

Palomar College Policies/Procedures Review Task Force Meeting

Friday, February 23, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Jane Wright (Consultant), Berta Cuaron, Joe Madrigal, John Tortarolo, Brent Gowan, Ken Burns, Kelley Hudson MacIsaac, Susan Coleman, Bill Bedford, and Josie Silva

- I. **Review and Approval of December Meeting Highlights** – The Task Force members reviewed the December 15, 2006, Meeting Highlights. The highlights were approved as submitted.
- II. **Status of Chapters 1 and 2** – The Task Force members discussed the process and timeline for further review and submission of Chapters 1 and 2 to the Strategic Planning Committee (SPC) and the Governing Board. The chapters will be submitted to SPC on March 6th for first reading, and April 3rd for second reading. It is estimated that the chapters will be submitted to the Governing Board in May.
- III. **Review/Revise Policies and Procedures in Chapter 5** – Jane connected her computer to the projector so that the Task Force members could view the language on the screen and verify the revisions being made. The members began updating/revising the wording for the following policies and procedures in the Student Services Chapter:
 - **Policy 5000 titled Student Responsibility:** Brent suggested that the language used in the policies and procedures is consistent. References to students were made plural in this policy and throughout the policies/procedures (with the few exceptions in cases where the term student must remain singular for emphasis and/or the context).
 - **Procedure 5000 titled Student Responsibility:** The office of primary responsibility was modified to read “Enrollment Services” rather than the title of a specific position. Jane will make this revision throughout the policies and procedures where appropriate.
 - **Policy 5010 titled Admissions and Concurrent Enrollment:** Berta recommended that the term “profit” be revised to “benefit.”
 - **Procedure 5010 titled Admissions:** The title of this procedure was revised to: “Admissions and Concurrent Enrollment” for consistency with the policy. Joe will clarify the meaning of the Classroom Participation Section of this procedure. Jane will research the origin of this language and include a note regarding the current Palomar policy number and adoption date. Joe and Jane will check with Bonnie Dowd regarding the issue of claims for state apportionment for concurrent enrollment to determine if this issue is addressed in the Fiscal Services Section.
 - **Procedure 5013 titled Students in the Military:** The content of this policy was accepted as submitted.
 - **Policy 5015 titled Residence Determination:** Joe recommended that the term “session” be used rather than “semester” in order to encompass short-term sessions and other unique terms.
 - **Procedure 5015 titled Residence Determination:** References to specific job titles were revised to reference the particular office instead.

- **Policy 5020 titled Nonresident Tuition:** The phrase “to be determined not later than February 1 of each year for the following fiscal year” was added at the beginning of the fourth paragraph for clarity.
- **Procedure 5020 titled Nonresident Tuition:** The section regarding the District practice for calculating the nonresident tuition fee was referred to Bonnie Dowd for review and clarification.
- **Policy 5030 titled Fees:** Susan recommended that the language in this policy be compared with the language in the procedure regarding the consistency in the order addressed. Any repetition will be removed. The statement “The Governing Board authorizes the following fees” will be added to the policy along with a list of those applicable fees and the related legal citations.
- **Procedure 5030 titled Fees:** The section regarding “other exemptions” was referred to Herman and Berta for review and clarification.
- **Policy 5035 titled Withholding of Student Records:** The content of this policy was accepted as submitted.
- **Procedure 5035 titled Withholding of Student Records:** The word “may” in the first sentence was changed to “shall.”
- **Policy 5040 titled Student Records and Directory Information:** Joe will follow-up on this issue of student directory information and whether there is a provision whereby students can limit their name/address/telephone number from being released.
- **Procedure 5040 titled Student Records and Directory Information:** The section regarding student records being released to officials of other public or private schools or school systems was referred to Herman for further review and for the addition of example statements. The section regarding “charging for transcripts or verifications of student records” was moved to AP 5030 titled Fees. The following language was added to the procedure: “The District may be required by law to release student records to external parties. For example, student records may be requested under the California Public Records Act. In these cases, students’ identities shall be removed.”

Due to time constraints, only half of this procedure could be reviewed. In March, the Task Force will begin by reviewing the remaining language in this procedure.

- IV. Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, March 16, 2007, from 9:00 a.m. – noon. Refreshments and breaks will be provided for the members.
- V. Adjournment** – The meeting was adjourned at 12:07 p.m.