

Palomar College Policies/Procedures Review Task Force Meeting

Friday, March 16, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Jane Wright (Consultant), Ruth Larson, Berta Cuaron, Joe Madrigal, Kelley Hudson Mac Isaac, Michelle Barton, Michael Dimmick, Susan Coleman, and Josie Silva

- I. **Review and Approval of February Meeting Highlights** – The Task Force members reviewed the February 23, 2007, Meeting Highlights. Jane noted the responses in purple ink submitted by Joe Madrigal and Herman Lee. The highlights were approved as submitted.

- II. **Review/Revise Policies and Procedures in Chapter 5** – Jane projected the policy/procedure language on the screen for Task Force members to review and verify the revisions. The members continued updating/revising the wording for the following policies and procedures in the Student Services Chapter:
 - **Policy 5045 titled Student Records: Challenging Content and Access Log:** The term “his/her” was replaced by the “the student’s” in the first sentence.
 - **Procedure 5045 titled Student Records: Challenging Content and Access Log:** Task Force members noticed that there was a duplicate first paragraph. The duplicate paragraph was deleted. The first sentence of the new first paragraph was revised. Current Palomar Procedure 405 titled Access to Student Records was recommended for deletion.
 - **Policy 5050 titled Matriculation:** The following phrase was added to the end of the first paragraph: “ ... that include admission; assessment orientation academic career, transfer, and personal counseling; advising; and follow-up services.” Current Palomar Policy 5050 was deleted (indicated by strike throughs).
 - **Procedure 5050 titled Matriculation:** The terms “his/her” were changed to “a student.” The following bulleted items under matriculation services were added: “The use of multiple measures to assess students’ academic skills and abilities;” “Ongoing institutional research program;” “Faculty and staff training;” and “Prerequisite validation and enforcement.” Current Palomar Procedure 401 titled Matriculation was recommended for deletion.
 - **Policy 5052 titled Open Enrollment:** Task Force members questioned whether the following statement is in fact published in the schedule of classes and the catalog: “The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.” Joe and Berta will check the catalog/schedule of classes and confirm.

- **Procedure 5052 titled Open Enrollment:** There were questions about whether the Paramedics Program should be included in the list of programs in paragraphs two and three. Berta will double-check and make a recommendation.
- **Policy 5055 titled Enrollment Priorities:** The language in current Palomar Policies 402 titled Registration and 402.1 titled Registration Priority System was recommended for deletion.
- **Procedure 5055 titled Enrollment Priorities:** The language in black ink did not have a current Palomar Policy/Procedure reference. Jane will research the applicable reference and add that information to Procedure 5055.
- **Procedure 5070 titled Attendance:** Some Task Force members had copies of AP 5070 and others had information that this specific procedure was to be deleted. Jane will research the issue and confirm.
- **Policy 5075 titled Course Adds and Drops:** Current Palomar College Policy 418 titled Enrollment/Disenrollment was retained. Current Palomar College Policy 417 titled Withdrawal was deleted (indicated by strike throughs).
- **Procedure 5075 titled Course Adds and Drops:** Task Force members reviewed the recommended revisions submitted by Student Services. The recommended revisions were approved as submitted.
- **Policy 5110 titled Counseling Services:** The phrase “in an academic term” was added in the middle of the sentence, Counseling shall be required for all first time students enrolled for more than six units in an academic term, students enrolled provisionally, and students on academic or progress probation. Current Palomar College policy 5050 titled Counseling and Matriculation was deleted (indicated by strike throughs). The word “Services” was added to the title in the policy. Jane revised the Table of Contents to reflect this title change.
- **Procedure 5110 titled Counseling Services:** The word “Services” was added to the title in the procedure. Jane revised the Table of Contents to reflect this title change. The word vocations was revised to be career/technical. Task Force members reviewed the other recommended revisions submitted by Student Services. The recommended revisions were approved as submitted.
- **Policy 5110 titled Transfer Center:** Jane explained that Education Code references were added at the top of the page in both the policy and procedure. The added legal citations relate to transfer core curriculum and path requirements (including new Education Code Section 66721.7 requesting the University of California to articulate courses with community colleges and on curricular paths to achieve the baccalaureate degree). In addition, the phrase “all students including” was added to the following sentence: The Superintendent/President shall assure that a Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of all students including underrepresented students and complies with law and regulations. Current

Palomar College Policy 5120 titled Transfer Center was deleted (indicated by strike throughs).

- **Procedure 5110 titled Transfer Center:** The first letter of Transfer Center Plan was capitalized. The second paragraph of current Palomar Procedure 418.2 was recommended for deletion.

III. Next Meeting Agenda – The next Task Force Meeting is scheduled for Friday, April 13, 2007 from **9:00 a.m.** – noon. Refreshments and breaks will be provided for the members.

IV. Adjournment – The meeting was adjourned at 11:06 a.m.