

Palomar College Policies/Procedures Review Task Force Meeting

Friday, April 13, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Nancy Chadwick, Bob Deegan, Berta Cuaron, John Tortarolo, Brent Gowen, Bill Bedford, Susan Coleman, Josie Silva, Herman Lee, and Jane Wright (Consultant)

- I. **Review and Approval of March Meeting Highlights** – The Task Force members reviewed the March 16, 2007 Meeting Highlights. The highlights were approved as submitted. As a follow-up to the Policy 5052 Section titled Open Enrollment in the meeting highlights, Herman reported that information regarding open enrollment is included in the College Catalog and Schedule of Classes. As a follow-up to the Procedure 5055 Section titled Enrollment Priorities in the meeting highlights, Jane reported that the language in black ink reviewed during the March 16 Meeting was current Palomar College Policy 402 titled Registration (77-6279) and Policy 402.1 titled Registration Priority System (89-13819, 94-16943, 94-17035, 98-19411, 00-20570). Jane also reported that Procedure 5070 titled Attendance is currently being reviewed by Herman and will be submitted for Task Force review on May 11.

- II. **Continued Review of 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 5130 titled Financial Aid, Veterans' & Scholarship Services:** The policy language was accepted as submitted.

 - **Procedure 5130 titled Financial Aid, Veterans' & Scholarship Services:** There was a discussion regarding the use of "District" versus "College." It was determined that the term "District" will be used because it is legally more accurate. Jane will do a search to replace the references to "College" with the term "District." Task Force members also discussed deleting any punctuation at the end of the phrases in a bulleted listing. Jane will do a search and replace to delete the punctuation. The language in AP 5130 was reviewed and accepted as submitted.

 - **Policy 5140 titled Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS):** The title of this policy as well as the references in the text was revised to be Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS). These same revisions were made in the related procedural language.

- **Procedure 5140 titled Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS):** Jane will revise reference to DRC/DSPS to be consistent with the policy. Ron Haines will be asked to review this procedure for currency (such as the computer-related programs) and to combine some of the bulleted points. Task Force members also asked about including a reference to a 504 Accommodation Plan. Task Force members discussed the difference between the use of “that” versus “which.” When the term “that” is used, no commas are included. When the term “which” is used, commas must be included. Jane will insert the quotations in the appropriate location in the paragraph that references the Federal Code of Regulations Volume 34.
- **Policy 5150 titled Extended Opportunity Programs and Services (EOPS):** The words “that augment” were added to the first sentence in the first paragraph.
- **Procedure 5150 titled Extended Opportunity Programs and Services (EOPS):** Task Force members asked Jane to forward this procedure to Anne Stadler to clarify “waivers” and whether “waivers” can be placed in a separate bullet. Task Force members also recommended that the bullet stating “summer classes and coordinate with instructors” be deleted because it doesn’t seem to fit with the other items in the list. Task Force members also want Anne to clarify the bullet stating “four-year college fee waivers.” The question was whether this relates to application fee waivers for baccalaureate-level institutions?
- **Procedure 5160 titled GEAR UP Program:** It was recommended that Calvin review this procedure again and the proposed revisions by the Task Force for accuracy.
- **Procedure 5170 titled TRIO Programs:** It was recommended that Calvin review this procedure to convert the long paragraphs of information into bulleted lists (similar to the format used in other procedures).
- **Procedure 5180 titled Tutorial Services Programs:** This procedure was moved from Chapter 5 (Student Services) to Chapter 4 (Instructional Services) and re-numbered as AP 4045.
- **Procedure 5190 titled Placement Services:** Task Force members recommended that the information in this procedure be moved to AP 5130 titled Financial Aid, Veterans’ & Scholarships Services.
- **Policy 5200 titled Student Health Services:** It was recommended that this policy be reviewed and simplified by inserting the language recommended by the CC League and by deleting all of the legal references with the

exception of the Education Code and Title 5 references. This policy will be sent to Jayne Conway for revision.

- **Procedure 5200 titled Student Health Services:** This procedure was referred to Jayne Conway because the current Palomar College Policy 418.2 seems to describe all of the key Student Health Services areas without the need for the added verbiage. Task Force members recommended that the information in black ink be converted to bullets in order to simplify it and be more succinct. It was recommended that the references only include Ed Code and Title 5 citations. Lastly, the recommendation was to reference an office manual in the text of this procedure to direct the reader to other important information (rather than delineating office practices/processes).
- **Policy 5205 titled Student Accident Insurance:** After a lengthy discussion, Task Force members recommended that this policy and the related procedure be moved to Chapter 6 (Finance and Administrative Services). It was re-numbered as BP 6545.
- **Procedure 5205 titled Student Accident Insurance:** Moved to Chapter 6 (Finance and Administrative Services) and re-numbered as AP 6545.
- **Policy 5210 titled Communicable Disease:** The words “certain” and “in students” were added to the end of the first sentence to clarify that the District addresses certain communicable diseases in students.
- **Procedure 5210 titled Communicable Disease:** This procedure was referred to Jane Conway to respond to the following questions and modify the language accordingly. What communicable diseases will trigger an intervention by Student Health Services? What happens when health services becomes aware of an infection? What are the steps? What is the process?
- **Policy 5300 titled Student Equity:** This policy was accepted as submitted.
- **Procedure 5300 titled Student Equity:** This procedure was accepted as submitted.
- **Policy 5400 titled Associated Student Government:** The Task Force just began reviewing BP 5400, BP 5410, and BP 5420. The recommendation was to send these three policies and the related procedures to Bruce Bishop to consider combing the three policies and the three related procedures into one policy and one procedure. The Task Force will begin with BP 5400 at the meeting on May 11, 2007.

- III. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, May 11, 2007 from 9:00 a.m. – noon.
- IV. **Adjournment** – The meeting was adjourned at 11:40 a.m. because the Task Force members did not take any meeting breaks.