

# Palomar College Policies/Procedures Review Task Force Meeting

Friday, September 14, 2007

9:00 a.m. – 12:00 p.m.

## Meeting Highlights

**Present:** Bob Deegan, Brent Gowen, Joe Madrigal, Kelley Hudson Maclsaac, Bill Bedford, Susan Coleman, Ken Burns, Mark Vernoy, and Jane Wright (Consultant)

- I. **Review and Approval of May Meeting Highlights** – The Task Force members reviewed the May 11, 2007, Meeting Highlights. The highlights were approved as submitted.
- II. **Meeting Schedule for the 2007-08 Academic Year** – Susan mentioned the date change for the October Meeting (from October 12 to October 19). The revised 2007-08 Task Force dates include:
  - Friday, October 19, 2007 from 9:00 a.m. - noon
  - Friday, November 9, 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. **Completion of Review of Chapter 5 Policies/Procedures** – 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 5550 titled Speech: Time, Place, and Manner:** BP 5550 was reviewed and approved as submitted.
  - **Procedure 5550 titled Speech: Time, Place, and Manner:** AP 5550 was reviewed and approved as submitted.
  - **Policy 5570 titled Student Credit Card Solicitation:** The title of this policy was revised to be Solicitors on Campus.
  - **Procedure 5570 titled Student Credit Card Solicitation:** The title of this procedure was revised to be Solicitors on Campus. The following sentence was added to the beginning of the procedure: “All solicitors must obtain approval from the Office of Student Affairs to conduct business on campus via the application process.”
  - **Procedure 5610 titled Voter Registration:** The words “will be” were added in the two bullets to make the language in the bullets parallel.

- **Policy 5700 titled Athletics:** This policy was approved as submitted.
- **Procedure 5700 titled Athletics:** The following language was added to the end of the procedure: “Also refer to the Palomar College Catalog, class schedule, and Athletics web site”
- **Policy 5800 titled Bookstore:** It was recommended that this policy be moved to Chapter 6 (Finance and Administrative Services) and be re-numbered as BP 6975.
- **Procedure 5800 titled Bookstore:** It was recommended that this procedure be moved Chapter 6 (Finance and Administrative Services) and be re-numbered as AP 6975.

**IV. Other Items -** The Task Force members also reviewed the following:

- **Revisit Procedure 5020 titled Nonresident Tuition** – Bonnie Dowd and Phyllis Laderman provided clarification as requested regarding District practice for calculating the nonresident tuition fee. Bonnie and Phyllis recommended the addition of the following bullet at the end of the procedure: “Completion of the California Community Colleges Nonresident Tuition Fee Worksheet (per Education Code Section 76140) that sets the fee rate in relation to the fee at other districts.”
- **Revisit Procedure 5030 titled Fees** -- Herman Lee recommended the following language be added under the header titled Transcript/Student Record Fee: “The District shall furnish at no charge up to two transcripts of students’ records or two verifications of various records. After two copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. Students may request special processing or rush processing of a transcript for an additional fee. (See the Palomar Class Schedule for exact fee amount)” In addition, the Task Force members recommended grammatical changes to the bulleted items under the Student Health Fee header in order to make the bulleted language parallel. Joe will clarify the accuracy of the language in the bullet regarding health fee exemptions for students who are active military students taking classes at Camp Pendleton.
- **Revisit Procedure 5040 titled Student Records and Directory Information** – This procedure was reviewed by the Task Force because it was not reviewed in its entirety by the Task Force at the February 23, 2007 Meeting due to time constraints (see Feb. 23 Meeting Highlights). This procedure was reviewed and accepted as submitted.
- **Revisit Procedure 5052 titled Open Enrollment** – This procedure was reviewed again in order to obtain clarification regarding the inclusion of the paramedics program and regarding who reviews challenges. The paramedic academy program was included in the listing of programs with restricted enrollments. The following sentence was added at the end of the procedure to clarify the issue of challenges: “Prerequisite and co-requisite challenges are addressed by the appropriate academic discipline/ department.”

- **Revisit Procedure 5070 titled Attendance** -- Herman Lee recommended the following sentences be included as the introductory statement for this procedure: "Pursuant to Education Code Section 84040, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data use for calculating the state general fund apportionment and to facilitate annual audits required of the District. Appropriate support records include the following:"
- **Revisit Procedure 5075 titled Course Adds and Drops** – The Task Force reviewed the language in this procedure and discussed the process for official withdrawals. It was recommended that Herman Lee review the recommended revisions to confirm the accuracy of the following statement: "A student who formally withdraws or is dropped by a faculty member from a class prior to the drop deadline."
- **Revisit Procedure 5140 titled DRC/DSPS** -- The Task Force reviewed the language in this procedure and accepted the procedure as submitted.
- **Revisit Procedure 5150 titled EOPS** – The Task Force reviewed the language in this procedure and recommended that Anne Stadler review the following bullet under the elements in the EOPS Annual Plan: "Director's waivers for basic skills instruction, and tutoring service" Task Force members were unaware of this waiver provision and requested further information.
- **Revisit Procedure 5160 titled GEAR UP Program** – The Task Force reviewed the revisions recommended by Calvin and deleted the detailed information listing the specific school districts involved in the program because this information was too prescriptive and might change therefore requiring the procedure to be re-submitted through the Palomar review process again.
- **Revisit Procedure 5170 titled TRIO Programs** -- The Task Force reviewed the revisions recommended by Calvin and accepted them as submitted.
- **Revisit Policy 5200 titled Student Health Services** -- Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the policy language was distilled down to the main aspects related to Health Services. Lastly, the title was revised from Student Health Services to Health Services to be consistent with the actual title of this area.
- **Revisit Procedure 5200 titled Student Health Services** -- Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the procedural language was distilled down to the main aspects related to Health Services. Lastly, the title was revised from Student Health Services to Health Services to be consistent with the actual title of this area.

- **Revisit Procedure 5210 titled Communicable Disease** -- Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the procedure language was distilled down to the main aspects related to Health Services. The Task force reviewed the revised procedure and accepted it as submitted.
  - **Revisit Policy 5400 titled Associated Student Government** – There were no additional recommendations from Bruce Bishop. This policy was approved as submitted.
  - **Revisit Procedure 5400 titled Associated Student Government** – The Task Force reviewed this procedure and accepted it as submitted.
  - **Revisit Procedure 5530 titled Student Rights and Grievances** – The following phrase was added to the end of this procedure: “Additional informal grievance resolution information is available in the Office of Student Affairs.”
- V. **Other** – Bill mentioned that the past few Palomar College Schedules of Classes have misspelled the term “Capitol” under the Tuition and Fees Schedule. The correct spelling is Capital Outlay Fee. Jane confirmed that she would bring this to the attention of Berta Cuaron so this could be corrected in future publications. (NOTE: Immediately following the meeting, Jane obtained the 2007 Fall Schedule of Classes and confirmed that the misspelling appears on page 192. She sent Berta an email message with this information to alert her to the issue.)
- VI. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, October 19, 2007 from 9:00 a.m. – noon.
- VII. **Adjournment** – The meeting was adjourned at 11:55 a.m.

**POST MEETING NOTE:** On September 21, 2007, the Community College League distributed the biannual update (Update #13) to districts throughout the state. The only recommended revision related to Chapter 5 (Student Services) was in AP 5013 titled Students in the Military. The recommended League revisions reflected revisions in Title 5 reference numbers and a clarified the prohibition on assigning an FW grade for military withdrawal. Jane made these recommended revisions to AP 5013 on September 21, 2007.