

Palomar College Policies/Procedures Review Task Force Meeting

Friday, May 11, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Bob Deegan, Bonnie Dowd, Joe Madrigal, Kelley Hudson MacIsaac, Bill Bedford, Susan Coleman, Michael Dimmick, Josie Silva, and Jane Wright (Consultant)

- I. **Review and Approval of April Meeting Highlights** – The Task Force members reviewed the April 13, 2007 Meeting Highlights. The highlights were approved as submitted.
- II. **Meeting Schedule for the 2007-08 Academic Year** – Josie disseminated a suggested schedule for Task Force Meetings for 2007-08. The members reviewed the meeting dates (which are on Friday mornings at the end of Board Meeting weeks). The dates were approved as presented:
 - Friday, September 14, 2007 from 9:00 a.m. - noon
 - Friday, October 12, 2007 from 9:00 a.m. - noon
 - Friday, November 16, 2007 from 9:00 a.m. - noon
 - Friday, December 14, 2007 from 9:00 a.m. - noon
 - Friday, January 11, 2008 from 9:00 a.m. - noon
 - Friday, February 22, 2008 from 9:00 a.m. - noon
 - Friday, March 14, 2008 from 9:00 a.m. - noon
 - Friday, April 11, 2008 from 9:00 a.m. - noon
 - Friday, May 16, 2008 from 9:00 a.m. - noon
- III. **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 5400 titled Associated Student Government:** The word “Government” was added to the title of this policy, the related procedure, and to Policies/Procedures 5410 and 5420 to reflect the actual title used at Palomar. In addition, the following sentence was added to the end of the first paragraph: “This student body organization is known as the Associated Student Government (ASG).” The acronym “ASG” was added throughout the rest of the policy.

- **Procedure 5400 titled Associated Student Government:** The acronym “ASG” was added, where appropriate, to this procedure. The first half of current Palomar College Procedure 418.2 titled Disenrollment Procedures was stricken. The following sentence was added: “Both day and evening students shall be encouraged to participate in ASG.” The words “and participation” were added to the following sentence: “The Palomar College governance structure provides for representation and participation of students.”
- **Policy 5410 titled Associated Student Government Elections:** Task Force members asked for clarification from Bruce Bishop regarding the following sentence added at his request: “The ASG may identify additional requirements for participation in the organization.” Specifically, the members wanted to know if the statement refers to “election to serving as an officer in the organization?” or whether it refers to general student participation? (If it is the latter, the Task Force members recommended moving this statement to BP 5400).
- **Procedure 5410 titled Associated Student Government Elections:** The word “officer” was added to the following sentence: “The Associated Student Government (ASG) shall conduct annual officer elections.” In addition, the phrase: “and the constitution and bylaws of the ASG” was added to the end of the second sentence.
- **Policy 5420 titled Associated Student Government Financial Management:** The words “Financial Management” were added to the title. The acronym “ASG” was added throughout as well as the phrase “or designee” at the end of the first paragraph.
- **Procedure 5420 titled Associated Student Government Financial Management:** The words “Financial Management” were added to the title. The acronym “ASG” was added throughout. The term fund was made possessive in the first bullet. The phrases “and financial records” as well as “Director of Student Affairs” were added to the second bullet. The following phrases were added to the third bullet: “the Cashier’s Office in Student Services,” “through,” and “Fiscal Services Office.” The language in current Palomar College Procedure 527 titled Associated Student Funds was stricken.
- **Policy 5500 titled Standards of Conduct:** Jane highlighted one Education Code reference (Ed Code Section 66301) as a reminder to double-check the accuracy of this specific reference. At the recommendation of the Task Force members, the first line of the first paragraph in current Palomar College Procedure 305 was stricken. The words “This policy” and “class schedule” were added to the following sentence: “This policy shall be made widely available to students through the College catalog, class schedule, and other means.” The words “or designee” were added to the end of item #2. The words “the academic code of integrity (see Procedure 5500 titled Standards of Conduct)” were added to the end of item #12. The language in current Palomar Policy 420.1 was stricken.

- **Procedure 5500 titled Standards of Conduct:** Jane highlighted the Education Code reference for section 66301 as a reminder to double-check the accuracy of this reference. The Task Force accepted the remainder of the procedure as submitted.
- **Procedure 5520 titled Student Discipline Procedures:** Whenever a reference regarding the specific number of days was cited in this procedure, the number was written as well as depicted with its numerical value in parenthesis. Current Palomar College Procedure 465 titled Emergency Messages to Students was moved from this procedure to a related procedure in Chapter 3 (General Institution) titled Safety (AP 3500). Task Force members asked Jane to check the legal citation (Title 5 Section 41303) listed in current Palomar College Policy 420.2 titled Application of Policy to Conduct of Applicants for Admission or Readmission. Jane was also asked to confirm the legal citations in current Palomar College Policy 423 titled Record of Disciplinary Action for accuracy.
- **Policy 5530 titled Student Rights and Grievances:** The language in the first paragraph was revised as follows:

~~It is the policy of the Palomar Community College District to authorize S~~students may to initiate grievance procedures when ~~they~~ student believes that ~~he/she~~ has they have been subject to unjust action or the denial of rights as stipulated in published District regulations policies/procedures, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as outlined in the Student Grievance ~~Policy and Procedures~~.

In addition, Task Force members requested that the language in current Palomar College Policy 430.1 titled Suspension by Instructor, Policy 430.2 titled Administrative Suspension, and Policy 430.3 titled Right to Impose Long-term Suspensions or Recommend Expulsions be moved to new Procedure 5520 titled Student Discipline Procedures and be shown in that procedure with the language stricken.

- IV. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, September 14, 2007 from 9:00 a.m. – noon.
- V. **Adjournment** – The meeting was adjourned at 11:37 a.m. because the Task Force members did not take any meeting breaks.