant” as set forth in these procedures:
- The grievant is personally and directly affected by the alleged grievance;
- The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 57 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee’s determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7-5 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President’s decision whether or not to grant a grievance hearing shall be made within 10 days and shall be final and not subject to further appeal.

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

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

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

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

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

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

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

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

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

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

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requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session with the Grievance Officer. The Grievance Officer shall assist with procedure but shall not be a voting member of the committee. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

#### College President's Decision

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 204 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

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

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

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

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

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of

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the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 204 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.

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Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-D Recruitment and Hiring: Full-Time Faculty
Number	AP 7120-D
Status	Active
Legal	<a href="#">Accreditation Standard III.A</a> <a href="#">California Code of Regulations, Title 5, Section 53000 et seq.</a> <a href="#">California Education Code Section 87100 et seq.</a>
Adopted	July 14, 2009
Last Reviewed	January 22, 2013

## SELECTION PROCEDURES FOR FULL-TIME FACULTY

### A. NOTIFICATION OF VACANCY/POSTING NOTICES

Upon receipt of formal notification of a vacancy, the Human Resources Department reviews the recommended position template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy. The Human Resources Department determines the announcement closing date in consultation with the college's needs and policy/contract requirements. The Human Resources Department distributes the following in accordance with negotiated agreements and applicable policies:

- Transfer notice to full-time faculty a minimum of three days prior to opening the position for submission of applications. If a transfer is not accepted, the department sends the following:
  - Vacancy announcement to all part-time faculty
  - Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list servers, etc.
  - Screening committee calendar and composition forms to College President, Executive Vice President, and Dean.

### B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Director of Employment Services or designee prepares the vacancy announcement, which includes a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee. If the District selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in ~~The Chronicle of Higher Education~~, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, edjoin.org and VCCCD.edu.

### C. COMMITTEE COMPOSITION AND APPOINTMENTS

The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the screening committee. The College President consults with the Academic Senate President and the Screening Committee Facilitator regarding the recommended committee composition prior to forwarding the recommendation to the Director of Employment Services for approval. The Director of

Employment Services reviews the committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable.

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. A committee typically consists of seven members, and should not have less than five or more than nine members under normal circumstances. The Director of Employment Services may authorize part-time faculty and other individuals to serve on screening committees on an exception basis. The following guidelines should be followed when composing a committee.\*

Committee Composition	Number
Faculty from the Division  Of the 3-5 faculty members on the committee:  A minimum of 2 faculty members must be from the discipline, when possible;  A minimum of 1 faculty member must be from another discipline.	3 to 5
Academic Administrator	1
Additional member(s)	1 or more
Screening Committee Facilitator – non-voting ex-officio	---

\* Exceptions to this composition may be authorized by the Director of Employment Services.

- The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.
- Although not required, classified staff, members from other colleges, and community members may be selected to serve on committees.
- The academic administrator will serve as the chair of the committee until a co-chair is elected.
- The co-chairperson is to be elected by the committee at the first meeting and is expected to perform all co-chair duties.
- The College President identifies a Screening Committee Facilitator to serve on the committee from a ~~pre-established~~ an HR-approved list of trained Screening Committee Facilitators ~~provided by the Human Resources Department.~~
- In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings.

**D. ORGANIZATIONAL MEETING**

The Human Resources Department e-mails the necessary committee forms to the Screening Committee Facilitator. The Screening Committee Facilitator is responsible for copying all forms needed for the committee’s use.

~~The Screening Committee Facilitator picks up the committee files from the Human Resources Department and the Screening Committee Facilitator file containing the list of VCCCD part time~~

~~applicants, applicant gender/ethnicity information, and other materials to be used in the organizational meeting.~~

The academic administrator calls the organizational meeting at which time the committee will accomplish the following:

- The committee selects a faculty member to co-chair the committee with the academic administrator.
- The Screening Committee Facilitator discusses hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. The Facilitator provides the committee with confidentiality policies and notifies the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each member reads and signs a confidentiality statement.
- The committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, oral interview tally, and final interviews with the College President/Chancellor.
- The committee creates and discusses application screening criteria based upon the requirements listed in the job announcement; creates oral interview questions, teaching demonstration exercises, and criteria to aid in the preparation of the Oral Interview Form; discusses the bases of questions in relation to the job announcement; determines the format of the interview process; and discusses final weighting of assessment items for the Oral Interview Record Form.
- The committee establishes the pre-screening committee composition consisting of one co-chair, two faculty members in the discipline (one of whom may be the co-chair) and the Screening Committee Facilitator.
- After the organizational meeting, the Screening Committee Facilitator sends to the Director of Employment Services the screening criteria, oral interview questions, and the names of those serving on the pre-screening committee.

## **E. PRIOR TO CLOSE OF APPLICATION FILING**

The Human Resources Department schedules a districtwide equivalency committee to be convened as soon as possible following the close of the application period.

~~After the organizational meeting, the Screening Committee Facilitator sends to the Director of Employment Services the screening criteria, oral interview questions, and the names of those serving on the pre-screening committee.~~

A few days prior to the close of application filing (close of recruitment period), the Screening Committee Facilitator inquires of the Human Resources Department as to the number of complete application records and advises the committee accordingly.

## **F. AFTER CLOSE OF APPLICATION FILING**

~~Within three days following the close of application filing, the Human Resources Department e-mails the screening forms with criteria, oral interview records with questions, and electronic copies of the application screening and oral tally sheets to the Screening Committee Facilitator. The Screening Committee Facilitator is responsible for copying all forms needed for the committee's use.~~

### 1. Districtwide Equivalency Review

Following the close of application filing, the Human Resources Department forwards the requests for equivalency to the appropriate districtwide equivalency committee for

review. The districtwide equivalency committee meets within five working days following the closing date and reviews the requests for equivalency. The Human Resources Department will not forward files for applicants who did not request an equivalency or for applicants who request in their application that an equivalency be considered, but fail to attach the Supplemental Questionnaire for Equivalency.

The districtwide equivalency committee reviews the requests for equivalency and ~~forwards the~~ submits its recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in Online Requisition and Application Processing (ORAP) for those not recommended for equivalency.

Applications for candidates not recommended for equivalency remain available to the entire screening committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendation to not recommend equivalency. The Director of Employment Services or designee takes the challenges back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.

## 2. Release of Candidate Information

Following the review of the requests for equivalency, the Human Resources Department emails the list of VCCCD part-time applicants and applicant gender/ethnicity information to the Screening Committee Facilitator. The Human Resources Department also provides the ORAP guest user ID and password to the Screening Committee Facilitator and the prescreening committee.

## 3. Prescreening

Following the review of the requests for equivalency, the Human Resources Department containing the list of VCCCD part time applicants, applicant gender/ethnicity information, provides the ORAP guest user ID and password to the Screening Committee Facilitator and the prescreening committee. All members of the prescreening committee confer and determine which applicants meet minimum qualifications or should be forwarded for further consideration based on anticipated completion of a qualifying degree.\* Applicants recommended for an equivalency are automatically forwarded for further consideration.

\*Applicants who do not currently meet minimum qualifications may be forwarded for consideration based on the anticipated completion of a qualifying degree. These applicants must meet the minimum qualifications as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to the first day of employment. The Human Resources Department will confirm that the required degree has been conferred prior to beginning employment.

The prescreening committee forwards the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resources Department deactivates the applications for the applicants who fail to meet minimum qualifications.

## 4. Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the guest user ID and the password ~~for the particular recruitment~~ to all

screening committee members. Committee members ~~have an opportunity to~~ may review any applicant file in ORAP that was determined to be unqualified ~~in~~ during the prescreening ~~whether~~ based on minimum qualifications or equivalency determination.

Committee members complete the ~~applicant~~ Academic Application Screening Evaluation forms ~~emphasizing and ensure~~ the following:

- Academic Application Screening Evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluation forms must document a recommendation for oral interview (5 – Highly Recommend for Interview, 3 - Recommend for Interview, 2 – Consider for Interview, 0 – Do Not Recommend).
- Screening Committee members must sign and date the Academic Application Screening Evaluation forms.
- Each committee member screens the application materials independently and submits their results to the ~~chair~~ Screening Committee Facilitator.

## **G. APPLICATION SCREENING TALLY MEETING**

All committee members must participate in the application screening tally meeting and must have completed their screening of the applicants. Any absences or exceptions must be approved by the Screening Committee Facilitator. The following shall occur during the application screening tally meeting:

1. The co-chairs and the Screening Committee Facilitator tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the ~~individual's~~ candidates' identity. "Natural breaks" in the tally total should be the determining factor when possible. Per the Agreement between the District and the AFT, Section 5.4(c)(6), a minimum of 25% (or fewer than 3) of non-contract faculty members who apply for a contract position in the District and who meet the minimum qualifications for that position as specified in the job announcement and determined by the screening committee shall be interviewed by the committee.
3. The committee determines if additional candidates are to be interviewed in the event interview invitations are declined by the selected candidates. Additional candidates will be considered for interview based on their rank and may only be considered if invitations are declined by the initial invited candidates.
4. The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department e-mails the individuals who were not selected for interview.
5. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
6. The academic administrator serving as a chair or the administrator's designee sends out invitations to the candidates. Any changes that must be made to the interview schedule in order to accommodate candidates' availability must be approved by the Screening Committee Facilitator.

## **H. ORAL INTERVIEW**

### **Oral Interview Briefing (thirty minutes before first interview)**

The Screening Committee Facilitator discusses the District's diversity policy and various guidelines pertinent to the interview process, including those related to asking follow-up questions, providing written comments on oral interview forms, and discussing candidates' performances.

The committee reviews each question and discusses, in general, an appropriate answer. Follow-up questions may be asked to elicit additional information with regard to responses provided by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response.

### **Oral Interview**

- a. At the beginning of the interview, the Screening Committee Facilitator welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. This introduction includes the approximate length of the interview, number of questions, roles of the committee members and the fact that the committee will be taking notes, length of the teaching demonstration, and the support role of the Screening Committee Facilitator.
- b. At the close of each interview, the Screening Committee Facilitator thanks the candidate and advises them of the next step in the process.
- c. The Screening Committee Facilitator ensures that all interviews are conducted within the allotted time.

### **Oral Interview Discussion and Rating**

At the conclusion of each oral interview, the Screening Committee Facilitator facilitates the following discussion process:

- 1a. At the conclusion of each oral interview, each committee member will share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of:
  - (1) Clarification of technical questions asked during the interview.
  - (2) The manner in which the candidate responded to questions asked during the interview.
  - (3) Strengths and weaknesses of each candidate, including professional impact.
- b. Among those items that are inappropriate for discussion are the following:
  - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
  - (2) Comments based on rumor or unsubstantiated knowledge of a candidate.
  - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
- 2c. The Oral Interview Record Form shall be used for oral interview rating candidates during the initial interview. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and the teaching demonstration.

- d. ~~The Each~~ committee member rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed.

All ratings must be supported by clearly written comments. Overall ratings should be representative of the candidates' performance across all questions and the teaching demonstration.

### **Oral Interview Tally**

1. ~~a.~~The co-chairs and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
2. ~~b.~~After determining the natural break, the candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the College President for final interview. Determination shall be based on the candidates' scores rather than the candidates' identities and in consideration of the President's preference. The committee as a whole may decide if candidates below the natural break should be forwarded to the College President. ~~The committee determines the number of candidates to be forwarded to the President based on the candidates' performances and President's preference. If no candidates are deemed to be acceptable to the screening committee, the committee will meet with the President to discuss the option of reopening the recruitment. The Human Resources Department e-mails the individuals who were not selected for interview.~~
3. ~~c.~~The committee summarizes the strengths and limitations of the candidates and forwards the summary to the College President for review.
4. ~~d.~~The co-chairs and Screening Committee Facilitator meet with the College President to discuss the summaries. If no candidates are deemed to be acceptable to the screening committee, the committee will meet with the President to discuss the option of reopening the recruitment.
5. ~~e.~~The co-chairs notify the individuals who were not selected for a final interview.

### **I. PRESIDENT'S INTERVIEW**

The College President determines who is present in the final interview. The Screening Committee Facilitator may be present at the final interview at the President's discretion.

### **J. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS, REFERENCE CHECKS, AND OFFER OF EMPLOYMENT**

- 1a. The President directs the responsible academic administrator (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
- 2b. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.



- 3e. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the ~~academic administrator~~ President, Executive Vice President, and Dean that an official employment offer may be extended.
- 4d. The College President authorizes the academic administrator to extend an offer of employment.
- 5e. The Screening Committee Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants ~~have~~ did not meet minimum qualifications, which applicants were not invited to and attended initial and final oral interviews, ~~which applicants received oral interviews,~~ and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.
- 6f. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-E RECRUITMENT AND HIRING: PART-TIME FACULTY
Number	AP 7120-E
Status	Active
Legal	<a href="#">Accreditation Standard III.A</a> <a href="#">California Code of Regulations, Title 5, Section 53000 et seq.</a> <a href="#">California Education Code Section 87100 et seq.</a> <a href="#">California Education Code Section 87400</a>
Adopted	June 16, 2010
Last Reviewed	<del>April 9, 2013</del> _____

## SELECTION PROCEDURES FOR PART-TIME FACULTY

### A. NOTIFICATION OF VACANCY/POSTING NOTICES

Upon receipt of formal notification of a current or anticipated vacancy, the Human Resources Department does the following:

- Reviews the recommended position announcement template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.
- Determines the announcement closing date in consultation with the college's needs and policy/contract requirements.
- Sends the hiring committee forms to the dean.

### B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Human Resources Department prepares the vacancy announcement that includes a description of duties and responsibilities, qualifications, and application procedures. Ongoing recruitment pools are advertised and maintained for disciplines with frequent hiring activity. For positions in disciplines that are not advertised on an ongoing basis, the closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Additionally, advertisements will be placed in appropriate print and online periodicals and databases, in consultation with the department and/or division representatives, as well as the California Community College Registry, HigherEdJobs.com, EdJoin.org, and VCCCD.edu.

**C. COMMITTEE COMPOSITION AND APPOINTMENTS**

The academic administrator responsible for supervising the position(s) and serving as the administrative co-chair of the screening committee, in consultation with the department chair or coordinator, is responsible for making appointments to the screening committee. Colleges may use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a districtwide perspective. The following guidelines should be followed when composing a committee:

<b>COMMITTEE COMPOSITION</b>	<b>NUMBER</b>
Academic administrator	1 minimum
Department chair/coordinator or designee	1 minimum
Academic faculty from the discipline (may include department chair/coordinator)	2 minimum

- The screening committee shall consist of a minimum of three members. At least two members of the committee must be faculty within the discipline. When faculty members within the discipline are not available, faculty members from a related discipline may be substituted for the faculty in the discipline. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. If a related discipline is not listed, exceptions to this composition may be authorized by the Director of Employment Services.
- The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.
- Although not required, members from other colleges and community members may be selected to serve on committees.
- The academic administrator and the department chair/coordinator or designee will serve as the co-chairs of the screening committee.
- In order to ensure consistency in the process, each screening committee member should be available for all committee meetings and must be present for all applicant interviews.

**D. ORGANIZATIONAL MEETING**

The administrative co-chair downloads from HR Tools all materials to be used during the screening process.

The co-chairs coordinate with the screening committee to accomplish the following:

- The co-chairs review hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. The screening committee is provided with confidentiality policies and notified that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each member reads and signs a confidentiality agreement.

- The screening committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, and the oral interview tally.
- The screening committee creates and discusses application screening criteria based upon the job announcement, creates oral interview questions and criteria to aid in preparation of the Academic Oral Interview Record form, discusses the basis of questions in relationship to the job announcement, determines the format of the interview procedure, finalizes any details pertaining to the teaching/skills demonstration for the oral interview, and discusses the final weighting for the questions listed on the Academic Oral Interview Record form. All criteria and questions must be based upon the requirements listed in the vacancy announcement.
- Following the creation of the application screening criteria and oral interview questions during the organizational meeting, the co-chairs develop the Academic Application Screening Evaluation form, the Academic Oral Interview Record form, and the Academic Application Screening Tally and Academic Oral Interview Tally sheets using the templates available on HR Tools.
- The screening committee establishes a prescreening committee consisting of at least one co-chair and one faculty member in the discipline.

**E. AFTER CLOSE OF FILING (THE HUMAN RESOURCES DEPARTMENT NO LONGER ACCEPTS APPLICATIONS)**

The co-chairs are responsible for copying all forms needed for the committee's use.

The following actions shall occur in the order listed below:

**1. Districtwide Equivalency**

Following the close of filing, the Human Resources Department forwards requests for equivalency to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The districtwide equivalency committee meets within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application that an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

The districtwide equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department.

**2. Release of Candidate Information**

The Human Resources Department provides a username and password to the co-chairs for the purpose of accessing candidates' information. The Human Resources Department forwards all recommended equivalencies to the co-chairs for review along with all other completed application materials not provided in Online Requisition and Application Processing (ORAP).

### 3. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications or should be forwarded for further consideration based on anticipated completion of a qualifying degree.\* ~~from the list of candidates not requesting an equivalency.\*~~ The results of these deliberations are forwarded to the Human Resources Department at the conclusion of the screening process. Applicants recommended for an equivalency are automatically forwarded for further consideration. The Human Resources Department ~~will~~ deactivates those who fail to meet minimum qualifications.

\*Applicants who do not currently meet minimum qualifications may be forwarded for consideration based on the anticipated completion of a qualifying degree. These applicants must meet the minimum qualifications as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to the first day of employment. The Human Resources Department will confirm that the required degree has been conferred prior to beginning employment.

~~Applications for candidates not recommended for equivalency are made available to the entire screening committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.~~

Committee members may review any applicant in ORAP that was determined to be unqualified during the prescreening based on minimum qualifications or equivalency determination.

### 4. Screening

Upon completion of the prescreening process, all committee members screen applications in accordance with the predetermined application screening criteria. The committee members complete the Academic Application Screening Evaluations and ensure the following:

- Academic Application Screening Evaluations must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluations must document a recommendation for oral interview (5 – Highly Recommend for Interview, 3 – Recommend for Interview, 2 – Consider for Interview, 0 – Do Not Recommend).
- Screening committee members sign and date the Academic Application Screening Evaluations.
- Screening committee members screen the application materials independently and submit their results to the co-chairs.

## F. **APPLICATION SCREENING TALLY MEETING**

All committee members shall be present at the application tally meeting and shall have completed their screening of the applicants. The following shall occur during the application screening tally meeting:

1. The co-chairs tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individual's identity. "Natural breaks" in the tally total should be the determining factor.
3. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates will be considered for interview based on their rank and may be considered only if invitations are refused by the original invited candidates.
4. The co-chairs assign dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
5. The co-chairs or the administrative co-chair's administrative assistant sends out invitations to the candidates.

## G. **ORAL INTERVIEW**

### **Oral Interview Meeting (30 minutes before first interview)**

The co-chairs discuss the guidelines pertinent to the interview process, including appropriate follow-up questions, guidelines for written comments on the Academic Oral Interview Records, the District's diversity policy, and procedures for discussion following each candidate's interview. The screening committee reviews each question and discusses, in general, an appropriate answer.

### **Oral Interview**

At the beginning of the interview, one of the co-chairs welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. The introduction includes the approximate length of the interview, number of questions, roles of the committee members and the fact that the committee will be taking notes, and length of the teaching demonstration.

At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the close of each interview, a co-chair thanks the candidate and advises him/her of the next step in the process.

The co-chairs ensure all interviews are conducted within the allotted amount of time.

### **Oral Interview Discussion and Rating**

At the conclusion of each oral interview, the co-chairs facilitate a discussion of the candidate. The following guidelines shall be adhered to during the discussion:

1. Each committee member shall share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of:
  - Clarification of technical questions asked during the interview.
  - The manner in which the candidate responded to questions asked during the interview.
  - Strengths and weaknesses of each candidate, including professional impact.

~~2.~~ Among those items which are inappropriate for discussion are the following:

- Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
- Comments based on rumor or unsubstantiated knowledge of a candidate.
- Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.

- ~~2.~~ ~~3.~~ The Oral Interview Record Form is used for ~~oral interview~~ rating candidates during the initial interview. ~~4.~~ The Each committee member rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion shall focus on information provided in the interviews as well as information provided in the candidates' applications. Any committee member may change or keep their original rating after considering the information discussed.

All ratings must be supported by clearly written comments. ~~Final~~ Overall ratings should be representative of the candidates' performance across all questions and the teaching demonstration.

### **Oral Interview Tally**

The co-chairs tally the oral interview ratings and display the ratings to the entire committee with the names of the candidates redacted for the purpose of determining the natural break in ratings.

After determining the natural break, the names of the candidates are displayed to the committee for the purpose of determining which candidates have sufficiently demonstrated they are qualified to perform the duties of an adjunct (part-time) faculty member.

## **H. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS**

1. The co-chairs complete the Record of Interview and Candidate Selection Process form indicating which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidates eligible for hire.

2. Candidates recommended for hire are eligible for employment for up to four semesters from the original semester of consideration provided a more recent selection process was not initiated. For example, a candidate interviewed for a fall 2012~~4~~ vacancy is eligible for “future hire” through fall 2014~~6~~.
3. The co-chairs forward all screening files, forms, and related notes and records to the Human Resources Department.
4. The co-chairs notify all candidates who were invited to the oral interview of their status.

**I. CANDIDATE SELECTION, REFERENCE CHECKS, AND OFFER OF EMPLOYMENT**

- ~~1. The academic administrator conducts reference checks on the individuals identified for immediate hire in accordance with the VCCCD reference checking procedure and sends the reference checks to the Human Resources Department. The academic administrator conducts reference checks on the individuals identified to be eligible for future hire only at the time that an offer is imminent.~~
- ~~2. Upon review of candidates' references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official offer of employment may be extended with the approval of the College President.~~
- ~~3. The academic administrator completes the Part-Time Faculty Hiring Authorization and forwards the authorization and references to the College President for approval.~~
- ~~4. The College President authorizes the academic administrator to extend an offer of employment.~~
- ~~5. The academic administrator extends the offer of employment and submits the signed Part Time Hiring Authorization to the Human Resources Department following acceptance of the offer.~~
- ~~6. When appropriate, the Human Resources Department schedules a new employee orientation upon receipt of the signed Part Time Hiring Authorization.~~

1. The academic administrator conducts reference checks on the individuals identified for immediate hire in accordance with the VCCCD reference checking procedure and sends the reference check documentation and the Part-Time Faculty Hiring Authorization to the college president for approval/signature.
2. Upon approval by the college president, the academic administrator forwards the signed Part-time Faculty Hiring Authorization(s) and reference check documentation to the Human Resources Department.
3. Upon review of candidates' references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official offer of employment may be extended.
4. The academic administrator extends the offer of employment and upon acceptance of the offer, notifies the Human Resources Department of the acceptance and the anticipated start date.
5. When appropriate, the Human Resources Department schedules a new employee orientation.

**J. EXCEPTION TO SCREENING PROCESS**



In the event there is a need to expeditiously hire an instructor due to unforeseen circumstances and provided there ~~is less~~ ~~are fewer~~ than ~~five~~ 15 working days before the instructor shall begin working, the Director of Employment Services may authorize a waiver to the hiring procedure as described above and allow the committee to exercise one of the following options:

- A. The committee gives selective consideration to current District faculty in the discipline at the other colleges without giving consideration to other applicants external candidates.
- B. In the event a pool exists for the discipline, the committee considers the applicants in the order of the date a completed application was submitted until a suitable applicant is found. The committee accomplishes this through one of the following processes:
  - 1. The committee identifies preferred qualifications and reviews applicants in the order in which they applied until a suitable number of applicants who meet the minimum and preferred qualifications have been identified. The committee interviews the selected applicants and if the committee does not recommend anyone for hire, the committee invites the next group of applicants who meet the preferred qualifications to an interview. The committee determines how many applicants to invite at a time. The committee documents the preferred qualifications by which the applicants were screened and who was invited to an interview.
  - 2. The committee interviews the minimally qualified applicants in the order they applied without consideration of preferred qualifications until a suitable applicant is selected for hire.
  - 3. The committee develops screening criteria, screens the applications, and interviews the most qualified applicants in the order they applied.

The Director of Employment Services may approve modifications to the above processes on a case-by-case basis.

~~Provided there is no existing applicant pool for the vacancy, the committee may selectively consider qualified external applicants. Such applicants shall be screened in accordance with the above procedures.~~

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES
Number	BP 7211
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 53400 et seq.</a> <a href="#">California Education Code Section 87001</a> <a href="#">California Education Code Section 87003</a> <a href="#">California Education Code Section 87359</a> <a href="#">California Education Code Section 87743.2</a>
Adopted	October 13, 2009
Last Reviewed	<del>January 22, 2013</del>

It is the policy of the Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

#### I. QUALIFICATIONS FOR EMPLOYMENT

**Minimum Qualifications:** Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vcccd.edu>).

**Diversity Qualifications:** In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all District faculty job announcements.

**Local Qualifications:** The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These local qualifications are to be determined by the dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

History of Review:  
DCHR: 11/14/13, 01/23/14, 02/27/14  
Chancellor's Cabinet: 12/09/13

## II. EQUIVALENCY

### A. Definition

Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of California Community Colleges, was established to credit those whose preparation is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) and approved by the Board. It does not give the District the authority to waive or lower standards and accept less-qualified individuals. Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The District Board of Trustees or designee will not approve single-course equivalencies.

### B. Criteria for Equivalency: Disciplines requiring a master's degree

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon any either of the following:

~~1. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess the master's degree required by the discipline as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.~~

2. Completion of appropriate coursework in a related degree: Equivalency may be considered based on a completion of appropriate coursework for a related degree. In the event an applicant lacks the specific degree or experience listed in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, the applicant must meet one of the following minimum standards:

- a. Possess a master's degree in a discipline not specifically listed in the job announcement and upon review by the Districtwide equivalency committee, it is determined the coursework is closely related and/or parallel to the required discipline;

OR

#### History of Review:

DCHR: 11/14/13, 01/23/14, 02/27/14

Chancellor's Cabinet: 12/09/13

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b. Possess a bachelor's degree in the required discipline, plus an additional 30 graduate-level semester units of coursework specific to the discipline and relevant to the position. The coursework must be from an "accredited institution" as defined by Title 5, section 53406. (An applicant may not be deemed equivalent for both a bachelor's and a master's degree.)

**32.** Eminence: Eminence may be considered for an individual who is eminent in a specific endeavor and is recognized as such beyond the boundaries of his or her community; has demonstrably advanced his or her field; has been acknowledged by his or her peers beyond the norm for others in the specific endeavor, and attained prominence and celebrity status in the specific industry and/or community at-large. Eminence alone is not sufficient to grant equivalency. In addition, the individual must provide:

Evidence he or she possesses the equivalent of the minimum general education component of the appropriate degree; and

Evidence of the specialized knowledge of a particular discipline; and

Eminence criteria must include all of the following:

a. The applicant is recognized as eminent beyond the boundaries of his or her community. The applicant must be renowned outside of the individual's geographic community, whose professional reputation, expertise, and influence is beyond the norm within the field;

AND

b. The applicant has demonstrably advanced his or her field. The applicant must provide documentation to demonstrate advancement of the field by advanced degrees OR distinguished employment within the field OR evidence of research and authorship activities substantially contributing to the field;

AND

c. The applicant is acknowledged by his or her peers beyond the norm for others in the specific endeavor and provides evidence of several of the following:

1) Letters from other experts, former employers, or professional colleagues in the field (beyond those with whom he or she currently works) relating to the individual's recognized expertise, position, or prominence within the field;

2) Documents evidencing an extraordinary ability worthy of distinction, such as written advisory opinions from peer groups or organizations representing the field;

3) Evidence of a major, nationally or internationally recognized award for uncommon achievement in or advancement of a particular field;

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- 4) Evidence of a significant contribution made to their fields;
- 5) Publications and/or articles published in established trade or professional journals;
- 6) Evidence of having been invited to present to discipline-related professional organizations;
- 7) Evidence of extraordinary success in their field;

AND

d. The applicant has attained prominence and celebrity status in the specific industry or community at-large. This may include appropriate local, state, national, and international associations, organizations, trade unions, guilds, or communities comprised of experts, who are themselves renowned in the specific field and who can attest, in writing, the prominence and celebrity status of the individual;

2- Documentation verifying eminence.

It is the applicant's responsibility to provide supporting documentation and information for consideration. Documentation shall include a completed Supplemental Questionnaire for Equivalency from the individual describing his or her accomplishments that support a claim of eminence and shall include:

Academic background documentation:

- Transcripts showing completion of advanced degrees;

OR

- Transcripts showing academic work equivalent to general education required for the degree listed under the minimum qualifications for the discipline.

Eminence-supporting documentation:

- Distinguished employment or performance records in the specific field of endeavor;
- Evidence of leadership in state or national professional organizations;
- Authored publications in their entirety;
- Evidence of work products demonstrating a command of the discipline;
- Awards or honors attained for contributions to his or her field of endeavor;
- Statements/letters from individuals or groups (beyond those with whom he or she currently works) whose evaluations would support eminence.

**C. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, but which require a specific bachelor's or associate degree**

History of Review:

DCHR: 11/14/13, 01/23/14, 02/27/14

Chancellor's Cabinet: 12/09/13

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria:

~~1. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess the bachelor's or associate degree required by the discipline as listed in the job announcement and consistent with the current Minimum Qualifications for Faculty and Administrators in California Community Colleges prior to date of employment. Validation of conferred degree is required prior to beginning employment.~~

**21.** Completion of related college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two year of occupational experience in the discipline; or
- 60 semester units AND six years of occupational experience in the discipline; or
- 30 semester units or Industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

**32.** Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

**43.** Recency: An individual shall demonstrate current knowledge of the discipline.

**D. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, and in which a related bachelor's or associate degree is not generally expected or available**

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria:

~~1. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess a bachelor's or associate degree as listed in the job announcement and consistent with the current Minimum Qualifications for Faculty and Administrators in California Community Colleges prior to date of employment. Validation of conferred degree is required prior to beginning employment.~~

**21.** Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two years of occupational experience in the discipline; or
- 60 semester units AND six years of occupational experience in the discipline; or

History of Review:

DCHR: 11/14/13, 01/23/14, 02/27/14

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- 30 semester units or Industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.

**32.** Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

**43.** Recency: An individual shall demonstrate current knowledge of the discipline.

[See Administrative Procedure 7211.](#)

Book	VCOCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7211 Minimum Qualifications and Equivalencies
Number	AP 7211
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 53400 et seq.</a> <a href="#">California Education Code Section 87001</a> <a href="#">California Education Code Section 87003</a> <a href="#">California Education Code Section 87359</a> <a href="#">California Education Code Section 87743.2</a>
Adopted	December 14, 2010
Last Reviewed	January 22, 2013

**A. Procedure for the Determination of Qualifying Degrees.**

(When not specifically defined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*)

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

**B. Procedure for the Determination of Equivalency**

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.
2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for

History of Review:  
DCHR: 01/23/14; 01/27/14



meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee from that college shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.

5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.

6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.

7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, review those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.

History of Review:

DCHR: 01/23/14; 02/27/14

8. Representatives of the collective Academic Senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College (Spring 2014-4)

Ventura County Community College District

Disciplines Unique to a College  
Spring ~~2014~~ ~~2013~~

<u>Mariposa College</u>		<u>Onward College</u>		<u>Ventura College</u>	
<u>Discipline</u>	<u>Title</u>	<u>Discipline</u>	<u>Title</u>	<u>Discipline</u>	<u>Title</u>
<u>ARTH</u>	<u>Art History</u>	AB	Automotive Body Technology	ARCH	Architecture
EATM	Exotic Animal Training and Management	ADS	Addiction/Paraprofessional Training	CT	Construction Technology
FILM	Film Studies	CRM	Culinary Arts/Food Tech/ Restaurant Management	<u>DRAFT</u>	<u>Drafting</u>
GR	Graphic Arts	DA and DH	Dental Technology*  (* Dental Assisting and Dental Hygiene)	MT	Manufacturing Technology
HIM	Health Information Technologies	<del>ENGT</del>	<del>Engineering Technology</del>	<del>PM</del>	<del>Paramedic Studies</del>
HUM	Humanities	<u>AGENVT</u>	<u>Air-Conditioning &amp; Refrigeration Environmental Control Technology</u>	<u>READ</u>	<u>Reading</u>
<u>JOUR</u>	<u>Journalism</u>	FT	Fire Technology	WEL	Welding
NTS	Nutritional Science	<u>LA-PLS</u>	<u>Legal-Assisting-Paralegal Studies</u>	<u>WS</u>	<u>Water Science</u>
RADT	Radiological Technology				