

Palomar College Policy/Procedures Review Task Force Meeting

Friday, March 20, 2009

8:00– 11:00 a.m.

B-2

Meeting Highlights

Present: Darrell McMullen, Joe Madrigal, Berta Cuaron, Brent Gowen, Becky McClusky, Kelley Hudson Maclsaac, Susan Coleman (designated representative for Dr. Dowd), Mark Vernoy, Karen Robinson (for John Tortarolo), Karen Boguta, Laura Gropen, Josie Silva, and Jane Wright

- I. **Review and Approval of the March Meeting Highlights** – The Task Force members reviewed the March 6, 2009, Meeting Highlights. Karen Robinson recommended the following revision in the middle of the paragraph for AP 3310 titled Records Retention and Destruction: “...~~recommendation for disposal of continuing records~~ on-going documents (not continuing use records) is a departmental decision.” The meeting highlights were approved with the revisions. MSCU Gowen/Maclsaac

- I. **Begin Reviewing Chapter 4 (Instructional Services) Policies and Procedures:**
 - **BP 4030 – Academic Freedom:** Task Force members recommended moving current Palomar Policy 300 titled Academic Freedom to the beginning of the policy. Karen Robinson recommended adding a reference at the end of this policy to BP/AP 7370 titled Use of District Resources for Political Activity as well as BP 2716 titled Political Activity. Jane will remove the reference to “office of Primary Responsibility” from all Chapter 4 BPs. The Task Force approved this policy. MSCU Gowen/Vernoy

 - **AP 4030 – Academic Freedom:** Task Force members recommended adding a reference at the end of this policy to BP/AP 7370 titled Use of District Resources for Political Activity as well as BP 2716 titled Political Activity to be consistent with the note at the end of BP 4030. Brent Gowen requested that this AP be placed on “hold” in order to insert local practice regarding academic freedom. This procedure will be brought back to a future meeting.

 - **AP 4290 – Academic Honesty:** After reviewing the content of this procedure, Task Force members recommended converting this procedure to a policy because the language contained in current Palomar College AP 300.1 titled Statement on Professional Ethics was deemed to be appropriate as a policy. The first sentence of this new policy was revised to become: “Palomar College faculty members’ Code of Ethics which appears in its constitution serves as a reminder ~~believes that the “Statement on Professional Ethics,” promulgated by the American Association of University Professors and adopted by the~~

~~California Academic Senate, serves as a reminder~~ of the variety of obligations assumed by all members of the academic profession.” The word “should” in the second sentence was changed to “shall” to be consistent with the terminology used in other policies. It was recommended that the Faculty Constitution and the Faculty Handbook be included as the legal references. Brent will check these documents and confirm they are correct. He will let Jane know whether other legal references should be added. The Task Force approved this document as a new policy (BP 4290) rather than a procedure. The Task Force agreed that there is no need for a procedure. MSCU Gowen/Cuaron

- **BP 4650 – Final Examinations:** Task Force members recommended deleting this current Palomar College Policy (BP 310). MSCU McMullen/Maclsaac

II. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:

- **AP 3200 – Accreditation:** The Task Force reviewed the last paragraph in this procedure that was highlighted. At the request of the Task Force at a previous meeting, Michelle Barton added this last paragraph to address other accrediting agencies. The Task Force approved this procedure. MSCU Cuaron/Gowen
- **AP 3250 – Institutional Planning:** At the request of the Task Force at a previous meeting, Michelle Barton added three new paragraphs to better define the role of the Planning Councils and process more thoroughly. These new paragraphs were indicated by highlighting. The Task Force reviewed the language and recommended holding this procedure until the District further defines its planning process.
- **BP 3510 – Workplace Violence:** Karen Boguta explained that based on the Task Force’s recommendation, a meeting between the Human Resource Services Office and the Palomar College Police Department occurred in order to review the Chapter 3 BPs/APs and to address the responsibilities of the respective office/department. The legal references in AP 3510 were also included in BP 3510. The parenthetical statement: “actual or virtual” was added to the second sentence of the first paragraph to better address issues related to workplace violence. The term “real” was also added to the second sentence in the first paragraph to address both “real” or potential violence. Susan commented that the second paragraph is difficult to read. It was recommended that the language in the second paragraph be converted to bullets. The first word in the first and third bullets was changed from “assure” to “ensure” for consistency with the term used in other policies/procedures. At Becky’s recommendation, the following sentence was added to the end of this procedure: “This policy is also subject to the applicable collective bargaining agreement

or employee handbook.” The Task Force approved this policy. MSCU Gowen/Maclsaac

- **AP 3510 – Workplace Violence:** For consistency with the language in the policy, the following terms were added to the first sentence: “actual or virtual” and “real.” The following phrase was added to the end of the fourth paragraph: “. . . for workplace violence subject to applicable collective bargaining agreement or employee handbook and may also be subject to criminal prosecution.” The following language was added to the end of the first paragraph on the second page of this procedure: “other appropriate person” replaced the terms “other appropriate person” and “immediate” to indicate that the notification to the Police Department is urgent. The terms “union” and “if appropriate” were added in the third paragraph on the second page of this procedure. The fourth paragraph and the last bullet were highlighted for further review by Human Resource Services and the Palomar College Police Department. The Task Force recommended holding this procedure.
- **BP 3515 – Reporting of Crimes:** Joe recommended that the term “assure” should be changed to “ensure” for consistency with the other policies/procedures. The words “center or site” were added to encompass all District instructional locations (campus, center, or site). The Task Force approved this policy. MSCU Maclsaac/Vernoy
- **AP 3515 – Reporting of Crimes:** On the second page of this procedure there was a recommendation to consider adding a victim’s rights paragraph. In addition, the sentence, “Certain crimes that are reported can be handled through an internal investigation and if the victim chooses to address an incident through a campus disciplinary proceeding.” was added at the beginning of a paragraph located on the second page. In the paragraph on the second page (preceding the list of bullets), the following underlined language was added: To the extent required by law, the District shall disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure include, but are not limited to. Lastly, the Task Force discussed the order of the items included in the bulleted language. They requested that the Police Department review the bulleted items and consider re-ordering the infractions from least severe to most severe. The Task Force recommended holding this procedure so the Palomar College Police Department could review the language in this procedure further.
- **AP 3516 – Registered Sex Offender Information:** Karen Robinson recommended adding a reference at the end of this procedure stating, “Also see AP 7127 titled Employment of Applicants with Criminal Records.” Darrell recommended reversing the second and third

paragraphs for improved readability. The Task Force approved this procedure. MSCU Vernoy/Maclsaac

- **BP 3520 – Local Law Enforcement:** The Task Force reviewed the language in this policy and approved it as submitted. MSCU Maclsaac/Vernoy

III. Next Meeting – Friday, April 3, 2009 from 8:00 – 11:00 a.m. in B-2

IV. Adjournment: The meeting adjourned at 10:20 a.m. due to lack of a quorum.