



GOVERNING BOARD MANUAL

Updated November 11, 2009

Palomar Community College District
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PALOMAR COLLEGE GOVERNANCE STRUCTURE

Introduction

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the College.

The governance structure and practices embrace the Palomar College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Palomar College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

Organization

The Strategic Planning Council, as the principal participatory governance body of the College, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the Planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan.

An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Strategic Planning Council will review the Annual Implementation Plan three times during an academic year to evaluate progress toward the Vision and strategic goals of the College.

The Superintendent/President serves as the chair of the Strategic Planning Council. To provide communication within the governance structure, all planning council chairs report progress on their objectives and activities at each Strategic Planning Council meeting.

Representation

The governance structure provides for representation from seven recognized constituencies at Palomar College; students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Confidential and Supervisory employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the following:

- ASG – students
- Faculty Senate – faculty on academic and professional matters
- PFF/AFT – faculty
- CCE/AFT – classified staff
- Confidential and Supervisory Team (CAST) – supervisors and confidential employees
- Administrative Association – directors and managers
- Superintendent/President – senior and executive administrators

The constituent appointees serve the length of term designated by their representative group.

Responsibilities of Representatives

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions
- communicate with individual constituencies; and
- contribute to informed decision making.

Recommendation Process

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, a majority of members shall determine the recommendation.

Each chair is responsible for communicating recommendations through the appropriate administrative and/or governance structure.

All representatives are responsible for keeping their respective constituencies informed of the proceedings and recommendations.

The process for presenting items first for Information, then for Action at a subsequent meeting shall be followed, thus allowing sufficient time for discussion. Allowance will be made for suspending this process when deemed appropriate by a majority.

Definitions of Governance Structures

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the Strategic Planning Council (SPC).

Operational Committee – A standing committee of constituency representatives intended to consider all matters pertaining to procedural issues as defined by its role. An operational committee is part of the governance structure.

Subcommittee – A permanent sub group convened by a standing committee or council designated to consider specific subjects in detail for recommendations back to the standing committee or council. The chair must be a member of the committee or council to which it reports. Other members need not be members of the committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

Ad Hoc Committee – A working group or sub-group created by a council or operational committee to address and make recommendations on a particular subject. The members need not be from a council or committee.

Task Force – A constituency-represented group specifically convened by and reporting to SPC or to the Superintendent/President to address a special college-wide subject/issue and meets until the subject/issue is resolved.

Not part of the Governance Structure

Advisory Committee – A group created to provide direction and/or input in compliance with state and federal regulations or other external mandates. Not part of the governance structure but may bring items to SPC as information only. Membership may be defined by state and federal regulations or external mandates and may be appointed by the appropriate constituent group(s).

Open Access

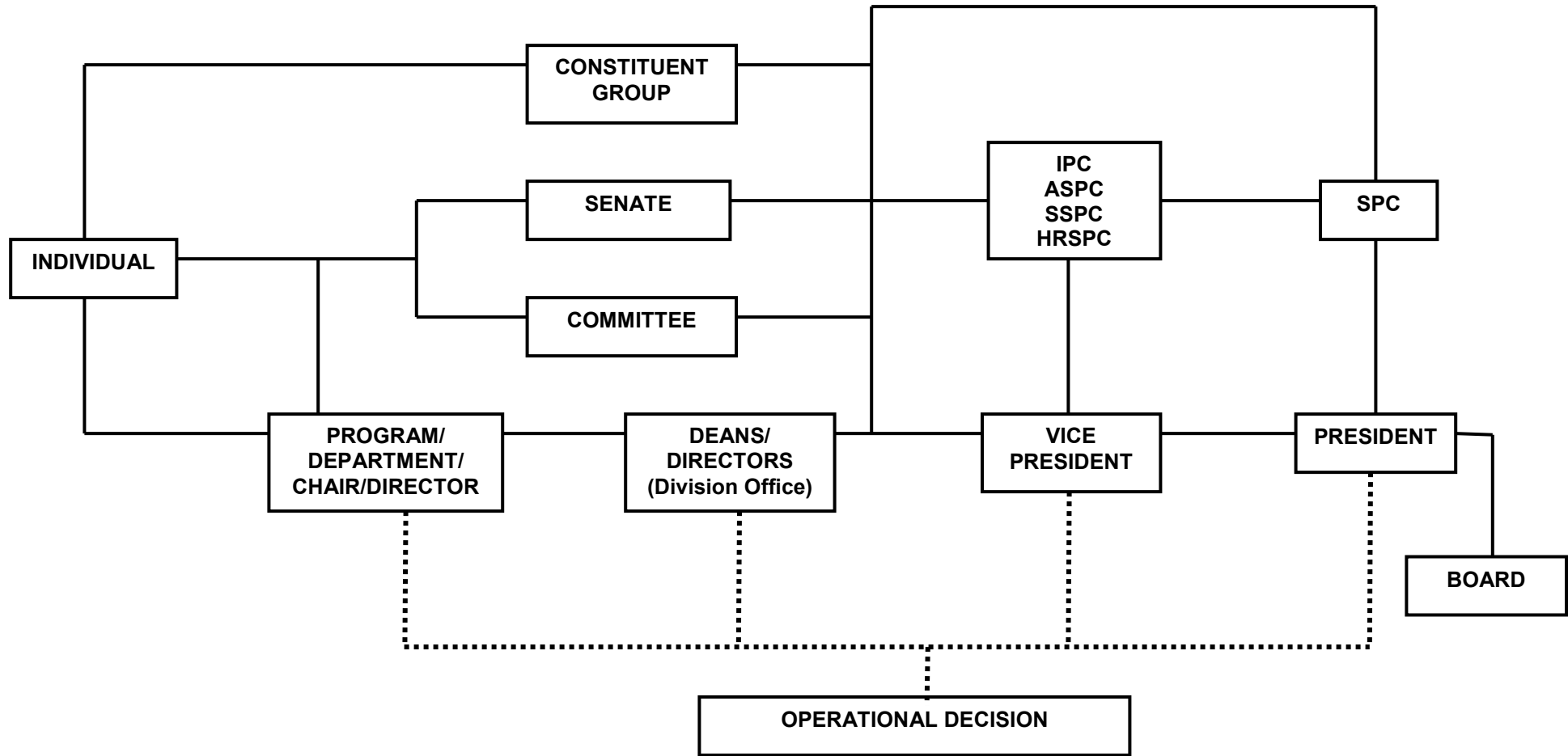
Governance meetings are public. In addition to representation afforded to individuals through constituencies, other individuals and groups may be heard in any governance meeting by requesting and receiving permission from the chair to participate and/or have items added to the agenda. Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be made readily accessible to all interested parties.

Approved/Revised by SPC 04-04-06

GOVERNANCE MODEL FLOW CHART

Governance is most effective when all constituents using the process to seek solutions, decisions, and actions understand the distinction between operational ideas, issues, or problems and governance ones. The flow chart on the following page was developed by the constituent leaders of the Strategic Planning Council in October 2003, to differentiate the communication flow of operational decisions versus governance processes from initiation through resolution. The flow is not to be interpreted as linear in one direction, but rather reflects two-way communication which can be accessed at any point through administrative structure or through governance structures and processes depending on the idea, issue, or problem.

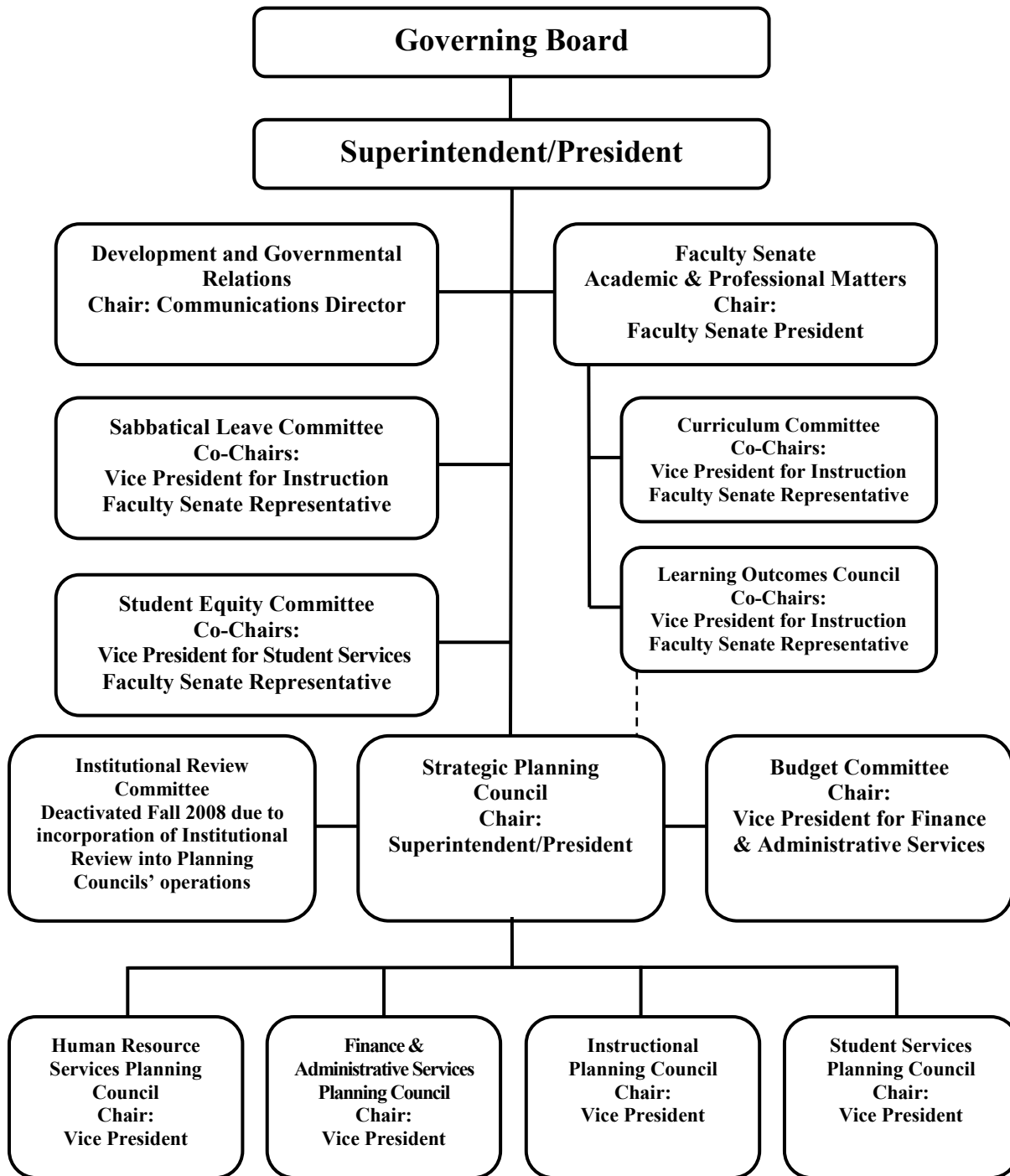
PALOMAR COLLEGE GOVERNANCE MODEL FLOW CHART
 [History of an idea/problem from conception to solution/decision/action]



The sources of ideas, problems, etc., may be initiated at any box above or from outside mandates.

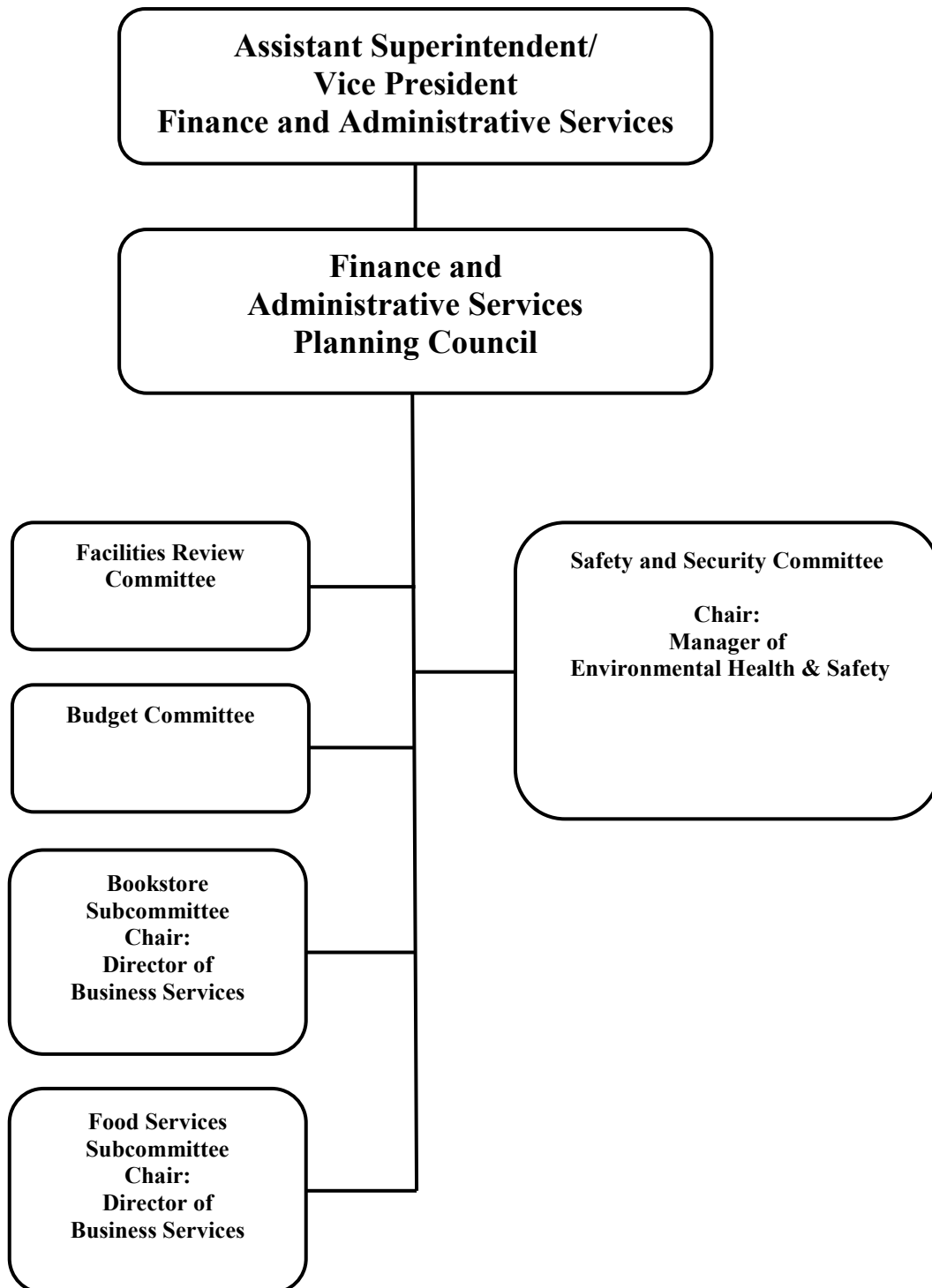
All lines	= Two-way communication
—————	= Decision
.....	= Recommendation

Palomar College Governance Structures

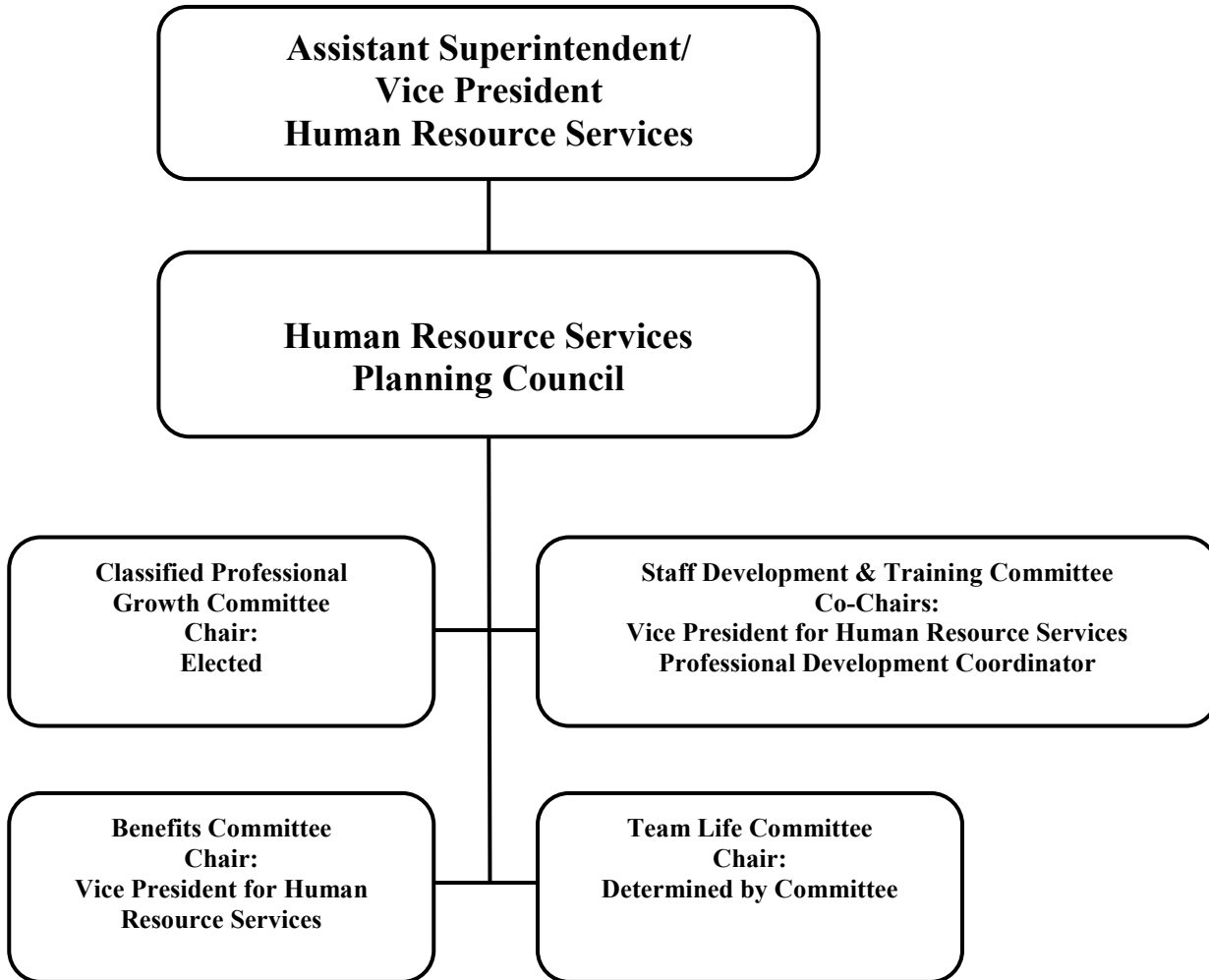


* Independent of governance structure

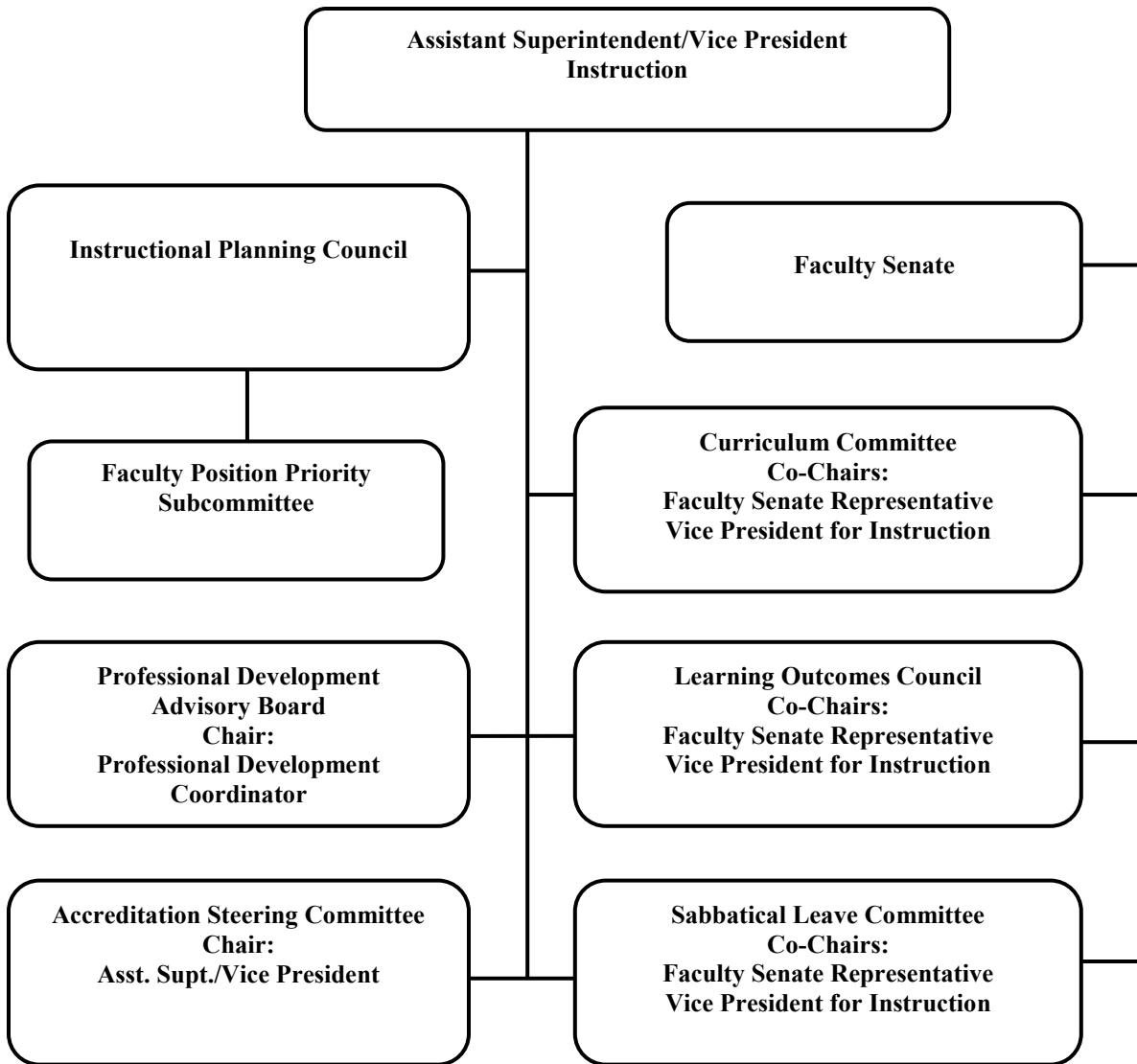
Finance and Administrative Services Governance Structure



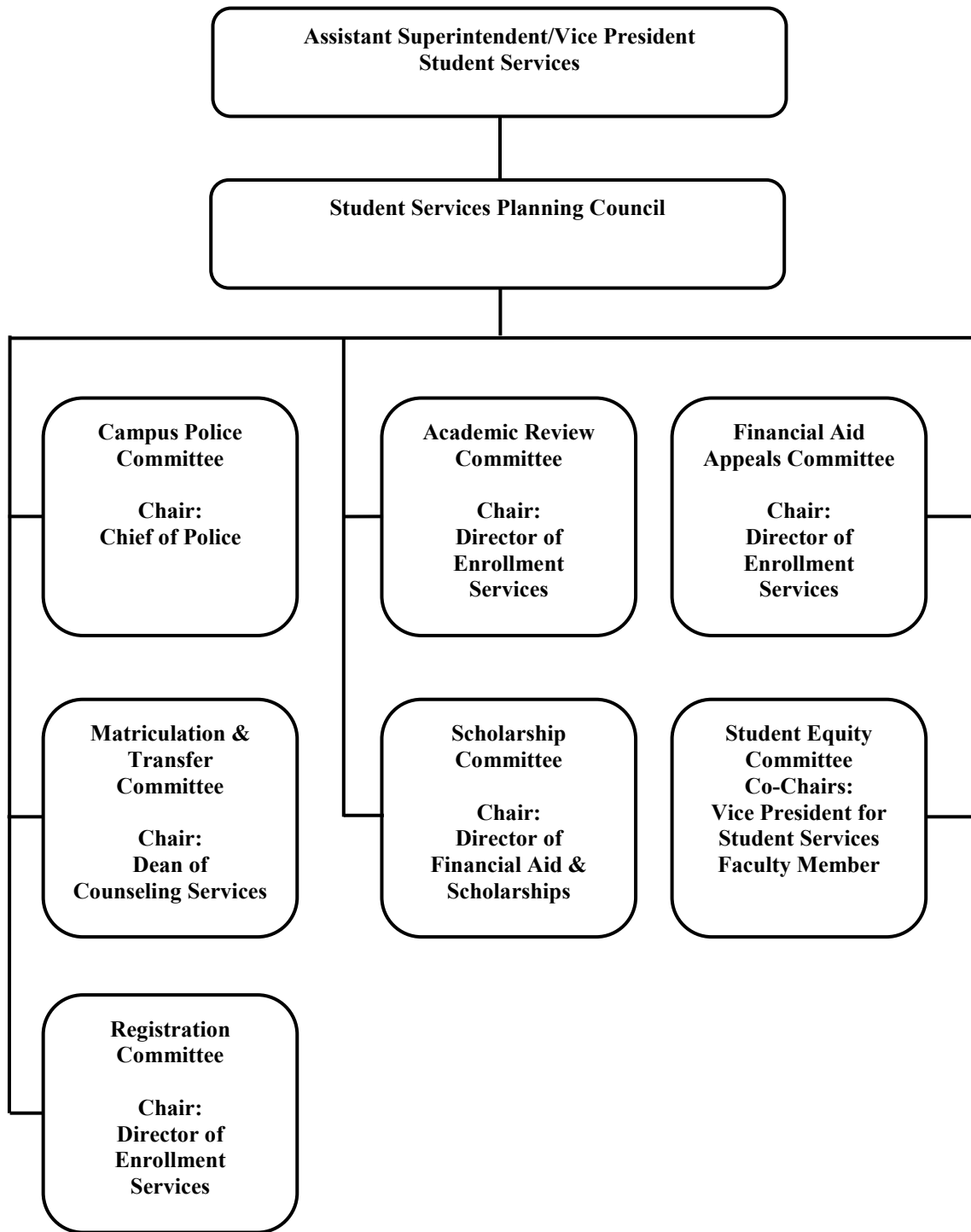
Human Resource Services Governance Structure



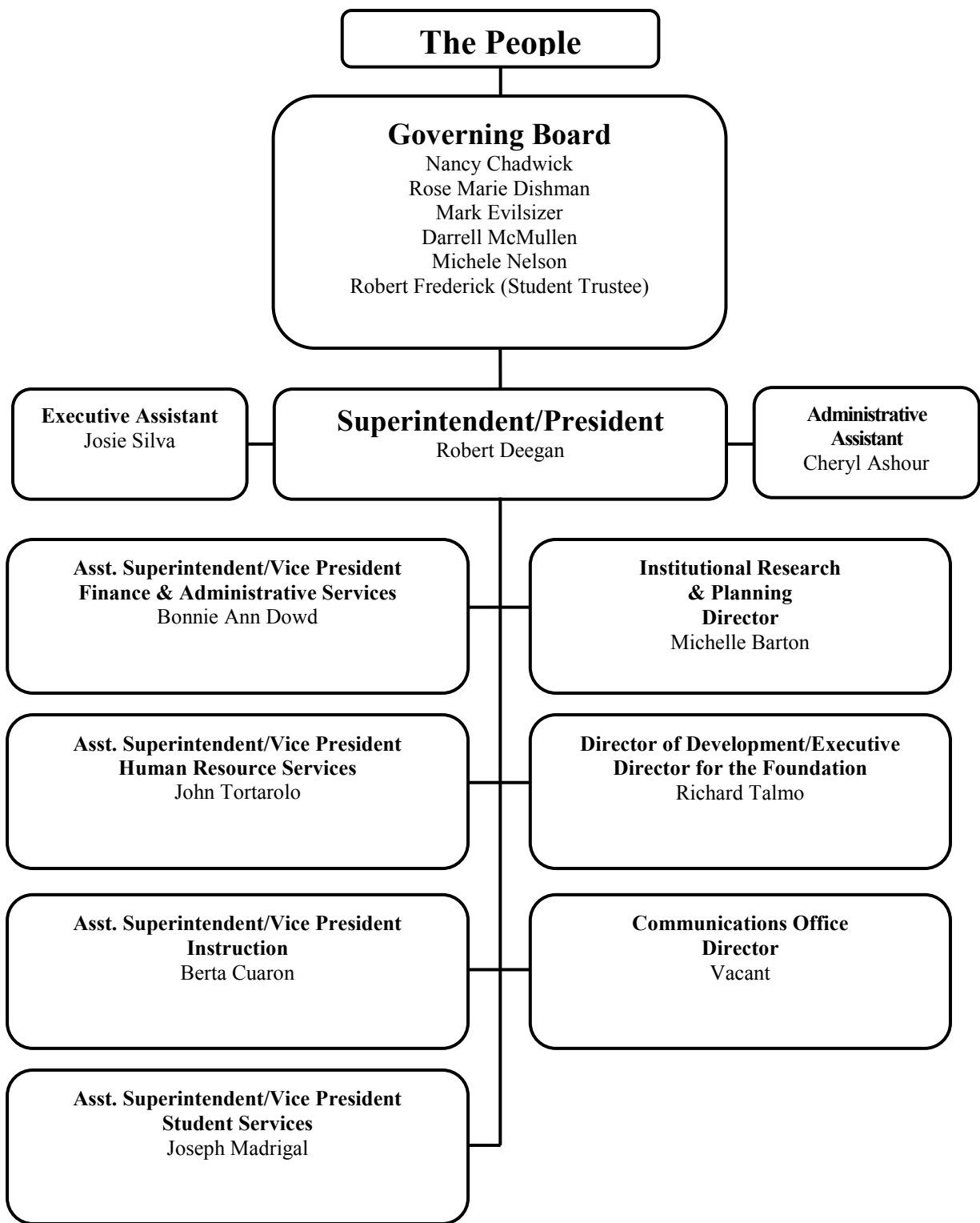
Instructional Services Governance Structure



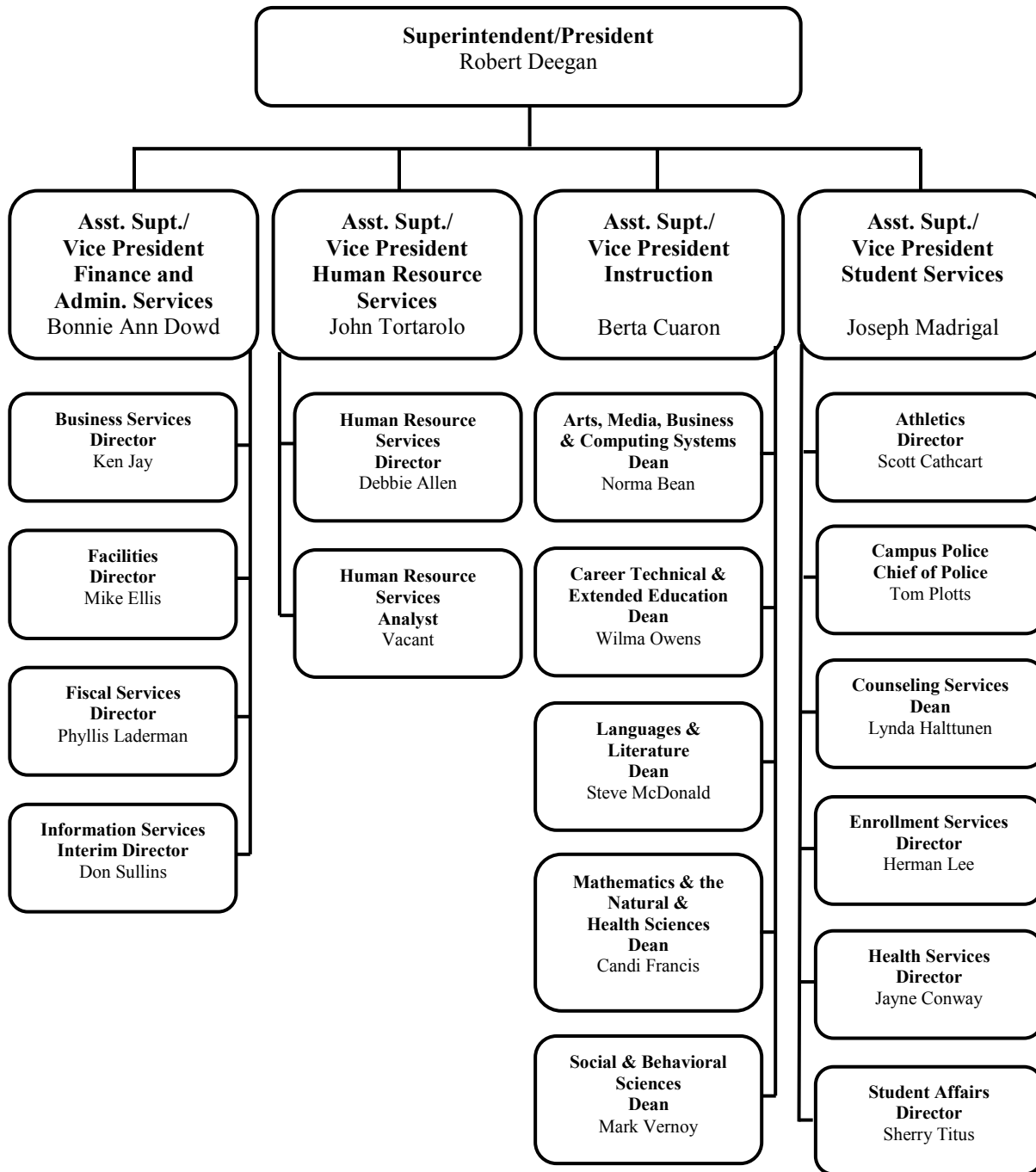
Student Services Governance Structure



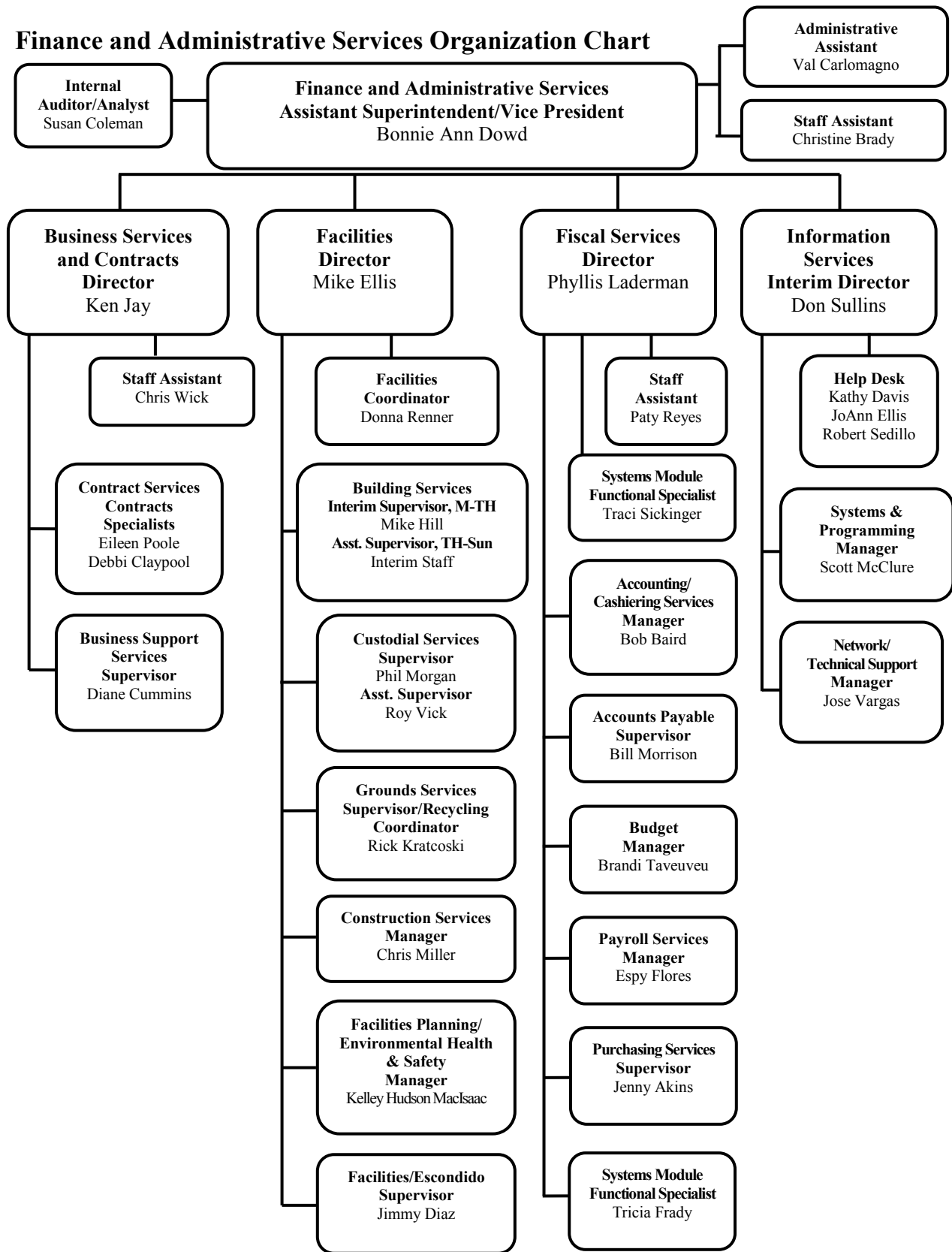
Palomar College Organization Charts



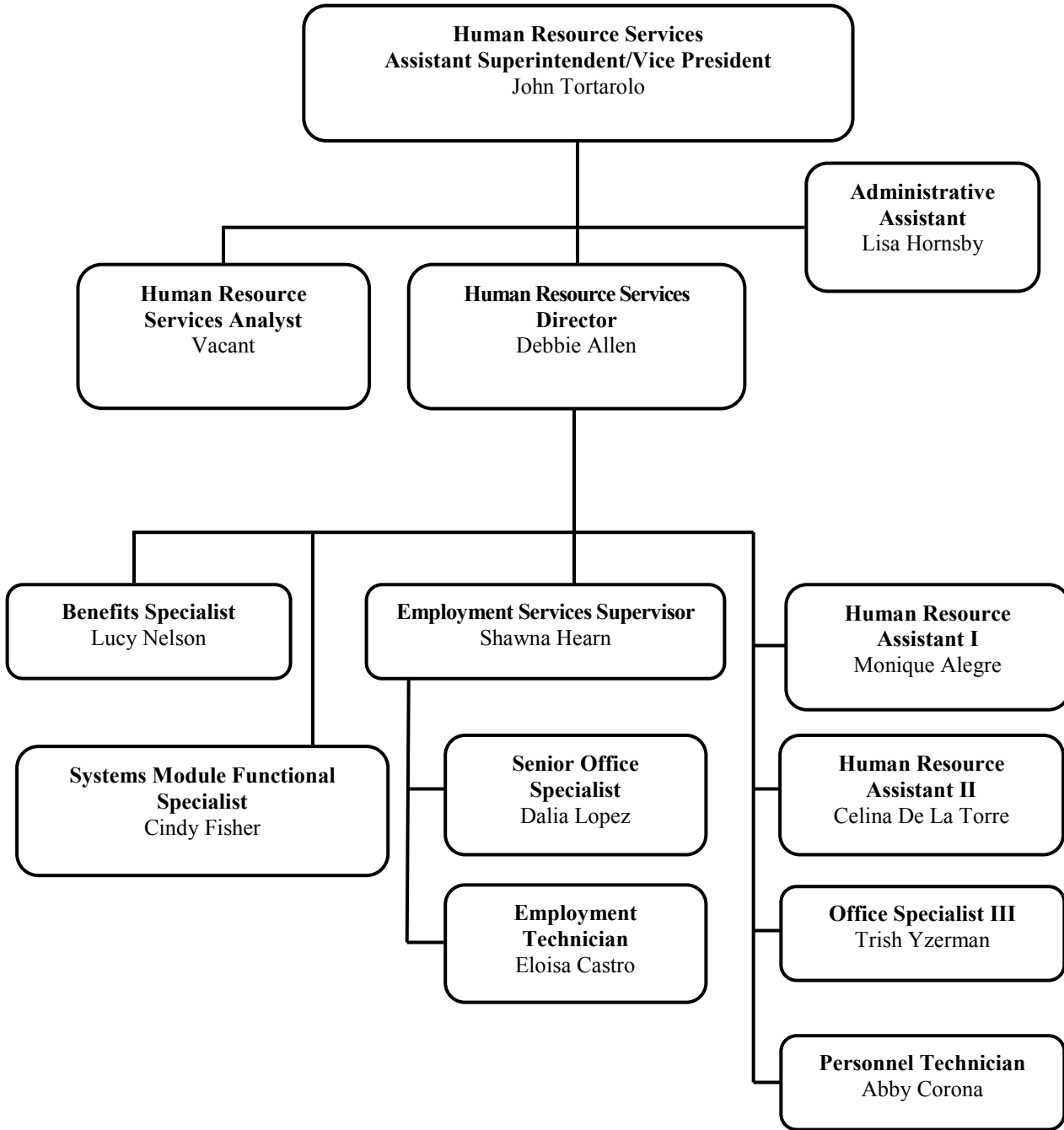
Palomar College Organization Chart
Assistant Superintendents/Vice Presidents and Divisions



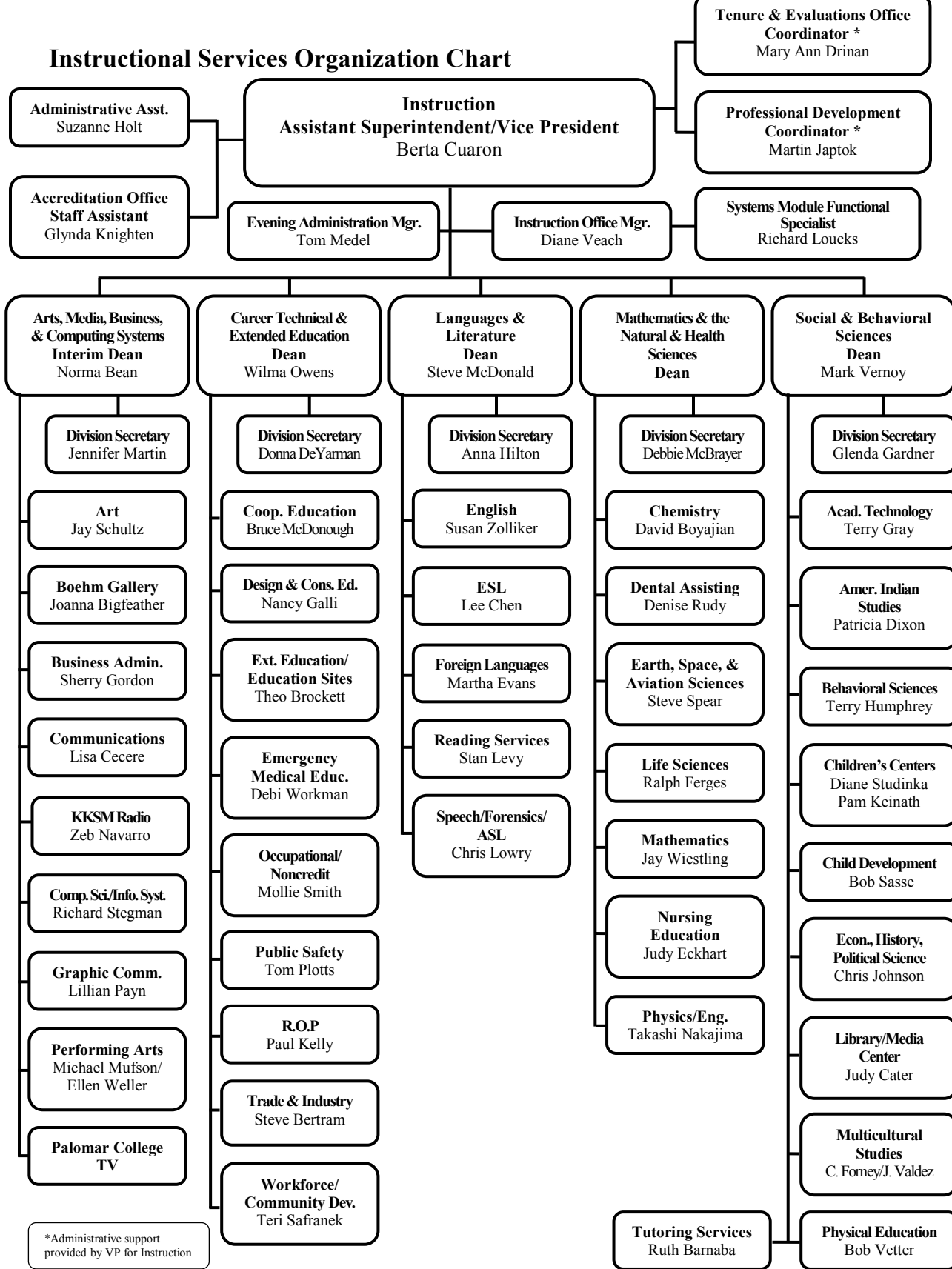
Finance and Administrative Services Organization Chart



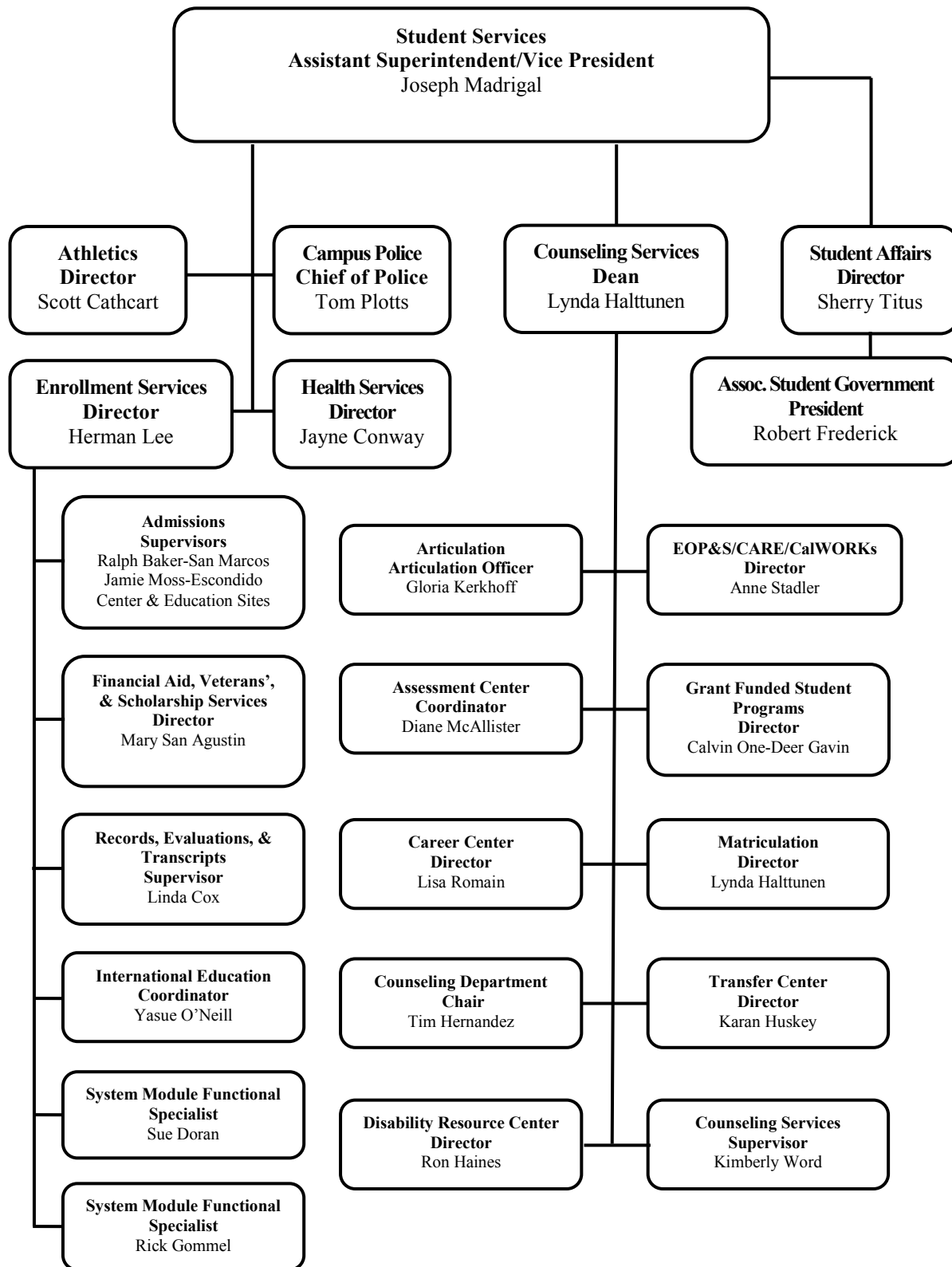
Human Resource Services Organization Chart



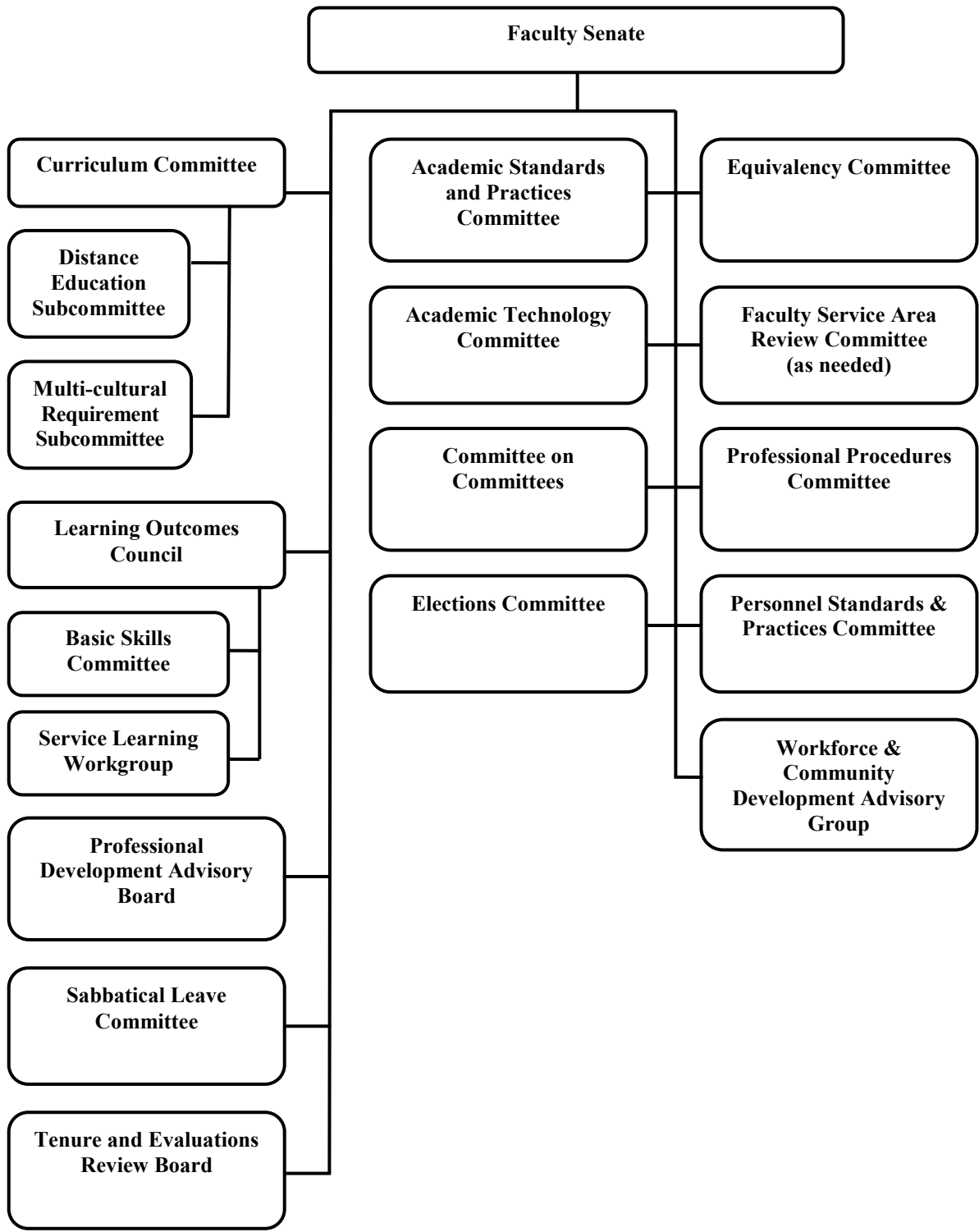
Instructional Services Organization Chart



Student Support Services Organization Chart



Faculty Senate Organization Chart



STRATEGIC PLANNING COUNCIL

The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, **develops** or **revises** governance policies, and **communicates** with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

Role

The Strategic Planning Council, as the **recognized participatory governance body of the College**, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year.

Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.

Products

Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.

Meeting Schedule

First and Third Tuesday of the month from 2:00 p.m. to 4:00 p.m.

Chair

Superintendent/President

Members

- Vice President, Instruction
- Vice President, Student Services
- Vice President, Finance and Administrative Services
- Vice President, Human Resource Services
- One Dean, Instruction
- One Dean, Student Services
- Director, Institutional Research
- Director, Student Affairs
- Faculty Coordinator, Professional Development
- Past President, Faculty Senate (or designee)
- President, CCE/AFT
- Past President, CCE/AFT (or designee)
- Vice President, CCE/AFT
- President, Faculty Senate
- Three Faculty Members appointed by Faculty Senate
- Two Co-Presidents, Palomar Faculty Federation
- President, Administrative Association
- President, Confidential and Supervisory Team

- President, ASG
- Executive Vice President, ASG (or designee)
- Director, Development and Governmental Relations/Foundation

Approved by PAC: 3-19-02
Revised by SPC: 12-17-02

FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Role

The Finance & Administrative Services Planning Council (FASPC) annually reviews proposed budgets for all Finance & Administrative Services (F&AS) departments, ensuring alignment with the mission, goals, and objectives of the District's existing Strategic Plan. FASPC reviews the Division's operational processes and procedures to provide appropriate levels of service and compliance with state-mandated requirements, recommending corrective action, if necessary. FASPC is also responsible for developing, reviewing, and revising operational plans for all departments within F&AS for use in determining adequate staffing and resources to provide quality customer service to students, faculty and staff. In addition, FASPC reviews progress on Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the FASPC are: Bookstore Subcommittee; Food Service Subcommittee; Safety & Security Committee; and Facilities Review Committee. Members of FASPC shall ensure communication of action and discussion items to their appropriate constituency groups.

Products

- Annually reviews the proposed budgets for the F&AS Division and submits them to SPC
- Performs regular review of F&AS Division's operational processes and procedures to ensure adequate customer service and compliance with state-mandated requirements
- Develop, implement, and review operational plans to provide for adequate staffing and resources for the F&AS Division

Reporting Relationship

- Strategic Planning Council
- Committee members responsible for communicating FASPC information to appropriate constituency group

Meeting Schedule

First and Third Thursday of the month from 2:00 p.m. to 3:30 p.m.

Chair

Vice President, Finance and Administrative Services Planning Council

Members

- Two Faculty members appointed by the Faculty Senate
- One Faculty member appointed by PFF
- Two Classified Employees appointed by CCE/AFT
- One member appointed by CAST
- One student member appointed by ASG
- Director, Facilities (or designee)
- Director, Business Services (or designee)
- Director, Fiscal Services (or designee)
- Director, Information Services (or designee)

Approved by SPC 5-07-02
Revised by SPC 12/02/08

HUMAN RESOURCE SERVICES PLANNING COUNCIL

Role

The HRSPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:

- Appropriate support services to Palomar College in the area of human resource services
- Appropriate level of support and resources for level of services required
- Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College
- Guidance, direction, and oversight provided for such activities as:
 - Employee hiring
 - Staff diversity efforts
 - Development and coordination of staff training programs
 - ADA compliance

Products

The HRSPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRSPC include:

- Strategic Plans for Human Resource Services
- Human Resource Services Three-Year Plan
- Annual Budget for Human Resource Services

Reporting Relationship

Strategic Planning Council

Meeting Schedule

First and Third Tuesday of the month from 4:00 p.m. – 5:00 p.m.

Chair

Vice President, Human Resource Services

Members

- Manager, Human Resource Services
- Supervisor, HR/Employment Services
- Two Faculty Members appointed by the Faculty Senate
- Two Classified Unit Employees appointed by CCE/AFT
- One Faculty Member appointed by the PFF
- One Administrative Association Member appointed by AA
- One CAST Member appointed by CAST

Approved by SPC 5-07-02
Revised by SPC 3-07-06

INSTRUCTIONAL PLANNING COUNCIL

Role

The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environment. Based on plans, determine staffing needs. *For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC.

Products

Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 2:30 p.m. – 4:00 p.m.

Chair

Vice President, Instruction

Members

- Five instructional deans
- Director of Extended Education
- Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate)
- One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate
- Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area)
- One Student appointed by ASG
- Director of Occupational and Non-Credit Programs
- Research Analyst
- One CAST Member appointed by CAST

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

Revised by SPC 03/06/06

STUDENT SERVICES PLANNING COUNCIL

Role

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
 - Academic Review Committee
 - Student Equity Committee
 - Registration Committee
 - Scholarship Committee
 - Campus Police Committee
 - Matriculation and Transfer Committee
 - Financial Aid & Appeals Committee

Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSSPC, forwarding the recommendation to SPC as information.

Products

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 9:30 a.m. – 11:00 a.m.

Chair

Vice President, Student Services

Members

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member
- One DRC Faculty Member
- One Faculty Member appointed by Faculty Senate from Instructional Areas

- One Faculty Member who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)
- One Student appointed by ASG
- One CAST Member from Student Services appointed by CAST

Approved by SPC 5-07-02
Revised by SPC 03-03-09

ACADEMIC REVIEW COMMITTEE

Role

The role of the Academic Review Committee is to act on petitions for exceptions to academic regulations and catalog policies.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

At least once per semester

Chair

Director of Enrollment Services

Members

- Dean, Counseling Services
- Four teaching faculty appointed by Faculty Senate (3 instructional-library; 1 from counseling)
- Chair, Counseling
- Articulation Officer
- Supervisor, Evaluations and Records (non-voting)
- One student appointed by ASG
- Director, Student Affairs

Approved by SPC 11-04-03

Role and Products

The Accreditation Steering Committee provides the overall planning, guidance, response, and preparation for the self-study, mid-term report, and other report requirements from ACCJC/WASC. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second Thursday of the month from 2:00 p.m. – 3:30 p.m. (more frequently during self-study)

Chair

Vice President for Instruction (Accreditation Liaison Officer)

Tri-chairs for Self-study: Faculty Member appointed by Faculty Senate, Non-faculty member appointed by CCE/AFT, Non-Faculty member appointed by CAST. Tri-chairs may be in addition to the Members/Designees.

Members/Designees:

- President, Faculty Senate
- Director, Institutional Research and Planning
- Faculty Co-chair, Curriculum Committee
- Faculty Co-chair, Learning Outcomes Council
- Faculty Co-chair, Institutional Review Committee
- Instructional Planning Council representative
- Student Services Planning Council representative
- Administrative Services Planning Council representative
- Human Resource Services Planning Council representative
- One Faculty Senate representative (appointed by Faculty Senate)
- One Administrative Association representative (appointed by Administrative Association)
- One CCE/AFT representative (appointed by CCE/AFT)
- One CAST representative (appointed by CAST)
- One PFF representative (appointed by PFF)
- One ASG representative (appointed by ASG)

Approved by SPC 10-17-06

Revised by SPC 10-2-07

BASIC SKILLS COMMITTEE

Role

The Basic Skills Initiative Sub-committee, guided by the Learning Outcomes Council Steering Committee, will advance the Basic Skills Initiative at Palomar College.

Duties

- Create the Teaching Learning Centers (TLC) at the San Marcos campus and Escondido center
- Promote dialogue, understanding, and response to the Basic Skills Initiative.
- Implement, evaluate, and revise the Basic Skills action plan.
- Continue to research and develop other learning venues to meet the needs of basic skills students.

Products

- Increased awareness of and involvement in students' Basic Skills needs
- Coordination of student support
- Coordination of the TLCs
- Updated annual action plan

Reporting Relationships

Learning Outcomes Council

Meeting Schedule

Third Thursday of the month from 2:00 p.m. – 3:00 p.m.

Members:

- Two faculty coordinators of the BSI who serve as co-chairs of the Basic Skills Committee
- Faculty Representatives from the following departments (appointed by the Faculty Senate):
 - Library
 - Reading
 - English
 - Math
 - Counseling
 - Professional Development
 - DRC
 - ESL
- The Learning Outcomes Council Co-Chair appointed by the Faculty Senate to 3 year terms
- Dean, Languages and Literature
- Dean, Counseling
- Vice President, Instruction
- Director, Occupational and Non-Credit programs

Revised by SPC 5/08

BENEFITS COMMITTEE

Role

The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.

Products

- The Committee makes recommendations to the appropriate representative group.

Reporting Relationships

Palomar Faculty Federation, Administrative Association, CAST, CCE/AFT, and the President's Cabinet.

Meeting Schedule

First Wednesday of the month from 3:00 p.m. – 4:00 p.m.

Chair

Vice President, Human Resource Services

Members

- Manager, Human Resource Services
- Four Faculty members appointed by PFF
- Four Classified Unit employees appointed by CCE
- Two Administrative Association members appointed by AA
- Two Confidential/Supervisory Team members appointed by CAST
- Four Retirees appointed by PCRA
- Vice President, Finance & Administrative Services
- Benefits Specialist (Ex Officio)

Approved by SPC 9-20-05

BOOKSTORE SUBCOMMITTEE

Role

Works as a liaison between students, faculty, staff, Business Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Product

Written quarterly report on services and quality of operations

Reporting Relationship

Finance and Administrative Services Planning Council

Meeting Schedule

Third Monday of the month from 2:00 p.m. – 3:00 p.m.

Chair

Director of Business Services

Members

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Bookstore vendor representative

Approved by SPC 2-18-03
Revised by SPC 12/02/08

BUDGET COMMITTEE

Role

The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, The BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.

Products

- Recommends process for development of Guidelines for Budget Development
- Reviews annually the budget development timeline as proposed by Fiscal Services
- Recommends budgeting parameters to align college priorities to annual budgets
- Recommends an annual fiscal plan to SPC for its approval and implementation

Process

- Reviews revenue estimates based upon reported FTES
- Reviews budgets as developed at the unit level and submitted through appropriate planning council

Reporting Relationship

- Strategic Planning Council
- Committee members responsible for communicating information to appropriate constituency group

Meeting Schedule

Second and Fourth Tuesday of the month from 2:00 p.m. – 3:30 p.m.

Chair

Vice President, Finance and Administrative Services

Members

- President, Vice President and Secretary of the Faculty Senate (or designee)
- Past President, Faculty Senate
- Co-Presidents, PFF (or designees) and one PFF representative
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Human Resource Services
- One Administrative Association Member appointed by AA
- One Confidential/Supervisory Team Member appointed by CAST
- Five Classified Unit Employees appointed by CCE
- One Student appointed by ASG

Approved by SPC 2-18-03
Revised 03-03-09

CAMPUS POLICE COMMITTEE

Role

To provide input and recommendations on Campus Police Department services.

Products

Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Third Thursday of the month from 3:30 p.m. – 5:00 p.m.

Chair

Chief of Police

Members

- Chief of Police
- Police Lieutenant or Designee appointed by Chief of Police
- Three Faculty Members appointed by Faculty Senate (request for a counselor)
- One Administrative Association Member appointed by AA
- One Confidential/Supervisory Team Member appointed by CAST
- Two Classified Staff Member appointed by CCE/AFT (request for a representative from special populations, i.e. EOPS, DSPS, Child Care Center, etc.)
- Director, Student Affairs
- Director, Education Centers/Extended Education
- Two Students appointed by ASG

Approved by SPC 5-21-02

Revised by SPC 09-02-08

CLASSIFIED PROFESSIONAL GROWTH COMMITTEE

Role

The Classified Professional Growth Committee reviews and approves the professional growth programs for classified employees and monitors the progress of classified employees enrolled in professional growth programs. The Committee recommends changes and additions to the requirements and structure of the program.

Product

Professional Growth Program for Classified Employees

Reporting Relationship

Vice President, Human Resource Services

Meeting Schedule

Three times yearly or as needed

Chair

Chosen by committee

Members

- Five Classified Unit members appointed by CCE
- Three Confidential/Supervisory Team Members appointed by CAST
- One Administrative Association Member appointed by AA
- Vice President, Human Resource Services or designee

Approved by SPC 10-07-03

Role

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

Reporting Relationship

Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Meeting Schedule

First and Third Wednesday of the month from 3:00 p.m. – 5:00 p.m., or as needed.

Chairs

- Vice President, Instruction, Co-chair
- Faculty Senate Representative, Co-chair

Members

- Four faculty representatives from each of the following divisions:
Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education
- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student appointed by ASG
- Members will serve a three-year term with 1/3 of the membership confirmed each year.
- Learning Outcomes Liaison (ex-officio)

I. Tasks

- A. It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.
 1. Approval of new instructional, AA Degree, Certificate and Noncredit programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
 2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE

- requirements
- d. Approves placement within AA and Certificate Programs
- e. Approves course prerequisites and co-requisites
- f. Approves basic skills entrance requirements
- g. Approves cross-listings
- h. Validates appropriateness of transfer and vocational courses
- i. Monitors consistency of course numbers
- 3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
- 4. Approval of deactivations of courses and programs from the College Catalog.
- 5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
- 6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English
 - ii. AA Degree applicable courses
 - iii. Non-AA Degree applicable courses
 - iv. Noncredit courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
- 7. Monitors Course Outline of Record routine reviews.
- 8. Establishes standing and/or ad hoc committees as needed.

II. **Division of Labor**

- A. Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:
 - 1. Committee of the whole:
 - Duties apply to all new courses, programs, and changes in existing courses and programs:
 - a. Prevents unnecessary duplication and overlap among programs
 - b. Approves placement within AA and Certificate Programs
 - c. Approves cross-listings
 - d. Develops criteria for a timely and systematic review of Course Outline of Record
 - e. Edits language of catalog description and Course Outline of Record
 - f. Recommends college-wide academic performance standards including, but not limited to:
 - i. Writing Across the Curriculum
 - ii. Reading Across the Curriculum
 - iii. Critical Thinking Across the Curriculum
 - g. Monitors consistency of course numbers
 - h. Validates appropriate unit value
 - i. Approves course prerequisites and co-requisites
 - j. Approves distance learning offerings.
 - 2. Articulation Officer– General Education and Standards
 - Duties:

- a. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
- b. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
- c. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
 - i. Graduation requirements
 - ii. Minimum academic qualifications and standards for:
 - 1) Math and English (basic skills)
 - 2) AA Degree applicable courses
 - 3) Non-degree applicable courses
- 3. Multicultural Requirement Subcommittee

Duties: To review:

 - a. Multicultural courses.
 - b. Equivalency of multicultural courses.
 - c. Review of multicultural status every five years.
 - d. Other issues as assigned
- 4. Distance Learning Subcommittee

Duties: To review:

 - a. Distance Learning components of all courses

III. **Procedure**

- A. Any proposal will proceed through the following channels:
 Faculty originator, Program/Department, Division Dean, the Articulation Officer and the Curriculum Planning Subcommittee if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03 Revised Curriculum Committee 5/5/04
 Approved Faculty Senate 5/10/04

Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06

Revised Curriculum Committee 9/17/08, Faculty Senate 10/20/08

FACILITIES REVIEW COMMITTEE

Role

The Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.

Products

- Five-year Capital Outlay Plan
- Scheduled Maintenance Plan
- Resource impact analysis of recommended policies and plan

Reporting Relationship

Administrative Services Planning Council/Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 3:00 p.m. – 4:00 p.m.

Chair

Vice President, Finance and Administrative Services

Members

- Director, Facilities
- One Senior/Executive Administrator (Instruction) or designee
- One Senior/Executive Administrator (Student Services) or designee
- Manager, Facilities Planning
- One Classified Unit Member appointed by CCE
- Four Faculty Members from different divisions appointed by Faculty Senate
- One Administrative Association Member appointed by AA
- One Student appointed by ASG
- One Confidential/Supervisory Team Member appointed by CAST

Approved by SPC 2-18-03

Revised by SPC 11/6/07

FINANCIAL AID APPEALS COMMITTEE

Role

The Committee advises and makes recommendations to the Director of Financial Aid, Veterans' and Scholarship Services on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student financial aid programs. The Committee also reviews and makes recommendation to the Director of Enrollment Services on written appeals from students regarding financial aid status.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

As needed

Chair

Director of Enrollment Services

Members

- Director, Financial Aid, Veterans and Scholarship Services (non-voting permanent member)
- Faculty representative appointed by Faculty Senate
- One generalist counselor appointed by Faculty Senate
- EOP&S or DRC counselor appointed by Faculty Senate
- Athletic faculty representative appointed by Faculty Senate
- Fiscal Services representative appointed by CCE/AFT
- Counselor, Financial Aid
- One Financial Aid Advisor appointed by CCE/AFT
- One student representative appointed by ASG

Approved by SPC 12-17-02
Revised by SPC 04-04-06

FOOD SERVICES SUBCOMMITTEE

Role

Works as a liaison between students, faculty, staff, Business Services, and the food services vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Products

Written quarterly report on services and quality of operations

Reporting Relationship

Finance and Administrative Services Planning Council

Meeting Schedule

Third Wednesday of the month from 3:00 p.m. – 4:00 p.m.

Chair

Director of Business Services

Members

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Food Services vendor representative

Approved by SPC 5-21-02

Revised by SPC 12-02-08

GOVERNMENT AFFAIRS COMMITTEE

Role

- Develop an annual district advocacy agenda for local, state, and federal issues.
- Provide a constituency-based structure for responding to issues which impact the college district.
- Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.
- Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda.

Products

- Annual advocacy agenda
- Governmental relations strategies
- Ongoing advocacy activities

Reporting Relationship

Superintendent/President

Chair

Director, Communications

Members

- Vice President, Finance & Administrative Services
- Director, Marketing Communications
- Dean, Student Services
- Two representatives appointed by ASG
- Two representatives appointed by Faculty Senate
- One representative appointed by Administrative Association
- One representative appointed by Confidential/Supervisory Team
- One representative appointed by CCE/AFT
- One representative appointed by PFF
- Superintendent/President (ex-officio)

Approved by SPC 11-05-02

Deactivated until permanent Director, Communications is hired

LEARNING OUTCOMES COUNCIL; STEERING COMMITTEE

Role

The Learning Outcomes Council, guided by the Steering Committee as the core working group, will facilitate the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles, consistent with the Principles of Assessment. The Council's role and function will be refined and modified as the institutional initiative for the assessment of learning develops. The Learning Outcomes Council has the responsibility for performing the following duties as well as identifying additional tasks that will enhance and improve student learning and success.

Duties

1. Create ongoing dialogue and encourage engagement of faculty and staff in the assessment of student learning.
2. Identify systems for assessing learning outcomes developed at the course, program, and institutional level.
3. Encourage and provide support for the collection, analysis, and distribution of assessment data.
4. Based on evidence and feedback, support plans and strategies for improvement in student learning.
5. Based on evidence and feedback, engage in ongoing review and revision of the institutional processes for assessment.
6. Develop and implement institutional celebrations of learning successes.

Products

- Increased awareness and involvement of the campus community in the Learning Outcomes Initiative.
- **Conversation** supported by reports to the campus community, Forums, the Council newsletter, website, and programs such as "Campus Explorations."
- **Information** gathered from departments and work groups, describing their approaches to the assessment of learning outcomes developed at the course, program, and institutional level.
- **Preservation** of a culture of support for teaching.
- **Advancement** of Student Learning Outcome cycles at the course, program, and institutional levels.

Reporting Relationship

The Learning Outcomes Council reports to the Faculty Senate, which in turn reports at the Governing Board meeting. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters.

Chairs

- Vice President, Instruction, Co-chair
- Faculty Senate Representative, Co-chair

Meeting Schedule:

Council: First Thursday of the month, 2:00 p.m. – 3:30 p.m.
Steering Committee: *once monthly, as arranged*

Members

- Seven Faculty Members representing divisions appointed by Faculty Senate
 - Four Faculty steering committee members*, appointed by the Faculty Senate, to include Faculty Co-Chair (must be a member of the Faculty Senate)
- Two Full-Time Faculty Members, at-large
- Two Part-Time Faculty Members, one Career and Technical, one academic
- Faculty Professional Development representative
- Superintendent/President (*ex-officio*)
- Vice President, Instruction/Co-chair*
- Vice President, Student Services*
- Dean, Instructional
- Dean, Counseling Services
- Director, Institutional Research and Planning*
- One Confidential and Supervisory Team Member appointed by CAST
- One Administrative Association Member appointed by AA
- One Classified Unit Employee appointed by CCE/AFT
- Supervisor, Evaluations and Records
- Student Representative(s)

* Members of the *Steering* Committee

Members of the Steering Committee will serve as liaisons to the Faculty Senate, SPC, IPC, IRC and the Curriculum Committee

MATRICULATION AND TRANSFER COMMITTEE

Role

The purpose of the Matriculation and Transfer Committee is to review and support the activity of the Matriculation and Transfer programs.

Products

Matriculation and Transfer Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent.

Reporting Relationship

Student Services Planning Council

Meeting Schedule:

September, December, March, May: the First, Second, Third or Fourth Thursday of the month depending on availability from 2:00 p.m. – 3:30 p.m.

Chair

Dean, Counseling Services

Members

- Vice President, Instruction
- Vice President, Student Services
- Non-Credit Matriculation Coordinator
- One Faculty representative from Counseling
- One Faculty representative from ESL
- One Faculty representative from Math
- One Faculty representative from English
- One Faculty representative from Reading
- Director, EOP&S
- Director, Information Services
- Director, DRC
- Director, Enrollment Services
- Director, Institutional Research and Planning
- Director, Transfer Center
- Assessment and School Relations Supervisor
- One Dean, Instructional
- One Classified Employee appointed by CCE
- One Student appointed by ASG

Approved by SPC 12-3-02

Revised by SPC 04-04-06

REGISTRATION COMMITTEE

Role

The Registration Committee serves primarily to review and examine the registration process and plan for system improvement.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Once per semester

Chair

Director of Enrollment Services

Members

- Supervisor, Admissions
- Director, Information Services
- Supervisor, District Cashiering Services
- Curricular Scheduling Technician appointed by CCE/AFT
- Dean, Counseling Services
- Dean, Instructional appointed by VP, Instruction
- Chair, Counseling Department
- Director, Extended Education
- One faculty member appointed by Faculty Senate
- One student appointed by ASG
- Director, Communications
- Coordinator, Assessment/School Relations

Approved by SPC 11-04-03

SAFETY AND SECURITY COMMITTEE

Role

The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Products

SP198 requires all California employers to establish and maintain effective injury and illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.7

Reporting Relationship

- Vice President, Finance and Administrative Services
- Administrative Services Planning Council

Meeting Schedule

First Wednesday of the month from 2:00 p.m. – 3:30 p.m.

Chair

Manager, Environmental Health and Safety

Members

- Director, Business Services
- Director, Escondido Center – Extended Studies
- Child Development Representative
- Manager, Human Resource Services
- Three Faculty Members, representing different divisions, appointed by Faculty Senate
- Director, Facilities
- Two Classified Unit Employees appointed by CCE
- Director, Health Services
- Student Services Representative
- One Administrative Association Member appointed by AA
- Chief of Police
- One Student appointed by ASG
- One Faculty Member appointed by PFF
- One Confidential/Supervisory Team Member appointed by CAST

Approved by SPC 2-18-03

SCHOLARSHIP COMMITTEE

Role

The Scholarship Committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid and Scholarships in establishing policy relative to the administration of the scholarship program.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Once a year

Chair

Director, Financial Aid and Scholarships (non-voting of recipients)

Members

- Director, Enrollment Services
- Six Faculty Members appointed by the Faculty Senate
- One Classified Unit Employee appointed by CCE
- One Student appointed by ASG
- One Confidential/Supervisory Team Member appointed by CAST
- One Financial Aid Advisor (Scholarship) as process coordinator

Revised by SPC 5-13-03

STAFF DEVELOPMENT AND TRAINING COMMITTEE

Role

Identify and assess staff development and training needs, recommend funding and review outcomes.

Product

A Staff Development and Training Plan for the application and distribution of Staff Development & Training funds.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Fourth Tuesday of the month from 9:00 a.m. – 10:30 a.m., or as needed

Chairs

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resource Services, Co-chair

Members

- Two representatives from the Professional Development Advisory Board
- Two representatives from the Professional Growth Committee
- One Senior Administrator from the Professional Development Advisory Board
- One Administrative Association Member appointed by AA
- One Confidential/Supervisory Team Member appointed by CAST
- One Classified Employee appointed by CCE

Reactivated 12-05-06
Revised 10/7/08

STUDENT EQUITY COMMITTEE

Role

The Student Equity Committee prepares the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date. The Student Equity Committee will coordinate its activities with those of the Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Matriculation & Transfer Advisory Committee, and other District committees as necessary.

Products

District Student Equity Plan

Reporting Relationship

Superintendent/President

Meeting Schedule

As needed

Chairs

Vice President, Human Resource Services
Faculty Member

Members

- Five teaching faculty members (one to serve as co-chair)
- Dean, Counseling Services
- Dean, Instructional
- Director, EOP&S
- Director, DRC
- One Counseling faculty member appointed by Faculty Senate
- One Librarian appointed by Faculty Senate
- One classified employee appointed by CCE
- Two Students appointed by ASG
- Representative from Research & Planning
- One Confidential/Supervisory Representative appointed by CAST

Approved by SPC 10-07-03

TEAM LIFE COMMITTEE

Role

To provide opportunity for achieving mind, body, social, and spiritual wellness. To cultivate positive change in a supportive campus community environment.

Product

Offer faculty and staff health screenings, social events, workshops, health lectures, weight management programs in support of workplace wellness. Also TEAM LIFE will work towards offering programs to improve employee morale and help adopt healthy lifestyles thus reducing time missed from work and workers' compensation claims.

Reporting Relationship

Human Resource Services Planning Council

Meeting Schedule

Monthly

Chair

To be determined by committee

Members

- One faculty member appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee appointed by CCE/AFT
- One Confidential and Supervisory Team Member appointed by CAST
- One representative from Health Services
- One representative from PE/Athletic Department
- One representative from HRS (Benefit Committee)
- One representative from Human Resource Services Planning Council
- One representative from Health & Safety Department

Approved by SPC 5-17-05

GOVERNING BOARD POLICIES & ADMINISTRATIVE PROCEDURES

POLICIES ARE CURRENTLY IN THE REVISION PROCESS. WHEN PROMPTED TO REFER TO A REVISED POLICY OR PROCEDURE, PLEASE SEE THE FOLLOWING WEB SITE FOR CURRENTLY REVISED POLICIES AND PROCEDURES: www.palomar.edu/gb/Policies-Proc.htm.

POLICIES AND PROCEDURES THAT HAVE NOT YET BEEN REVISED, ARE DETAILED BELOW:

GOVERNANCE

~~BP 1.0~~ REFER TO REVISED [BP 1200](#) District Mission

~~BP 1.2~~ REFER TO REVISED [BP 1300](#) Educational Philosophy

~~BP 1.3~~ ([BP 3050](#) Institutional Code of Ethics

~~BP 2.0~~ REFER TO REVISED [BP 4030](#) Academic Freedom

~~BP 3.0~~ REFER TO REVISED [BP 3100](#) Organizational Structure

~~BP 3.01~~ REFER TO REVISED [BP 3100](#) Organizational Structure

~~BP 3.02~~ REFER TO REVISED [BP 3100](#) Organizational Structure

BP 3.03 (AP 4500)

Media - On Campus, Off Campus

The student newspaper, *The Telescope*, offers any member or organization of the College community an opportunity to express views concerning any phase of the educational process at Palomar College within the confines of editorial policies.

Members of the College community are encouraged to use the services provided by the Public Information Office for releases to off-campus media.

~~BP 3.04~~ REFER TO REVISED [BP 2410](#) Policy and Administrative Procedure

BP 3.05 (BP 4005)

Formal Communication of Matters of Instruction

In matters relating directly to instruction, the faculty member involved, the department chairperson/director, the division dean, and the Assistant Superintendent/Vice President for Instruction should be contacted, preferably in that order.

~~BP 3.06~~ REFER TO REVISED [BP 5530](#) (Student Rights and Grievances)

~~BP 4.0~~ POLICY DELETED - REFER TO [AP 2410](#) (Policy and Administrative Procedure)

~~BP 4.1~~ REFER TO REVISED **AP 4030**

~~BP 4.5~~ REFER TO REVISED [BP 2510](#) Participation in Local Decision-Making

GOVERNING BOARD

~~BP 5.0~~ REFER TO REVISED [BP 2010](#) Governing Board Membership

~~BP 6.0~~ REFER TO REVISED [BP 2315](#) Closed Sessions

~~BP 6.1~~ REFER TO REVISED [BP 2315](#) Closed Sessions

~~BP 6.2~~ REFER TO REVISED [BP 2430](#) Delegation of Authority to the Superintendent/President

~~BP 6.3~~ REFER TO REVISED [BP 2430](#) Delegation of Authority to the Superintendent/President

~~BP 7.0~~ REFER TO REVISED [BP 2410](#) Policy Making Authority and Administrative Procedures

~~BP 7.01~~ REFER TO REVISED [BP 2410](#) Policy Making Authority and Administrative Procedures

~~BP 7.02~~ REFER TO REVISED [BP 2431](#) Superintendent/President Selection

~~BP 7.03~~ REFER TO REVISED [BP 2435](#) Evaluation of the Superintendent/President

~~BP 7.04~~ REFER TO REVISED [BP 7110](#) Commitment to Diversity

~~BP 7.05~~ REFER TO REVISED [BP 7110](#) Commitment to Diversity

~~BP 7.06~~ REFER TO REVISED [BP 6200](#) Budget Preparation

~~BP 7.07~~ REFER TO REVISED [BP 6400](#) Audits

BP 7.09 (BP 7130)

Salary

The salary schedules for all employees of the District are approved by the Board. See current salary schedules. EC 45022, 87801

~~BP 7.10~~ REFER TO REVISED [BP 2345](#) Right to Public Participation

~~BP 7.11~~ REFER TO REVISED [BP 2310](#) Regular Meetings of the Governing Board

BP 7.12 (BP 3820)

Gifts and Donations (86-11777)

The Board may accept gifts and donations on behalf of and in the name of the District. The Governing Board of the Palomar Community College District delegates to the Superintendent/President its authority to accept any cash gift made to the College for scholarship purposes with the provision that a report of such donations be presented to the Board for review on a monthly or quarterly basis, depending upon the frequency of receipt of these donations. EC 72241; GB 5-26-87

~~BP 7.13~~ REFER TO REVISED [AP 7175](#) District Awards

~~BP 7.131~~ REFER TO REVISED [AP 7175](#) District Awards

~~BP 7.132~~ REFER TO REVISED [BP 4110](#)

~~BP 7.133~~ REFER TO REVISED [AP 7175](#) District Awards

~~BP 7.134~~ REFER TO REVISED [AP 7175](#) District Awards

~~BP 7.14~~ REFER TO REVISED [BP 6925](#) Expenditures for Meetings, Events, and Activities

~~BP 7.15~~ REFER TO REVISED [BP 2740](#) Governing Board Education

~~BP 8.0~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.1~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.3~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.31~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.32~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.33~~ REFER TO REVISED [BP 2015](#) Student Trustee

~~BP 8.34~~ REFER TO REVISED [BP 2105](#) Election of Student Trustee

~~BP 9.0~~ REFER TO REVISED [BP 2100](#) Governing Board Elections

~~BP 9.1~~ REFER TO REVISED [BP 2100](#) Governing Board Elections

~~BP 9.2~~ REFER TO REVISED [BP 2100](#) Governing Board Elections

~~BP 9.3~~ REFER TO REVISED [BP 2100](#) Governing Board Elections

~~BP 9.4~~ REFER TO REVISED [BP 2100](#) Governing Board Elections

~~BP 9.5~~ REFER TO REVISED [BP 2710](#) Conflict of Interest

~~BP 10.0~~ REFER TO REVISED [BP 2110](#) Vacancies on the Governing Board

~~BP 11.0~~ REFER TO REVISED [BP 2725](#) Governing Board Member Compensation

~~BP 11.1~~ REFER TO REVISED [BP 2725](#) Governing Board Member Compensation

~~BP 11.2~~ REFER TO REVISED [BP 2735](#) Governing Board Member Travel

~~BP 12.0~~ REFER TO REVISED [BP 2210](#) Officers

~~BP 12.1~~ REFER TO REVISED [BP 2210](#) Officers

~~BP 12.2~~ REFER TO REVISED [BP 2305](#) Annual Organizational Meeting

~~BP 12.3~~ REFER TO REVISED [BP 2310](#) Regular Meetings of the Governing Board

~~BP 12.4~~ REFER TO REVISED [BP 2320](#) Special and Emergency Meetings

~~BP 12.5~~ REFER TO REVISED [BP 2320](#) Special and Emergency Meetings

~~BP 12.6~~ REFER TO REVISED [BP 2315](#) Closed Sessions

~~BP 12.7~~ REFER TO REVISED [BP 2330](#) Quorum and Voting

~~BP 12.8~~ REFER TO REVISED [BP 2340](#) Agendas

~~BP 12.9~~ REFER TO REVISED [BP 2340](#) Agendas

~~BP 12.10~~ REFER TO REVISED [BP 2345](#) Right to Public Participation

~~BP 12.11~~ REFER TO REVISED [BP 2340](#) Agendas

~~BP 12.12~~ REFER TO REVISED [BP 2360](#) Minutes

~~BP 12.13~~ REFER TO REVISED [BP 2355](#) Decorum/Conduct

~~BP 12.14~~ REFER TO REVISED [BP 2220](#) Committees of the Governing Board

~~BP 13.0~~ REFER TO REVISED [BP 2745](#) Governing Board Self-Evaluation

ADMINISTRATION

~~BP 14~~ REFER TO REVISED [BP 7347](#) Paid Family Leave

~~BP 20~~ REFER TO REVISED [BP 3100](#) Organizational Structure

~~BP 24~~ REFER TO REVISED [BP 2430](#) Delegation of Authority to the Superintendent/President

~~BP 24.1~~ REFER TO REVISED [BP 2435](#) Evaluation of the Superintendent/President

BP 21.5 (BP 7350)

Authorize Superintendent/President to Accept Resignation of District Employee (85-11311)

The Superintendent/President is authorized to accept the resignation of any District employee. The resignation shall be effective at the time of acceptance by the Superintendent. A list of resignations so accepted shall be periodically provided the Governing Board for information purposes. GB 6-10-86

~~BP 22~~ REFER TO REVISED [BP 2432](#) Superintendent/President Succession

BP 27 (BP 7250)

Administrator Retreat Rights

In accordance with Education Code Section 87458, an instructional or student services administrator hired after June 30, 1990, who was not previously tenured shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:

- A. The administrator meets the minimum qualifications for the discipline in accordance with Education Code 87356.
- B. The administrator has completed at least two years of satisfactory District service as a faculty member or as an instructional or student services administrator.
- C. The termination of the administrative assignment is for any reason other than cause.

This policy does not apply to:

- A. administrators who were hired prior to July 1, 1990.
- B. administrators who are part of the classified service.

~~BP 30~~ REFER TO REVISED [BP 6750](#) Parking

BP 102 (BP 3430)

Sexual Harassment (87-12433) (93-16187) (99-20083)

A. Introduction

It is the policy of the Palomar Community College District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

This Policy applies to the unlawful harassment of any student on the basis of sex by any employee of the District including, but not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District or its employees.

This Policy also applies to the unlawful sexual harassment of any employee with respect to all terms and conditions of employment with the District, including but not limited to hiring, placement, evaluation, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities, compensation, work assignments, and hours of work, shifts, or workload.

Employees who violate this Policy may be subject to corrective measures and to disciplinary action up to and including termination of employment. Students who violate this Policy may be subject to corrective measures, including discipline, up to and including expulsion.

B. Dissemination of Policy

This Policy shall be posted in prominent locations on the college campuses and in the District Office, incorporated into orientation materials for new students, and for new and current faculty and staff. Questions regarding this Policy should be directed to the Assistant Superintendent/Vice President, Human Resource Services.

C. Definitions

1. **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature. It occurs when:
 - a. Submission to the conduct is procured by force, threat, intimidation, trick or surprise, or is made a term or condition of an individual's employment, or status as a student;

- b. Submission to the conduct or rejection or avoidance of the conduct by an individual in the making of employment or academic decisions regarding that individual is used as a basis for a positive or adverse decision or one which maintains the status quo;
- c. The conduct is intended to and/or does interfere with or have a negative effect on the individual's work or educational performance, or creates an intimidating, hostile or offensive educational or work environment; or
- d. The conduct takes place in the presence of another, or others, between people of the same or different gender and fits one of the above definitions. The presence of another, or others, includes e-mail, voice mail, as well as written material.

2. **Forms of Sexual Harassment**

- a. "Quid pro quo" sexual harassment occurs when a person in a position to effectively recommend, grant, deny, or adversely effect the terms or conditions of employment or a student's status, educational, or career opportunities, offers or suggests that such effects are conditional on an individual's willingness to engage in or tolerate the unwelcome sexual conduct.
- b. "Hostile environment" sexual harassment occurs when the unwelcome sexual conduct is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment.

D. **Examples of Prohibited Sexual Harassment**

- 1. **Verbal harassment** – Includes, but is not limited to, unwelcome derogatory comments, remarks, slurs, jokes or innuendo based on sex or of a sexual nature and may include, but is not limited to, unwelcome sexual comments, obscenities or innuendo regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome or repeated flirting, or proposals to meet, date, or engage in conversations which include the verbal statements defined above; demands for sexual favors, or verbal abuse, threats or intimidation of a sexual nature; or patronizing or ridiculing statements which convey derogatory attitudes toward or are demeaning to a particular gender.
- 2. **Physical harassment** - Includes, but is not limited to, unwelcome and offensive touching, assault, impeding or blocking free movement, attempting to kiss or kissing, patting, stroking, grabbing, or invading the space of another; pinching, leering, unnecessarily brushing against, whistling or making sexual signs or gestures toward or in the presence of another.
- 3. **Visual harassment** - Includes, but is not limited to, the display or circulation of sexually derogatory, demeaning, or offensive posters, pictures, cards, cartoons, graffiti, drawings, or gestures; or reading sexually derogatory materials, computer graphics or electronic media transmission.
- 4. **Solicitation of sexual favors** - Includes, but is not limited to, unwelcome sexual advances, demands, suggestions or requests for sexual acts or favors.

E. **Complaints of Sexual Harassment**

Complaints of sexual harassment filed by students or employees will be investigated and resolved in accordance with the Sexual Harassment Complaint Procedure set forth in Section II herein. If the investigation results in a determination that disciplinary action or corrective measures are necessary or appropriate, the District, in its sole discretion, may impose such action or measures in accordance with law which may include, but is/are not limited to, warning, reprimand, suspension without pay, dismissal or any other preventive or corrective measure deemed appropriate by the District.

F. **District Responsible Officer**

The District Assistant Superintendent/Vice President for Human Resource Services is the District Responsible Officer ("Responsible Officer") who is responsible for receiving complaints of sexual harassment, coordinating the timely investigation and resolution of such complaints in accordance with this Policy, and assuring compliance with all state and federal complaint procedures and reporting requirements. The Responsible Officer shall take steps to assure the confidentiality of complaints, and that access to complaint and investigative information is confined to those individuals and entities with a need to know, or where the information is otherwise permitted or required to be released in accordance with law.

G. Sexual Harassment Complaint Investigators

The District Responsible Officer and/or designee(s) shall investigate singularly or in a team only those complaints which are not resolved at the informal complaint level and which, additionally, do not identify as the harasser a supervisor or administrator in a position superior to that of any designated investigator(s). Where appropriate, the Responsible Officer may recommend that the Governing Board appoint another person or organization not employed by the District to conduct the investigation under contract with the District. Neither the Responsible Officer nor any investigator will be appointed to investigate any complaint in which the officer or investigator is named as a percipient witness, is accused in the complaint of sexual harassment or retaliation, as defined above, or is otherwise implicated by the allegations in the complaint. GB 6-14-88, Rev. GB 1-25-94, Rev. GB 5-9-00

BP 103 (BP 3540)

Sexual Assault (90-14486)

The Palomar Community College District is committed to providing a safe learning and working environment that promotes mutual respect and is free of physical and psychological threat. The District will provide a program of education and services such as training, escort services, and pathway lighting to minimize the risk of sexual assault. To the fullest extent possible, the District ensures that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of Palomar College or at off-campus facilities maintained by the District shall receive treatment, referrals for treatment, and information to deal with the assault. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

The District will terminate or expel any person found through the academic due process or a judicial court to have committed the crime of rape or other sexual assault at or upon the grounds of Palomar College or at off-campus facilities maintained by the District. Appropriate disciplinary action up to and including termination or expulsion will also be taken against members of the campus community who participate directly or indirectly in sexual assault. GB 6-11-91

BP 104 (BP 7330)

AIDS (87-12100)

Palomar College will not discriminate against persons with Acquired Immunodeficiency Syndrome (AIDS), AIDS-related-complex, or individuals having a positive test for HIV antibodies in terms of admission to the College, student status, participation in educational programs and related campus activities, or in decisions of employment status.

If circumstances warrant special accommodations or assignment, actions will be taken only after confidential consultations with the person involved, appropriate campus administrators, and experts from the medical community.

Palomar College will provide to staff and students educational opportunities to increase knowledge and awareness of AIDS, its related conditions, and methods of prevention. GB 11-24-87

BP 106 (BP 7310)

Nepotism (84-10417)

The District will not prohibit employment of relatives in the same department or administrative unit, provided that neither relative participates in making recommendations or decisions specifically affecting the appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the other relative. In those instances where developments cause one relative to have recommending or decision-making responsibilities over another relative, these functions, as they apply to the related persons, shall be performed by the next higher supervisor/administrator in the department or administrative unit. GB 11-27-84

~~BP 107~~ REFER TO REVISED [BP 7140](#) **Collective Bargaining**

BP 108 (BP 3550)**Drug-Free Workplace (88-13017)**

It is the policy of the Palomar Community College District to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all buildings, property, facilities, service areas, and education centers of the District. All employees are required to comply with this policy as a condition of their continued employment, and any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug statute for conduct in the workplace, must report this conviction within 5 days to the Vice President for Human Resource Services and Affirmative Action.

GB 3-14-89

BP 109 (BP 3550)**Drugs and Alcohol (90-14352)**

It is the policy of the Palomar Community College District to provide, maintain, encourage, and support a drug- and alcohol-free campus. The District is committed to providing a workplace and learning environment that is alcohol free and drug free. The commitment of this policy is to education, prevention, rehabilitation, and recovery. An alcohol-free and drug-free campus will promote the safety and health of students, employees, and the public.

All employees and students are clearly and expressly prohibited from the possession or consumption of alcohol on District property, at any District facility, and where students are engaged in a school-related activity. All employees are absolutely prohibited from the possession or consumption of alcohol when acting within the scope of employment. The "scope of employment" includes all duties performed as a District employee whether or not the duties are performed at any workplace of the District. "Scope of employment" does not include social functions away from any workplace nor does it include presence at a voluntary social activity at a non-workplace related to any conference, workshop, seminar, or similar event where attendance is approved by the District.

All students and employees are clearly and expressly prohibited from being under the influence of alcohol while on District property, at any District facility, while acting within the scope of employment, or while attending any school-related activity.

All employees and students are clearly and expressly prohibited from the manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on campus, at any school-sponsored event, or while acting within the scope of employment. The terms "illegal drugs" and "controlled substances" include all chemical substances or drugs listed in any controlled substances laws or regulations such as the federal Controlled Substances Act of 1988 and California Health and Safety Code sections 11054-11058.

All employees and students are clearly and expressly prohibited from being under the influence of illegal drugs or controlled substances while on campus, at any school-sponsored event, or while acting within the scope of employment.

Any employee or student may possess or use prescribed drugs as long as any such possession or use is under and consistent with the specific direction of a physician and does not seriously impair the performance of the employee or class activity of the student. GB 3-26-91

BP 110 (BP 3550)**Controlled Substance and Alcohol Testing (96-18028)**

The Palomar Community College District is committed to maintaining the highest safety and health standards for its students and employees. The use of controlled substances or alcohol in the performance of safety-sensitive functions is contrary to these high standards. The District thus establishes a controlled substance and alcohol testing program to meet the requirements of the Department of Transportation, Federal Highway Administration, Controlled Substances and Alcohol Use and Testing Rule, Code of Federal Regulations, Title 49 Part 382.

This policy is intended to bring the District into compliance with Federal law. The purpose of the Controlled Substance and Alcohol Policy is to reduce accidents that result from the use of controlled substances and misuse of alcohol, thereby reducing fatalities, injuries, and property damage. Implementation of this policy is immediate. GB 12-10-96

~~BP 444~~ REFER TO REVISED [BP3510](#) Workplace Violence Plan

~~BP 442~~ REFER TO REVISED [AP 7127](#) Restrictions Governing the Employment of Applicants with Criminal Records

~~BP 445~~ REFER TO REVISED [BP 7800](#) Institutional Reassignment/Lateral Transfer

~~BP 420~~ REFER TO REVISED [BP 7850](#) Exchange Program

~~BP 430~~ REFER TO REVISED [BP 7510](#) Domestic Partners

~~BP 454~~ REFER TO REVISED [BP 7210](#) Academic Employees

~~BP 454~~ REFER TO REVISED [BP 7210](#) Academic Employees

BP 154.1 (BP 7250)

Supervision of Faculty

Faculty members are under the supervision of the department chairperson/director, the dean of the appropriate division, and the Assistant Superintendent/Vice President for Instruction with reference to their teaching duties. The services of faculty in conduct of their instruction are to be facilitated in every possible way by all members of the administrative staff.

BP 154.2 (AP 7211)

Faculty Responsibilities

- A. Attendance data are to be carefully and accurately recorded by instructors in accordance with established procedures.
- B. Faculty members are expected to attend regularly all scheduled administrative/faculty meetings.
- C. All faculty members are expected to take part in the students' activities. These activities involve sponsorship of student social activities, such as dances and sponsorship of student organizations. Equalization of these responsibilities is necessary and from time to time various faculty members may be asked to assist in a specific fashion. Such requests come from the Office of the Assistant Superintendent/Vice President for Student Services.
- D. All faculty members are expected to participate in Commencement exercises.

BP 154.21 (AP 7211)

Service Responsibility

In addition to classroom, counseling, or librarian duties and the activities which are directly related to those, full-time faculty are expected to participate in the governance of the College and service to the Palomar College community. Recognizing the value of this contribution to the operation of the college, faculty should participate each semester of employment in District governance and other District service activities. Service points are awarded for such participation according to the established guidelines. Questions of applicability of this policy or related procedures shall be adjudicated by the Faculty Senate Personnel Standards and Practices Committee in consultation with the Department Chair/Director and the appropriate Division Dean.

BP 154.3 (AP 7211)

Teaching Load (77-6584)

A reasonable teaching load generally consists of 15 lecture hours per week, or up to 20 hours combination lecture-laboratory. Hours substantially in excess of these figures should be permitted only in exceptional cases after a thorough review by the department chairpersons, the appropriate deans, and the Assistant Superintendent/Vice President for Instruction. Student contact hours (WSCH) should be maintained at a level commensurate with statewide community college averages. This will vary dependent on the academic discipline, and will require that certain instructional areas reach higher contact hour (WSCH) averages. Three subject preparations is not unreasonable. At times it has been and will be necessary to deviate from this standard. In such cases, the instructors have traditionally recognized that the need for temporary overloads is paramount to other considerations. Instructors are expected to maintain a minimum of five office hours weekly to assist with student advising in the major field. GB 1-10-78

BP 154.31 (AP 7211)

Summer Session Teaching Load (84-10744)

Due to the accelerated schedule of summer classes, the maximum load per instructor is 144 hours for the total summer session (including 6- and 8-week sessions). Special circumstances may warrant an exception. Exceptions must be approved by the Assistant Superintendent/Vice President for Instruction. GB 6-25-85

~~BP 154.32~~ REFER TO REVISED [BP 7210](#) Academic Employees

BP 154.4 (AP 7211)
Overloads

~~BP 154.41~~ REFER TO REVISED [BP 7210](#) Academic Employees

BP 154.42 (AP 7211)
Load Banking (87-12096) (92-15324)

Tenured full-time faculty may teach additional classes as an overload each semester. Nonteaching faculty (counselors and librarians) may work additional hours beyond their normal workload. "Banking" these hours is an option available to tenured full-time faculty at the Palomar Community College District.

Tenured full-time faculty may bank the equivalent of 30% of their academic-year load each year to accumulate a maximum of one semester of banked leave.

Documented service to the District beyond regular teaching, counseling, or library service is required to participate in load banking.

When a full-time faculty member teaches an overload, or works additional hours above the normal workload, the hours may be banked or paid.

No more than the equivalent of one semester's full-time load can be accumulated. If the limit of the semester load is exceeded, the faculty member will be paid for the excess hours at the regular hourly salary rate.

An overload assignment may be banked or paid. An overload class may not be split between load bank and pay unless the banking would cause the faculty member to exceed the one-semester limit as noted above.

Faculty members who teach overload classes in restricted or categorically funded programs may not load bank those hours.

Faculty on Load Bank leave or any other leave may not bank hours during the leave.

Banked hours may be taken in increments ranging from one class to one semester.

Banked hours may be used for professional or personal reasons.

The money the faculty member would have earned had he/she not banked the class will be held as a liability against the District until the banking contract is met.

Questions of applicability of this policy or related procedures shall be adjudicated by the Faculty Senate Personnel Standards and Practices Committee in consultation with the Department Chair/Director and the appropriate Division Dean.

~~BP 154.5~~ REFER TO REVISED [BP 7210](#) Academic Employees

~~BP 155~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 155.1~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 155.11~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 155.12~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 155.41~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 155.42~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 156~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.1~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.2~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.22~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.23~~ REFER TO REVISED [AP 7340](#) Leaves

~~BP 156.3~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.31~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.32~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.33~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.34~~ REFER TO REVISED [AP 7343](#) Industrial Accidents and Illness

~~BP 156.35~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.36~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.37~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.371~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 156.38~~ REFER TO REVISED [BP 7341](#) Sabbaticals

~~BP 156.381~~ REFER TO REVISED [BP 7341](#) Sabbaticals

~~BP 156.4~~ REFER TO REVISED [BP 7347](#) Paid Family Leave

~~BP 160~~ REFER TO REVISED [BP 7800](#) Institutional Reassignment/Lateral Transfer

~~BP 167~~ REFER TO REVISED [BP 7160](#) Professional Development

~~BP 170~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 171~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.1~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.2~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.3~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.4~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.5~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 172.6~~ REFER TO REVISED [BP 7340](#) Leaves

~~BP 173~~ REFER TO REVISED [BP 7150](#) Employee Evaluations

BP 175 (BP 7211)

Equivalency to the Minimum Qualifications for all Faculty (91-14963)

It is the policy of the Palomar Community College District to establish faculty hiring procedures and guidelines designed to embrace a diverse qualified applicant pool and to employ qualified college faculty who are expert in their disciplines, who are skilled in teaching, empowering students to learn, and serving

the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the State of California.

The Governing Board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty represented by the Faculty Senate has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process which is to ensure the quality of the Palomar College faculty.

The Governing Board will rely upon the advice of the Faculty Senate to determine whether certain candidates for faculty positions possess qualifications that are at least equivalent to the minimum qualifications established for a position. GB 4-28-92

BP 176 (BP 7211)

Faculty Service Areas (91-14913)

In accordance with California Education Code section 87743, should a reduction in force be necessary, the Governing Board of the Palomar Community College District shall make assignments and reassignments in a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. GB 3-10-92; 5-26-92

BP 177 (BP 7361)

Academic Due Process (81-8903)

The Governing Board endorses the principles of academic due process. The principle embodied in the legal concept of confrontation of witnesses and examination of evidence should govern academic due process. Each individual must be informed of all the charges and all the evidence against him/her; he/she must be given full opportunity to deny, refute, and rebut. It is a fundamental principle of fairness that charges against a person are to be made the basis of action only when proven, and that the burden of proof rests upon those who bring the charges. Claims of discrimination on the basis of sex, race, or handicap are grievable.

To ensure implementation of academic due process in the disposition of any personnel issue on campus, the College adopts the following principles:

- A. All issues will be processed in the sequence of preliminary action, informal conciliation, formal hearing and final action within a reasonable time schedule. In the case of extenuating circumstances or pressing vacation problems AND with the mutual consent of both parties, the time limits indicated in the Guidelines and Procedures may be extended.
- B. Informal conciliation shall be conducted by an ombudsperson, a person dispassionate to the issues of the dispute and acceptable to both parties in accordance with the following principles:
 1. Charges or complaints will be presented in writing to the ombudsperson, who will provide copies to the other party.
 2. Only parties to the dispute and the ombudsperson shall be present at the conciliatory conference. No tape or other recording of these informal proceedings shall be made.
 3. The person making the charge shall assume the burden of proof.
 4. The ombudsperson will keep all proceedings at this stage confidential.
- C. The committee responsible for the formal hearing on the issues shall conduct its proceedings according to the following guidelines:
 1. The committee shall receive a signed, written charge specifying the time, place, and nature of the charge and transmit a copy to each party with due notification of rights and responsibilities in the procedure for disposing of the charge.
 2. The committee shall discuss the charge, examine witnesses and receive all available evidence pertaining to the charge.
 3. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel and to question witnesses.
 4. The accused person may be present at the hearing and be represented by a person of his/her choice.
 5. The person making the charge shall assume the burden of proof.
 6. The hearing shall be closed to the public unless the accused person desires a public hearing. Privileged information will not be disclosed or discussed outside the hearing except at the express request of the accused.

7. The committee shall judge the relevance and weight of testimony and evidence. It shall make its findings of fact, limiting its investigation to the formal charge. It shall make recommendations for disposition of the charges.
 8. A transcript of the proceedings shall be kept in a confidential file and shall be available at all times to the accused person.
- D. It is desired and anticipated that the Superintendent/President of the College, or designee, and the Governing Board shall be governed by the recommendation of the hearing committee. GB 4-13-82

BP 190 REFER TO REVISED [BP 7230](#) Classified Employees

BP INSTRUCTION

~~BP 300~~ REFER TO REVISED [BP 4030](#) Academic Freedom

**BP 301 (BP 4040)
Educational Materials**

The selection of educational materials and other learning resources is a professional responsibility of the administration and faculty of the College.

~~BP 302~~ REFER TO REVISED [AP 4020](#) Program, Curriculum, and Course Development

**BP 303 (BP 4023)
Course Outline**

All courses listed in the Palomar College Catalog must have an official course outline meeting Title 5 guidelines on file in the office of the Assistant Superintendent/Vice President for Instruction. EC 55002

~~BP 304~~ REFER TO REVISED [AP 4260](#) Pre-requisites, Co-requisites, and Advisories

**BP 305 (BP 5500)
Academic Integrity Code of Conduct (92-15739)**

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor. It is an integral part of the spirit embodied in an academic community. Violations of this code of conduct are considered serious and may result in penalties ranging from failing a test or assignment to expulsion from the College. The Governing Board of the Palomar Community College District supports the principles of the Academic Integrity Code and supports the efforts of faculty and staff to ensure that these principles are upheld. GB 5-25-93

**BP 306 (BP 4300)
Field Trips**

The Governing Board recognizes the value of combining classroom instruction with field experiences which are consistent with the provisions of law and authorizes implementation.

**BP 307 (BP 4300)
Conflicts in Activities**

Students who participate in field trips or other College-sponsored activities such as performance or athletic events or competitions which may conflict with regularly scheduled classes are responsible for any work missed as a result of the absence. Students must notify instructors in advance of impending absences.

Instructors are encouraged to afford sincere students the opportunity to make up missed work without penalty when advance notice has been provided.

No faculty member may require or excuse a student's absence from another instructor's class.

Students who miss participating in field trips or other College-sponsored performances or competitions as a result of class conflicts shall not be penalized. EC 72640, 72641

BP 308 (BP 7750)**Instructional Facilities**

Instructional facility assignments are made by the office of the Assistant Superintendent/Vice President for Instruction. Any changes in instructional facility assignment must be authorized by the Assistant Superintendent/Vice President for Instruction. Use of facilities for purposes other than regular classes must be arranged through the office of the Assistant Superintendent/Vice President for Instruction.

Members of the College community may be authorized to use instructional facilities when their use does not conflict with scheduled College activities.

~~BP 309~~ ~~BP 309.1~~ REFER TO REVISED [BP 4675](#) Class Size**~~BP 340~~ REFER TO REVISED [BP 4650](#) Final Examinations****~~BP 344~~ REFER TO REVISED [BP 3280](#) Grants****BP 315 (BP 4700)****Department Chairpersons/Directors****BP 315.1 (BP 4700)*****Chair/Director Responsibilities (83-16405)***

Department chairs/directors are responsible to the Assistant Superintendent/Vice President for Instruction through the appropriate dean and are assigned duties and responsibilities as described in the job description. Rev. GB 5-24-94

BP 315.2 (BP 4700)***Criteria for Assigned Time for Instructional Department Chairs/Directors (93-16406)***

Department chairs/directors are provided assigned time based upon the needs of the department/program in order to carry out the responsibilities as chairperson/director. Any change in the assigned time for the chair/director must receive approval from the Faculty Working Conditions Committee and ratification by the Faculty Senate. An individual may receive up to 80 percent assigned time for chair/director duties. A 20 percent assigned time is equivalent to eight (8) hours per week. A chair/director may appeal the assigned time recommendation to the committee. Rev. GB 5-24-94

BP 315.3 (BP 4700)***Department Chairperson/Director Selection and Tenure (70-3069)*****BP 315.31 (BP 4700)*****Selection***

The Department Chairperson/Director shall be a full time contract member of the department and shall be selected without regard to such matters as ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

Each department shall prepare for itself a procedure for the recommendation for candidates to fill vacancies in the office and shall provide for an orderly review of the chairperson at regular intervals.

All procedures for departmental review and recommendation of candidates for the department chairpersonship shall be on a nondiscriminatory basis and shall make provisions for 1) a term of office of no less than two years, 2) the manner in which candidates are elected, 3) renomination of the chairperson, 4) sabbatical leave or leave of absence, 5) extended illness, 6) resignation, and 7) recall of the chairperson. These provisions shall be on file in the office of the Assistant Superintendent/Vice President for Instruction. GB 3-23-71

BP 315.32 (BP 4700)***Vacancy***

The department chairpersonship shall be declared automatically vacated as of July 1 at the end of the agreed upon term of office. The department shall have followed its established procedure for selecting a candidate for the position of its chairperson or for recommending the renomination of its chairperson and shall have submitted the name of the candidate to the Assistant Superintendent/Vice President for Instruction through the division dean, in accordance with the department's procedure on file in the office of the Assistant Superintendent/Vice President for Instruction.

BP 315.33 (BP 4700)

Term of Office

In addition, each department shall initiate and cause to take place a meeting of all its members no later than February 15 at least every two years after the beginning of the chairperson's term for the purpose of determining for itself whether the chairperson is functioning satisfactorily and in the interest of the total department.

If, in the opinion of the majority of its members, the chairperson is functioning satisfactorily and in the interest of the total department, this decision shall be reflected in the minutes of that meeting and the chairperson may continue in office in accordance with the department's established procedure.

If, in the opinion of the majority of its members, the chairperson is not functioning satisfactorily and in the interest of the total department, this decision shall be reflected in the minutes of that meeting. The department may, if it is deemed necessary, implement its established procedure for recommending, through the division dean, a new chairperson to the Assistant Superintendent/Vice President for Instruction in accordance with the department's procedure on file in the office of the Assistant Superintendent/Vice President for Instruction.

BP 315.34 (BP 4700)

Records

All minutes of meetings conducted for the purpose of reviewing department chairpersonships, developing or revising procedures for selecting candidates for the chairpersonship, and electing candidates for the chairpersonship shall be submitted to the Assistant Superintendent/Vice President for Instruction and the appropriate division dean.

BP 315.4 (93-16407) (BP 4700)

Academic Year Compensation for Instructional Department Chairs/Directors

Positions designed as Chair/Director receive a stipend for the academic year as approved by the Governing Board. GB 5-24-94

BP 315.5 (93-16408, 94-17000) (BP 4700)

Summer Compensation for Instructional Department Chairs/Directors

Positions designated as instructional Department Chair/Director will be paid a stipend based upon the amount of assigned time of the Department Chair/Director. GB 5-24-94 replacing BP 155.3, Rev. 5-9-95

BP 320 (BP 4050)

Articulation with Secondary and Post-Secondary Educational Institutions (91-14999, 97-18615)

Palomar Community College District is committed to comprehensive articulation of instructional programs with both secondary and post-secondary educational institutions. The articulation process is designed to help students advance from one course, program, or educational level to the next and avoid unnecessary repetition of the same or essentially similar course content. Articulation consists of equivalency credit granted between institutions. Articulation links the programs of the Palomar Community College District with secondary and other post-secondary programs. GB 5/12/92, GB Rev. 10/28/97

~~BP 325~~ REFER TO REVISED [BP 4103](#) **Cooperative Work Experience Education**

BP STUDENTS

~~BP 400~~ REFER TO REVISED [BP 5010](#) **Admissions and Concurrent Enrollment**

~~BP 402~~ REFER TO REVISED [BP 5055](#) **Enrollment Priorities**

~~BP 402.1~~ REFER TO REVISED [BP 5055](#) **Enrollment Priorities**

~~BP 403~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 403.1~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 403.2~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 403.3~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 403.5~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 405~~ REFER TO REVISED [BP 5040](#) Student Records and Directory Information

~~BP 409~~ REFER TO REVISED [BP 5140](#) Disability Resource Center/Disabled Students Programs/Services

~~BP 440~~ REFER TO REVISED [BP 5000](#) Student Responsibility

~~BP 444~~ REFER TO REVISED [BP 4230](#) Grading and Academic Record Symbols

~~BP 442~~ REFER TO REVISED [AP 4250](#) Probation, Dismissal and Readmission

~~BP 444~~ REFER TO REVISED [BP 4070](#) Auditing and Auditing Fees
Class Auditing (92-15770)

BP 415 (BP 4235)

Credit By Examination

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Not all courses listed in the catalog may be eligible for Credit by Examination. The determination of which courses in a discipline may be taken by examination is made by that department/program. The Department Chair/Director will determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work or experience.

The following rules apply to earning Credit by Examination:

- The examination must be reviewed and approved by the Department Chair/Director prior to its administration. Completed examinations must remain on file in the department/program for three years.
- A maximum of fifteen (15) units earned at Palomar College or elsewhere through Credit by Examination may be applied towards completing an Associate in Arts degree, general education transfer certification or vocational certificate program at Palomar College. (The Department of Nursing Education's Credit by Examination Policy may be obtained from the Nursing Education Department Office. A maximum of 20 units may be obtained through credit by examination.)
- The student's transcript will clearly identify all courses taken Credit by Examination. Courses attempted through Credit by Examination are graded on a Credit/No Credit basis. The student must earn the equivalent of a "C" or better to earn a grade of Credit.
- Credit by Examination may not be attempted for a course more than once.
- Credit by Examination may be taken for a course when a student has previously received credit for a more advanced course only with the approval of the Department Chair/Director and Division Dean.
- Courses in Nursing Education may be taken Credit by Examination only under the rules of the Board of Registered Nursing.
- A student must be currently enrolled in at least one credit course at Palomar College, excluding Credit by Examination, and may not be on probation or dismissal status when applying for Credit by Examination.
- If no units are completed (with a grade other than "W"), the Credit by Examination petition will not be processed. No fees will be refunded.
- The student must pay the same fees or non-resident tuition required of a regular course to take Credit by Examination.
- The process of Credit by Examination must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.
- Credit by Examination will be recorded on the student's permanent record only if departmental and institutional procedure has been followed.

Students wishing to take a course via Credit by Examination are encouraged to informally discuss the matter with the Department Chair/Director and instructor prior to initiating the formal process. GB 6-6-79, GB Rev. 6-28-94, GB Rev. 6-13-00

BP 416 (BP 4232)**Credit/No Credit Classes (69-2722)**

Courses listed in the Palomar College Catalog may be taken credit/no-credit unless otherwise indicated in the course description. The decision to take a class on a credit/no credit basis must be made by the end of the fourth week or the first thirty percent (30%) of a class term, whichever is less, after which no other evaluative grade may be given. Students may not repeat on a CR/NC basis a course previously taken for a letter grade.

A grade of CR is awarded for work equivalent to A, B, or C. Courses for which a grade of CR is awarded may not be used to satisfy requirements for the student's major. NC is awarded for work equivalent to D or F. Neither CR nor NC is used in computing the grade point average; however, CR/NC units appear on the transcript of record.

Units attempted for which NC is recorded shall be considered in probation and dismissal procedures. GB 4-28-70

~~BP 417~~ REFER TO REVISED [BP 5075](#) **Course Adds and Drops**

~~BP 418~~ REFER TO REVISED [BP 5075](#) **Course Adds and Drops**

BP 419 (BP 4240)**Academic Renewal (77-6793, 93-16344, 00-20695)**

Philosophy. Palomar Community College District is committed to meeting the educational needs of all its citizens. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Palomar's commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Palomar Community College District supports Academic Renewal.

A student may request that 30 units of previous course work taken at Palomar College or any other institution be disregarded when computing grade point average (GPA)*. Course work not to be counted must include the entire semester or term. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, or C) during disregarded terms. Academic Renewal cannot be used to set aside semesters containing course work that has been used to meet degree, certificate, or certification requirements. *NOTE: Not all four-year institutions accept Academic Renewal. Rev. GB 4-26-94, 7-10-01.

BP 420 (BP 5500)**Rules and Regulations for Student Conduct (81-8778)****BP 420.1 (BP 5500)*****General Application***

Palomar College students are responsible for regulating their own conduct and for respecting the rights and privileges of others. They are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to abide by the standards as set forth by Palomar College is cause for disciplinary action. EC 66300, 66017, 87708, 76030 et seq; 5 CAC 41301, 41302; PC 415.5; GB 1-12-82

BP 420.2 (BP 5500)***Application of Policy to Conduct of Applicants for Admission or Readmission***

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he/she enrolled as a student, would be the basis for disciplinary proceedings under this policy. In addition, admission or readmission may be denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to this policy. Any conduct for which admission or readmission may be denied must be College related. 5 CAC 41303

BP 421 (BP 5500)**Confidentiality**

Unless the student and the College determine otherwise, proceedings under this policy shall be confidential and all hearings held hereunder shall be closed to everyone other than the person(s) conducting the hearing, the student charged, the College representative, a single advisor of the person(s)

conducting the hearing, an advisor for each of the parties, a witness while presenting evidence, and a person designated to record or otherwise make a record of the proceeding.

BP 422 (BP 5500)

Delegation

Whenever a power or duty is granted to an employee or officer by this policy, the power or duty may be exercised or performed by another officer or employee who is authorized to do so by delegation from the first officer or employee. Notwithstanding this provision, the authority of an instructor to suspend a student from a class may not be delegated to any other person.

BP 423 (BP 5500)

Record of Disciplinary Action

The fact of disciplinary action and the reasons therefor shall be recorded on the student discipline records subject to access, review, and comment by the student as authorized by the Federal Family Educational Rights and Privacy Act [20 U.S.C. 1232 (g)] and the administrative regulations adopted thereto (45 CFR Sections 99 et seq) and similar provisions of state law (Education Code Section 76200 et seq) and the administrative regulations adopted pursuant thereto. 5 CAC 54600 et seq.

The information shall remain recorded on the student records unless expunged in accordance with state or federal law but shall not be released to prospective employers unless the student consents in writing to such release. EC 76210, 76220 et seq; 5 CAC 54600 et seq

In addition, such information will be released to other third parties, including law enforcement agencies, as required or authorized by the state and federal law referred to above.

For a period of two calendar years after the recording of such information, the information may be used by appropriate College officials in determining the appropriate sanction of any subsequent disciplinary action or for any other College-related purposes.

BP 423.1 (BP 5500)

Technical Departures

Technical departures from this policy and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student unless, in the opinion of the College President or designees, the technical departure or error prevented a fair determination of the issue.

~~BP 423.2~~ REFER TO REVISED [BP 5130](#) **Financial Aid, Veterans' & Scholarships Service**

~~BP 423.3~~ REFER TO REVISED [BP 5030](#) **Fees**

~~BP 426~~ REFER TO REVISED [BP 5530](#) **Student Rights and Grievances**

~~BP 430~~ REFER TO REVISED [BP 5530](#) **Student Rights and Grievances**

~~BP 430.1~~ REFER TO REVISED [BP 5530](#) **Student Rights and Grievances**

~~BP 430.2~~ REFER TO REVISED [BP 5530](#) **Student Rights and Grievances**

~~BP 430.3~~ REFER TO REVISED [BP 5530](#) **Student Rights and Grievances**

~~BP 435~~ REFER TO REVISED [BP 5550](#) **Speech: Time, Place, and Manner**

~~BP 440~~ REFER TO REVISED [BP 5550](#) **Speech: Time, Place, and Manner**

~~BP 450~~ REFER TO REVISED [BP 5200](#) **Student Health Services**

~~BP 470~~ REFER TO REVISED [BP 5700](#) **Athletics**

~~BP 475~~ REFER TO REVISED [BP 5400](#) **Associated Students Organization**

~~BP 505~~ REFER TO REVISED [BP 5570](#) **Student Credit Card Solicitation**

BP 506 (BP 3260)

Legal Opinions/Assistance

All general administrative and Governing Board requests for legal opinions from the County counsel or counsel shall be submitted in writing to the Superintendent/President (or his/her designee), who will then forward them for action or request an oral opinion if he/she feels they warrant legal interpretation.

BP 507 (BP 7400)

Conferences and Travel (87-12431; 90-14040)

The Governing Board encourages members of the faculty, administration, classified staff, and Governing Board to participate in off-campus conferences, meetings, and similar activities which will enhance the programs of Palomar College in particular and higher education in general.

BP 507.1 (BP 7400)

Definition of Off-Campus Travel

For purposes of this policy, off-campus travel shall be defined as including national, regional, state or local meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:

- A. Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- B. Meetings that pay a salary or give an honorarium covering full expenses incurred to participants.
- C. Meetings which are promotional, lobbying or legislative in orientation, without prior approval of the President/Superintendent.
- D. Meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- E. Special interest meetings outside the scope of the definition.

BP 507.2 (BP 7400)

Approval of Off-Campus Travel (90-14041)

Members of the Governing Board are authorized, subject to Board approval, to attend and be reimbursed for actual and necessary expenses for conferences, meetings, and similar activities which, in their judgment, will benefit the College/District.

The Board authorizes blanket travel approval for the Superintendent/President within the state of California and for all travel that is reimbursed by another agency. GB 9-25-90

The Governing Board hereby delegates to the Superintendent/President, or designated representative, authority to authorize employees to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, within or outside the State of California.

BP 507.3 (BP 7400)

Expense Reimbursement

Authorized travel may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, provided the costs to the College of such attendance are within budget appropriations. Documentation provided to authenticate such expenses shall satisfy payment standards established by the disbursing officer.

At the discretion of the Superintendent/President, or designated representative, employees may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

BP 507.31 (BP 7400)

Expense Reimbursement - Business Mileage

Any employee, with the exception of an adjunct faculty member teaching in off-campus sites, who is required to travel off campus in the performance of assigned duties may, upon the approval of the Superintendent/President or designated representative, be authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use.

Reimbursement for business mileage shall be at the prevailing IRS standard rate and is subject to the following stipulations:

- A. Mileage shall be calculated as the distance from the employee's regular work location to his/her business destination(s) and return to his/her regular work location.
- B. If the employee does not arrive at his/her regular work location prior to his/her business trip in any one day, he/she shall deduct from total accrued mileage:
 - 1. the distance from his/her home to the first business destination OR
 - 2. the distance from his/her home to the regular work location, whichever is less.
 - 3. If the employee proceeds from his/her last business destination directly to home, he/she shall deduct from total accrued mileage:
 - a. the distance from his/her last destination to home OR
 - b. the distance from his/her regular work location to home, whichever is less.
 - 4. If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the performance of which requires travel from his/her home to the assignment destination, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment. If an employee's work site is not on campus and the employee is not required to come on campus, there would be no reimbursement for miles traveled between the residence and the work site.
 - 5. When more than two employees attend a local meeting to which transportation is needed, the minimum number of vehicles consistent with safety and economy shall be used. If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.

Transportation-related expenses which are directly associated with business mileage and reasonably incurred shall be reimbursed.

BP 507.32 (BP 7400)

Expense Reimbursement - Transportation (Other Than Business Mileage)

- A. Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, vehicles, and other usual means of conveyance. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.
- B. Transportation to and from residences to the commercial carrier terminal, if by vehicle, shall be reimbursed at the established business mileage rate. If by commercial carrier, such as bus or limousine, reimbursement shall be at actual cost.
- C. Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by limousine, bus, taxi, or whatever is most practical under the circumstances, shall be reimbursed.
- D. Transportation by limousine, bus, taxi, or whatever is most practical to get from meeting to meeting, or from hotel to meeting locations, shall be reimbursed.
- E. When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance. The cost of the car rental, which shall be the most economical available, including the daily charge for collision damage waiver, shall be reimbursed.
- F. College staff shall not pilot or charter personal aircraft when traveling within the scope of their employment.
- G. Reimbursement for travel by vehicle shall not exceed the lowest commercial air fare with the exception of travel to/from the Los Angeles area. For travel to/from the Los Angeles area, employees will be allowed to drive or fly at the lowest commercial air fare.
- H. If two or more employees share a personal vehicle, only one employee shall be reimbursed at the established business mileage rate.
- I. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed.

BP 507.33 (BP 7400)

Expense Reimbursement - Registration

Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable up to actual cost.

BP 507.34 (BP 7400)

Expense Reimbursement - Lodging/Meals

- A. Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.

- B. If lodging is shared with another employee, each may be reimbursed only for his/her share of the charges.
- C. When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate.
- D. When lodging expense is not incurred, reimbursement for subsistence only will be allowed up to actual cost, not to exceed the established subsistence rates.
- E. Reimbursement shall not be allowed:
 - 1. when an employee will not incur expenses for lodging because it is furnished by other means; AND/OR
 - 2. when an employee will not incur expenses for meals because they will be furnished by other means.
- F. When the cost of meals is included in a registration fee of a meeting, conference or convention, those amounts will be reimbursed up to their stated costs.
- G. Payments for meals, including tips, shall be reimbursed at no greater than the Standard Meal Allowance established by the Internal Revenue Service. All authorized meal expenses actually incurred shall be paid for each completed 24 hours of travel, beginning with the employee's time of departure. For fractional parts of the day which do not require overnight travel, the appropriate meal expense may be reimbursed. Such reimbursement shall consider the time of the employee's departure and return.
- H. Reimbursement for the cost of alcoholic beverages as a meal expense or as any other type of expense is expressly prohibited.

BP 507.35 (BP 7400)

Expense Reimbursement - Miscellaneous Expenses

Miscellaneous travel expenses essential to the transaction of official College/District business are reimbursable to the employee when reasonably incurred. Allowable expenses include:

- A. Minor supplies, postage and reproduction costs.
- B. Laundry and valet expenses may be allowable when an employee's absence from regular service extends beyond five (5) nights.
- C. Porter service or incidentals will be allowed at no more than \$2 per day.
- D. Reimbursement for telephone expenses will be allowed only if incurred in conducting College/District business. A "safe-on-arrival" call is also allowed.

BP 507.36 (BP 7400)

Non-Reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

- A. Entertainment expense, radio or television rental, and other items of similar nature.
- B. Transportation to or from places of entertainment and similar facilities.
- C. Conference-arranged leisure tours or personal side-trip expenses.
- D. Personal telephone calls, with the exception of a "safe-on-arrival" call, which is allowed.
- E. Individual membership dues or fees.
- F. The cost of alcoholic beverages.
- G. Traffic or parking citations while using a private or College vehicle.

BP 507.4 (BP 7400)

Personnel Considerations

Salary Status During Travel

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence for his/her normal work assignment. At no time shall overtime be permitted for off-campus travel unless such overtime has been expressly authorized in advance by the Superintendent/President or designated representative.

Leave of Absence During Travel

No expense of any kind will be allowed for time in a leave-of-absence status.

Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. GB 6-14-88, Rev. 9-25-90

BP 508 (BP 7900)**Consultants**

Consultants shall exercise no administrative authority over the work of College employees, but shall act only as advisers in those fields in which they are qualified to offer assistance. They shall be selected on a nondiscriminatory basis and without regard to such matters as ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

~~BP 509~~ REFER TO REVISED **BP 3810 Claims Against the District**

~~BP 540~~ POLICY DELETED

BP 511 (BP 3715)**Royalty Payments (87-12306)**

Palomar College deems it appropriate for employees to engage in scholarly and creative projects, which may earn fees or royalties for the employee, while under contract, including sabbatical leaves or other periods set aside for staff development, provided these projects have been approved by the appropriate College authority.

Fees or royalties earned by employees from approved projects shall be the property of the faculty member or employee developing the project and the College shall not assert any ownership interest therein.

Palomar College shall have the right to utilize such projects or any materials developed therein in its own instructional programs and operations without cost to the Palomar Community College District.

Employees engaged in such authorized projects may use only such District services and supplies (e.g., paper, duplication, machinery, facilities, clerical time, mail, telephone calls, etc.) as are formally approved by the appropriate executive administrator, and the costs for these services and supplies are to be repaid to the District by the employee in a prompt and timely manner. EC 78906; GB 3-22-88

BP 512 (BP 3720)**Copyrights****BP 512.1 (BP 3720)****Computer Software (92-15350)**

No person shall make, cause to be made, use, or cause to be used on the District's computer facilities an illegal copy of copyrighted or licensed software. An illegal copy is defined as any copy which violates the tenets of Public law 96-517, Section 7(b) which amended Section 117 of Title 17 of the United States Code. GB 11-10-92

BP 512.2 (BP 3720)**Network and Telecommunications User Policy (97-18884)**

The Palomar Community College District encourages all members of the College community to take full advantage of the administrative and educational activities made available for collaboration, research, management, and student learning by the appropriate use of information technology. Use of information technology includes the use of fax, telephone, intra/Internet networks, voice/video conferencing facilities, and other networking/telecommunications resources of the District. It is the policy of the District not to monitor electronic transmissions for content except when required to do so in the normal course of business, in a criminal investigation, in response to a lawfully issued subpoena or valid court order, or when specific written permission to do so is granted by the Superintendent/President. Neither this policy nor the associated procedures are to be construed in any way to restrict Constitutional guarantees including freedom of expression and the open exchange of ideas. GB 4-28-98

~~BP 543~~ POLICY DELETED

~~BP 520~~ REFER TO REVISED [BP 6250](#) **Budget Management**

~~BP 524~~ REFER TO REVISED [BP 6200](#) **Budget Preparation**

~~BP 524.1~~ REFER TO REVISED [BP 6200](#) **Budget Preparation**

~~BP 522~~ REFER TO REVISED [AP 6250](#) **Budget Management**

~~BP 523~~ REFER TO REVISED [BP 6200](#) Budget Preparation

~~BP 524~~ REFER TO REVISED [AP 6310](#) Accounting

~~BP 525~~ REFER TO REVISED [BP 6400](#) Audits

~~BP 526~~ REFER TO REVISED [BP 6300](#) Fiscal Management

~~BP 527~~ REFER TO REVISED [BP 5420](#) Associate Students Finance

~~BP 528~~ POLICY DELETED

~~BP 528.1~~ REFER TO REVISED [BP 6325](#)

~~BP 528.2~~ REFER TO REVISED [AP 7375](#) TSAs/Deferred Compensation Programs

~~BP 529~~ REFER TO REVISED [BP 6300](#)

~~BP 540~~ REFER TO REVISED [BP 6330](#)

~~BP 541~~ REFER TO REVISED [BP 2710](#)

~~BP 550~~ REFER TO REVISED [BP 6700](#)

~~BP 551~~ REFER TO REVISED [BP 6520](#)

~~BP 552~~ REFER TO REVISED [BP 6520](#)

~~BP 553~~ REFER TO REVISED [BP 6520](#)

~~BP 554~~ REFER TO REVISED [AP 6530](#)

~~BP 554.1~~ REFER TO REVISED [AP 6530](#)

~~BP 554.2~~ REFER TO REVISED [BP 6530](#)

~~BP 560~~ REFER TO REVISED [BP 6975](#)

~~BP 1100~~ REFER TO REVISED [BP 1100](#)

~~BP 1200~~ REFER TO REVISED [BP 1200](#)

~~BP 2510~~ REFER TO REVISED [BP 2510](#)

[BP 3200](#) ACCREDITATION

[BP 3250](#) INSTITUTIONAL PLANNING

[BP 3300](#) PUBLIC RECORDS

BP 3420

UNLAWFUL DISCRIMINATION

It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to these matters including, but not limited to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, political affiliation, veteran status, and protected union activities under EERA in any program or activity under California state or federal law or regulation. The District affirms its commitment to non-discrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and all other conditions of employment which are provided by District policy, regulation, rule, or practice. This policy is

subject to the provisions of any collective bargaining agreement between the District and an employee bargaining agent.

The Superintendent/President shall establish administrative procedures to assure equal opportunity. It is the ongoing responsibility of the Governing Board, Superintendent/ President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees, and others involved in employment decisions to comply with this policy.

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

In so providing, the Palomar Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., Title 5, § 59300; Gov. Code, § 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

GB 12-10-02

BP 4020 Program, Curriculum, and Course Development

BP 4225

COURSE REPETITION

Students may repeat a course under the following conditions:

- A. The course has been identified in the Catalog as repeatable, and the student has not taken a course more times than allowed; OR,
- B. The student is repeating a course to alleviate a D, F, or NC grade; OR,
- C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- E. To meet legally mandated-training requirements as a condition of continued employment. No limitation on repetitions.
- F. Special classes for students with disabilities can be repeated beyond the stipulated number if appropriate as a reasonable accommodation for a disability.

Under conditions B, C, and D above, a course may be repeated only once for State apportionment.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

The CR/NC option is not available if a D or F grade was received the first time.

Students discovered through the course repetition programs who do not comply with the above regulations will be administratively dropped from those classes and will be notified by mail to see a counselor for alternative course selection.

Students dropped as a result of this process will be eligible for a refund of the enrollment fee. 5 CAC 55761, 55762, 55763, 58161; GB 9-17-85

Title 5, Sections 55761-55765, 56029

GB 1-14-03

~~BP 5030.3~~ REFER TO REVISED [BP 5030](#)

~~BP 5030.6~~ REFER TO REVISED [BP 5030](#)

~~BP 5050~~ REFER TO REVISED [BP 5110](#)

~~BP 5120~~ REFER TO REVISED [BP 5120](#)

~~BP 6310~~ REFER TO REVISED [BP 6805](#)

~~BP 6810~~ REFER TO REVISED [BP 6810](#)

~~BP 6820~~ REFER TO REVISED [BP 3570](#)

BP 7120

RECRUITMENT AND SELECTION

The Palomar Community College District recognizes that excellence in student learning and student success requires that faculty, staff, and administrators have a clear understanding of and commitment to the mission, vision, and values of the institution. Additionally, the District seeks to employ highly qualified faculty, staff, and administrators who are sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student population in such a way that effective student learning results.

The Superintendent/President, in cooperation with the appropriate campus constituencies, shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

Academic

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies regarding the Faculty Senate's role in local decision-making. In accordance with AB1725 and BP 2510, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters. Faculty hiring is an Academic and Professional Matter.

Classified

The criteria and procedures for hiring classified employees shall be established after affording the CCE/AFT an opportunity to participate under the Board's policies regarding local decision-making.

Administrative and Confidential/Supervisory

The criteria and procedures for hiring administrative, confidential, and supervisory employees shall be established in a way that encourages participation of administrators, the Administrative Association and

the Confidential and Supervisory Team, faculty, and classified staff in all appropriate phases of the process.

*Education Code Section 70902(d); 87100 et seq
Title 5, Section 53000, et seq. ; Accreditation Standard III.1.A.*

GB 12-10-02

ADMINISTRATIVE PROCEDURES

GOVERNANCE

~~3.0~~ REFER TO REVISED [BP 3100](#)/AP 3820

~~3.04~~ REFER TO REVISED [AP 3100](#) Organizational Structure

4.0 REFER TO REVISED [AP 2410](#)

~~4.1~~ REFER TO REVISED [BP 7370](#)/[AP 7370](#) Political Activity

~~4.5~~ REFER TO REVISED [BP 2510](#)

7

Responsibility

~~7.13~~ REFER TO REVISED [AP 7175](#) District Awards

7.135 (AP 3830)

Naming of Buildings (91-14780)

Request

- A. Requests for the naming of buildings, facilities, or areas, and requests for erecting memorials or publicly displayed donations at Palomar College shall be submitted to the Facilities Review Committee. The Facilities Review Committee will make a recommendation to the Strategic Planning Council regarding the proposed naming of buildings. This information will be submitted to the Facilities Master Planning Committee for information.
- B. The Superintendent/President will forward the requests and recommendations to the Palomar Community College Governing Board for final review and decision.

Naming a Building, Facility, or Area for an Individual for Service to the District

- A. Building, facility, or area may be named for:
 1. Past members of the college faculty
 2. Past members of the administration or Governing Board
 3. Alumni
 4. Past members of the college staff
 5. Individuals who make exceptional contributions to the College
- B. An individual will not be considered for this honor until at least three years following his/her separation from the College. Separation is defined as leaving full-time service or employment. This policy does not apply to alumni and friends of the college.
- B. There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.
- C. The following criteria will be used in evaluating the proposal:
 1. Serving the District in an academic capacity and earning a national or international reputation in the individual's field(s) of specialization and also rendering a minimum of three years' service to the District; or
 2. Performing in an administrative or trustee capacity, and rendering a minimum of three years' distinguished service to the District, warranting recognition of the individual's exceptional contributions to the welfare of the College; or
 3. Contributing in truly exceptional ways to the welfare of the institution or achieving such unique distinction as to warrant recognition.

Naming of a Building, Facility, or Area in Recognition of a Significant Gift to the District Directly or to the District through the Palomar College Foundation

- A. Facilities may be named for a benefactor or an individual nominated by a benefactor.
- B. The benefactor must have given a minimum of 20 percent of the cost of the construction of a new facility. For an existing building, the benefactor must have given a minimum of 20 percent of what it would cost to build the facility today.
- C. Benefactors must have given a minimum of 40 percent of the cost of a sub-unit of a building or other facility, i.e., classrooms, lecture halls, etc.
- D. Benefactors must have given 100 percent of the cost of walkways, benches, gardens, etc.
- E. Facilities will not be named in return for deferred gifts and will not be named for persons making gifts of property (real or personal) until such time as the gift is converted to liquid assets or is otherwise utilized by the District.

Buildings, Facilities, or Areas that May Be Considered for Naming

- A. All buildings owned by the District that are not currently named.
- B. All lecture halls, classrooms, labs, athletic facilities, and permanent fixtures that are not currently named.
- C. All areas where students, staff, and the public gather, including walkways, benches, and gardens.

Signage

- A. All buildings named should bear the name of the person and the building name in a typeface and style consistent with District signage and with standards developed by the Facilities Review Committee. For example: Paul Hayden Memorial Library, Vaniman Physical Science Building, Cynthia Jones Building.
- B. Buildings may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the person for whom the building is named and, if the building is newly constructed, the builder, the architect, the Governing Board, the Superintendent/President, and the date the building was dedicated. Relevant information about the donor shall be prominently displayed.
- C. Lecture halls, classrooms, and labs to be named should also be identified with a bronze plaque mounted on the wall directly outside the main entrance to the facility.
- D. All areas where students, staff, and the public gather, including walkways, benches, and gardens should be identified with a bronze plaque or appropriate acknowledgment. The plaque or acknowledgment shall be consistent with District signage and with the standards developed by the Facilities Review Committee.

~~12~~ REFER TO REVISED [AP 2310](#)

~~12.3~~ REFER TO REVISED [AP 2310](#)

~~12.8~~ REFER TO REVISED [AP 2340](#)

~~12.10.4~~ REFER TO REVISED [AP 2345](#)

26 (AP 7120)

Administrative Hiring

Establishing the Position

- A. New administrator positions are identified annually by the division administrators or the Superintendent/President and submitted through an established procedure to the Staff Priorities Committee. The Superintendent/President will attempt to reach a mutually satisfactory agreement with the affected departments, division, the Faculty Senate, and the Administrative Association Council when the development of new administrative positions results in reorganization of instructional departments. In the case of the conversion of a faculty position into an administrative position, the conversion will be presented to the Faculty Senate and to the Administrative Association Council by the Superintendent/President before it is submitted to the Staff Priorities Committee. The Superintendent/President is responsible for the implementation and maintenance of an effective administrative structure.
- B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.
Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new administrative position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new

administrative position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College as a whole.

It is expected that the request to establish a new administrative position will initiate with the senior or executive administrator responsible for the new position who will also prepare the rationale in support of new positions. The appropriate vice president will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- number of staff supervised/increase in number of staff supervised
- failure to function from lack of supervision
- complexity of operation (including multiple site requirements)
- accreditation requirements
- compliance with state and federal laws/regulatory standards
- backlog of work among existing administrators
- program growth or demand (e.g. student, employees, classes offered)
- increase in number of projects/programs/activities
- District goals and objectives
- technological or other changes requiring the employment of staff with special skills
- position's inclusion in the five-year plan
- introduction of new programs
- any other relevant factors specific to the department's needs not included above

These criteria are not in priority order and all need not be addressed.

- C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Budget Development Committee.
- D. After the Budget Development Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.
- E. Replacement positions require the approval of the Superintendent/President.

The Position Announcement

- A. The position announcement is developed through a collaborative process involving the appropriate administrators and Human Resource Services.
- B. Human Resource Services provides technical assistance, including the identification of recruitment areas and appropriate advertising media.
- C. The position announcement must include the following:
 - 1. a description of the position duties and responsibilities;
 - 2. minimum qualifications as determined by the appropriate administrator in accordance with Education Code Section 87356;
 - 3. preferred qualifications (when listed) that are job related, consistent with business necessity and which do not adversely impact members of historically under-represented groups;
 - 4. a provision for presentation of qualifications that are equivalent to the minimum qualifications;
 - 5. a statement regarding required participation in shared governance;
 - 6. legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.
- D. The position announcement must be approved by the Division Dean, the appropriate Vice President, the Superintendent/President for certain positions, and the Vice President for Human Resource Services.

The Selection Committee

Membership/Composition

- A. Selection Committees for Executive Administrative positions are established and convened by the Superintendent/ President and shall have representation from the faculty, classified staff, administration, and students as noted. The Faculty Senate, the CCE/AFT, the Administrative Association, and the ASG shall make the appointments of their members to the selection committee upon the request of the Superintendent/President or designee.
 - 1. Assistant Superintendent/Vice President for Instruction: The Selection Committee shall have at least one faculty member from each instructional division, the Library/Media Center/ETV, and Student Services; one member from the Administrative Association; two

- classified employees from the bargaining unit represented by the CCE/AFT to include one from Instruction and one at-large representative; two Instructional Deans appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.
2. Assistant Superintendent/Vice President for Student Services: The Selection Committee shall have four faculty members to include two from Student Services and two at-large; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Student Services and one at-large; one Student Services Dean and one Student Services Director appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.
 3. Assistant Superintendent/Vice President for Finance and Administrative Services: The Selection Committee shall have four faculty members to include three instructional faculty members and one Student Services faculty member; one representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services; one representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction; two Administrative Services directors appointed by the Superintendent/President; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Administrative Services and one at-large; and two students. Additional members of the committee may be appointed by the Superintendent/ President.
 4. Assistant Superintendent/Vice President for Human Resource Services: The Selection committee shall have five faculty members; one Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction; one Student Services Dean appointed by the Assistant Superintendent/Vice President for Student Services; one Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance and Administrative Services; one representative from the Administrative Association; four representatives from the employees in the bargaining unit represented by the CCE/AFT; one representative from Human Resource Services appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.
- B. Selection Committees for Senior Administrative positions will be established by the appropriate Vice President in consultation with the Superintendent/President and the Vice President for Human Resource Services. Senior administrative positions which have a broad impact on faculty and the instructional programs have appropriate representation of the faculty most likely to be affected by the administrator. The Faculty Senate President shall be consulted to determine the appropriate faculty representation for Instructional positions. All faculty representatives will be appointed by the Faculty Senate.
 - C. Selection Committees for Academic and Classified Administrators as well as for Supervisors and Confidential positions will be established by the appropriate Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.
 - D. Selection Committees for interim appointments for Senior and Executive administrative positions shall have the same composition of membership as noted above.

Selection Committees for interim appointments for Academic and Classified Administrators, Supervisors, and Confidential positions shall be formed by the Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.

Diversity

The Selection Committee should be balanced in its diversity and, to this end, will seek representation from historically under-represented groups whenever possible. Historically under-represented groups include ethnic minorities, women, and persons with disabilities.

The Selection Committee Chair

- A. For Executive and Senior Administrative positions in Instruction, co-chairs will be appointed from the committee membership: one by the Superintendent/President or the appropriate Vice President; and one by the Faculty Senate. For other Executive and Senior Administrative positions, the chair will be appointed by the Superintendent/President from the committee membership. The committee may decide whether or not to elect a co-chair.
- B. For Academic and Classified Administrator positions the chair will be appointed by the appropriate senior administrator or vice president. The committee may decide whether to or not elect a co-chair.
- C. The chair or co-chairs will be voting members of the committee.

Convening the Committee

The Vice President for Human Resource Services will convene the first meeting of the Selection Committee. The appropriate senior or executive administrator will attend the first meeting of the Selection Committee. The following training and information will be provided:

- A. the philosophy and commitment of the District to staff diversity;
- B. the roles and responsibilities of all members of the Selection Committee;
- C. the selection process;
- D. the interview procedures and techniques, including guidelines on appropriate follow-up questions and reference checks;
- E. cultural diversity in the interview process;
- F. the confidentiality of the selection process.

Responsibilities

- A. The voting members of the Selection Committee identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college community.
- B. The voting members of the Selection Committee develop job-related interview questions designed to distinguish candidates who will best meet the needs of the District in the position.
- C. The voting members of the Selection Committee screen all complete applications that meet the stated minimum qualifications to select candidates for interview.
- D. The voting members of the selection Committee interview candidates selected for interview using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question and if they do not seek information outside of the scope of the established hiring criteria.
- E. The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee since only a finalist recommended by the Selection Committee will be hired.
- F. Each member of the Selection Committee and its representatives is responsible for maintaining the confidentiality of the interview as well as evaluative comments made during the interview process. Such information may be shared only with the members of the Selection Committee and the administrators involved.

Recruitment Procedures for Administrative Positions:

- 1. Vacancies are advertised for a minimum of four weeks.
- 2. In addition to regular mailed announcements to colleges, universities, organizations committed to referring applicants of under-represented groups and local advertising, positions are advertised in professional publications recommended by the Selection Committee and/or the appropriate Senior or Executive Administrator. Every effort, including the utilization of the Chancellor's Office Diversity Registry, is made to recruit qualified ethnic minority and female applicants and applicants with disabilities.
- 3. Interim appointments shall be advertised on campus for a minimum of one week.

Applications/Screening

- A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.
- B. Human Resource Services verifies the diversity of the applicant pool and may 1) extend the search or 2) modify or remove the preferred qualifications to include applicants who were initially screened out because they failed to meet locally established "desirable or preferred"

- qualifications beyond minimum qualifications in order to increase the diversity of the pool after consultation with the Selection Committee and the appropriate administrator.
- C. Screening criteria and interview questions must be approved by Human Resource Services before Selection Committee members have access to applications. Screening criteria help members to review objectively each application for the position. The screening criteria must be listed on the selection criteria report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.
- D. The voting members of the Selection Committee complete screening forms for each applicant.
- E. Upon determination of applicants to be interviewed, the chair or co-chair returns all applications and screening forms to Human Resource Services.
- F. Human Resource Services reviews the diversity of the pool nominated for interview and may recommend that additional candidates be interviewed or further recruitment be initiated in order to meet the diversity goals of the District.

Interviews

- A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee of dates and times when all members of the committee can be in attendance.
- B. The Human Resource Services office provides copies of the applications and interview screening forms to the Selection Committee with an interview schedule.
- C. All members of the Selection Committee must be present for all interviews and subsequent discussions. If a voting member of the committee misses an interview, the committee member is removed from the Selection Committee.
- D. After interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates including whether the candidates will contribute to staff diversity at Palomar College.
- E. The Selection Committee forwards the application materials of the unranked finalists to the appropriate senior or executive administrator. All finalists must be acceptable to the Selection Committee. The Chair of the Selection Committee notifies the Vice President for Human Resource Services of the names of the finalists forwarded to the appropriate senior or executive administrator and returns the screening and interview forms to the Human Resource Services Office.
- F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair or Co-Chairs may request to review the applicant pool to ensure that qualified applicants have not been overlooked or recommend that the position be reopened.
- G. The voting members of the Selection Committee will conduct reference checks in accordance with the policies and principles of equal opportunity. The voting members of the Committee will determine the questions to be asked in advance and reference checks will be conducted in the format provided by Human Resource Services. Reference information must be held in strict confidence within the committee.

Final Selection

- A. If the senior or executive administrator or the Superintendent/President is concerned with the diversity of the finalist pool or the number of finalists, the concerned party or designee will meet with the Selection Committee to discuss the concern. The concerned party and the Selection Committee will review the applicant and/or interview pool to ensure that qualified applicants have not been overlooked. As a result of this review, the Selection Committee and the concerned party may decide to continue with the interview process with or without additional finalists. Otherwise, the position will be reopened.
- B. The Selection Committee may appoint one voting member to attend the final administrative interviews as an observer. The Committee member must attend all of the finalists' interviews and, except for reports to the Committee, is responsible for the confidentiality of the interview.
- C. The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the discretion of the Superintendent/President to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies (the Vice Presidents, the Deans, the Faculty, the Administrative Association, Classified staff, ASG, etc.).
- D. Site Visits
 1. Executive Administrative positions: The Superintendent/ President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in the site visits.
 2. Senior Administrative positions: The Superintendent/President and/or the appropriate Vice President may visit the local campus of each finalist for the position. The

Superintendent/President will decide whether or not additional Palomar representatives will participate in site visits.

- E. The appropriate Dean, Vice President, or the Superintendent/President will meet with the Selection Committee to discuss the final selection. Any ranking of the finalists may be discussed at this time. The appropriate Dean, Vice President, or the Superintendent/President will make the final selection for recommendation to the Governing Board. If none of the finalists is selected for hire, the Selection Committee and the appropriate administrator will:
 - 1. review information regarding the recommended finalists and/or the nature of the position; and/or
 - 2. review the interview pool to ensure that other potential finalists have not been overlooked; and/or
 - 3. recommend that the search be reopened.
- F. The Superintendent/President or designee extends the offer of employment to the selected finalist. Human Resource Services coordinates all necessary intake and orientation procedures.
- G. All offers of employment are subject to approval by the Governing Board. rev. PAC 2/3/98, 5/19/98, 1/22/02

ADMINISTRATION

30 REFER TO REVISED [AP 6750](#)

40 REFER TO REVISED [AP 3501](#) **Skateboards, Roller Blades, and Similar Devices**

PERSONNEL

GENERAL

~~101~~ **(PROCEDURE DELETED – SEE [BP 7100](#))**

~~Staff Diversity (89-13529)~~

~~It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to such matters as ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability. The District affirms its commitment to nondiscrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities, access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and any and all other conditions of employment which are provided by District policy, regulation, rule, or practice.~~

~~It is the ongoing responsibility of the Governing Board, Superintendent/President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees and others involved in employment decisions to comply with this policy. The Vice President for Human Resource Services is responsible for administering and coordinating the District's Equal Employment Opportunity and Staff Diversity programs.~~

~~Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.~~

~~GB 3-22-88, Rev. GB 12-12-89~~

103 (AP 3540)

Sexual Assault

The Sexual Assault Task Force will report and make recommendations to the District Safety and Security Committee.

Definition of Terms

Sexual Assault is any kind of sexual activity which is forced upon a person against her or his will. This includes rape, forced sodomy, forced oral copulation, sexual battery, and forced insertion of a foreign object into the vagina or anus.

Sexual Battery is forced touching of an intimate part (genitals, breasts, buttocks) of another person for the purpose of sexual arousal, gratification, or abuse. (California Penal Code 243.4)

Rape: The California Penal Code, Chapter 1, Title 9, Part 1 states that sexual intercourse under the following circumstances constitutes rape:

- A. when the rapist knows that the victim cannot give legal consent because of a developmental or physical disability or mental disorder;
- B. when the sexual intercourse is forced by means of violence or threat of bodily injury;
- C. when the victim is given alcohol or other drugs that prevent the victim from resisting;
- D. when the rapist knows the victim is unconscious during the act of sexual intercourse;
- E. when the victim erroneously believes that the rapist is his/her spouse;
- F. when the victim is threatened with retaliation.

Campus Police Director

All victims of sexual assault and other campus crime are urged to contact the Campus Police Director for assistance. The Campus Police Director will assist victims in contacting the Sheriff's Department upon whom the District relies for investigation of crimes. Campus Police will keep anonymous records of each report for statistical purposes.

In cases of sexual assault, victims are urged to contact the Campus Police Director and to allow the Campus Police Director to contact the Sheriff's Department and Student Health Services. The Sheriff's Department has trained individuals assigned to assist victims of sexual assault and to arrange appropriate transportation for medical attention if necessary. The Campus Police Director will notify the Director of Health Services of all sexual assaults.

The Campus Police Director provides information in conjunction with the Sheriff's Department about how to pursue criminal prosecution and civil action against the perpetrator. The victim is advised by the Director of Student Affairs or the Vice President for Human Resource Services of the process to initiate a disciplinary action and to obtain academic and personal counseling assistance. The victim may choose to pursue civil or criminal action through the Sheriff's Department and/or disciplinary action through the College.

When the Campus Police office is closed, victims should notify the Sheriff's Department directly by calling 911.

Anyone who has knowledge of a sexual assault or other crime committed on campus should contact the Campus Police office as soon as possible.

In addition to or in lieu of contacting the Campus Police Director, victims may contact Health Services, Counseling, or Human Resource Services for assistance.

Health Services

During operational hours, Health Services will provide immediate medical attention and referral services; provide the victim with information on sexual assault; notify a parent, spouse, and/or friend, if appropriate; arrange for immediate campus counseling and refer to appropriate resources; and coordinate crisis support with Sheriff's Department personnel.

The Campus Police Director and/or the Director of Health Services will notify the Director of Student Affairs and/or the Vice President for Human Resource Services when appropriate.

Director of Student Affairs

The Director of Student Affairs will notify the Vice President for Student Services and the President; respond to the victim's request for academic support and counseling; provide information about campus and community support groups for victims; initiate disciplinary action when appropriate; inform the victim of any and all developments in, and the outcome of, any student disciplinary proceedings instituted by the College in connection with the assault.

Vice President for Human Resource Services

The Vice President for Human Resource Services will notify the President and the appropriate administrator(s); respond to the victim's requests for support and counseling; initiate disciplinary action, when appropriate, against the suspect; inform the victim of any and all developments in, and the outcome of, any disciplinary proceeding instituted by the College in connection with the assault; administer the policy on sexual assault.

Confidentiality

Victims of sexual assault are assured of strict confidentiality when contacting a Palomar College office for assistance. Requests for assistance, counseling, or information will not result in a formal complaint unless the victim is willing to file such a complaint. Responses to inquiries from the press, concerned students, or members of the community will be made only when such confidentiality can be guaranteed. The District's Public Information Office will be notified of incidents on a need-to-know basis as determined by the Campus Police Director in consultation with the Superintendent/President or designee. The College's primary concern is for the safety and health of the victim and providing appropriate referrals for counseling and medical services.

The disciplinary process shall respect the rights of the victim as well as the accused in determining whether the hearing shall be open or closed; in allowing the victim to have another person accompany her/him throughout the disciplinary hearing; the right to be present throughout the disciplinary hearing; the right not to have his or her past sexual history introduced as part of the testimony.

Disciplinary Action

The victim will receive information about how to pursue criminal prosecution, civil prosecution, and the disciplinary process, as well as academic and personal counseling assistance. Based on that information, the victim may choose to pursue civil or criminal action through the Sheriff's Department and/or disciplinary action through the College. The District will take disciplinary action against any member of the campus community (student, staff, faculty) who commits sexual assault. Students shall be disciplined in accordance with the Rules and Regulations for Student Behavior. Employees of the District will be disciplined through the disciplinary procedure established for their employee group.

Implementation/Administration

Preventing sexual assault and controlling campus crime requires the participation and cooperation of the entire campus community. Campus Police cannot successfully prevent crime unless attacks and other incidents are reported. All members of the campus community are encouraged to alert Campus Police of suspicious activity, potential dangers, or perceived "opportunities" for crime, including sexual assault, to occur. However, Campus Police respects the victim's right to privacy and cannot pursue a criminal action without the full consent of the victim.

Each member of the campus community is responsible for reporting incidents of sexual assault. A faculty, staff member, or student who is aware of a sexual assault on campus or at a facility maintained by the District, should inform the Campus Police Director as soon as possible. It is not required to report the name of the victim.

Advisory Task Force

To maintain a campus safe from the threat of sexual assault and to assist in the prevention of sexual assault crimes on campus, a Sexual Assault Advisory Task Force will meet at least once a year to:

- A. review the Sexual Assault policy and procedures;
- B. review and promote education and training efforts such as self-defense classes, awareness weeks, information brochures used in the effort to create a rape-free campus environment; and
- C. make recommendations to improve the sexual assault prevention program.

Members of the advisory task force will include the following:

Director, Campus Police
Director, Health Services
Vice President, Student Services
Chair, Counseling or designee
Vice President, Human Resource Services
Student Representative

The Sexual Assault Task Force will report to and make recommendations to the District Safety and Security Committee.

Definition of Terms

Sexual Assault is any kind of sexual activity which is forced upon a person against her or his will. This includes rape, forced sodomy, forced oral copulation, sexual battery, and forced insertion of a foreign object into the vagina or anus.

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- B. when the sexual intercourse is forced by means of violence or threat of bodily injury;
- C. when the victim is given alcohol or other drugs that prevent the victim from resisting;
- D. when the rapist knows the victim is unconscious during the act of sexual intercourse;
- E. when the victim erroneously believes that the rapist is his/her spouse;
- F. when the victim is threatened with retaliation.

104 (AP 7330)

AIDS

Palomar College will continue to review legislation information and medical research on AIDS.

Staff or students infected with the HIV virus or individuals concerned about possible risk of HIV infection may inform campus health authorities in order for the College to assist in obtaining proper medical advice and guidance. All information and consultations, as with all other medical information, will be handled in a strictly confidential manner in accordance with existing procedures and requirements in effect at Palomar College.

109 (AP 3550)

Drugs and Alcohol

Education

The District will provide a Drug Education and Awareness program for all students and employees that will include the following:

- A. Annual distribution of accurate, current information on the health risks and symptoms of alcohol and other drug use as well as legal sanctions proscribing substance use and abuse under local, state, and federal law for the unlawful possession or distribution of illicit drugs or alcohol.
- B. Training programs to enable employees and students to detect problems of alcohol abuse and other drug use and to refer persons with these problems to appropriate assistance programs.
- C. Inclusion of drug and alcohol information (including information on the misuse and abuse of over-the-counter drugs) in both student- and staff-orientation programs.
- D. Training for faculty on ways to incorporate alcohol and other drug education into the curriculum whenever appropriate.
- E. Developing and training a group of students and employees to serve as referral teams to help other students and employees who seek assistance with drug- and alcohol-related problems.
- F. Providing information on drug and alcohol counseling, treatment, or rehabilitation programs that are available to employees and students.
- G. Educating employees and students in preventing alcohol abuse and other drug use and in the safe use of legal drugs.
- H. Providing facilities and opportunities for peer support groups to meet.

Referral and Assistance

The District will implement a program to assist employees and students who are alcohol or drug-dependent or who are experiencing problems associated with drug and/or alcohol dependency.

- A. Designated employees and students who normally interact with large numbers of employees and students will be identified throughout the District to be trained in referral skills and response to emergency situations. The names and phone numbers of the Referral Team members will be well publicized so that students and employees will know who to contact when they have questions or concerns about alcohol and drug use, misuse, and abuse. Referral Team members will treat all such inquiries and concerns with the highest level of confidentiality and refer the employee or student to the appropriate assistance program. Referral Team contact is voluntary, and neither employment nor academic status will be jeopardized by seeking assistance. Employees and students, other than those designated, may volunteer to be trained as members of the Referral Team or as support for other employees and students who are experiencing drug- and alcohol-related problems. The District will provide periodic training updates for these employees and students who are members of Referral Teams.
- B. Any person who suspects that an individual may have a drug- or alcohol-related problem may contact a member of the Referral Team for advice. All such contacts are confidential and the

name of the individual with the suspected problem need not be revealed. The purpose of the contact is to obtain advice on how to encourage or support the affected individual in seeking help.

- C. The District will offer training and written information to all employees and students on how to contact and effectively use the services of the Referral Team. Training and information will also be provided to employees and students on effective and constructive ways to deal with friends and co-workers/students who may be experiencing drug- or alcohol-related problems.

Action

Although the District will treat violations of the Drug and Alcohol policy as serious matters that may result in disciplinary actions up to and including expulsion or termination, its first concern is for the health and safety of employees and students. The District is committed to creating an environment that promotes and reinforces healthy, responsible living, respect for community and District standards, individual responsibility, and the intellectual, social, emotional, ethical, and physical well being of employees and students. While unsatisfactory work performance or inappropriate student behavior will not be tolerated, the District will encourage and assist an employee or student with an alcohol- or drug-dependency or related problem to seek and obtain the appropriate treatment to deal with the dependency.

Employee Program

The District Policy is focused on rehabilitation and recovery, not on discipline. Therefore, the District will encourage and assist employees who participate in efforts to deal effectively with dependency problems and will provide reasonable accommodation for such participation. (Such assistance/accommodation will normally be limited to granting appropriate leave when requested, continuation of medical benefits while on such leave, flexible work schedules to allow attendance at required meetings, etc.) Direct financial support or payment for rehabilitation treatment is not included. An employee who is alcohol or drug dependent will be permitted to participate in outpatient treatment/rehabilitation and inpatient treatment/rehabilitation before any final action is taken as a result of violations of the prohibitions in the District policy on Drugs and Alcohol. However, to protect the District from potential liability, the District may alter the duties and responsibilities of an employee participating in a treatment/rehabilitation program and/or may reassign the employee during that period of time.

Employee Rights and Responsibilities

In accordance with the Drug-Free Workplace Act of 1988, an employee must notify the Superintendent/President or the Vice President for Human Resource Services in writing within five (5) days of any conviction under a criminal drug statute for conduct in the workplace. An employee also must notify the Superintendent/President or the Vice President for Human Resource Services in writing within five (5) days of any conviction of driving under the influence of alcohol or under the influence of illegal drugs occurring in any workplace or while the employee is acting within the scope of employment. The terms "workplace" and "scope of employment" have the same meaning as described in District Policy. A conviction includes any finding of guilt, including a no-contest plea, or imposition of a sentence by any judicial body. An employee convicted of driving under the influence of illegal drugs, a controlled substance, or alcohol when driving a District vehicle while acting within the scope of employment is subject to immediate termination.

When an employee through self-identification or intervention of a co-worker or supervisor seeks assistance for an alcohol or drug related problem, the District will provide access and referral through appropriate employee assistance programs that offer counseling, assistance, and treatment.

When an employee experiences performance problems or violates District Policy related to an alcohol or drug-related problem, the District will comply with the appropriate discipline policy and in accordance with District Policy will permit the employee to participate in outpatient treatment and inpatient treatment before any final disciplinary action is taken or the employee is dismissed.

District Rights and Responsibilities

The District has the right, upon reasonable suspicion, to ask an employee whether he or she has a drug- or alcohol- related problem and to request that the employee seek assistance in dealing with that problem. Reasonable suspicion includes, but is not limited to, the employee appearing to be under the influence of alcohol or drugs, the employee being found in possession of alcohol or suspected controlled substances, the employee being involved in an accident whose nature indicates impairment of ability or judgment, or the employee being involved in an incident in which a safety precaution was violated or a careless act was performed. If an employee denies that such a problem exists and/or refuses to seek assistance, then the employee must provide reasonable explanation for the performance or behavior problem that prompted the District to suspect that the employee may have a drug- or alcohol-related problem. The District may then proceed with the appropriate disciplinary policy that applies to the

employee. However, in case of blatant violations of safety rules, drinking alcoholic beverages on the job, and other overt violations of the Policy on Drugs and Alcohol or when the employee has repeated violations after having had the opportunity to participate in rehabilitation/treatment, the District has the right to begin the disciplinary process whether or not the employee agrees to seek assistance/treatment.

Student Program

Students at Palomar College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Palomar students are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to abide by the Rules and Regulations for Student Behavior of Palomar College is cause for disciplinary action which could result in suspension or expulsion.

Guidelines for student conduct are set forth in the California Education Code, California Administrative Code Title 5, policies of the Board of Trustees, and all civil and criminal codes.

Student Rights and Responsibilities

The academic status of a student seeking assistance will not be jeopardized based on the act of seeking assistance. However, seeking assistance cannot be used to change or excuse the academic record of the student. Such decisions will continue to be based on the student's performance in the class and changes will be made only with the approval of the instructor. Details of communication between students and Referral Team members will not be disclosed without the written consent of the student. If a student rejects a suggestion to seek assistance, it is the student's responsibility to correct the problem and/or comply with any disciplinary action imposed as a result of the problem or behavior.

110 (AP 3550)

CONTROLLED SUBSTANCE AND ALCOHOL TESTING

SECTION I. RESPONSIBILITIES

- A. **District Controlled Substance and Alcohol Program Coordinator:** The Vice President, Human Resource Services is the individual responsible for questions related to the Controlled Substance and Alcohol Policy and Procedures or implementation of the Policy and Procedures.
- B. **Supervisors:** Supervisors are responsible for observing the performance and behavior of drivers and observation/documentation of events suggestive of behavior that is prohibited by this part (i.e., controlled substances use and/or alcohol misuse). It is the Supervisor's responsibility to determine when testing for controlled substances and/or alcohol is necessary based on reasonable cause.
- C. **Drivers:** Each driver has the responsibility to be knowledgeable of the requirements of the District's Controlled Substance and Alcohol Policy and to fully comply with the provisions of the policy and its procedures.

SECTION II. DEFINITIONS

The following definitions apply for the purposes of the Controlled Substance and Alcohol Policy and Procedures:

Accident - (390.5) an occurrence involving a commercial motor vehicle operating on a public road which results in:

1. A fatality; or
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Commercial Driver's License (CDL) - a license issued by the State or other jurisdiction, in accordance with the standards contained in the Federal Highway Administration (FHWA) regulations 49 CFR Part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicle.

Commercial Motor Vehicle (CMV) - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. has a gross vehicle weight rating of 26,001 or more pounds; or is designed to transport 16 or more passengers, including the driver; or is of any size and is used in the

transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

Consortium - an entity, including a group or association of employers or contractors, that provides controlled substance and alcohol testing required by the FHWA regulations, and acts on behalf of the employers.

Controlled Substance (or Prohibited Drug) - marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

Driver - any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly-employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to an employer to drive a commercial motor vehicle.

Fail a Controlled Substance Test (or "Test Positive") - the initial test or confirmation test result under Department of Transportation (DOT) procedures shows positive evidence of the presence of a prohibited drug in the driver's or applicant's system.

Fail an Alcohol Test (or Test Positive) - the initial test or confirmation test result under DOT procedures shows that the driver's alcohol level is at least .020.

Pass a Controlled Substance Test (or "Test Negative") - the initial test or confirmation test under DOT procedures does not show evidence of the presence of a prohibited drug in the driver's or applicant's system.

Pass an Alcohol Test (or Test Negative) - the initial test or confirmation test under DOT procedures indicates the driver's alcohol level is .019 or lower.

Performing (a safety-sensitive function) - a driver is considered to be performing a safety-sensitive function during any period in which s/he is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Refusal to Submit (to an alcohol or controlled substance test) - the driver (1) fails to provide adequate breath for testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with these regulations, and/or (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing in accordance with these regulations, and/or (3) engages in conduct that clearly obstructs the testing process.

Safety-Sensitive Function (or "Covered Function") - any of those on-duty functions as described in 49 CFR Part 395.2 *On-duty time*. On-duty time commences at the time a driver begins to work or is required to be in readiness for work and continues until the time s/he is relieved from work and all the responsibility for performing work.

SAMHSA - Substance Abuse and Mental Health Services Administration (formerly the National Institute on Drug Abuse), established by the Department of Health and Human Services (DHHS) in 1986 to regulate laboratories performing analytical tests (drug tests) on human body fluids for employment purposes in the public sector.

Substance Abuse Professional - a licensed physician (medical doctor or doctor of osteopathy), or a licensed psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled-substance related disorders.

SECTION III. WHO IS COVERED BY THE CONTROLLED SUBSTANCE AND ALCOHOL POLICY AND PROCEDURES

The Controlled Substance and Alcohol Policy and Procedures apply to every person who operates a commercial vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements. (Commercial Motor Vehicle and Commercial Driver's License definitions are located in Section II, above.)

SECTION IV. NOTIFICATION TO THE DRIVER

Prior to performing a controlled substances or alcohol test under the Controlled Substance and Alcohol Policy:

- A. the District must notify the driver(s) that the alcohol and/or controlled substances test is required;
- B. the District shall post the Policy in a prominent location that is readily accessible to all covered drivers;
- C. all covered drivers will be provided with a complete copy of the Controlled Substance and Alcohol Policy and Procedures; and
- D. each driver will be required to sign a certificate of receipt certifying that s/he has received a copy of the Controlled Substance and Alcohol Policy and Procedures.

Additional copies of the Controlled Substance and Alcohol Policy and Procedures may be obtained for review from the District Controlled Substance and Alcohol Program Coordinator.

SECTION V. TESTING PROCEDURES

- A. **Specimen Collection Requirements for Controlled Substance and Alcohol Testing**
 - 1. All specimen collections for controlled substances and alcohol shall be performed according to the specific guidelines as designated in 49 CFR, Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*. A urine specimen will be collected to test for controlled substances and a breath sample will be collected to test for alcohol.
 - 2. Alcohol tests will be administered using an Evidential Breath Testing Device (EBT) that is on the Conforming Products List published by the National Highway Traffic Safety Administration (NHTSA). The tests will be performed by a certified Breath Alcohol Technician (BAT).
- B. **Substances for Which Testing Must Be Conducted**

Testing must be conducted for alcohol and for all controlled substances as defined in Section II.
- C. **Drug Testing Laboratory**
 - 1. The District shall use a drug testing laboratory certified under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; 53 FR 11970, April 11, 1988, and subsequent amendments.
 - 2. The laboratory shall provide services in accordance with Part 40 and Part 382. The name and address of each SAMHSA laboratory used by the District is contained in Appendix A.
- B. **Time Period When Testing is Conducted**

A driver may be sent to be tested for controlled substances at any time during the driver's shift. Testing for alcohol must take place just before, during, or just after performing a safety-sensitive or covered function. Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which s/he is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

SECTION VI. TYPE OF TESTS REQUIRED

- A. **Pre-employment Testing**

A pre-employment controlled substance test must be conducted before the first time a driver performs a safety-sensitive function. A driver must also take a pre-employment controlled substance test when s/he transfers to a safety-sensitive position. This also applies to a driver returning from a leave of absence for more than 30 days who has not participated in the controlled substance and alcohol program and, therefore, has not been subject to the random selection process. A negative test result is required prior to performing safety-sensitive functions.

Exception to Pre-employment Controlled Substance Testing

A driver would not be required to take a pre-employment controlled substance test if the District verifies the following:

 - 1. The driver has participated in a controlled substance testing program that meets the requirements of this policy within the previous 30 days; and
 - 2. While participating in this program, was tested for controlled substances within the past six months OR participated in a random testing program for the previous 12 months; and

3. The District verifies with the driver's previous employers that within the past six months the driver has not violated any part of this policy nor has s/he violated the rules of other DOT agencies.

B. Post-Accident Testing

1. Following an accident (as defined by the Federal Motor Carrier Regulations 390.5 - see Section II) involving a commercial motor vehicle, a post-accident controlled substances and alcohol test will be administered to each driver who:
 - was performing a safety-sensitive function with respect to the vehicle, if the accident involved the loss of human life; or
 - who receives a citation under State or local law for a moving traffic violation arising from the accident.
2. Controlled Substances Test: The driver must be tested for controlled substances as soon as possible but no later than 32 hours after the accident. If a driver is not tested for controlled substances within 32 hours, the District shall maintain a record stating why the test was not administered.
3. Alcohol Test: The driver must be tested for alcohol as soon as possible but no later than eight hours following an accident. If a driver is not tested within two hours after an accident, the District shall maintain a record stating the reasons why the test was not administered promptly.
4. The District will provide the driver with information on how to comply with the post-accident procedures prior to operating a commercial motor vehicle.
5. Post-accident breath, urine, or blood tests completed by local, state, or federal officials may fulfill the requirements of this policy.
6. A driver who is subject to post-accident testing must remain readily available for such testing or may be deemed by the District as refusing to submit to testing. However, this requirement should not delay necessary medical attention for injured people following an accident or prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident.

C. Random Testing

1. The regulations require that safety-sensitive drivers shall be subject to controlled substance and alcohol testing on an unannounced and random basis. The District shall conduct a number of controlled substance tests equal to at least 50 percent of all covered drivers and alcohol tests equal to at least 25 percent of all covered drivers each calendar year, spread reasonably over a twelve-month period. The selection of drivers to be tested shall be made by a scientifically valid method, such as computer-generated random selection, and each driver shall have an equal chance of being tested each time the selection is made. Only covered drivers operating vehicles on behalf of the Palomar Community College District are participants in the pool of drivers subject to the random testing procedures required by this policy.
2. Once the driver has been notified that s/he has been selected for testing, s/he must be available for testing immediately.
3. Alcohol tests will be performed only just before, during, or just after performing a safety-sensitive function.

D. Reasonable Suspicion Testing

Reasonable suspicion testing of a driver is required when there is reasonable suspicion to believe that the driver has violated the prohibitions of the Controlled Substance and Alcohol Policy (as described in Section VII). A supervisor or District official, who is trained in the detection of the possible symptoms of controlled substance use and/or alcohol abuse, shall make the decision to test the driver.

1. Controlled Substances
 - a. The determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The observations may include indication of the chronic and withdrawal effects of controlled substances.
 - b. A driver may be asked to submit to a reasonable cause controlled substance test at any time during the work period.
2. Alcohol
 - a. The determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.
 - b. Alcohol tests for reasonable suspicion must be requested before, during, or just after the driver performs a safety-sensitive function.

- c. The supervisor that makes the determination to test the driver may not administer the alcohol test.
- d. The driver shall not be permitted to return to duty to perform safety-sensitive functions until:
 - 1) An alcohol test is administered with a result of less than .02, or
 - 2) Twenty-four hours have elapsed from the time the determination of reasonable suspicion was made.

Supervisor Training

Supervisory personnel responsible for those drivers covered under Part 382 will receive training under the Controlled Substance and Alcohol Policy. The training shall include at least one 60-minute period of training on alcohol misuse and at least an additional 60 minutes of training on controlled substances use. The training shall cover the specific and contemporaneous physical, behavioral, and performance indicators of probable controlled substance use and alcohol use. This training shall be for supervisors who may determine whether a driver must be tested for reasonable suspicion.

E. Return-to-Duty Testing

Each driver that has violated the prohibited conduct standards related to controlled substances and/or alcohol shall be tested for controlled substances and/or alcohol, respectively, before returning to his/her safety-sensitive function. The test results must indicate a verified negative result for controlled substances and/or alcohol concentration of less than .02. A Substance Abuse Professional will determine if both a controlled substance and alcohol test are required prior to returning to duty.

F. Follow-up Testing

A driver who returns to duty shall be subject to unannounced follow-up controlled substance and/or alcohol testing. At least six tests must be conducted within the first 12 months after the driver returns to duty. The District may extend the follow-up testing for up to 60 months after the driver returns to duty.

SECTION VII. PROHIBITED CONDUCT

A. Refusal to Submit to an Alcohol or Controlled Substance Test

No driver shall refuse to submit to any of the required controlled substance and/or alcohol tests, including, post-accident, random, reasonable suspicion, or follow-up tests.

B. Prohibited Conduct Related to Controlled Substances

- 1. No driver shall report for duty or remain on duty performing a safety-sensitive function when the driver uses a controlled substance, except when the substance is prescribed by a physician, and the physician informs the driver that the substance does not adversely affect the driver's ability to perform the safety-sensitive function.
 - a. All drivers must report all therapeutic drug use to the District, if the drugs prescribed are known to produce any psychoactive effects on the user, including alterations in mood, alertness, and reflexive response. Therapeutic drug use must be reported regardless of whether the drugs are among those listed as controlled substances for the purposes of the Controlled Substance and Alcohol Policy. Each driver must provide verification to the District from his or her physician that any medications prescribed do not adversely affect his or her ability to perform a safety-sensitive function.
 - b. No driver shall report for duty, remain on duty, or perform a safety-sensitive function after testing positive for a controlled substance.

C. Prohibited Conduct Related to Alcohol

- 1. No driver shall report to duty or remain on duty requiring the performance of a safety-sensitive function with a breath alcohol concentration of .04 or greater.
- 2. No driver shall use alcohol while performing a safety-sensitive function.
- 3. No driver shall possess alcohol while on duty or operating a CMV.
- 4. No driver shall perform a safety-sensitive function within four hours after using alcohol.
- 5. No driver shall use alcohol within eight hours after an accident, or until an alcohol test has been completed, whichever comes first.

SECTION VIII. CONSEQUENCES FOR PROHIBITED CONDUCT

A driver that engages in prohibited conduct as detailed in Section VII of these procedures shall be removed from performing safety-sensitive functions.

A driver will not be hired if s/he refuses to submit to a pre-employment controlled substance or alcohol test.

A driver will be removed from a safety-sensitive function if s/he refuses to submit to a post-accident, reasonable suspicion, random, or follow-up controlled substance and/or alcohol test.

A positive breath alcohol test of between .02 and .04 will result in the removal of the driver from the safety-sensitive function for 24 hours.

A driver who engages in prohibited conduct may be disciplined in accordance with other Board policies and procedures, and as allowed by law.

SECTION IX. REFERRAL, EVALUATION, AND TREATMENT

- A. Drivers who have engaged in conduct prohibited by the Controlled Substance and Alcohol Policy will be:
1. provided resources for evaluating and resolving problems associated with alcohol misuse and controlled substance use;
 2. evaluated by a Substance Abuse Professional (SAP) who will recommend assistance, if necessary, for the driver to resolve problems associated with alcohol misuse and controlled substance use.
- B. Before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in conduct prohibited by the Controlled Substance and Alcohol Policy, s/he must:
1. Follow the rehabilitation program prescribed by the SAP; and
 2. Pass a return-to-duty controlled substance and/or alcohol test, and
 3. Submit to unannounced follow-up alcohol and/or controlled substance tests, following the driver's return to duty.

SECTION X. MEDICAL REVIEW OFFICER (MRO)

The MRO shall be a licensed physician with knowledge of substance abuse disorders. The function of the MRO is to review all negative and positive controlled substance test results. The MRO interviews drivers who test positive before results are transmitted to the District. A positive test result does not automatically identify a driver/applicant as having used controlled substances in violation of a DOT regulation. An individual with a detailed knowledge of possible alternate medical explanations is essential to a review of the results.

The role of the MRO is to review and interpret confirmed positive test results obtained through the District testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action could include conducting a medical interview with the individual and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test result could have resulted from legally-prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with DOT regulations.

The District has contracted with an MRO for the controlled substance testing program in accordance with the requirements of Parts 40.33 and 382

SECTION XI. CONFIDENTIALITY

- A. **Release of Driver's Test Results**
1. Information regarding the driver's test results will not be released, except to the District, without the driver's written consent excepted as noted in 3, 4, and 5 below.
 2. All records regarding the driver's controlled substance and alcohol test results are available to the driver at any time, upon written request. A driver may also, upon written request, have records released to subsequent employers or other individuals identified by the driver.
 3. Access to records shall be permitted to the Secretary of Transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its drivers.
 4. When required as a part of an accident investigation, records regarding the District's administration of post-accident alcohol and controlled substance tests shall be made available to the National Transportation Safety Board.
 5. The District may disclose records maintained as part of the Controlled Substance and Alcohol Policy pertaining to a driver, to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the driver, and arising from the results of an alcohol and/or controlled substance test administered as per the Controlled Substance and Alcohol Policy, or from the District's determination that the driver engaged in

prohibited conduct (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

B. Previous Employer's Test Results

1. The District may obtain, with driver's written consent, any records relating to the Controlled Substance and Alcohol Policy, from the previous employer.
2. The District must obtain all positive test results for controlled substances and alcohol and records of refusal to test occurring within the preceding two years. These records shall be obtained, with the driver's consent, from the driver's previous employer.
3. These records must be obtained and reviewed no later than 14 days after the first time the driver performs a safety-sensitive function. If the records have not been obtained within 14 days, the driver will not be permitted to continue to perform a safety-sensitive function.
4. A driver may not use a driver to perform safety-sensitive functions if the District obtains information on the driver's alcohol test with a concentration of .04 or greater, verified positive controlled substances test result, or refusal to be tested, by the driver, without obtaining information on a subsequent SAP evaluation and/or compliance with the return-to-duty testing section of these procedures.

SECTION XII. SUBSTANCE ABUSE PROFESSIONAL

- A. The SAP provides information to drivers regarding the following issues:
1. Effects of alcohol/controlled substance use on the individual's health, work, and personal life;
 2. Signs and symptoms of an alcohol or controlled substance problem;
 3. Methods of intervening when an alcohol or controlled substance problem is suspected; and
 4. Counseling and treatment programs available for controlled substance use and alcohol misuse.
 5. The SAP for the District is identified in Appendix A.

444 REFER TO REVISED AP 3510 WORKPLACE VIOLENCE

115 (AP 7800)

Institutional Reassignment

Institutional Development Reassignment is an opportunity for academic staff and classified staff not in the CCE/AFT bargaining unit to be temporarily reassigned from their regular duties on a part-time or full-time basis to work on projects of significant benefit to the College. Appropriate projects must address a College issue or problem. Projects may be identified by an individual interested in pursuing the project, by an administrator, or by a group perceiving a need.

Project Proposal Forms are available in the Human Resources Office. Persons wishing to undertake a particular project must submit the following:

- A. an Institutional Development Reassignment Project Proposal,
- B. a Qualification Letter outlining their qualifications, and
- C. an Endorsement/Approval form.

Each proposal should specify the nature of the project, the perceived benefit to the College, and the proposed time line, including an estimate of the amount of reassigned time needed to complete the project. In order to allow for the maximum involvement of interested staff members, the proposed start date of projects should coincide with the beginning of a semester.

Project Proposals and Qualification Letters will be evaluated twice a year. In order to provide adequate lead time for replacement coverage, Project Proposals, Qualification Letters, and Endorsement/Approval Forms are due in the Human Resource Office on or before October 1 for Spring reassignment and on or before April 1 for Fall reassignment.

Step 1:

Applicant submits completed Project Proposal, Qualification Letters, and Endorsement/Approval forms to Human Resource Services who will forward the proposals to the Institutional Development Reassignment Committee for evaluation.

Step 2:

Qualified applicants present proposals in person to the Institutional Development Reassignment Committee. Modifications may be requested by the Committee prior to or following the presentations.

Step 3:

The Institutional Development Reassignment Committee makes recommendations to the Senate for approval. These recommendations will be based on the potential benefit to the College, the qualifications of the project director, and the probability of completion within the estimated time line.

Step 4:

The recommendations of the Senate are forwarded to the Superintendent/President for action by the Governing Board.

During the reassignment, the staff member is relieved from her/his regular duties to the extent approved by the Governing Board. Departments/programs will temporarily replace the staff member as needed during the period of reassignment. Reassigned hours count toward regular District service for salary and benefit purposes. Within 60 days of the completion of the project, a written report will be submitted to the Superintendent/President and to the Senate.

The Institutional Development Reassignment Committee will be composed of three faculty members (Appointed by the Senate), one Administrative Association Member, one Senior Administrator, and will be chaired by a faculty appointee.

Timetable

September and March: Human Resource Office circulates a list of proposed projects and requests additional proposals from the staff.

October 1 and April 1: Applicant submits the Project Proposal, Qualification Letter, and Endorsement/Approval Form to Human Resource Office.

October and April: Institutional Development Reassignment Committee reviews projects, suggests modifications as necessary, and ranks those that are appropriate. Qualification Letters are reviewed and applicants are ranked. Recommendations are submitted to the Senate for approval. Recommendations by the Senate are forwarded to the Superintendent/President.

November and May: Superintendent/President reviews recommendations of the Senate. A list of approved projects is forwarded to and published by the Senate.

**420 REFER TO REVISED [BP 7850](#) Exchange Program
ACADEMIC PERSONNEL**

**154 (AP 7250)
Faculty**

**154.1 (AP 7250)
Supervision of Faculty
Division Organization**

Instruction

The educational program consists of five instructional divisions:

- ARTS AND LANGUAGES DIVISION
- MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES DIVISION
- MEDIA, BUSINESS, AND COMMUNITY SERVICES DIVISION
- HUMAN ARTS AND SCIENCES DIVISION
- VOCATIONAL TECHNOLOGY DIVISION

The deans of the five instructional divisions are responsible to the Assistant Superintendent/Vice President for Instruction. Their duties require extensive communication with chairpersons and directors, with each other, and with the Assistant Superintendent/Vice President for Instruction in the interest of maintaining a viable program which uses all college resources in meeting the needs of the entire community.

The instructional departments and programs are: American Indian Studies; Art; Athletics; Behavioral Sciences; Business Education; Chemistry; Child Development; Communications; Computer Science and Information Systems; Cooperative Education; Counseling, Guidance, and Career Development; Dental Assisting; Earth Sciences; Economics, History, and Political Science; Emergency Medical Education Programs; English; English as a Second Language; Family and Consumer Sciences; Foreign Languages;

Library/Media Center; Life Sciences; Mathematics; Multicultural Studies; Nursing Education; Performing Arts; Physical Education; Physics and Engineering; Public Safety Programs; R.O.P.; Reading Services; Special Education; Speech Communication/Forensics/ASL; Trades and Industry; and Vocational Programs.

Student Services

Student Services is divided into six primary areas of responsibility: Enrollment Services; Counseling, Guidance, and Career Development; Student Support Programs; Student Affairs, Intercollegiate Athletics, and Matriculation.

Enrollment Services covers the entire admissions and registration process as well as records evaluation for the purpose of determination of graduation eligibility. The process of veteran benefit eligibility and monitoring is also a part of this area.

Counseling, Guidance, and Career Development includes all functions of counseling on and off campus. It includes the Counseling Center, Career Center, Transfer Center, and Assessment. Counseling is also an integral part of the Disabled Student Programs and Services (DISABILITY RESOURCE CENTER) and the Extended Opportunity Program and Services (EOP&S).

Student Support Programs includes a wide diversity of services including Financial Aid and Scholarships, Extended Opportunity Programs and Services (EOP&S), Disabled Student Programs and Services (DISABILITY RESOURCE CENTER), Student Job Placement, Tutorial Services, Health Services, GEAR-UP, TRIO/SSS, and Upward Bound Program.

Student Affairs includes the areas of Student Government, student clubs and activities, and discipline.

Matriculation activities span a number of different programs and services and reports organizationally to the Assistant Superintendent/Vice President for Student Services, but has reporting responsibilities to the Assistant Superintendent/Vice President for Instruction as well, due to secondary effects of the programs on instruction and curriculum.

Intercollegiate Athletics includes men's and women's athletics, athletic trainers, and athletic equipment and facilities.

154.21 (AP 7211)

Service Responsibility

It is the intent of the Service Responsibility Policy to encourage regular participation by all full-time faculty in the governance, operation, and representation of the College.

Each Faculty member is expected to earn an average of no fewer than two (2) service points per year through active participation in one or more College service activities. Service point substantiation is required when applying for load-bank leave (see procedure 154.42 of the faculty manual). Also, institutional service is considered during the Tenure and Evaluations Review process (see procedure 173 of the faculty manual). During the first year of employment, probationary faculty will satisfy this requirement through regular participation in department activities.

Service activities that are used toward meeting Professional Development requirements or receiving additional compensation may not be simultaneously used toward meeting any service responsibility requirements. (Note: This does not prohibit a department chair from receiving credit for professional development activities and service credit activities while receiving a summer stipend. PD hours are limited to 72 hours an academic year. This provision is intended to avoid a specific activity being paid for in more than one manner.)

It is the Faculty member's responsibility to provide documentation of College service. Such documentation will be maintained in the Professional Development Office as a part of the faculty member's file. The faculty member's Professional Development file is reviewed during the Tenure Review and Evaluations process. Verification of the activity is achieved by completing the Service Point Record box on the Professional Development Contract. Questions regarding the appropriateness of an activity not specifically listed on the Service Point Guidelines should be directed to the Professional Development Coordinator.

Service points may be earned in a variety of ways including service on committees, task forces, special service to a department or program or by service in leadership positions. Appropriate activities and point

values earned for active participation are listed in the Service Point Guidelines table. As new committees are added, service point value will be assigned by the Professional Development Review Board, approved by the Faculty Senate, and added to the table. Please contact the Professional Development Coordinator if your specific committee is not listed. Generally, service points are assigned based on the committee commitment involved, e.g., Educational Master Planning Committee meets on a regular basis and is assigned 2 service points per semester.

154.3 (AP 7211)

Teaching Load

Due to the special needs of students enrolled in the English as a Second Language Program, the teaching load is set at 20 hours per week (not including five office hours per week) arranged as follows:

- 15 hours classroom assignment
- 5 hours individual and small group assistance and/or administrative duties necessary to administer the various site programs.

154.4 (AP 7211)

Overloads

Academic employees with less than a full-time contract shall not be given hourly assignments in addition to their contract assignment.

Service Point Guidelines

Governance Activities	
<i>Planning Committees</i>	<i>Point Value/Semester</i>
Educational Master Planning	2
Facilities Planning	2
<i>Operations Committees</i>	
Academic Review	1
Benefits	1
Bookstore Advisory	1
Computer Coordinating	1
Curriculum	2
Environmental Impact Review	1
EOP&S Advisory	1
Faculty and Staff Diversity Advisory	1
Institutional Review	2
International Student Advisory	1
Matriculation	1
Professional Development Review Board	1
Registration	1
Resource Allocation	1
Sabbatical Leave	1
Safety and Security	1
Scholarship	1
Staff Development and Training	1
Staff Priorities	1
Student Equity	1
Tenure and Evaluation Review Board	2
<i>Faculty Senate Committees</i>	
Academic Standards and Practices	1
Committees on Committees	1
Elections	1
Personnel Standards and Practices	1
Professional Procedures	1
Salary and Benefits (service on Meet and Confer Committee earns an additional Point)	1
Adjunct Faculty	1
Equivalency	1
Faculty Service Area Review	1
Note: Sabbatical Leave service points listed under Operations Committees above.	
<i>Other Governance Service</i>	
Faculty Senate	2
Faculty Council	1

Department Chair	2
Distinguished Faculty Award Committee	1
Academic and Professional Matters Task Force	1
Partnership for Excellence Task Force (meets fall semester)	2
Peer Review Committee	1
Peer Tenure And Evaluation (4 Year)	1
Vocational Advisory Committee	1
Any Selection Committee	1
Other Governance Task Force (as identified on PD contract)	1
Note: Service as a Committee Chair or Committee Co-Chair earns an additional point .	
Faculty Council members serve on several committees, such as, Working Conditions, And earn points for this service through the Faculty Council points identified above.	
<u>Other District Service</u>	
Special Department Activities approved by PD Review Board	1
External College Liaison	1
Student Club Advisor	1
Special Performance (rep of College) approved by PD Review Board	1
Special Presentation approved by PD Review Board	1
Special Presentation/Speakers' Bureau approved by PD Review Board	1
Patrons of Palomar College	1 per year
The Friends of the Arboretum	1 per year
Other - Requires prior approval by the PD Review Board	

154.42 (AP 7341)

Load Banking

A faculty member must have earned at least seven (7) service points, or a proportionate percentage thereof, for a partial leave within the three (3) years prior to taking load bank leave to be eligible to take load bank leave.

Banked hours may not be held for more than three years from the time that the maximum load is banked. Extensions may be granted by the Superintendent/President for the following reasons:

- A. the District is unable to approve a leave request during the three-year period;
- B. the Faculty member requests an extension for compelling reasons;
- C. the Faculty member delays the leave at the request of the District.

The accumulated banked hours and the resulting time off have no effect on sabbatical leave eligibility, fringe benefits, or accrual of sick leave.

A faculty member on load bank leave must complete the terms of the Professional Development contract established for that academic year.

When the Department Chair/Director and the Division Dean determine that the staffing needs of the department/program conflict with the number of requests for leaves, requests for Sabbatical leaves will be given preference over requests for load bank leave.

The Department Chair/Director and the Division Dean may approve requests for load bank leave each semester based on the number of full-time equivalent probationary and tenured Faculty in the department/program in accordance with the following guidelines:

<u>Regular Faculty</u>	<u>Faculty on Load Bank Leave per Semester</u>
1 - 9.9	1
10 - 19.9	2
20 +	3

Exceptions to the number of leaves approved each semester may be granted by the appropriate Vice President in consultation with the Department Chair/Director and the Division Dean.

When a request to use leave is denied, an extension of the time to use the leave will be granted by the Superintendent/President.

Banking Service

- A. A tenured faculty member wishing to bank a service must complete the Load Bank application and have it approved by the appropriate department chair.
- B. If a faculty member is unable to take the banked hours as leave, the hours taught will be paid at the part-time salary rate in effect at the time the hours were banked. No interest on monies will be given.
- C. If a faculty member who is on load banking becomes ill and uses all accrued part-time sick leave, the load banking agreement for that assignment will be canceled. The faculty member will be paid for the hours taught at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.

Load Bank Leave

- A. The number of hours to replace the assigned contract load must be accumulated before the Faculty member can be granted time off. Tentative approval will be given based upon anticipated completion of the banked assignment. Documentation of at least seven (7) service points, or a proportional percentage thereof for a partial leave, must be provided by the faculty member before the leave can be approved. Tentative approval will be given based upon anticipated completion of earned service points. Hours banked prior to January 1, 1993, shall not be subject to this provision.
- B. Six (6) months' notice must be given prior to taking load bank leave. Less than six (6) month's notice may be given only if there are special circumstances and if approved by the Department Chair/Director, Dean, and appropriate Vice President.
 - 1. The Faculty member must complete a Request to Use Banked Leave and state the specific time of the leave.
 - 2. The Request must be approved by the Department Chair/Director, the Dean, and the appropriate Vice President.
- C. The Department Chair/Director, Dean, and appropriate Vice President must certify that the department/program will not be jeopardized by the absence of the Faculty member. If the leave cannot be approved, it may be rescheduled for another semester. The decision to reschedule the banked load will be mutually agreed upon by the Faculty member and the Department Chair/Director with the approval of the Dean and the appropriate Vice President. The leave must be rescheduled to be taken by the end of the following academic year.
- D. Faculty may withdraw load banked funds only in the calendar year earned.
- E. If a faculty member accumulates 100% banked hours and the load bank leave is not taken within a 3-year period, the hours taught will be paid at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given. Funds will be paid within 60 days by the district, once the three-year period has expired.
- F. If there is no load bank activity within three years of the last banked hours, the district will return banked funds at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.
- G. In case of separation from service, disability, documented financial hardship such as medical expenses, eviction or foreclosure on mortgage of principal resident, dire or compelling circumstances outside the control of the individual or death, the load banked funds will be paid to the individual or his/her estate at the overload salary rate in effect at the time the hours were banked. No interest on monies will be given.

~~155~~ REFER TO REVISED [BP 7130](#) Compensation

~~155.1~~ REFER TO REVISED [BP 7130](#) Compensation

~~155.41~~ REFER TO REVISED [BP 7130](#) Compensation

~~155.42~~ REFER TO REVISED [BP 7130](#) Compensation

~~BP 156~~ REFER TO REVISED [AP 7340](#) Leaves

~~B.P. 156.1~~ REFER TO REVISED [AP 7340](#) Leaves

456.2 REFER TO REVISED [BP 7340](#) Leaves

456.3 REFER TO REVISED [AP 7340](#) Leaves

456.32 REFER TO REVISED [AP 7340](#) Leaves

456.36 REFER TO REVISED [AP 7340](#) Leaves

456.37 REFER TO REVISED [AP 7340](#) Leaves

456.374 REFER TO REVISED [AP 7340](#) Leaves

456.38 REFER TO REVISED [BP 7341](#) Sabbatical Leave

456.4 REFER TO REVISED [AP 7347](#) Paid Family Leave

460 REFER TO REVISED [BP 7800](#) Institutional Reassignment/Lateral Transfer

467 REFER TO REVISED [BP 7160](#) Professional Development

470 REFER TO REVISED [AP 7340](#) Leaves

472 REFER TO REVISED [AP 7340](#) Leaves

473 REFER TO REVISED [BP 7150](#) Employee Evaluations

174 (AP 7120)

Faculty Hiring Procedures

Establishing the Position

- A. New faculty positions are identified by the department/program and submitted through an established procedure to the Staff Priorities Committee.
- B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.

Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new faculty position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new faculty position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College as a whole.

It is expected that the request to establish a new position will initiate with the individual departments which will prepare the rationale in support of new positions. These requests should then be reviewed by the division deans, who will also contribute to the request by indicating how high a priority the dean would assign to the request given requests received from throughout the division. Similarly, the division dean should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- 75/25 ratio (i.e., full-time to adjunct faculty ratio)
- average class size in the department/program
- WSCH/FTE ratio
- number of sections offered each semester
- number of adjunct faculty employed each semester
- position's inclusion in the five-year plan for the department/program
- professional standards for staffing
- course requirements
- program growth or demand
- District goals and objectives
- safety considerations
- external regulatory agency requirements or standards
- technological or other changes requiring the hiring of faculty with special skills
- scarcity of qualified adjunct faculty

- any other relevant factors specific to the department's/program's needs not included above
- These criteria are not in priority order and all need not be addressed.
- C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Resource Allocation Committee.
 - D. After the Resource Allocation Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.
 - E. Replacement positions require the approval of the Superintendent/President.

Recruitment

- A. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services.
- B. Human Resource Services provides technical assistance including the identification of recruitment areas and appropriate advertising media.
- C. The position announcement must include the following:
 1. A description of the position duties and responsibilities including a statement of required participation in department/program activities and College governance;
 2. Minimum qualifications:
 - a. as determined by the department/program in accordance with Education Code Section 87356. Additional desirable qualifications that are job related and support the responsibilities of the position may be included.
 - b. a statement in accordance with Education Code section 87360 that requires that all applicants be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Departments/programs may require applicants to explain or submit written materials that provide evidence of such understanding;
 - c. provision for presentation of qualifications that are equivalent to the minimum qualifications.
 3. Legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.
 4. The position announcement must be approved by the Department Chair/Director, the Dean, the appropriate Vice President, and Human Resources.

Advertising

- A. Positions are open and advertised for a minimum of eight weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than six weeks with the approval of the appropriate Vice President.
- B. Position announcements are mailed to colleges, universities, and organizations committed to referring applicants from under-represented groups. In addition, positions are advertised locally and in professional publications recommended by the Selection Committee and/or the Department Chair/Director. Every effort is made to recruit qualified applicants from historically under-represented groups including the utilization of the Chancellor's Office Diversity Registry.
- C. As part of the recruitment process, departments/programs are expected to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.

Applications

- A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.
- B. Applications which do not meet minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee for review and action.
- C. All applicants with completed applications who meet stated minimum qualifications will be forwarded to the Selection Committee.

Screening

- A. Screening criteria and interview questions must be approved by the Human Resource Services Office before Selection Committee members have access to applications. Screening criteria help members to review objectively each application. The screening criteria must be listed on the Selection Criteria Report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.
- B. All members of the Selection Committee complete screening forms for each applicant.

- C. Upon determination of applicants to be interviewed, all applications and screening forms are returned to Human Resource Services.

Interviews

Selection Committee

- A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee.
- B. Human Resource Services provides copies of the application and interview screening forms to the Selection Committee with an interview schedule.
- C. All members of the Selection Committee must be present for all interviews. If a voting committee member misses an interview, that committee member is removed from the Selection Committee.
- D. At the request of the Selection Committee, a candidate who must travel more than 150 miles to interview with the Selection Committee may be interviewed by the Joint Selection Committee and the Superintendent/President or designee within a day of the Selection Committee interview. If the candidate becomes a finalist for the position, these interviews will serve as finalist interviews.
- E. After interviews are completed, members of the Selection Committee discuss and evaluate the qualifications of the candidates. The Committee also considers whether the candidates selected as finalists will contribute to diversity at Palomar College.
- F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair may request to review the applicant pool to ensure that qualified applicants have not been overlooked.
- G. Multiple finalists for each position are forwarded. All recommended finalists are fully acceptable to the Selection Committee.
- H. Voting members of the Selection Committee conduct reference checks. Reference information must be held in strict confidence within the committee.
- I. The Selection Committee Chair forwards the application materials of the finalists to the Dean who then convenes the Joint Selection Committee. The Selection Committee Chair returns the screening and interview forms and all other non-finalist application materials to the Human Resource Services Office.

Joint Selection Committee

- A. The Joint Selection Committee interviews all finalists forwarded by the Selection Committee.
- B. The Joint Selection Committee refers all interviewed finalists to the Superintendent/President.
- C. The Superintendent/President, or designee, interviews the finalists and presents his/her assessments and recommendations to the Joint Selection Committee. In addition the Selection Committee may appoint a representative from the committee to attend the Superintendent/President's interviews as an observer. This representative must attend all of the finalists' interviews and any subsequent meetings between the Selection Committees and the Superintendent/President.
- D. The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before coming to consensus. If the Joint Selection Committee and Superintendent/President agree on the recommended finalist, the name is recommended to the Governing Board. If no agreement is reached, the Joint Selection Committee and Superintendent/President will meet to discuss the finalists. The Superintendent/President will make the recommendation to the Governing Board.
- E. Each member of the Selection Committee and Joint Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.
- F. The appropriate Vice President or designee extends the tentative offer of employment to the selected finalist and coordinates all necessary intake and orientation procedures with the Human Resource Services Office.
- G. All offers of employment require approval by the Governing Board. GB 10-12-93, rev. GB 6/9/98, 1/22/02

174.1 REFER TO REVISED [AP 7212](#) Temporary Faculty

174.2 (AP 7120)

Temporary Contract Faculty Hiring (93-16345)

Temporary contract faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.

Temporary contract opportunities will be identified by the Department Chair/Director and the Dean in consultation with the appropriate vice president.

- A. **Planned Temporary Replacement Contracts**
When a temporary contract is identified in advance to replace a faculty position, the position will be filled in accordance with the policy, criteria, and procedures for hiring tenure-track faculty (BP 174), except that the position announcement will state that the position is temporary and not a tenure-track position.
- B. **Emergency Temporary Replacement Contracts**
In emergency situations temporary contract positions will be filled in compliance with Title 5 Regulations \ and Equal Employment Opportunity Programs and BP 174.2. These regulations allow the District to fill positions through internal recruitment for interim appointments or when justified by "business necessity." Business necessity means that the District would suffer substantial additional financial cost, or there exists a threat to human life or safety, or student learning would be severely impacted, or the District has no opportunity to plan (for example, the sudden death of an employee).
- C. **Notification**
When an emergency situation occurs, the District will recruit a temporary replacement from current qualified full-time and adjunct faculty who have taught in the discipline during the current or previous year.
 1. Human Resource Services secures approval of "business necessity" from the Chancellor's Office.
 2. Human Resource Services advertises internally for temporary contract positions.
 3. Each position requires:
 - a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
 - b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resource Services for potential adverse impact.
 - c. Position announcements will state that the positions are temporary and not eligible for tenure.
- D. **Application and Selection Process for Emergency Temporary Replacements**
 1. Human Resource Services will forward all temporary contract applications and completed equivalency forms to the appropriate Department Chair/Director.
 2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.
 3. The Department Chair/Director and the Dean or their designees and at least three (3) other full-time tenured or tenure-track faculty members will screen applications and select applicants to interview. The committee should normally have no more than seven members.
 4. Each candidate interviewed for a temporary contract position will submit proof of qualifications.
 5. The department/program committee may require a demonstration of teaching, counseling, or librarianship skills.
 6. The Department Chair/Director will notify the appropriate Vice President and Human Resource Services of the committee's selection. The Department Chair/Director will complete a Request for Academic Contract form.
 7. All tentative offers of employment require approval by the Governing Board.
 8. Terms of employment for temporary contract faculty are limited by applicable sections of the Education Code (Sections 87478, 87481, 87482). GB 4-26-94, rev. 6/9/98, 1/22/02

175 (AP 7211)

Guidelines for Establishing Equivalency

Faculty Senate Equivalency Committee

Function:

It is the responsibility of the Equivalency Committee to review equivalencies to minimum qualifications for both contract and adjunct faculty and to make recommendations to the Governing Board.

Composition:

The Equivalency Committee will be composed of five faculty members, one from each of the Instructional Divisions. Representatives will be appointed by the Senate and will serve for a term of two years.

Representatives may be re-elected. It is the intent that terms be staggered so that not all committee members are new at any one time.

Criteria for Equivalency

For establishing the equivalency of a required degree, possession of at least the equivalent in the level of achievement and breadth and depth of understanding for each of the following criteria:

- A. the general education required for that degree; AND
- B. the major course work required for that degree.

A candidate who does not provide conclusive evidence in regard to both A and B above does not possess the equivalent to the degree in question.

For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge for each of the following criteria:

- A. Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; AND
- B. Extensive and diverse knowledge of the working environment of the vocation.

A candidate who does not provide conclusive evidence in regard to both A and B above does not possess the equivalent of the experience in question.

Minimum Standards for Consideration of Equivalency

The following minimum standards for consideration of equivalency shall apply:

In the case of disciplines normally requiring a master's degree, the minimum standard shall be any of the following:

- A. completion of the master's degree from an accredited institution in the discipline under a different name;
- B. completion of the course work and academic requirements required for the master's degree from an accredited institution in the discipline without the award of the degree;
- C. completion of a bachelor's degree from an accredited institution, plus not less than 30 graduate units of appropriate and relevant course work from an accredited institution, only if the course work equals a master's degree in the discipline in breadth, depth, and rigor;
- D. completion of a bachelor's degree from an accredited institution, plus
 - 1. additional appropriate and relevant graduate course work from an accredited institution, AND
 - 2. verifiable experience in the discipline, only if the combination of the course work and the experience equals a master's degree in the discipline in breadth, depth, and rigor;
- E. clear and verifiable eminence in the discipline.

In the case of disciplines in which the master's degree is not generally expected or available, the minimum standards shall be any of the following:

- A. six years of documented experience in the discipline, plus 60 undergraduate semester units from an accredited institution;
- B. two years of documented experience in the discipline, plus 120 undergraduate semester units from an accredited institution;
- C. six years of documented experience in the discipline plus some undergraduate course work from an accredited institution, where the combination of course work and experience equals the associate's degree in breadth, depth, and rigor;
- D. clear and verifiable eminence in the discipline.

In the case of noncredit courses, the minimum standards shall be the minimum qualifications described in section 53412 (or the subsequent section that replaces it) of the California Education Code, California Code of Regulations, Title 5.

In the case of apprenticeship courses, the minimum standards shall be the minimum qualifications described in section 53413 of the California Education Code, California Code of Regulations, Title 5.

Review/Approval Process for Equivalencies:

- A. The Position Announcement will provide for the presentation of qualifications equivalent to the minimum qualifications.

- B. The application form will advise candidates of the opportunity to request consideration of equivalent qualifications. An equivalency form and guidelines will be included in the application materials.
- C. The applicant completes the equivalency form and provides verifiable documents and experience to support the equivalency request and submits the completed application and equivalency form to Human Resource Services.
- D. Human Resource Services sends the completed application and equivalency form to the Chair of the Senate Equivalency Committee.
- E. The Chair of the Equivalency Committee convenes the Equivalency Committee.
- F. The Equivalency Committee reviews the equivalency request and returns the application and equivalency materials to Human Resource Services with its recommendation.
- G. Human Resource Services includes the approved equivalency applications with the applications to be forwarded to the Department Selection Committee.
- H. If an applicant with an approved equivalency is selected for the position, Human Resource Services will verify the documents and experience that support the equivalency and forward the recommendations of the Senate Equivalency Committee to the Board of Governors for approval.

Other conditions:

- A. It is the applicant's responsibility to provide all documentation in support of equivalency.
- B. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
- C. Under no circumstances shall the determination that an applicant has the equivalent to the minimum qualifications by the Equivalency Committee be construed as a determination that the candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for a given position. Granting of equivalency does not guarantee a job or an interview.
- D. In all cases in which equivalency is recommended, a description of the Equivalency Committee's reasons for determining that a candidate has the equivalent to the minimum qualifications for the discipline shall be included with the committee's recommendation.
- E. The equivalency process is not to be viewed as a "back door" through which the marginally qualified are allowed to enter into positions at Palomar Community College.
- F. The granting of equivalency is on a case-by-case basis and does not set precedent for future applicants.
- G. In emergency situations, the Chair of the Department, appropriate Dean, or appropriate Vice President will call the Chair of the Equivalency Committee to determine if an applicant possesses qualifications that are at least equivalent to the minimum qualifications established for the position. Formal approval of the equivalency by the Senate Equivalency Committee, verification of documents and experience that support the equivalency, and approval by the Board of Governors are also required in order to complete the review/approval process.

Review and Revision:

The Hiring Policy, Criteria, and Procedures for Faculty and Adjunct Faculty and the Equivalency Policy and Procedures are subject to review and revision at the request of either the Faculty Senate or the Governing Board. Changes in these policies and procedures require the joint agreement of the Faculty Senate and representatives of the Governing Board with final approval by the Governing Board.

176 (AP 7211)

Faculty Service Areas

FSA Definition

As used in this chapter, "faculty service area" means a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by the Palomar Community College District. EC 87743.1

Minimum Qualifications Definition

Minimum qualifications for service in a discipline at Palomar College are those set by the statewide academic senate and the board of governors. Any person possessing a valid credential is entitled to serve under the terms of that credential.

Purpose of Faculty Service Areas

Faculty Service Areas provide a workable framework within which seniority and bumping rights can be exercised by faculty when a reduction-in-force is being effected under Section 87743.

FSA Qualifications (Minimums and Competency)

Each faculty member shall qualify for one or more faculty service areas at the time of initial employment. New faculty members will be assigned faculty service areas by their hiring departments at the time of initial employment. These assignments will be based upon the minimum qualifications pursuant to Section 87356.

A faculty member shall be eligible for qualification in any faculty service area in which the faculty member has met both minimum qualifications pursuant to Section 87356 and District competency standards. After initial employment, a faculty member may apply to the District to add faculty service areas for which the faculty member qualifies. The application shall be received by the District on or before December 15 in order to be considered in any proceeding pursuant to Section 87743 during the academic year in which the application is received. Any dispute arising from an allegation that a faculty member has been improperly denied a faculty service area shall be classified and procedurally addressed as a grievance as described in this policy and related procedures. EC 87743.3

FSA Recording

The Human Resources Office shall maintain a permanent record for each faculty member employed by the District. The record shall contain each faculty service area which the faculty member possesses, the minimum qualifications for service, and in which FSAs he or she has established competency pursuant to District competency standards. EC 87743.4

FSA Competency

To determine competency to serve in a faculty service area for the purposes of Section 87743, each department/discipline establishes competency criteria for faculty members employed by the District. Faculty who applied for an FSA in an area in which they are not currently teaching are responsible for submitting competency documentation to Human Resource Services. Competency requirements are published in the Faculty Manual. All documentation must be submitted by December 15 of each year. 87743.5

Review and Grievances

The Faculty Senate FSA Review Committee will consist of an administrator with faculty service area responsibility, faculty members from each academic area, plus two additional faculty members serving at large. All faculty are appointed by the Faculty Senate. This committee will review applications for additional faculty service areas and issues of competence for reassignment purposes.

Disputed decisions of the reviewing committee will be adjudicated by a grievance committee of three tenured faculty members appointed by the Faculty Senate. No member of the grievance committee may sit on the reviewing committee. The decision of the committee shall be final.

In the event that suit is brought against any District employee who participated in the FSA process as a result of such participation, the District shall assume full responsibility for costs of legal defense and payment of compensatory damages. The District shall assume liability for payment of punitive damages awarded against a peer review committee member who acted within the course and scope of his or her District employment and who acted in good faith, without actual malice, and in the apparent best interests of the District if payment of the claim or judgment would be in the best interests of the District.

Faculty Service Areas and Competencies

DIVISION

LIBRARY/EDUCATIONAL TELEVISION

Department: Library

FSA-Library Technology

Competency

- A. Possession of the minimum qualifications in Library Science as determined by the State Academic Senate and the Board of Governors; AND
- B. Appropriate professional experience.

DIVISION

ARTS AND LANGUAGES

Department: Art

FSA-Commercial Arts

Competency

- A. Possession of the minimum qualifications in Commercial Art as determined by the State Academic Senate and the Board of Governors; AND
- B. Bachelor's or higher degree in graphic design, advertising design, or illustration; OR
- C. Master's of Fine Arts, OR Master's in Studio Art; OR
- D. The equivalent; AND
- E. Acceptable portfolio of graphic design and/or illustration; AND
- F. Minimum of two years' part-time work experience for design shops, advertising agencies, publishers, or other high-caliber employers or clients; AND
- G. Minimum of two semesters' part-time experience teaching commercial art courses at an accredited post-secondary institution.

Department: Art

FSA-Fine Arts

Competency

- A. Possession of the minimum qualifications in Art as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's of Fine Art in studio art; OR
- C. Master's in Studio Art; OR
- D. Master's in Art History with emphasis on Studio Art; OR
- E. Bachelor's in Fine Arts, Art, or Art History AND Master's in Humanities; OR
- F. The equivalent; AND
- G. Minimum of four semesters' part-time teaching experience in art at an accredited post-secondary institution within the previous five years.

Department: Art

FSA-Historical Arts

Competency

- A. Possession of the minimum qualifications in Art as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's in Art History; OR
- C. Master's of Fine Art or Master's in Art with strong graduate level concentration in Art History; OR
- D. Bachelor's in Fine Arts, Arts, or Art History AND Master's in Humanities with strong graduate-level concentration in Art History; OR
- E. Bachelor's in Fine Arts, Art, or Art History AND Master's in Education with strong graduate-level concentration in Art History; OR
- F. The equivalent; AND
- G. Minimum of two semesters' part-time experience teaching Art and/or Art History classes at an accredited post-secondary institution.

Department: English

FSA-English

Competency

- A. Possession of the minimum qualifications in English as determined by the State Academic Senate and the Board of Governors, AND
- B. Master's Degree in English, British or American Literature, Comparative Literature, Composition, or Rhetoric, or the equivalent, AND
- C. Minimum of three semesters' part-time teaching experience in English at an accredited post-secondary institution within the previous three years.

Department: English

FSA-Humanities

Competency

- A. Possession of the minimum qualifications in Humanities as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's Degree in Humanities OR Master's in English, Literature, Comparative Literature, Music, Philosophy, Art, Art History, History OR the equivalent. If instructor's Master's Degree is not in Humanities, the instructor's course work must be determined to be broad enough to provide an ample basis for teaching such a course; AND
- C. Minimum of three semesters' part-time teaching experience in humanities at an accredited post-secondary institution within the previous three years. AND
- D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Humanities program at its present level.

Department: English As A Second Language

FSA-English As A Second Language

Competency

- A. Possession of the minimum qualifications in ESL as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in ESL at an accredited post-secondary institution within the previous five years.

Department: Foreign Languages

FSA-Foreign Languages

Competency

Possession of the minimum qualifications in Foreign Languages as determined by the State Academic Senate and the Board of Governors.

Department: Performing Arts

FSA-Dance

Competency

- A. Possession of the minimum qualifications in Dance as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of five years' professional dance training and/or a BA, BFA, MA, or MFA Degree in the Dance Arts; AND
- C. Part-time experience teaching in a minimum of two of the following instructional areas:
 - 1. dance theory, history
 - 2. ballet techniques
 - 3. jazz dance technique
 - 4. modern dance technique, movement exploration, improvisation
 - 5. folk, ballroom
 - 6. tap, musical theatre; OR
- D. Performing, choreographic, and/or technical production experience in an educational or professional environment.

Department: Performing Arts

FSA-Music

Competency

- A. Possession of the minimum qualifications in Music as determined by the State Academic Senate and the Board of Governors; AND
- B. Part-time teaching experience in a minimum of two of the following instructional areas: Theory, keyboard, voice, choral, instrumental, and literature.
- C. Performance ability must be commensurate with graduate-level work as determined by the music department tenured faculty.

Department: Performing Arts

FSA-Theatre Arts

Competency

- A. Possession of the minimum qualifications in Drama/Theatre Arts as determined by the State Academic Senate and the Board of Governors; AND
- B. Part-time teaching of a minimum of four of the performance courses within the previous five years; OR
- C. Successful completion of course work in theatre arts within the previous five years.

Department: Reading

FSA-Reading

Competency

- A. Possession of the minimum qualifications in Reading as determined by the State Academic Senate and the Board of Governors.
- B. Minimum of two semesters' part-time professional experience in reading, language arts, or learning assistance at an accredited post-secondary institution within the previous seven years; OR
- C. Relevant course completion in Reading or Language Arts.

Department: Speech Communication Forensics/ASL

FSA-American Sign Language

Competency

- A. Possession of the minimum qualifications in Sign Language as determined by the State Academic Senate and the Board of Governors; AND
- B. Recent experience in Deaf Education and ability to demonstrate knowledge of audiological functionality and causes for deafness, sociological perspectives on deafness, psychological perspectives of deafness in relation to education (oral, mainstream, bi-lingual, residential) and in relation to familial repercussions when deafness is in the family.
- C. Recent evaluations by a local interpreter evaluation board (Mesa College, Palomar College) or by the Registry for Interpreters of the Deaf and have obtained a top level score.
- D. Recent experience in training interpreters and knowledge of recent research in the profession is also required. Knowledge of anthropological/ethnographical techniques for cultural study and ethnographical knowledge of Deaf culture. Documented experience in all areas of ASL/English interpreting is mandatory.

Department: Speech Communication/Forensics/ASL

FSA-Speech/Forensics

Competency

- A. Possession of the minimum qualifications in Speech as determined by the State Academic Senate and the Board of Governors; AND
- B. Part-time teaching courses at an accredited post-secondary institution in a minimum of two of the following instructional areas within the previous five years:
 - 1. Public Address - courses such as Oral Communication, Public Speaking, Oral Interpretation, Argumentation and Debate,
 - 2. Communication Theory - courses such as Human Communication, Interpersonal Communication, Small Group Discussion,
 - 3. Forensics - teaching, coaching, or administration of the forensics activity at the post-secondary level; OR
- C. By satisfactory completion of 12 semester units or its equivalent at the upper division level in a minimum of two of the preceding instructional levels at an accredited, post-secondary institution within the previous five years.

DIVISION

HUMAN ARTS AND SCIENCES

Department: American Indian Studies

FSA-Interdisciplinary Studies

Competency

- A. Possession of the minimum qualifications in Art, Anthropology, History, Sociology, OR Music as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's in American Indian Studies; OR
- C. Master's in the related interdisciplinary area with appropriate course work in American Indian Studies; OR
- D. Master's in any academic discipline and a Bachelor's in American Indian Studies; OR
- E. Equivalent; AND
- F. Must have taught a minimum of two semesters' part-time classes in American Indian Studies or an appropriate interdisciplinary course at an accredited post-secondary institution within the previous three years.

Department: Behavioral Sciences

FSA-Anthropology

Competency

- A. Possession of the minimum qualifications in Anthropology as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time experience at an accredited post-secondary institution within the previous three years in Physical Anthropology and Cultural Anthropology. In addition, the candidate must be sufficiently familiar with Archaeology and Comparative Societies to teach them on an introductory level; AND
- C. Competence in the history of Anthropology, Ethnology, Archaeology, the Dynamics of Culture Change, and Physical Anthropology. Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard journals of the discipline; AND
- D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Anthropology program at its present level.

Department: Behavioral Sciences

FSA-Philosophy

Competency

- A. Possession of the minimum qualifications in Philosophy as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time experience teaching Ethical and Political Values, Knowledge and Reality, and Introduction to Logic, plus a minimum of the following: Symbolic Logic, Oriental Philosophies, Philosophy of Religion, Existentialism, Marxism, Pragmatism, Transcendentalism, Philosophy in Literature, Bioethics at an accredited post-secondary institution within the previous five years; AND
- C. Competence in the history of Philosophy (classic, modern and contemporary), Ethics, Metaphysics, Epistemology, Political Philosophy, Logic (critical thinking and symbolic logic). Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard journals of the discipline; AND
- D. Evidence of consistently strong student and peer evaluation, indicating the ability to contribute to the Philosophy program at its present level; and be able to demonstrate professional non-teaching activities in the field of Philosophy over the previous three years.

Department: Behavioral Sciences

FSA-Psychology

Competency

- A. Possession of the minimum qualifications in Psychology as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time experience teaching Introductory Psychology at an accredited post-secondary institution within the previous three years. In addition, the candidate must be sufficiently familiar with at least one of the following areas of Psychology to teach it on an introductory level: Experimental, Physiological, Statistics, Social, Developmental, Abnormal, Human Sexuality, or Personal Growth. AND
- C. Competence in the history of Psychology, Experimental Methods, Physiological Psychology, Sensation, Perception, Learning, Memory, Psychological Development, Thinking and Cognition, Motivation and Emotion, Personality, Abnormal Psychology, Therapy and Social Psychology. Competence can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school transcript files, or by publication in standard psychological journals; AND
- D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Psychology program at its present level.

Department: Behavioral Sciences

FSA-Sociology

Competency

- A. Possession of the minimum qualifications in Sociology as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time experience teaching college courses in Introductory Sociology at an accredited post-secondary institution within the previous three years, and in one of the following: Contemporary Social Issues, Marriage and Family, Social Psychology or Human Sexuality. In addition, the candidate must be sufficiently familiar with the remaining two courses to teach them on an introductory level; AND
- C. Competence in research methods and sociological theory. In addition, the candidate must have demonstrated competence in three of the following areas: Social Psychology, Human Sexuality, Marriage and Family, Deviance, Minority Relations, Social Stratification, Demography and Urban Sociology. Competence can be demonstrated by the passing of corresponding graduate-school exams, by the approval of corresponding graduate-school or upper-division transcript, or by publication in standard psychological journals; AND
- D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Sociology program at its present level.

Department: Behavioral Sciences

FSA-Religious Studies

Competency

- A. Possession of the minimum qualifications in Religious Studies as determined by the State Academic Senate and the Board of Governors; AND

- B. Minimum of two semesters' part-time experience teaching World Religions at an accredited post-secondary institution within the previous three years.
- C. Competence in the history of religion, contemporary religious thought and movements, Western religions (Judaism, Christianity, Islam), and Eastern religions (Hinduism, Buddhism, Confucianism, Taoism). This can be demonstrated by the passing of corresponding graduate school exams, by the approval of corresponding graduate school dossier file submissions, or by publication in the standard journals of the discipline; AND
- D. Evidence of consistently strong student and peer evaluations, indicating the ability to contribute to the Religious Studies program at its present level.

Department: Child Development

FSA-Child Development

Competency

- A. Possession of the minimum qualifications in Child Development/Early Childhood Education as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time experience teaching in the FSA at an accredited post-secondary institution within the previous three years.
- C. Documented evaluated part-time experience in working with age-appropriate levels and parents.
- D. Must demonstrate evidence of positive evaluation by students and peers.

Department: Multicultural Studies

FSA-Ethnic Studies

Competency

- A. Possession of the minimum qualifications in Ethnic Studies, History, Political Science, English, Sociology, Anthropology, Religious Studies, OR Economics as determined by the State Academic Senate and the Board of Governors.

Department: Physical Education

FSA-Physical Education

Competency

- A. Possession of the minimum qualifications in Physical Education as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years; OR
- C. Completion of course work or other special training relevant to the FSA within the previous five years.

Department: Economics, History, and Political Science

FSA-Economics

Competency

- A. Possession of the minimum qualifications in Economics as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's in Economics or the equivalent; AND
- C. Minimum of two semesters' part-time teaching experience in Principles of Economics (Macro) and Principles of Economics (Micro) at an accredited post-secondary institution within the previous three years.

Department: Economics, History, and Political Science

FSA-History

Competency

- A. Possession of the minimum qualifications in History as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's in History or the equivalent; AND
- C. Minimum of two semesters' part-time teaching experience in History of Western Civilization or History of the United States at an accredited post-secondary institution within the previous three years.

Department: Economics, History, and Political Science

FSA-Political Science

Competency

- A. Possession of the minimum qualifications in Political Science as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's in Political Science or the equivalent; AND

- C. Minimum of two semesters' part-time teaching experience in Introduction to Politics and American Political Institutions and Introduction to United States and California Governments at an accredited post-secondary institution within the previous three years.

DIVISION

MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES

Department: Chemistry

FSA-Chemistry

Competency

- A. Possession of the minimum qualifications in Chemistry as determined by the State Academic Senate and the Board of Governors. OR
- B. Satisfactory completion of 12 semester or 15 quarter units of upper division or graduate Chemistry courses within the previous three years at an accredited post-secondary institution; AND
- C. Minimum of one semester of part-time teaching experience in chemistry, lecture or laboratory, at an accredited post-secondary institution within the previous three years.

Department: Dental Assisting

FSA-Dental Assisting

Competency

- A. Possession of the minimum qualifications in Dental Technology as determined by the State Academic Senate and the Board of Governors; AND
- B. Current California license as a Doctor of Dental Surgery or Registered Dental Hygienist with Certified Dental Assistant status OR Registered Dental Assistant with Certified Dental Assistant status; AND
- C. Clinical competency in the use of four-handed dentistry; AND
- D. Minimum of two semesters' part-time teaching experience at a post-secondary institution accredited by the Commission on Dental Accreditation of the American Dental Association and the California Board of Dental Examiners.
- E. Minimum of Bachelors Degree for Dental Assistant or Dental Hygienist.

Department: Earth Sciences

FSA-Aeronautical Sciences

Competency

- A. Possession of the minimum qualifications in Aeronautics as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in Aeronautical Sciences at an accredited post-secondary institution within the previous ten years.

Department: Earth Sciences

FSA-Astronomy

Competency

- A. Possession of the minimum qualifications in Physics/Astronomy as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in Astronomy at an accredited post-secondary institution within the previous five years, OR
- C. Any person with an MA/MS degree in any Earth Science or Physics who has been teaching full-term Astronomy courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Geology

Competency

- A. Possession of the minimum qualifications in Geology and Earth Science as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in Geology at an accredited post-secondary institution within the previous ten years; OR
- C. Any person with an MA/MS degree in any Earth Science who has been teaching full-term Geology courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Geography

Competency

- A. Possession of the minimum qualifications in Geography as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in Geography at an accredited post-secondary institution within the previous five years; OR
- C. Any person with an MA/MS degree in any Earth Science or related Social Science who has been teaching full-term Geography courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Earth Sciences

FSA-Oceanography

Competency

- A. Possession of the minimum qualifications in Geology and Earth Science as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in Oceanography at an accredited post-secondary institution within the previous five years; OR
- C. MA/MS in any science and 24 units of upper-division and/or graduate work in ocean-related courses; AND
- D. Minimum of two semesters' part-time teaching experience in Oceanography at an accredited post-secondary institution within the previous ten years; OR
- E. Any person with an MA/MS in any science who has been teaching full-term Oceanography courses for a minimum of two semesters part-time at an accredited post-secondary institution within the previous five years.

Department: Life Sciences

FSA-Medical Assistant

Competency

- A. Possession of the minimum qualifications in Medical Assistant as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years.

Department: Life Sciences

FSA-Biological Science

Competency

- A. Possession of the minimum qualifications in Biological Sciences as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous five years.

Department: Mathematics

FSA-Mathematics

Competency

- A. Possession of the minimum qualifications in Mathematics as determined by the State Academic Senate and the Board of Governors;
AND
- B.
 - 1. Must have taught within the previous three years, a minimum of four satisfactorily evaluated courses. These courses must come from a minimum of two of the following groups at an accredited post-secondary institution:
 - a. Basic Mathematics, Arithmetic, Prealgebra, Beginning Algebra, and Intermediate Algebra
 - b. Trigonometry, College Algebra, Precalculus, Concepts of Elementary Math I and II, FORTRAN, Statistics, and Mathematics for Liberal Arts
 - c. Calculus 1, 2, and 3, Calculus for the Economics, History, and Political Science, Differential Equations, and Linear Algebra;
 - OR
 - 2. Must have directed satisfactorily a mathematics laboratory or center for at least one year within the previous three years..

Department: Nursing Education

FSA-Nursing

Competency

- A. Possession of the minimum qualifications in Nursing as determined by the State Academic Senate and the Board of Governors; AND
- B. Master's of Science degree in Nursing or Master's in Nursing degree from an accredited college or university; AND
- C. Current license or eligibility for licensure as a Registered Nurse in the State of California; AND
- D. A minimum of one-year's continuous experience in the practice of professional nursing; AND
- E. Eligible for approval by the State Board of Nursing; AND
- F. Teaching experience in nursing in any health care setting; AND
- G. Clinical competency in nursing.

Department: Physics and Engineering

FSA-Engineering

Competency

Possession of the minimum qualifications in Engineering as determined by the State Academic Senate and the Board of Governors.

Department: Physics and Engineering

FSA-Physics

Competency

- A. Possession of the minimum qualifications in Physics/Astronomy as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in the FSA at an accredited post-secondary institution within the previous two years.

DIVISION

MEDIA, BUSINESS, AND COMMUNITY SERVICES

Department: Business Education

FSA-Accounting

Competency

- A. Possession of the minimum qualifications in Accounting as determined by the State Academic Senate and the Board of Governors, AND
- B. Minimum of two semesters' part-time experience teaching Accounting courses at an accredited post-secondary institution within the previous three years, OR
- C. Must have a minimum of one year's full-time work experience in Accounting within the past three years.

Department: Business Education

FSA-General Business

Competency

- A. Possession of the minimum qualifications in one of the following: Banking and Finance, Business, Management, Marketing, Industrial Relations, International Business, Labor Relations, Law, Retailing, Real Estate, or Legal Assisting, as determined by the State Academic Senate and the Board of Governors, AND
- B. Minimum of two semesters' part-time experience teaching Business courses at an accredited post-secondary institution within the previous three years, OR
- C. Must have a minimum of one year's full-time work experience in Business within the past three years.

Department: Business Education

FSA-Office Services

Competency

- A. Possession of the minimum qualifications in one of the following: Office Management, Computer Applications, or Office Technologies, as determined by the State Academic Senate and the Board of Governors, AND
- B. Minimum of two semesters' part-time experience teaching Office Information Systems courses at an accredited post-secondary institution within the previous three years, OR
- C. Must have a minimum of one year's full-time work experience in administrative support within the past three years.

Department: Communications

FSA-Communications

Competency

- A. Possession of the minimum qualifications in Film Making/Video, Telecommunication Technology, OR Mass Communication as determined by the State Academic Senate and the Board of Governors; AND
- B. Competency in Mass Communications, Film Making/Video, and/or Telecommunications Technology requires a minimum of two semesters' part-time teaching experience or course work at an accredited post-secondary institution in the discipline(s) within the previous five years, or a minimum of two semesters' part-time teaching experience during the last five years in the disciplines of Cinema, Journalism, or Radio-TV.
- C. Competency in Journalism requires a minimum of two semesters part-time teaching experience or course work at an accredited post-secondary institution in the discipline within the last five years or teaching experience in the areas of Mass Communications, Cinema, or Radio-TV within the previous five years.

Department: Communications

FSA-Photography

Competency

- A. Possession of the minimum qualifications in Photographic Technology/Commercial Photography as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of five years' part-time experience in photographic work, OR
- C. A.A. in Photography or directly related field, with a minimum of seven years' experience in photographic work; OR
- D. M.A. in Photography or directly related field; AND
- E. Minimum of one semester part-time teaching experience in Photography within the previous year or an equivalent instruction through private and/or public photography workshops; AND
- F. Have been actively creating photography for the previous five years, as evidenced by a portfolio of photographic work from the previous five years which exhibits mastery of technical and aesthetic applications in current photographic trends.

Department: Computer Science and Information Systems

FSA-Computer Science and Information Systems

Competency

- A. Possession of the minimum qualifications in Computer Science and Information Systems OR Computer Science as determined by the State Academic Senate and the Board of Governors; AND
- B. Must have taught a CIS course at an accredited post-secondary institution within the previous two years.
- C. Minimum of Master's Degree in Computer Science or Master's Degree in Computer Information Systems.

Department: Graphic Communications

FSA-Graphic Communications

Competency

Possession of the minimum qualifications in Graphic Arts as determined by the State Academic Senate and the Board of Governors.

DIVISION

STUDENT SERVICES

Department: Athletics

FSA-Coaching

Competency

- A. Possession of the minimum qualifications in Coaching as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two seasons' coaching experience within the past five years.

Department: Counseling, Guidance, and Career Development

FSA-Counseling

Competency

- A. Possession of the minimum qualifications in Counseling as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of part-time experience in one or more of the following activities:

1. Individual counseling and advising.
 2. Teaching courses offered by the Counseling Department.
 3. Service in a Career or Transfer Center.
- C. The experience listed in "B" must have been completed within the previous two years.

Department: Disabled Student Programs and Services

FSA-Special Education

Competency (Counselors of students with disabilities)

- A. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
- B. Minimum of two years' part-time experience within the previous five years counseling students with the following disabilities: Physical disabilities, learning disabilities, acquired brain injuries, visual impairments and hearing impairments.
Speech & Language Disabilities:
 1. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
 2. Minimum of two years' part-time experience within the previous five years counseling students with communication disabilities.
 Specialized instructors working with students with disabilities:
 1. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.
 2. Minimum of two years' part-time experience within the previous five years teaching students with specific disabilities such as: Learning disabilities, developmental disabilities, acquired brain injuries, hearing problems and physical disabilities.

**DIVISION
VOCATIONAL TECHNOLOGY**

Department: Emergency Medical Education

FSA-Emergency Medical Technology

Competency

- A. Possession of the minimum qualifications in Emergency Medical Technologies as determined by the State Academic Senate and the Board of Governors; AND
- B. Registered Nurse currently licensed in the State of California, OR Emergency Medical Technician-Paramedic (EMT-P) who is currently certified in the State of California; AND
- C. Minimum of two years' academic or clinical experience in emergency medicine within the previous five years.

Department: Cooperative Education

FSA-Cooperative Education

Competency

- A. Master's Degree from an accredited institution; OR
- B. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors in an appropriate vocational subject matter discipline, OR
- C. The equivalent.

Department: Family and Consumer Sciences

FSA-Family and Consumer Sciences

Competency

- A. Possession of the minimum qualifications in Family and Consumer Studies/Home Economics as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience at an accredited post-secondary institution in the FSA within the previous five years; OR
- C. Satisfactory completion at an accredited post-secondary institution within the previous five years: 12 semester units or its equivalent in the FSA.

Department: Family and Consumer Sciences

FSA-Nutritional Science/Dietetics

Competency

1. Possession of the minimum qualifications in Nutritional Science/Dietetics as determined by the State Academic Senate and the Board of Governors.

Department: Public Safety

FSA-Administration of Justice

Competency

- A. Possession of the minimum qualifications in Administration of Justice as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of six years' work experience in the discipline, one year of which must have been within the previous four years.

Department: Public Safety

FSA-Fire Technology

Competency

- A. Possession of the minimum qualifications in Fire Technology as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of six years' work experience in the discipline, one year of which must have been within the previous four years.

Department: Trades and Industry

FSA-Cabinet and Furniture Technology

Competency

- A. Possession of the minimum qualifications in Furniture Making or Cabinet Making as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience at the high school, community college, or adult level; AND
- C. Ability to effectively teach and demonstrate the varied skills with knowledge in areas of operations and processes inherent to the Woodworking and wood-related fields; AND
- D. Ability to mill rough lumber to finish sizes and knowledge of associated processes, operations, and equipment.
- E. Effectively manage, maintain, and repair the teaching laboratory including machines, equipment, tools, and other operational aspects of the facility.

Department: Trades and Industry

FSA-Drafting

Competency

- A. Possession of the minimum qualifications in Drafting as determined by the State Academic Senate and the Board of Governors; AND
- B. Minimum of two semesters' part-time teaching experience in one of the following areas of specialization within the previous two years:
 - 1. Mechanical/Technical Drafting
 - 2. Architectural Drafting
 - 3. Computer-Aided Drafting
 - 4. Electro-Mechanical Drafting

Department: Trades and Industry

FSA-Electronics Technology

Competency

- A. Possession of the minimum qualifications in Electronics Technology as determined by the State Academic Senate and the Board of Governors; OR
- B. Any four-year degree with a minimum total of four years of full-time electronics experience in industrial, occupational, or teaching settings.

Department: Trades and Industry

FSA-Welding

Competency

Possession of the minimum qualifications in Welding as determined by the State Academic Senate and the Board of Governors.

Department: Trades and Industry

FSA-Industrial Technology

Competency

- A. Possession of the minimum qualifications in Auto Mechanics or Diesel Mechanics as determined by the State Academic Senate and the Board of Governors.
- B. Relevant professional experience in the appropriate discipline for a minimum of two years, OR
- C. Completion of 12 semester units of course work in the selected discipline, OR
- D. Completion of updated training within the previous two years relating to the selected discipline.

Department: Vocational Programs
FSA-Apprenticeship/Industrial Technology

Competency

Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Apprenticeship/Electrician

Competency

Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Apprenticeship/Welding

Competency

Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Apprenticeship/Work Experience

Competency

- A. Master's Degree from an accredited institution; OR
- B. Possession of the minimum qualifications as determined by the State Academic Senate and the Board of Governors; OR
- C. The equivalent.

Department: Vocational Programs

FSA-Industrial Relations

Competency

Possession of the minimum qualifications in Industrial Relations as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Carpentry

Competency

Possession of the minimum qualifications in Carpentry as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Construction Inspection

Competency

Possession of the minimum qualifications in Building Codes and Regulations as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Construction Technology

Competency

Possession of the minimum qualifications in Construction Technology as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Parks and Recreation Management

Competency

Possession of the minimum qualifications in Forestry/Natural Resources as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Plumbing

Competency

Possession of the minimum qualifications in Plumbing as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs
FSA-Quality Assurance Technology

Competency

Possession of the minimum qualifications in Manufacturing Technology as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Surveying

Competency

Possession of the minimum qualifications in Engineering Technologies as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Travel Services

Competency

Possession of the minimum qualifications in Travel Services determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Water Technology Education

Competency

Possession of the minimum qualifications in Water Treatment as determined by the State Academic Senate and the Board of Governors.

Department: Vocational Programs

FSA-Waste Water Treatment and Disposal

Competency

Possession of the minimum qualifications in Sewage Treatment determined by the State Academic Senate and the Board of Governors.

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Academic Due Process

Academic due process is a system of procedures designed to resolve personnel issues in an academic institution in a clear, fair, and orderly manner. These procedures apply to actions which interfere with and/or exert a harmful effect upon the functions of the College and may involve faculty, administrative staff, classified staff, and/or students. These guidelines are intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused or aggrieved, the protection of staff and student body, and the interest of the College. The best academic due process is possible only when all involved believe that justice must be based upon orderly procedure.

Preliminary Action

If a grievance cannot be resolved through normal personnel procedures, the person with the grievance should submit a grievance form to the Superintendent/President or designee. Within ten calendar days of receiving such a form, the President, or designee, shall notify the Governing Board of the issue and appoint an ombudsperson who will preside over the informal hearing. The ombudsperson may be a representative of the President, of the Faculty Senate, of the faculty, of the classified staff, of the students, or an outside person such as an attorney or a representative from an outside organization. If the President is directly involved in the dispute, the appointment of the ombudsperson shall be made by the President of the Faculty Senate.

Informal Conciliation

Within ten calendar days after appointment, the ombudsperson shall convene an informal conciliation conference. It shall be the objective of this conference to resolve the issues of the dispute. The conference may be continued only with the explicit consent of all parties to the dispute. If agreement is reached between the parties to the dispute, a written statement signed by both shall be filed with the President, or designee, and the matter will be considered closed.

If no agreement is reached, a written request for a formal hearing may be filed with the President, or designee, and with the appropriate body representing the party filing the grievance: Staff, Faculty Senate, or The Faculty; Students, Executive Committee of the Associated Student Government. (Refer to Administrative Team Handbook and the Handbook of Policies for the CCE/AFT for applicable procedures.) If neither party submits a request for formal hearing within ten calendar days after termination of the conciliatory conference, the matter will be considered closed.

Formal Hearing

Upon notification, the appropriate body will establish a list of names of individuals willing to serve on a Hearing Committee. This committee shall be composed of five members, two chosen to represent peer interests of each party to the dispute, one to represent the interests of the College community at large. Each party will be permitted challenges for cause and one peremptory challenge. In the establishment of the Hearing Committee, the ombudsperson will serve to coordinate the formation of the committee, providing information as needed to assist parties to the dispute in challenges to membership on the committee; and, if necessary, ruling on challenges for cause.

The Hearing Committee will select one of its members as chairperson. The committee shall conduct the proceedings according to the procedural standards specified in the Guidelines for Academic Due Process, and shall submit its findings and recommendations to each party to the dispute and to the President, or designee, for implementation.

All proceedings subsequent to the level of informal conciliation shall be precisely recorded, e.g., taped and/or stenographically preserved inviolate throughout all levels of process, whether on campus or off. They will be available on demand to all legitimate parties to a dispute, and to their counsel, at every stage, on campus or off, until final resolution of the dispute shall be conceded by all parties, at which time the records will be destroyed.

Final action

- A. Appeal of Committee Recommendations: Either party to the dispute may, within a period of 15 calendar days, submit an appeal to the Governing Board. Within 30 calendar days after submission of the appeal, the Governing Board shall complete its review of the records and of the committee's recommendation, and shall make a final determination. Immediately after such determination becomes final, the records of the hearing shall be destroyed by the Chairperson of the Hearing Committee.
- B. Within 30 calendar days after the presentation of the committee's recommendations, the President, or designee, shall file a report covering the matter, including the steps taken to implement the committee's recommendations, with the Governing Board, the appropriate body, and the parties to the dispute.
- C. If either party to the dispute is not satisfied that the Hearing Committee's recommendations have been implemented properly, he/she may file an appeal with the Governing Board within a period of one year.

190 (AP 7120)

Classified Hiring Procedures *Establishing the Position*

- A. New Classified positions are established through the reallocation of existing budgeted funds or through growth funding as described in the Resource Allocation Plan. Highest priority will be given to staff positions that are recurring short-term assignments and/or critical to the support of growth. Of lesser priority will be the establishment of positions that enhance delivery of service but are not critical to support growth.
- B. Requests for all new positions are identified in advance in the department/program plans or the Educational Master Plan and are established according to need and priority within the area as funds become available.

Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new classified position. These criteria will be used as guides for the Committee in recommending the order of establishing positions across the College as a whole. You may address these criteria, as well as any other factors relevant to the need for a new classified position, by completing the Rationale Form for New Classified Positions.

The individual departments should initiate the Rationale Forms for New Classified Positions.

These requests should then be reviewed by the appropriate dean or administrator, who will also contribute to the request by indicating how high a priority s/he would assign to the request given requests received from throughout the area for which he or she is responsible. Similarly, the dean or administrator should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- continuing use of short-term staff to perform the functions of the proposed position
- overtime/compensation time expended by the department or unit
- technological or other changes requiring the employment of staff with special skills
- scarcity of qualified short-term staff
- backlog of work
- increase in demand for services provided by the department or unit
- industry standards
- external regulatory agency requirements or standards
- District goals and objectives
- position included in the department or unit's five-year plan
- increased service requirements/added responsibilities and/or inability of the department or unit to accept additional responsibilities due to current staffing
- any other factors specific to the department's or unit's needs not included above

These criteria are not in priority order and all need not be addressed.

- C. Each administrative division is responsible for establishing the order of funding for positions within it, after consultation with the requesting departments/programs.
- D. The Vice Presidents are responsible for establishing the order of funding for positions within the District as a whole, consistent with the Educational Master Plan.
- E. After available funds for new positions have been identified, the Superintendent/President submits new position recommendations to the Governing Board for approval.
- F. If a new position also involves a new classification, the District should seek and consider any input from the CCE/AFT in accordance with B.P. CCE/AFT-6 C; rev. PAC 5/19/98

INSTRUCTION

300 REFER TO REVISED [AP 4030](#) **Academic Freedom**

300.1 REFER TO REVISED [AP 4290](#) **Academic Honesty**

300.2 (AP 4035)

Critical Thinking

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the college student with the ability to distinguish opinions from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments, and activities at Palomar College should reflect academic rigor by requiring critical thinking on the part of the student.

300.3 (AP 4227)

Informing Student of Course Content and Grading System/Syllabus

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. This must be consistent with the official course outline. A current copy of the information which is provided to students should be on file in the Department/Program Office.

Suggested information includes:

- A. Grading policy
 - 1. How are course letter grades, as described in the official course outline, determined?
 - 2. What kinds of tests, quizzes, skills demonstrations, or other assignments are given; and what is their value in determining the final grade?
 - 3. Is homework given and graded?
 - 4. Is attendance and/or class participation included in the grade?
 - 5. How is the withdrawal policy as presented in the College Catalog and Class Schedule applied and what are the significant dates related to withdrawal?
 - 6. Is the course eligible for credit/no credit?
- B. General course outline.
- C. Course requisites or expected entry skills.
- D. Required and recommended texts or readings.
- E. Required and recommended equipment or supplies.
- F. Office hours and telephone number.
- G. A statement regarding academic integrity and consequences for violations.

**301 (AP 4040)
Educational Materials**

***Library/Media Center, San Marcos Campus; Ernest J. Allen Library, Escondido Education Center
Use of the Library/Media Center:***

Faculty members have access to books, periodicals, Internet, and a variety of electronic databases in the Library and to media materials in the Learning Resource Center. Books are circulated on a semester-loan basis to contract and adjunct faculty. However, faculty members are urged to return materials as soon as they have finished using them. Faculty members are encouraged to obtain their free PIC (Palomar Identification Card) from Student Services. The PIC card serves as the library card. Without a PIC card, the I.D. number of the borrower is used to check out material. For questions about Library/Media Center circulation or loan policies or operating hours of the facility, call the Circulation Desk at Ext. 2614 or check the Library web site at <http://daphne.palomar.edu/Library>.

Ordering Library/Media Center Materials:

Recommendations for books, periodicals, and other media materials may be submitted to the Acquisitions Librarian at any time. Books and media materials are ordered throughout the year as funding permits.

General Resource Materials Selection Policies:

The Library Bill of Rights applies without exception to all purchases of library materials. The test of a controversial item will be its contribution, direct or indirect, to the programs of the College, to the needs of the students, and to the obligation of the College to be a forum for the free exchange of all ideas in the pursuit of truth and knowledge. A copy of the Library Bill of Rights is available from the office of the Library Manager or from a link on the Library's home page. Click on "Library Information," then click on "More Information."

Librarians will discuss the addition or withdrawal of materials on the basis of the principles stated in the General Resource Materials Selection Policies.

The Library/Media Center is the resource laboratory of the instructional program and, as such, supplements classroom activity and is an integral part of the curricula in all departments. It is the function of the Library to:

- A. Provide study and reference materials necessary for enriching the curricula and supplementing and supporting classroom instruction, including reference books, periodicals, government documents, pamphlets, maps, films, slides, recordings, tapes, filmstrips, video tapes, computer programs and access to Internet, CD-ROM resources.
- B. Provide study space for students.
- C. Provide instructional resource materials for the faculty.
- D. Provide materials that will stimulate intellectual, social, and cultural growth.
- E. Strengthen the library resources in the College District by maintaining a significantly larger collection of reference tools, computerized resources, and materials of scholarly significance than are available in the local public libraries.
- F. Provide research orientations to students, faculty, staff, and the college community.
- G. Provide bibliographic instruction to teach essential research skills across the curriculum.
- H. Coordinate the integration of information competency skills throughout the curriculum.

Techniques of Resource Materials Selection

Responsibility for Selection of Materials:

Ultimate responsibility for selection legally rests with the Governing Board. The President operates within the framework of the policies determined by the Board and delegates selection to the certificated librarians. Persons participating in the selection process include: librarians; faculty; administrators; classified staff; students; and members of the College community.

Standard for selection:

- A. Nonfiction: Relevance to curriculum, accuracy of contents, quality of writing, format, extent to which the subject matter is represented in the collection, social significance, timeliness, or permanent value.
- B. Fiction: Above standards plus readability and literary value. No attempt is made to have an exhaustive collection of best sellers.
- C. Children's books: Children's books are purchased to supplement the Child Development and Library Technology Programs.

- D. Textbooks: The Library does not purchase copies of textbooks currently used in classrooms. Donated textbooks may be added to the collection. Instructors may place copies of textbooks on Reserve.
- E. Magazines and newspapers: General informational and scholarly journals and local and national newspapers are provided to give current information.
- F. Multi-media materials: The Learning Resource Center provides various types of non-print material to provide a multi-media learning center and to aid in the self-instructional learning program.
- G. Gifts: Donations of Library material are welcomed by the Library but are accepted only with the understanding that they will be added to the collection only if they are needed and meet the above standards.

Discard Policy:

To keep the Library collection up-to-date, materials are discarded periodically when they:

- A. Are superseded editions.
- B. Are duplicates or titles no longer in demand.
- C. Are damaged beyond repair.
- D. Contain information which is outdated.

Request for Reconsideration of Library and Learning Resource Center Material Forms:

Request for reconsideration must be presented to the Director, Library/Media Center and Educational Television in writing on the "Request for Reconsideration of Library Material" form. The request must include specific information as to the author, title, publisher/producer, and page number/section of each item to which objection is being made. This request must be signed and identification given which will allow proper reply to be made.

Evaluation Committee:

Should the request for reconsideration not be settled satisfactorily through discussions between the Director, Library/Media Center and Educational Television, and the user, the written specific objections shall be submitted to an evaluation committee consisting of the President, the Assistant Superintendent/Vice President for Instruction, the Director, Library/Media Center and Educational Television, the President of the Faculty, and the President of the Faculty Senate for re-evaluation. The decision of the Committee shall be subject to the approval of the Governing Board whose decision shall be final. A written copy of the Board's decision will be sent to the user initiating the request.

Request to Place Materials on Reserve:

Faculty members may place books and other material on Reserve by using the form available at the Circulation Desk or on-line at <http://daphne.palomar.edu/Library>. Forty-eight hours' processing time is required before reserve materials are available for student use. For best service to students, librarians should be notified in advance when an article is assigned to be read in a current or past issue of a periodical or a passage or chapter from a particular book.

Library Orientation:

Instructors are encouraged to schedule special library orientations to suit the immediate needs of their students for particular assignments and/or for a general introduction to the services, role, and resources of the Library. Call the Library Reference Desk to schedule a library orientation, Ext. 2616 or go to the Library web page: <http://daphne.palomar.edu/Library/infocomp/bi.htm>.

Academic Research Laboratory (ARL)

The Academic Research Laboratory is located on the second floor of the Library/Media Center, adjacent to the Reference Desk. The Academic Research Laboratory provides the following services to students, faculty, staff and community members:

- A. One-on-one assistance in beginning research
- B. Individual instruction in searching the World Wide Web
- C. Computer access to the Library catalog, Telstar
- D. Internet access
- E. Access to several periodical databases, including:
 - 1. ProQuest Direct
 - 2. Info Trac
 - 3. JSTOR
 - 4. Project Muse
 - 5. GeoRef
 - 6. Additional on-line resources to which the library subscribes

7. Access to card-operated printing: 50¢ per page - color; 10¢ per page – black and white.

Users must sign up to use a computer in the ARL. Sign-up sheets located in the ARL allow users to sign up for 30-minute blocks of time. Advance reservations may be made by phone; call Ext. 2616.

Learning Resource Center (LRC)

The Learning Resource Center is located on the ground floor of the Library/Media Center. The Center provides the following:

- A. Media resource (non-print) materials to supplement course requirements and individualized instruction.
- B. Audio-visual library of materials such as audio tapes, filmstrips, slides, video tapes, and compact discs. Students may check out materials for use in the Center. Instructors may check out items for use in the classroom or for viewing at a more convenient location. There is also a small circulating general-interest collection. Some equipment may require reservations due to short supply and high demand. Call Ext. 2624 for questions regarding the Learning Resource Center.

Audio Visual Services

Film Booking Office

Palomar College participates in a consortium with eight other campuses in San Diego and Imperial Counties. The 16-mm film and video titles maintained in the consortium library (nearly 3,000 titles) are supplied to all member campuses and are available free of charge. Consortium catalogs are issued to each academic department. Additional copies, as well as catalogs from many academic and commercial sources are available in the Film Booking Office, located on the second floor of the library. Call Ext. 2626 for more information.

Equipment Distribution

Reservations for audio-visual equipment for day or evening instructors should be made with Audio Visual Distribution in one of the following ways:

- A. Use the interactive request form on the AV web page at <http://daphne.palomar.edu/AV>.
- B. Use a paper AV equipment request form available in the AV Office.
- C. Visit the AV Department located on the first floor of the library in LL-107.
- D. Call the AV Department at Ext. 2625.

Requests must be made at least 24 hours in advance to ensure receiving the equipment. Equipment available includes, but is not limited to, VCR, television, 16-mm projector, 35-mm projector (slides), audio cassette player, overhead projector, data projector, and lap-top computers. Special arrangements may need to be made for data projection units. For additional information, call the AV Office at Ext. 2625. If you should experience equipment failure in class, call Ext. 2625 to have a technician assist with the problem.

Also Located in the Library are:

Academic Technology Lab	Ext. 2657	
DISABILITY RESOURCE CENTER Assistive Technology Classroom		Ext. 3081
Governing Board Office	Ext. 2104	
President's Office	Ext. 2106	
Tutoring Center	Ext. 2884	

303 (AP 4023)

Course Outline

The following information must be contained in each course outline for A.A. Degree applicable courses: Course number and title, unit value, minimum number of semester hours, entrance requirements, basic skills requirements, scope of course, specific course objectives, content in terms of specific body of knowledge, required reading, required writing, outside assignments, instructional methodology, grading policy and standards, and repeatability.

The following information must be contained in each course outline for Non-A.A. Degree applicable course:

Course number and title, unit value, minimum number of semester hours, basic skills requirements, entrance requirements, scope of course, specific course objectives, content in terms of specific body of knowledge, required reading, instructional methodology, grading policy and standards, and repeatability.

Course outlines are viewed by the program/department and division dean on a five-year cycle, with 20 percent reviewed annually. At the end of each spring semester, the Instruction Office provides to the

department chairpersons/directors and division deans a list of the course outlines due for review. Course outlines should be approved and forwarded to the Instruction Office by the end of April the following year.

305 (AP 5500)

Academic Integrity Code of Conduct

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

Violations

Violations of the Academic Integrity Code include:

- Cheating, plagiarism or false representation of another's work as one's own.
- Forgery, alteration, or misuse of college documents or records.
- Use of false identification.
- Knowingly furnishing false information to the District.
- Unauthorized use or misuse of District equipment.
- Unauthorized access, use, or alteration of computer hardware, software, or data.
- Obstruction or disruption of the educational process.
- Soliciting or assisting another to do any of the above.

Consequences

Consequences for violating this code may result in any or all of the following:

- A. At the discretion of the instructor the student may receive:
 1. A failing grade for the assignment
 2. A failing grade for the course
 3. Short-term suspension as described in Section IV A of the Rules and Regulations for Student Behavior
- B. Long-term suspension or expulsion may be applied following the procedures described in the Rules and Regulations for Student Behavior.

In the event that District-level sanctions, including suspension or expulsion, are applied, the procedures described in the Rules and Regulations for Student Behavior will be employed. The code of conduct that details the standards is administered by the Director of Student Affairs.

306 (AP 4300)

Field Trips/Off-Campus Class

The State Education Code makes a distinction between field trips and off-campus classes. Instructors involved in taking students away from the campus must check with the Office of the Assistant Superintendent/Vice President for Instruction for proper identification of the student activity. Forms may be obtained from the Office of the Assistant Superintendent/Vice President for Instruction for listing dates of the trip, destination, and general purpose. The forms are to be signed by the department chairperson, division dean, and are then forwarded to the Office of the Assistant Superintendent/Vice President for Instruction. Requests should be submitted to the Office of the Assistant Superintendent/Vice President for Instruction TWO WEEKS IN ADVANCE of the date of departure.

In the case of out-of-state or out-of-country field trips, signed waivers (Release to Hold Harmless and Indemnify) are also required of each student. These waivers, along with a list of all students making the trip and an itinerary, must be attached to the field-trip form and must be filed with the Office of the Assistant Superintendent/Vice President for Instruction prior to the field trip. Instructors should consult the division dean if student fees are being considered. The instructor must make arrangements with the Cashier's Office in Fiscal Services for collection of student fees, if applicable. Instructors are not to directly collect fees. If a College vehicle is desired, a Request for Use of College Vehicle must be submitted to Buildings and Grounds. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing.

See also Use of College Vehicles (507.22).

308 (AP 4750)

Instructional Facilities

Classrooms are assigned by the Office of the Assistant Superintendent/Vice President for Instruction. Community use of College facilities is also arranged through the Office of the Assistant Superintendent/Vice President for Instruction, which will check with the Office of the Director of Student Affairs to avoid conflicts with the Student Union.

Classroom Changes:

In the event that an instructor needs to change an officially assigned classroom, the request for room change must be submitted to the office of the Assistant Superintendent/Vice President for Instruction on a Schedule Information Sheet (available in the Office of the Assistant Superintendent/Vice President for Instruction).

Office Assignments:

Office assignments for instructors are made by the Office of the Assistant Superintendent/Vice President for Instruction.

309 REFER TO REVISED [AP 4675](#) CLASS SIZE

344 REFER TO REVISED [AP 3280](#) Grants

315 (AP 4700)

Department Chairpersons/Directors

315.1 (AP 4700)

Chair/Director Responsibilities

Primary Responsibility:

Under the direction of the dean and in accordance with established department policies, procedures, and practices, the chair/director plans, organizes, and coordinates the activities of the department including curriculum, scheduling, and course selection to improve student learning.

Duties/Responsibilities:

Leadership

- Demonstrate department leadership for student learning;
- Represent the department within the Division and to the administration;
- Facilitate communication between the administration and the Department;
- Support innovation in the Department; facilitate opportunities for professional development for all Department faculty and staff;
- Participate in and encourage department faculty to participate in shared governance.

Department Administration

- Produce accurate and timely semester schedules, catalog information; coordinate curriculum development and review;
- Use assigned rooms appropriately;
- Design class schedules to meet student learning needs; ensure that classes are assigned in accordance with established department procedures and practices;
- Facilitate textbook review and selection; order textbooks in accordance with District procedures;
- Prepare and monitor department budget; set priorities for resource needs;
- Serve on faculty evaluation committees as appropriate; coordinate adjunct faculty evaluations;
- Attend chair/director meetings and division meetings as scheduled;
- Respond to student complaints; mediate student/faculty disagreements;
- Review course substitutions/equivalencies;
- Conduct department meetings for faculty;
- Approve credit by exam requests;
- Approve sabbatical leave requests and reports;
- Review and approve supply and equipment requisitions;
- Coordinate field trip requests;
- In conjunction with department faculty:
 - Develop short and long-range department plan;
 - Maintain current semester syllabi for all courses within the department;
 - Recruit, interview, and recommend classified support staff for hire;
 - Supervise, train, and evaluate classified staff;
 - Update department procedures for chair selection, rotation, and dismissal;
 - Where appropriate: Identify student placement sites, prepare special accreditation, monitor professional certifications, handle safety issues/hazardous materials, facility equipment, and supervise use of specialized equipment/facilities. Attend professional organization meetings to maintain currency and networking.

Hiring Responsibility

- Coordinate full and part time faculty hiring in accordance with the Hiring Policy and Procedures; provide appropriate support;
- Facilitate the introduction and department orientation of new faculty; identify a department faculty mentor for each new faculty member.

District Responsibilities

- Promote, support, implement, and comply with the District's Faculty and Staff Diversity Plan in all aspects of student learning and employment issues; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
- Comply with District policies and procedures on Sexual Harassment, the Americans With Disabilities Act, and other policies that affect students and employees.
- Comply with the District's Injury and Illness Prevention Program; maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.

Other

- Perform related duties as assigned.

315.2 (AP 4700)

Criteria for Assigned Time for Instructional Chairs/Directors

The following criteria will be used to determine the amount of assigned time for chairs/directors. For assigned time in excess of 80 percent, the chair/director, in consultation with the department/program faculty and the dean, will recommend the appropriate reallocation of the duties and the assigned time.

- A. Number of staff supervised (FTE for classified, academic, and students)
- B. Weekly Student Contact Hours (WSCH)
- C. Number of sections scheduled
- D. Percent of sections offered at other than San Marcos campus
- E. Number and size of disciplines in the department/program
- F. Complexity of budget (both restricted and unrestricted funds)
- G. Reporting requirements/external contacts/accountability demands/District-wide service or support
- H. Safety issues
- I. Hazardous-materials issues
- J. Equipment and facilities
- K. Curriculum/program development
- L. Curricular or co-curricular activities which impact the department, e.g., performances, exhibits, sales, workshops, competitions
- M. Other

315.3 (AP 4700)

Department Chairpersons - Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship

The departmental structure developed at Palomar College has proven to be highly successful and functional in providing a strong link between the faculty and the administrative processes of the college. In order to assure that this link is maintained as departments grow in number and increase in size, Board Policy 315.3 has been adopted. Nothing in this policy is to be construed to mean that departments must adopt a system of rotation of the chairpersonship or that present chairpersons must be replaced. The Assistant Superintendent/Vice President for Instruction shall be responsible for implementing this policy.

315.5 (AP 4700)

Criteria for Summer Compensation for Instructional Department Chairs/Directors (94-17000)

The following criteria will be used to determine summer stipend:

A base stipend of \$500 for each Department Chair/Director, or designee, is paid to carry out the summer responsibilities. Additional summer stipend is based upon the higher of the two previous summers weekly student contact hours and the qualitative factors as identified in Procedure 315.2.

The Department Chair/Director, or designee, is not expected to be on campus, but is expected to be available by telephone during the summer. Deans and Department Chairs/Directors will consult before the implementation of any action. GB Rev. 5-9-95

320 (AP 4050)

Articulation

Development of Articulated Agreements with Secondary Schools

- A. Palomar College and each school district involved shall establish a memorandum of agreement to establish and maintain the responsibilities of both parties regarding the development of course and program articulation agreements.
- B. Palomar College and each school shall negotiate articulation agreements for each course or program for which equivalent College credit will be granted.
 - 1. Responsibility for articulation rests with the College Articulation Officer, the Tech Prep Coordinator and the school which requests or responds to the articulation proposal.
 - 2. Equivalency standards shall be jointly agreed upon in writing by the faculty from the appropriate department/program of each institution.
 - 3. There shall be a separate Articulation Agreement for each course or program that qualifies for equivalent College credit.
- C. Articulation Agreements shall be reviewed annually by the faculty of both institutions to assure appropriateness and continuing equivalency. In the event of modification to a course, all parties shall be given written notification.
- D. The Request for Articulation form, which initiates the articulation process, is available from the College Articulation Officer, the Tech Prep Coordinator, or from the Tech Prep web page (www.palomar.edu/more/techprep/) and shall be completed by the faculty of the secondary school. The Request and supporting documentations shall be sent to the Tech Prep Coordinator for review and consultation with the College Articulation Officer and appropriate College faculty member(s). The Tech Prep Coordinator will arrange meetings between appropriate secondary and College faculty to clarify issues and develop the agreements.
 - 1. Secondary school and College courses shall be compared.
 - 2. Curriculum and equivalency standards shall be determined based on the College course objectives. Equivalency standards may include, but are not limited to, course content, sequence of presentation, instructional methodology, equipment, teaching materials, examination or proficiency tests, grade assignment, and student evaluation.
- E. The Articulation Agreement shall be signed by appropriate secondary personnel and forwarded to the Department Chair/Director, Instructional Dean, Articulation Officer and Vice President for Instruction at Palomar College for appropriate signature. Articulation Agreements with secondary schools shall be kept on file in the Articulation Office
- F. The Palomar Community College District and the participating secondary school districts will summarize the articulation activities and periodically review the articulation process.

Process for Receiving Articulated Credit:

- A. For a Palomar Community College District grade of “credit” (cr), the student must have achieved at least a “B” grade in all semesters of the articulated course and met all competencies and requirements outlined in the specific articulation agreement.
- B. The Palomar Community College District agrees to grant College credit in accordance with the program in effect at the time of the agreement.
- C. College credit will be granted to students upon completion of a course with a grade of “C” or better at Palomar College.
- D. When the student has completed one course at Palomar College and upon receipt of the student’s high school transcript and the Certificate for 2+2/Tech Prep Articulated Credit, the College Evaluator will post the grade of “credit” (cr) on the College transcript.
- E. Articulated College credits will not be differentiated on the student’s Palomar Community College District transcript other than by a special notation indication “articulated credit.”
- F. Unless otherwise specified in the Articulation Agreement, the student has two years after completion of the articulated course or of high school, whichever is greater, to apply for College credit.
- G. College fees will not be charged for college units earned through articulated course work.

Development of Articulated Agreements with Other Colleges and Universities:

- A. Palomar College and each institution shall negotiate course-to-course, preparation for major, and general education Articulation Agreements.
 - 1. Responsibility for articulation rests with the Articulation Officer at Palomar College and a representative from the receiving or responding college or university.
 - 2. Equivalency standards shall be jointly agreed upon in writing by the articulation officers and faculty from the appropriate department/program of each institution.
- B. Palomar College, represented by the Articulation Officer, shall submit courses for approval for the Intersegmental General Education Transfer Course (IGETC) List, the California State University General Education Breadth List, the University of California Transfer Course Agreement (TCA), and the California Articulation Number System (CAN) on a yearly basis. Responsibility for these

proposals rests with the Articulation Officer who shall seek input and approval from the Vice President for Instruction and the Curriculum Co-Chair.

- C. Articulation Agreements are reviewed annually. Additions, deletions, and technical changes approved through the established College curriculum process are sent to all institutions holding affected Agreements.
- D. Articulation Agreements shall be kept on file in the Articulation Office.
- E. Under the direction of the Articulation Officer, Palomar College participates in the ASSIST project, which is California's official statewide repository of articulation information for the CSU, UC, and Community College systems.

325 REFER TO REVISED [AP 4103](#) Cooperative Work Experience Education

STUDENTS

400 REFER TO REVISED [AP 5010](#)

401-REFER TO REVISED [AP 5050](#)

401.1 REFER TO REVISED [AP 5050](#)

402-REFER TO REVISED [AP 5055](#)

402.1 REFER TO REVISED [AP 5055](#)

403 REFER TO REVISED [AP 5030](#)

405 REFER TO REVISED [AP 5040](#)

409 REFER TO REVISED [AP 5140](#)

410 REFER TO REVISED [AP 5000](#)

411-REFER TO REVISED [AP 4230](#) **Grading and Academic Record Symbols**

411.2 REFER TO REVISED [AP 4230](#) **Grading and Academic Record Symbols Non-Evaluative Grades**

411.3 (AP 4231)

Grade Changes

All grades are final in the absence of mistake, fraud, bad faith, or incompetency (Title V 51308). No grade that has been placed in a student's record may be changed unless the instructor submits a Grade Change Form to the Records Office stating the reason for the change as listed above.

All changes or modifications to a student's record must be requested no later than one year from the semester in question. Registration records are maintained for only a three-year period.

411.4 (AP 4231)

Grading Procedures

Final grades must be submitted on the appropriate paper forms with authorized signatures, or faculty may submit grades on line at the College web site: www.palomar.edu. Grade rosters will be issued/activated toward the end of the semester for assignment of final grades.

413 (AP 4225)

Course Repetition

A course may be repeated under only the following six conditions:

- 1) The course has been identified in the catalog course description as repeatable, and the student has not taken the course more times than allowed. State law will allow a student to repeat certain activity, performance, and skill courses. Refer to the course description for limitations.
- 2) The student is repeating the course to alleviate a substandard (D, F, NC) grade. For a third or subsequent attempt, the student must submit a formal petition to the Director of Enrollment Services.
- 3) The student is repeating a course after a lapse of three years. Repetitions of courses completed with a standard (A, B, C, and CR) grade are included in this category. A formal petition must be submitted to the Director of Enrollment Services.

- 4) The student is repeating a course within a period of three years from the first attempt. Classes completed with standard or substandard grades are included in this category. These requests may be approved based on the previous grade being, at least in part, the result of extenuating circumstances (verified cases of accident/illness) or other circumstances beyond the control of the student. A formal petition must be submitted to the Director of Enrollment Services.
- 5) The student is auditing the class for no grade or credit.
- 6) The student is a disabled student whose success in other general or special classes is dependent upon additional repetitions of a specific class. A formal petition must be approved by the Director of Disabled Programs, and by the Director of Enrollment Services.

Current and potential financial aid students are advised that financial aid will not fund a repeat course. However, any course repeated, whether or not financial aid funds were received, will count in the total units attempted limit for financial aid eligibility.

Petitions for Course Repetition are available in the Evaluations Office, and must be approved before the student may enroll in the course to be repeated.

Students repeating a course should complete a Grade Adjustment Form and submit it to the Records Office to have their grade point average adjusted.

Students who do not comply with the above regulations will be administratively withdrawn from the repeated class. The student will be notified by mail and should arrange to register for an alternative class immediately.

Annotation of Record/Course Repetition

It is important to understand that the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history.

Transcripts will be annotated in the following ways:

- A. Courses with substandard grades may be repeated only once in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt will be subtracted from the totals for that semester and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.
- B. For students repeating a course in which a standard grade was received, the first attempt will be the one used in the calculation of the grade point average. The second attempt (even if better) will be subtracted from the totals and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.
- C. For students taking a course for the third or more time in which they have received substandard grades, the first attempt (or lowest grade) will be subtracted from the totals. All subsequent attempts will count in the calculation of the grade point average. In no case will duplicate units be allowed.

444 REFER TO REVISED [AP 4070](#) AUDITING AND AUDITING FEES

415 (AP 4235)

Credit By Examination

The process for receiving Credit by Examination is as follows:

- The student obtains a petition from the Admissions and Records Office and completes the required information.
- The Records Office performs the eligibility and residence clearances (24 hour turn-around time required).
- The student meets with the Department Chair/Director who reviews the petition, checking to ensure that the eligibility clearance has been completed and that the course is appropriate for Credit by Examination.
- If the Department Chair/Director finds the request appropriate, he/she signs the petition and assigns an instructor to administer the examination.
- The student makes arrangements with that instructor to take the examination and obtains the instructor's signature on the petition. The examination must be reviewed and approved by the Department Chair/Director prior to its administration.
- The student is directed to the Cashier's Office for payment of fees and clearance. Tuition and/or enrollment fees must be paid after department approval is granted and before the examination is administered.
- The instructor administers the examination and evaluates any other required assignments.
- The instructor records the grade on the Credit by Examination petition, attaches the completed examination materials to the petition and forwards these to the Department Chair/Director.

- The Department Chair/Director reviews and signs the petition, and forwards the petition and examination materials to the Division Dean.
- The Division Dean reviews and signs the petition, and returns the completed examination materials and a copy of the petition to the Department Chair/Director. The signed petition is forwarded to the Instruction Office for section number assignment and then to the Records Office. Completed examination materials must remain on file in the department/program for three years.

The process of Credit by Examination must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course. Rev. PAC 5-9-00

416 (AP 4232)

Credit/No Credit Classes

The decision to take credit/no credit must be made by the end of the fourth week or the first 30% of a class term (whichever is less), after which no other evaluative grade may be given. Application forms are available in the Admissions Office. The student must secure the signature of the instructor and return the signed form to the Admissions Office.

A grade of "CR" is earned for course work equal to a grade of "C" or better. A grade of "NC" is earned for course work equal to a grade of "D" or "F." Neither "CR" nor "NC" is used in computing the grade-point average; however, "CR/NC" units appear on the transcript of record.

With the instructor's signed permission, a student may reverse his/her enrollment from credit/no credit status to receive an evaluative grade, provided the reversal is completed prior to the end of the fourth week of a full semester course, or prior to 30% of a short-term course.

Units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures. Students may not repeat on a CR/NC basis a course previously taken for a letter grade. English 100, 202, and 203 may not be taken on a CR/NC basis. Students are advised that four-year institutions may limit the number of CR units acceptable for transfer.

417 REFER TO REVISED [AP 5075/AP 5013](#)

417.1 REFER TO REVISED [AP 5075](#)

418-REFER TO REVISED [AP 5075](#)

418.1 REFER TO REVISED [AP 5075](#)

418.2 REFER TO REVISED [AP 5075, AP 5110, AP 5120, AP 5140, AP 5150, AP 5160, AP 5170, AP 4045, AP 5400, AP 5700](#)

419 (AP 4240)

Academic Renewal Regulations

A student may request that thirty (30) units of previous course work taken at Palomar College or any other institution be disregarded when computing the grade point average (GPA). Course work not to be counted must include the entire semester. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, C, or CR) during disregarded terms (for AA degree and Certificate requirements only).

Current and potential financial aid students are advised that all units attempted will count in the total units attempted limit for financial aid eligibility. Academic renewal does not eliminate units for financial aid purposes.

Procedure

If the following conditions are met, Palomar College may disregard from all consideration associated with requirements for the Associate in Arts degree, Certificate of Achievement, and General Education certification up to a maximum of thirty (30) semester units of course work taken at any college. These conditions are:

1. The student completes a Petition for Academic Renewal with a counselor. Forms are available from the Counseling or Records Offices. The student submits the Petition to the Records Office.
2. The course work in the term(s) under consideration must be substandard, and not representative of present scholastic ability and level of performance, the total GPA of which is less than 2.0.

3. Three years must have passed since the course work not to be counted was taken.
4. The student must have completed 24 semester units since the semester(s) to be discounted, of which at least 15 must have been taken at Palomar College. The remaining 9 units may be completed at another regionally accredited postsecondary institution.
5. The student must have a 2.0 GPA since the time of taking the course work not to be counted.
6. The petition will be reviewed by the Records Office for compliance with policy. The student will be notified by mail of approval or denial of the request.
7. The student agrees that ALL units taken during the semester to be discounted, even satisfactory units, are to be disregarded.
8. Academic Renewal granted by Palomar College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

NOTE: Students who have taken more than thirty (30) units in the two terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.

Annotation of Record/Academic Renewal

It is important to understand that **all course work will remain legible** on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units, even if satisfactory, are to be disregarded and may not apply to certificate, degree, or general education requirements.

~~426~~ REFER TO REVISED [AP 5330](#)

~~430~~ REFER TO REVISED [AP 5330](#)

~~430.31~~ REFER TO REVISED [AP 5330](#)

~~430.312~~ REFER TO REVISED [AP 5330](#)

~~430.313~~ REFER TO REVISED [AP 5330](#)

~~430.314~~ REFER TO REVISED [AP 5330](#)

~~434~~ REFER TO REVISED [AP 5550](#)

~~434.1~~ REFER TO REVISED [AP 5550](#)

~~434.2~~ REFER TO REVISED [AP 5550](#)

~~465~~ REFER TO REVISED [AP 5520](#)

507 (AP 7400)

507.1 (AP 7400)

Definition of Off-Campus Travel

The college/District recognizes three major categories of off-campus travel:

Institutional

The objective of institutional travel is to attend meetings called by State agencies, to meet with legislators, and to consult with colleagues at other institutions for such purposes as curriculum planning and community-college funding.

Institutional travel also includes service on an accreditation team. The primary purpose of such travel is to carry out administrative functions.

Professional

The objective of professional travel is to permit participation in the activities of such organizations as the California Community College Trustees, California School Boards Association, American Association of Community Colleges, Community College League of California, the Academic Senate of California

Community Colleges, National Association of College and University Business Officers, and other recognized organizations. Such organizations have a legitimate and constructive interest in advancing the cause of higher education in the State of California.

Educational

The purpose of educational travel is to encourage members of the College staff to keep abreast of new knowledge, new teaching techniques in their own areas, new and/or updated skills, and training methods.

Although it may be assumed that the College staff members have an obligation as professionals to invest some of their own resources in keeping current in their disciplines and in their fields of work, it is clearly in the interest of the College and its students that the institution make a similar commitment and encourage the College staff to attend institutes, workshops, and conferences in their areas of responsibility.

As a general rule, in all three categories of travel, every effort will be made to cause minimum interruption in the instructional program of the College and in services to students.

507.2 (AP 7400)

Approval of Off-Campus Travel

Employees should have the approval of their immediate supervisor--see form, Request for Travel Approval/Claim for Travel Expense. The immediate supervisor and/or the appropriate administrator should verify that travel moneys are available from the appropriate accounts. Approval is as follows:

Board Member	Majority of Board
Superintendent/ President	Majority of Board
Asst. Superintendent/ Vice President	President/Superintendent
Division Deans/ Department Chairs/ Directors	Asst. Superintendent/Vice President
Certificated and Classified Staff	Division Deans/Directors

When an employee has been authorized to travel off campus to attend meetings called by an agency of the State of California or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval. The College will be responsible for billing that agency for reimbursement of expenses.

At the discretion of the Superintendent/President, or designated representative, employees may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

Preparing the Form:

- A. The form is picked up in the department/program office, and completed by the applicant and/or clerical staff.
- B. Advanced payments to vendors (sufficient lead time is required. A two-week minimum is requested.)
 - 1. Commercial transportation. A purchasing requisition must be fully and accurately completed for advanced payment of travel. A purchase order number is obtained from Business Services (Purchasing). (The applicant is responsible for making his/her own reservations.)
 - 2. Lodging. Complete a reservation form. If none is available, complete a "Hotel Reservation Form" available from Fiscal Services.
 - 3. Registration. The Registration Form must be fully and accurately completed in order to request advanced payment.

Submitting the Form:

- A. Submit the completed form and the required support materials as follows for approval and signatures:
1. To the Department Chair/Director
 2. To the Senior/Executive Administrator who checks for accuracy and availability of funds.
 - a. If no funds are available or only partial funding is available, the applicant will be notified by the Senior/Executive Administrator to determine whether the applicant wishes to travel by supplying total or partial funding.
 - b. When requesting advanced payment, the Senior/Executive Administrator submits the form to Fiscal Services for processing. Fiscal Services will make advanced payments to vendors and return the form to the applicant. If no advanced payments are requested, the form will be returned to the applicant immediately after the Senior/Executive Administrator has signed.

507.21 (AP 7400)

Blanket Travel Approval for County

At the first of each fiscal year, those employees who are required to travel frequently and routinely within the County of San Diego will fill out a form REQUEST FOR BLANKET COUNTY TRAVEL APPROVAL. This form will be signed by the appropriate department chairperson, the division dean, and the assistant superintendent/vice president. Once approved for such county travel, the employee is not required to file a request for each individual trip within the county. He/she will be required to submit an EXPENSE CLAIM FOR BUSINESS MILEAGE in a timely manner.

507.22 REFER TO REVISED [AP 6530](#)

507.3 (AP 7400)

Expense Reimbursement

- A. All expenses, except mileage and meals, must have original receipts attached to the form. Fill in amounts spent and advance payments to vendors.
- B. Instruction and Student Services Employees: Attach all relevant materials, receipts, and other verification of expenses and submit the form to the appropriate Senior or Executive Administrator for review and approval. Administrative Services Employees: Attach all relevant material, receipts, and other verification of expenses and submit the form to the appropriate Director for review and approval.
- C. The Senior/Executive Administrator forwards the claim to Fiscal Services for reimbursement.**
- D. Fiscal Services issues check for reimbursement of expenses to applicant.

507.36 (AP 7400)

Claiming Expenses

- A. All expenses, except mileage and meals, must have original receipts attached to the form. Fill in amounts spent and advanced payments to vendors.
- B. Instruction and Student Services Employees: Attach all relevant materials, receipts and other verification of expenses and submit the form to the appropriate Senior or Executive Administrator for review and approval.
- C. The Senior/Executive Administrator forwards the claim to Fiscal Services for reimbursement.**
- D. Fiscal Services issues check for reimbursement of expenses to applicant.

** Note: Original signatures are required for claim to be processed for reimbursement.

507.5 REFER TO REVISED [AP 6300](#)

507.6 (AP 7400)

Forms and Office Responsible for Issuing

- A. Request for Travel Approval/Claim for Travel Expense - forms available in the Instruction Office and in Fiscal Services
- B. Expense Claim for Business Mileage - forms available in Fiscal Services
- C. Request for Use of a College Vehicle - forms available in Facilities
- D. Claim for Reimbursement of Travel and Expense - forms available in Fiscal Services
- E. Request for Authorization to Drive College Vehicle - forms available in Facilities
- F. Gov't Agency Request for Driver Record Information - forms available in Facilities
- G. Request for Blanket County Travel Approval - forms available in Fiscal Services

509 REFER TO REVISED [AP 3810](#) Claims Against the District

510 POLICY DELETED

512 (AP 3720)

512.1 (AP 3720)

Computer Software

In order to certify the District's right-to-use software installed on District-owned computers, it is required that copies of all software licenses be on file in the Information Services Office. When installing software on a District-owned computer, the person completing the installation is responsible for the following:

- A. Installing the software according to the instructions provided by the software author/distributor.
- B. Filling out a Palomar College Software Registration Form.
- C. Forwarding the Palomar College Software Registration Form, the Software License Agreement received with the software, and a copy of the software purchase order to the Palomar College Information Services Office.

Information Services staff will make an archival copy of the Software Registration Form and Software License Agreement and return the originals to the department.

If a software audit is performed, either by District staff, law enforcement officers or regulatory agencies, the archival records will be used to prove ownership of specific software products. If an archival record does not exist for a specific copy of software, and the department is unable to provide proof of purchase, the software will be deleted from the computer's storage media and all backup copies will be destroyed.

Before a District-initiated software audit is conducted, or new software is installed, individuals will be given a one-week notice so that data files can be screened and sensitive data protected or removed. Appointments will be made with District staff members prior to an audit or installation process to ensure that the integrity of sensitive data is maintained.

512.2 (AP 3720)

District Procedures and Guidelines for Telecommunications Access and Use

Access Approval

Access to and use of the Palomar Community College District telecommunications equipment, facilities and networks must be authorized by the appropriate computer laboratory director, supervisor or administrator. Students using computer classroom or laboratory facilities will be expected to adhere to the guidelines for student conduct published in the Student Conduct Code. Commercial use of telecommunications equipment or facilities except for the development of course-related materials by faculty or staff is not permitted. Commercial product advertising must be approved in advance by the governing board. Use of District property including telecommunications resources for political activities as defined by California Education Code Section E.C 7054 is prohibited (See Definitions). The District retains the right to withdraw permission to use the telecommunications resources in the event that established procedures are not followed. While district technicians may monitor transmissions for purposes of network administration, they shall not monitor transmissions for content except when legally required to do so or when specific written permission to do so is granted by the Superintendent/President.

Copyright and Plagiarism Issues

The Palomar College community is encouraged to become familiar with the District's policy encouraging the full use of information technology. Anyone approved to use District telecommunications equipment or facilities, however, must agree to adhere to copyright and software licensing laws.¹

In addition, anyone who uses District telecommunications equipment or facilities to retrieve from and/or publish material on the Internet must respect copyright constraints and the guidelines for fair use of such materials. Anyone who uses District telecommunications equipment or facilities agrees to adhere to the Academic Integrity Code of Conduct, Board Policy 305, that prohibits plagiarism, defined as "false representation of another's work as one's own," for any material published on District intranets or the Internet.

The illegal capture, printing, duplicating, and mounting of Web sites or other electronic resources on District computers is expressly forbidden.

Users wishing to publish electronic material on District equipment must follow the District guidelines as detailed in the "Access Approval" section of this document. The user and not the District accepts responsibility for the content and currency of all electronic material..

Laboratory or Classroom Computer Facilities

System administrators such as instructional computer laboratory directors are responsible for setting minimum guidelines applicable to a particular laboratory within the parameters established for use of District information technology resources. These guidelines should be prominently displayed in the laboratory or on the startup screen of individual computers.

User Responsibilities

- The individual user is responsible for maintaining the security of any passwords to accounts that are issued.
- These passwords must be kept confidential by taking care that others do not learn them through carelessness on the part of the authorized user.
- The user must not attempt to mislead a potential reader about the origin of a message.
- The user must not attempt any malicious act which would threaten the integrity of the District telecommunications equipment, programs, or facilities. Attempts to gain unauthorized access to files, data or programs or to introduce a virus on a workstation or a District network are to be construed as malicious acts and may result in disciplinary action.
 - The user must respect the privacy of others and the security of the system. The user must obey federal and state laws relating to the communication or receipt of threats, harassment, obscenity, or pornography.

Privacy of Telecommunications Transmissions

District computers and telecommunications equipment are public property, purchased with public funds and provided to public employees and enrolled students for use in conducting the public's business. They also provide educational opportunities to qualified members of the public. The privacy of student and employee records shall be protected by appropriate security procedures.

District officials may monitor telecommunication transmissions in the normal conduct of college business to insure the accuracy, authenticity, and confidentiality of the data. The District may provide such information to contracted district auditors to meet legal requirements. Such monitoring will be limited to institutional electronic data interchanges.

Users should be aware that communications including e-mail may become accessible to unauthorized individuals. District technicians may have access to telecommunications transmissions while performing network or other telecommunications maintenance or when troubleshooting network problems. It is the responsibility of District telecommunications staff to report apparent inappropriate or illegal use of District telecommunications resources.

E-MAIL

As the Internet tends to be a public medium, the sender is responsible for the content of any e-mail that the user transmits. The e-mail user, however, must follow the guidelines appropriate to discourse in an academic community.

VIOLATIONS

All suspected violations of the Palomar Community College District Network and Telecommunications User Policy or these procedures shall be reported in writing to the appropriate District administrator.

Definitions

1. **District:** the officers and other employees of the Palomar Community College District as well as its vendors and consultants.

2. **User:** any person who uses telecommunications resources owned by, rented by, or leased to the Palomar Community College District.
3. **Telecommunication resources:** A broad term covering all hardware, software, conduit, cable, lines of transmission, and all related equipment and maintenance support services for telephone, fax, e-mail, Internet, radio, and television owned, rented, leased, and used by the District.
4. **Use of District Resources for Political Activities (Section 7054 of the California Education Code):**
 - (a) No school district or community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate including but not limited to any candidate for election to the governing board of the district.
 - (b) Nothing in this section shall prohibit the use of any of the public resources described in subdivision (a) to provide information to the public about the possible effects of any bond issue or other ballot measure if both of the following conditions are met.
 - (1) The informational activities are otherwise authorized by the Constitution or laws of this state.
 - (2) The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.
 - (3) A violation of this section shall be a misdemeanor or felony punishable by imprisonment in the county jail not exceeding one year or by a fine not exceeding one thousand dollars (\$1,000), or by both, or imprisonment in a state prison for 16 months, or two or three years.

513 POLICY DELETED

521 REFER TO REVISED [AP 6200](#)

521.2 REFER TO REVISED [AP 6200](#)

527 REFER TO REVISED [AP 5420](#)

528 POLICY DELETED

528.2 REFER TO REVISED [AP 7375](#) TSAs/Deferred Compensation Program

~~**544**~~ PROCEDURE DELETED

~~**544.1**~~ PROCEDURE DELETED

~~**550**~~ REFER TO REVISED [AP 6700](#) Other Facilities Use (Civic Center Act)

~~**552**~~ REFER TO REVISED [AP 6520](#) Security for District Property

~~**552.1**~~ REFER TO REVISED [AP 6520](#) Security for District Property

~~**553**~~ REFER TO REVISED [AP 6520](#) Security for District Property

~~**554**~~ REFER TO REVISED [AP 6530](#) District Vehicles

~~**560**~~ REFER TO REVISED [AP 6975](#) Bookstore and Food Services

~~**AP 5030.3**~~ REFER TO REVISED [AP 5030](#) Fees

~~**AP 6536**~~ REFER TO REVISED [AP 6536](#) Equipment Replacement

CONSTITUTION OF THE FACULTY OF PALOMAR COLLEGE

CONSTITUTION OF THE FACULTY OF PALOMAR COLLEGE

PREAMBLE

In order to promote the effective exercise of the rights, duties, privileges, and responsibilities that are placed in their trust by their profession, their society, their state, and their local district, and conscious of the high nature of that trust as it is shared by all other institutions of higher learning in the State of California and in the United States, and in order that they or the instruments of their creation may perform such academic duties as are appropriate to teaching faculties of community colleges, the academic faculty members of Palomar College, as defined below, have adopted this Constitution.

ARTICLE 1: DEFINITION OF ACADEMIC FACULTY

A member of the faculty of Palomar College is an academic employee who is employed in a position that is not designated as administrative, managerial, or classified and falls under one of the following categories:

FULL-TIME FACULTY are those faculty members who are employed in regular tenured positions. PROBATIONARY FACULTY are those faculty members who are employed in tenure track faculty positions and who have not yet been granted tenure by the college.

TEMPORARY FACULTY are non-tenure track faculty with a teaching assignment greater than 60% and who are employed for a designated period of time. For voting purposes, temporary faculty are included with full-time, full-time, tenured and probationary faculty.

EMERITUS FACULTY are those faculty members who, upon retirement, were granted Emeritus status by virtue of their years of service. Emeritus faculty may vote with part-time faculty during any semester in which they teach part time after retiring.

PART-TIME FACULTY are those non-tenure track faculty members whose assignments are no more than 60% of a full-time load.

ARTICLE 2: RIGHT OF PETITION OF THE FACULTY BODY

Ten percent of the Full-Time, Probationary and Temporary Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the full-time, Probationary and Temporary Faculty.

Ten percent of the Part-Time and Emeritus Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Part-Time and Emeritus Faculty. If the determination is made that such proceedings are necessary, a request for such proceedings must be included on the agenda of the next regular meeting or special meeting of the Senate, and shall precede other new business. The Senate will appoint a task force of three faculty members (two Senators and one non-Senator) to conduct proceedings in an open meeting to address the matters stated in the petition. Any action taken as a result of the proceedings shall require a simple majority of the appropriate faculty group on matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

ARTICLE 3: CODE OF ETHICS

Faculty members have an obligation to the college, their students, colleagues, profession, the public and themselves to maintain the highest standards of ethical conduct. In recognition of this obligation, faculty

members adopt the following standards of ethical conduct: Adapted from the "American Association of University Professors (AAUP) Ethics Statement.)

1. Professors, recognizing their social responsibility,
 - develop and improve scholarly competence,
 - exercise critical self-discipline and judgment in transmitting knowledge,
 - practice intellectual honesty.
2. Professors, as teachers,
 - encourage the free pursuit of learning in their students,
 - demonstrate respect for students as individuals,
 - keep to their proper roles as intellectual guides and counselors,
 - evaluate students in an unbiased manner,
 - respect the confidentiality of students,
 - acknowledge significant or scholarly assistance from students,
 - do not exploit, harass, or discriminate against their students.
3. Professors, as colleagues,
 - do not discriminate against or harass colleagues,
 - respect and defend the free inquiry of associates,
 - exchange criticism and ideas,
 - acknowledge academic debt,
 - strive to be objective in their professional judgment of colleagues.
 - accept their share of faculty responsibilities for the governance of their institution.
4. Professors, as members of an academic institution,
 - seek to be effective teachers and scholars,
 - uphold academic freedom,
 - maintain their right to criticize and seek revision,
 - give due regard to their responsibilities within the institution,
 - when considering termination of their employment, give due notice of their intentions.
5. Professors, as members of their community,
 - when they speak or act as private persons avoid creating the impression of speaking or acting for their college.
 - promote free inquiry and further public understanding of academic freedom.

ARTICLE 4: THE FACULTY SENATE OF PALOMAR COLLEGE

SECTION 1

NATURE AND POWER

The faculty members of Palomar College hereby establish the Faculty Senate as the primary legislative and executive body representing the faculty on all Academic and Professional Matters, which include the governance and committee structure at Palomar College. By legislation, the Faculty Senate is represented on the Statewide Academic Senate and, through it, on the California Community College Board of Governors. Regular meetings of the Faculty Senate will be held every teaching Monday at 2:00 p.m. during the academic year. All other meetings will be considered special meetings.

- I. Senators shall retain all the rights, duties, privileges, and responsibilities normal to faculty membership.
- II. Actions taken at an official meeting of the Senate shall be deemed to be "approved action" and shall be effective for immediate implementation. All such approved action shall be published and distributed to the faculty within three school days. The official minutes of the meeting in which they are approved shall follow within ten school days.
- III. Approved actions are actions which have been approved by: a majority of members present at an official regular or special meeting of the Senate; or,
- IV. A majority of votes cast by full-time and probationary faculty in an official mail ballot.
- V. Members of the faculty reserve the right to protest any approved action of the Senate. Protest shall be submitted in writing to the Senate President and shall bear the signature(s) of the protester(s).

- VI. If, within ten teaching days after publication and distribution of any approved action, protests are received from at least twenty percent of the full-time and probationary faculty, a special meeting of The Faculty Senate shall be called for the purpose of reviewing said approved action. The meeting shall be scheduled no later than ten teaching days after receipt of the minimum required number of protests and shall be set for a time and a place convenient to the membership. Two separate notices of the meeting shall be distributed to the membership.
- VII. Following reasonable and adequate discussion of the issue(s), the full-time and probationary faculty shall have an opportunity to vote either to reaffirm the approved action or to rescind it. Voting shall be conducted by mail ballot beginning within five teaching days after the special meeting. Notice of the results shall be published and distributed to the Governing Board and all academic employees within fifteen teaching days after the special meeting.

SECTION 2

SENATE DUTIES

The Faculty Senate:

- I. Shall formulate policies on Academic and Professional Matters as specified in state legislation and supported by Governing Board policy.

The term "Academic and Professional Matters" refers to the following twelve matters:

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2. Degree and certificate requirements;
- 3. Grading policies;
- 4. Educational program development;
- 5. Standards or policies regarding student preparation and success;
- 6. Governance structures, as related to faculty roles;
- 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8. Policies for faculty professional development activities;
- 9. Processes for program review;
- 10. Processes for institutional planning and budget development;
- 11. Faculty hiring policy, faculty hiring criteria, and faculty hiring procedures; and
- 12. Other academic matters as mutually agreed upon between the Governing Board and the Faculty Senate.

- II. May also function in an advisory capacity to the Strategic Planning Council in such matters.
- III. Shall promote the understanding and practice of professional standards and conduct and of democratic policies and procedures.
- IV. Shall concern itself especially with the consideration of any policy or procedure that affects the status and morale of the faculty of the college.
- V. Shall advise the President of the College and/or the Governing Board in the selection of administrative personnel. The Senate shall be responsible for the appointment of all faculty members to selection committees other than those faculty appointed by the bargaining unit.
- VI. Shall maintain a continuing study of proposed legislation affecting schools and the faculty, and shall keep the faculty informed regarding such proposed legislation and its progress.
- VII. Shall obtain information and inform the faculty regarding the records and opinions of candidates for public office where such records and opinions clearly affect the welfare of schools and faculty.
- VIII. Shall, through its Committee on Committees, nominate the faculty personnel who serve on college committees other than those appointed by the bargaining unit. Unless the committee position requires a ballot of the full-time or probationary faculty, or some portion thereof, the Senate may confirm the nominees at any regular Senate meeting.
- IX. May serve the President of the College as an Advisory Council, and may meet with him/her upon request.

SECTION 3

COMPOSITION

The Senate shall consist of the immediate past President of The Senate, the Faculty Co-Chair of the Curriculum Committee, two faculty council members elected at-large by a vote of full-time and probationary faculty, plus twenty-six elected members, including four senators to be elected from the Part-time Faculty.

The elective members are subject to the following provisions:

- 1) That no more than two full-time or probationary faculty members shall be elected from a single department with the exception of Counseling Faculty, which shall be limited to two Counselors from categorical and two from non-categorical programs. The two faculty members at-large who serve on the Faculty Council shall not be subject to these restrictions.
- 2) That no more than three members devoting less than three-fifths of their regular contract assignment to classroom instruction or providing direct assistance to students shall serve on the Senate at one time excluding assigned time negotiated by the bargaining unit and distributed by the Faculty Senate.
- 3) That no more than one part-time faculty member shall be elected from a single department of the faculty.
- 4) That no more than four members shall be probationary faculty.
- 5) That terms will be staggered so that not all Senators are new at any one time.

SECTION 4

ELIGIBILITY

All Senators shall be faculty members as defined in Article 1 of this Constitution, excluding faculty who hold administrative, managerial, or classified assignments.

SECTION 5

TERM OF OFFICE AND METHOD OF ELECTION

- I. Elected Senators:
 - A. Shall serve for a term of three years.
 - B. Between 1 March and 15 March, the Senate Elections Committee shall send out nominating forms to all faculty members for the Senate positions on the Faculty Senate.
 - C. Between 15 March and 1 April, the Senate Elections Committee shall send ballots to faculty to elect the Senators. The ballots may include a twenty-five word or less description of each candidate's qualifications. One third of the Senate positions shall be open for election in any one year with one-third of the Senators up for election each year.
 - D. Shall be eligible for re-election, and normal Senate vacancies shall be filled at the March election.
 - E. Shall attend the first regular meeting in May following their election, and shall take office at the subsequent meeting.
 - F. Full-time and probationary faculty senators will be elected by a vote of full-time and probationary faculty; part-time faculty senators will be elected by a vote of part-time faculty.
- II. A permanent vacancy will occur when:
 - A. A Senator misses more than three consecutive meetings of the Senate or a total of five regular meetings in one semester. In the case of newly-elected Senators, absences occurring in May caused by teaching conflicts will not be counted under this provision.
 - B. A Senator takes a leave (sabbatical or other type). A Senate position shall be vacated the last teaching day before this leave starts.
- III. Filling Permanent and Temporary Vacancies:
 - A. The election procedures defined in Article 4, section 5, shall apply to the election of Senators.

- B. If a permanent vacancy occurs within the Faculty Senate within one (1) month of a previous election, the next highest vote-getter in the just-concluded election shall be awarded that seat. If the number of candidates is equal to the number of seats available, then no election shall be held and all qualified candidates shall become Senators.
- IV. Permanent vacancies that occur after one month following the April election shall be filled by a special election to be held as soon as possible after the vacancy occurs. Senators elected in this case will complete that vacated term.
- V. Senator Duties:
 - A. To attend Senate meetings regularly;
 - B. To stay informed about state and local policies relating to the welfare of the College.
 - C. To serve on at least one academic, Senate, or governance committee.

SECTION 6 OFFICERS

- I. Shall be elected from among the Senate membership.
- II. The Senate shall elect its own Vice-President and Secretary as the first item of business on the day that newly-elected Senators are seated in the Senate or at the next regular meeting after a permanent vacancy shall occur in any office.
- III. The Senate shall elect its own President at the first regular meeting in the month of April. The individual elected will be the President-Elect and shall take office as President at the second regular meeting in May.
- IV. Nominations for each position shall be solicited from the floor. Current officers may be nominated for subsequent terms as defined below for each position.
- V. Newly-elected officers (Vice President and Secretary) shall take office immediately following their election.

I. President

- I. Shall serve a two-year term and may not be elected to serve more than two consecutive terms.
- II. Shall not publicly vote on any issue before the Senate unless a tie vote exists. This is not an attempt to restrict the rights of the President/Chair as a member of the Senate but to avoid the appearance of influence on the Senate body.
- III. Shall function as Faculty Senate liaison with the Administration and the Governing Board in relation to college policy.
- IV. Shall serve, or a Senate-approved designee shall serve, as the representative of the Senate to the Strategic Planning Council, and shall attend all meetings of the Governing Board.
- V. Shall, with the approval of the Senate, together with the Superintendent/President and in accordance with Academic Standards and Practices, identify issues as they relate to Academic and Professional Matters, designate the appropriate committee or task force, and establish the membership of that committee or task force.
- VI. Shall further preside at all regular and special meetings of the Senate and meetings of the Faculty Council
- II. Shall ensure that all meetings are conducted in accordance with rules formulated by the Senate, except that no Senate rules shall violate any provision of this Constitution or the Brown Act, nor shall any revision in the Senate rule take effect until the meeting following its approval. For the regular conduct of meetings, *Robert's Rules of Order, Revised* shall be employed.

Vice President

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall serve as Assistant to the President and fulfill the duties of the President in the President's absence or when that office shall fall vacant.
- III. Shall serve as liaison to the Administrative Association, the CCE/ AFT, CAST and the ASO.
- IV. The Vice President shall require that a new President shall be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate.

Secretary

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall see that a permanent record of the proceedings of minutes is maintained.

- III. Shall provide for distribution of the minutes to members of the faculty.
- IV. Shall verify that a quorum is present at all meetings.
- V. Shall conduct correspondence as directed by the President.
- VI. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of *Robert's Rules of Order, Revised*, a copy of the Brown Act, and a copy of the Senate's formal actions.
- VII. Shall keep a record of the term of office of each Senator and when it expires.
- VIII. Shall keep a separate up-to-date list of all formal actions approved by the Senate.
- IX. Shall keep a voting roster.

Past-President

- I. Shall serve on the Faculty Council, and as a member of the Faculty Senate.
- II. If the Past-President is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement who shall serve as the Past-President Designee to the Faculty Council.

Faculty Council Members At-large (elected by full-time and probationary faculty).

- I. Shall serve a one year term. May not be reelected for more than four consecutive terms.
- II. Shall serve on the Senate and the Faculty Council
- III. If a faculty council member at-large is elected to the position of Senate President, Senate Vice-President, or Senate Secretary, a ballot will be sent to all full-time and probationary faculty for direct election of a replacement member at large as soon as possible within the academic year.

President-Elect

- I. Shall serve as a regular member of the Senate.
- II. Shall work with the current Senate President to train for the position prior to taking office.

SECTION 7

MEETINGS

The Senate shall meet at 2:00 p.m. each teaching Monday during the academic year, and at such special times as may be called by the Faculty Council or by written request of twenty-five percent of the Senate membership or ten percent of the faculty or ten percent of the full-time, tenured and probationary faculty.

All meetings of the Senate are open to all members of the Palomar community and to the public. No vote or motion will be accepted after 3:30 p.m. unless a motion is passed to extend the time limit.

- A. A quorum consists of one more than one-half of the elected Senate membership.
- B. The Senate shall hold adjourned meetings at the discretion of the Senate President.
- C. During the summer, a quorum of the Senate will consist of one more than one-half the number of Senators who state their summer availability at the last regular meeting of the Senate.
- D. Meetings of the Senate during the summer may be called at the discretion of the Senate President or by petition of a majority of available Senators.
- E. Agenda:
Agenda items must be submitted to the Senate President by noon the Wednesday prior to each Senate meeting. The Senate President will be responsible for the agenda.
- F. Voting:
A simple majority of those present at any meeting having a quorum will be accepted for passing a proposed agenda item.

The above rule shall be subject to exception by a vote of those present.

- G. Executive Session:
Any Senator, any member of an involved committee, or any party to a personnel question may request an Executive Session. The Senate shall go into Executive Session unless such a session is opposed by a majority of those present. Executive Sessions are subject to requirements imposed by the Brown Act.
- H. Recusal
As a matter of professional practice, a Senator or a member of the faculty appointed by the Senate to a reassigned faculty position should voluntarily recuse him/herself from any committee or situation in which a bias may exist as a result of personal or professional

interest. Recusal by any Senator or faculty member on a particular matter because of concerns about impartiality or conflict of interest does not reflect adversely on the Senator or faculty member. It is simply an acknowledgement that, in a complex and interconnected society such conflicts of interest may occur. Any conflict of opinion with regard to the appropriateness of the recusal of a Senator or faculty member shall be referred to the Professional Procedures Committee, which will determine whether recusal is necessary and report back to the Senate.

I. Minutes

The minutes shall come to the Senate for approval prior to distribution to the faculty at large.

SECTION 8

COMMITTEES

The Senate shall establish those standing and/or special committees that are necessary for the efficient conduct of its business.

- A. Membership on committees shall include both Senate and non-Senate faculty members. All Senate committee chairs must be Senators. All Senate sub-committees must meet at least once each semester with established meeting days/times published.
- B. The Committee on Committees shall solicit nominations for committee membership for Senate appointed representation.
- C. Faculty membership on all college committees shall be confirmed by the Senate except those designated to be appointed by the bargaining unit.
- D. Committee reports may be requested at the discretion of the Senate President. Senate Committee Chairs shall submit an end-of-year report to the Senate.
- E. When any committee report is being considered by the Senate, non-Senate members of the committee may be invited to be present during said discussion.
- F. The Senate shall have the power to dissolve a Senate committee by a vote of the Senate when it is believed that a committee is no longer needed.

SECTION 9

Code of Ethics as applied to the Senate

Faculty Senators have an obligation to the college and to their colleagues to maintain the highest standards of ethical conduct. In recognition of this obligation, the Faculty Senate has promulgated the standards of ethical conduct for all faculty members as defined in Article 3 of this Constitution. Any alleged violation of the Ethics Code by a Senator or faculty member in his/her capacity as a Senator or as a faculty member appointed by the Senate to a reassigned faculty position shall be referred to the Professional Procedures Committee, which will determine whether a violation has occurred. This determination shall be reported to the Senate in an open meeting. Any further action will be initiated as defined in Article 2 of this Constitution.

SECTION 10

Opinion Polling

- I. Whenever in the course of its business the Senate shall decide that a reasonable doubt exists as to the wishes of the faculty, it may direct its Committee on Elections to conduct a poll of all full-time and probationary faculty. Unless otherwise designated, those eligible to vote will be full-time and probationary Faculty.
- II. Further, a poll of all faculty or full-time and probationary faculty shall be taken on any subject, regardless of whether said subject has been considered by the Senate in the course of its deliberations, when requested by an appropriate petition signed by ten percent of all faculty or ten percent of the full-time or probationary faculty and submitted to the President of the Senate.

SECTION 11

Right of Petition of the Faculty Senate

Twenty- five percent of the Faculty Senate's current membership may, upon presentation of a signed petition to the Faculty Council, call for review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Faculty Senate or appointed by the Senate to a reassigned faculty position.

If the Senate votes to proceed, such proceedings must be included on the agenda of the next regular meeting or special meeting and shall precede other new business. The proceedings will be convened and conducted by the Senate's Professional Procedures Committee within ten days of the agenda announcement.

Action taken by the Faculty Senate under these proceedings shall require a simple majority in matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

SECTION 12

The Granting of Emeritus Status

Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from active membership who served for at least twenty years as full-time members of the faculty at Palomar College.

Emeritus Status may be granted to full-time faculty with more than fifteen but fewer than twenty years service to Palomar College provided they receive a majority of the votes cast by the Faculty Senate of Palomar College and meet one of the criteria listed below:

- I. Served on the Faculty Senate for at least two years.
- II. Served for four years on one or more Faculty Senate Committees.
- III. Served for six years on any other active (meets at least four times per academic year) college committee.
- IV. Has demonstrated extraordinary dedication to students and the discipline as evidenced by nomination by five faculty members and a review by an ad hoc committee of the Faculty Senate.
- V. For the purpose of the Emeritus Policy, sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility.
- VI. An individual who has been granted Emeritus Status at Palomar College will be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalogue.

ARTICLE 5: THE FACULTY COUNCIL

I. The Faculty Council consists of seven members: the Faculty Senate President, the Faculty Senate Vice President, the Faculty Senate Secretary, the past President of the Senate, the Co-Chair of the Curriculum Committee, and two full-time or probationary faculty members elected at-large by a vote of full-time and probationary faculty.

II. The Faculty Council shall have weekly meetings during the academic year at a time determined by the Council and shall meet with Senate and Governance Committees as it sees fit or as directed by the Senate or the governance structure.

III. The Faculty Council advises the Faculty Senate President on matters coming before the Senate and reviews the agenda prior to each Senate meeting.

- IV. The Faculty Council:
1. Shall plan for the presentation and selection of Faculty Senate Awards.
 2. May plan for faculty social events.

ARTICLE 6: CONSTITUTIONAL REVIEW

SECTION 1

COMMITTEE ON CONSTITUTIONAL REVIEW

The Faculty Council will appoint a Committee on Constitutional Review, consisting of three members, who shall have been full-time or probationary faculty for not less than one academic year. The committee shall conduct, with the advice of the membership, a continuing examination of this Constitution and report from time to time any recommendation for the improvement of the document.

SECTION 2

AMENDING PROCESS

Changes to the Constitution are recommended by the Committee on Constitutional Review. The provisions of this Constitution may be amended by a two-thirds vote of full-time and probationary faculty in a mail ballot.

SECTION 3

DISCUSSION OF CHANGES

The Faculty Council will provide adequate discussion opportunities on proposed Constitutional changes before a mail ballot is sent out to full-time and probationary faculty for ratification.

Model District Policy

This model is written as a district policy for a multi-college district. Districts that have only one college may wish to edit accordingly. Indeed, even multi-college districts may prefer a policy that leaves more or less discretion to the colleges.

Some parts of the model are specifically required by the regulations and, therefore, must be part of every district's policy. Such required sections are marked "Regulation" in the margin. Parts of the model are crucial to satisfactory implementation of the regulations and are marked "Crucial" in the margin. Districts may change these crucial parts of the model as they draft their own local policies. However, they must submit a rationale for any changes in the crucial areas of the model, and those changes require the approval of the Chancellor. Still other parts of the model are only advisory. They represent the counsel of those faculty and administrators who have studied these issues carefully over the last many months but may be changed in whatever manner the local district sees fit.

Since this model as it stands provides for all requirements of state law, a district which simply adopts this model and submits it as its local policy will thereby have met all related provisions of law and will receive prompt approval and support by the Chancellor's Office. If, however, the district believes it has a better way to establish, review, and provide for challenges to prerequisites, corequisites, advisories, and limitations on enrollment, it is welcome to adopt the policies it deems most advisable and, then, to submit that policy to the Chancellor together with a rationale for changes in the crucial areas of the model. If the district delegates certain of these matters, then the college policies or procedures must be submitted at the same time. The Chancellor's staff will review the policies joined. If the task force's recommendation is accepted, by people from the field, both faculty and appropriate administrators. If the policies offer sound processes and comply with the regulations, they will be approved. If the district policy is challenged legally after being approved by the Chancellor, the Chancellor's Office will support the district by attesting to the fact that the policy meets all applicable provisions of law.

It has been difficult to develop a model policy that balances access and quality, that seeks to get meaningful information to students, maintain academic quality and integrity while also avoiding the creation of unnecessary obstacles to the achievement of students' goals. This document was developed by a Chancellor's Task Force relying on work not only by its own subcommittee but also by the Academic Senate, the Chief Instructional Officers, and others. Those who developed this model hope it will meet the needs of many and serve as a fruitful basis for discussion and local policy development for all.

The [name] Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns.

I. College Policies and Procedures

A. Information in the Catalog and Schedule of Classes

Each college shall provide the following explanations both in the college catalog and in the schedule of classes:

1. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established.
2. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.¹
3. Define advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

1.A Crucial

The college must be required to provide clear and unambiguous information at least in the catalog and schedule defining prerequisites, corequisites, and advisories on recommended preparation, explaining the differences between these terms, explaining student rights to challenge prerequisites and corequisites or to enroll despite lacking the preparation recommended in the advisory, and listing every prerequisite or corequisite which will be enforced.

B. Challenge Process

Each college shall establish a process by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the class as follows:

1.B. Regulation

Section 65201(e) requires that colleges have a challenge process, provide challenge at least on several specified grounds, and inform students of their rights.

1. If space is available in a course when a student files a challenge to the Prerequisite or corequisite, the district shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the

district fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.³

1.B.1. Crucial

It is required that provision be made for resolving challenges in a timely manner. It is crucial that, if the challenge process takes more than five working days, the student is assured a seat in the class if the challenge is ultimately upheld.

2. Grounds for challenge shall include the following:
 - a. Those grounds for challenge specified in Section 55201(e) of Title V.
 - b. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed³ by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
 - c. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.⁴
3. The college shall formally establish a challenge process including:
 - a. Who makes the determination of whether the challenge is valid. For challenges concerning academic qualifications, the initial determination should be made by someone who is knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the person who is the instructor of the section in which the student wishes to enroll.
 - b. What possibility of appeal exists. If the validity of the challenge is determined by one person and not a committee, there must be an opportunity to appeal.
 - c. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.⁵

1.B.3. Crucial

Colleges must be required to specify who handles the challenge and the appeal process, if one is being established.

C. Curriculum Review Process

The curriculum review process at each college shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.

1.C.1. Regulation

A curriculum committee established by mutual agreement of the administration and the senate is required. However, the committee may be either a committee of the academic senate or a committee which includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate [Title V, Section 55002(a)(1)]

2. Establish prerequisites, corequisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title V. Certain limitations on enrollment must be established in the same manner. See II.C. below.

1.C.2. Crucial

Title V, Sections 53200-204 mandates that prerequisites are one of the issues on which a board must Consult collegially with the academic senate. The specific language of the model is the council of the drafting committee but is not required.

3. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment only if:

1.C.3. Crucial

Section 55201(b)(1) requires that there be content review as part of the process for establishing any prerequisite, corequisite, or advisory. It is crucial that there be a careful content review process and that the specific steps of that process are clearly specified in the policy. It is also crucial that the approval of the prerequisite or corequisite (or advisory) be done explicitly and not be inferred from the approval of the course. Lastly, it is also crucial that provision be made for providing those with expertise on the discipline in question an adequate voice in the content review process.

- a. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course;⁶ and,
 - (2) As a separate action, approve any prerequisite or corequisite, only if:
 - (a) The prerequisite or corequisite is an appropriate and rational measure of a student's readiness to enter the course or program; as demonstrated by a content review including, at a minimum, all of the following:
 - i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards;
 - iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - v. identification and review of the prerequisite or corequisite which develops the body of knowledge and/or measures skills identified under iv;

- vi. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or corequisite (i.e., the course or assessment identified under v.); and
- vii. maintain documentation that the above steps were taken.
- (b) The prerequisite or corequisite meets the scrutiny specified in one of the following II.A.1.a through II.A.1.g. and specify which.⁷
- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action specify which.
- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.⁸

I.C.3.a.(4) Regulation

Section 55002 requires that courses be approved only if they meet specific criteria established for degree credit courses, non-degree applicable credit courses, non-credit courses, or community service courses. Subsections (a)(2)(D) and (a)(2)(E) of Section 55002 require further that courses that should have prerequisites to ensure academic standards may only be approved as degree applicable courses provided that the criteria have been met for establishing the needed prerequisites

- (a) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met accepting only approval by the curriculum committee.
- (b) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or corequisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.⁹
- (c) A course which should have a prerequisite or corequisite as provided in (A) or (B) but for which one or more of the requirements for establishing a prerequisite have not been met may only:¹⁰

I.C.3.a.(4)(C) Regulation

Section 55002(a) specifies conditions a course must meet before a curriculum committee may approve it for degree applicable credit. Subsections 55002(a)(2)(D) and (E) specify that establishing a prerequisite or corequisite is a condition for approval if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course for, success in the course is dependent upon communication or computation skills.

- [1] Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; (Section 55002), or
- [2] Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or corequisites.¹¹

- b. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified in I.C.3.a.(1)(4).

D. Program Review

As a regular part of the Program Review process or at least every six years, the college shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Prerequisites or corequisites established between July 6, 1990, and October 31, 1993, shall be reviewed by July 1, 1996. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

I.D. Crucial

Section 55201 (b)(3) requires that prerequisites and corequisites be reviewed at least once every six years. The regulation only requires that advisories be reviewed periodically. However, it is crucial that the district policy specify some reasonable frequency for reviewing advisories.

E. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

Implementation of prerequisites, corequisites, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the class through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.¹²

IE. Crucial

It is crucial that there be an explicit statement of how prerequisites, corequisites, and limitations on enrollment will be implemented. It is also crucial that the implementation not be left exclusively to each individual classroom faculty member and that it be clear in what way the registration process will be used for the implementation.

F. Instructor's Formal Agreement to Teach the Course as Described

Each college shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

I.F. Crucial

Section 55201 (b) (2) requires that there be procedures for assuring that any course for which there is a prerequisite or corequisite will be taught in a manner that fits with the documents on the basis of which the prerequisite or corequisite was established.

II. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or corequisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps. (See II.B below.)

A. Prerequisites and Corequisites

1. Levels of Scrutiny

II.A.1. Regulation

Section 55201 (b)(1) requires that there be different levels of recruiting for different types of prerequisites, corequisites. The policy must state explicitly what these levels are and for which types of prerequisites and corequisites they will be used. In addition, Section 55201 (c)(2) requires that the standard of scrutiny for any course be that a student who lacked the skills, concepts, and/or information would be highly unlikely to receive a satisfactory grade in the course, namely a grade of Cr or OCO or better as determined by content review alone or with data collection or other scrutiny.

Prerequisites and corequisites must meet the requirements of at least one of the following subsections:¹³

a. The Standard Prerequisites or Corequisites¹⁴

Each college may establish satisfactory completion of a course¹⁵ as prerequisite or corequisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

b. Sequential Courses Within and Across Disciplines¹⁶

A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline or record.

c. Courses in Communication or Computation Skills

Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or corequisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

II.A.1.c. Regulation

Section 55202(b)

- (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
- (2) Research is conducted as provided in II.A.1.g.
- (3) The prerequisite or corequisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skill is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills.¹⁷ This determination must be approved both by the faculty in the discipline as provided in 1.C.3.a. and by the curriculum committee as provided in 1.C.3.b. and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.¹⁸

II.A.1.c.d.g. Crucial

It is crucial that data be required at least for establishing these types of prerequisites and corequisites. It is also crucial that the policy specify how data will be gathered and evaluated and however it is done be consistent with sound research practices. Further, it is crucial that the policy state what the criteria will be for determining whether the data do in fact justify the establishing of the prerequisite or corequisite. Lastly, the policy must specify that a prerequisite may be put into effect before the required data have been collected only when the prerequisite is determined by the curriculum committee to be necessary pursuant to Section 55002(a)(2)(D) or (E) or other provisions of law, and that the period during which such a provisional prerequisite could be in effect be no longer than two years.

d. Cut Scores and Prerequisites

Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses.¹⁹ If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of this data shall be done in the manner prescribed in II.A.1.g. of this policy in addition to other requirements of law.²⁰ Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.

II.A.1.d Crucial

See note at II.A.1.c.

e. Programs

In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.²¹

II.A.1.e. Regulation

Section 55201(c)(2) requires at least this justification for establishing a prerequisite for admission to a program.

f. Health and Safety²²

A prerequisite or corequisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:

- (1) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
- (2) The prerequisite is that the student possess what is necessary to protect his or her health and safety and the health and safety of others before entering the course.

g. Recency and Other Measures of Readiness

Recency and other measures of readiness may be established as a prerequisite or corequisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

II.A.1.g. Crucial

See note at II.A.1.c.

- (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
- (2) Data are gathered according to sound research practices in at least one of the following areas:
 - (a) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite to corequisite is necessary.
 - (b) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
 - (c) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or corequisite.²³
 - (d) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described in II.A.1.d.
- (3) The standard for any comparison done pursuant to II.A.2.(A)-(D) shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or corequisite.²⁴ The research design, operational definition, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or corequisite as a recommended preparation and may seek to establish it as a prerequisite or corequisite only by following the process described in this policy and any applicable college policies.
- (4) If the curriculum committee has determined as provided in I.C.3.A.(4)(a) or (b) that a new course needs to have a prerequisite or corequisite, then the prerequisite or corequisite may be established for a single period of not more than two years²⁵ while research is being conducted and a determination is being made, provided that
 - (a) All other requirements for establishing the prerequisite or corequisite have already been met; and
 - (b) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.²⁶
 - (c) Prerequisites and corequisites which are exempt from review at the time they are, or were, established, as provided in Section 55201(d), are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed. (See I.D. above.)

II.A.1.g.(4) Crucial

It is crucial that some provision be made for a course that is determined by the curriculum committee to require a prerequisite or corequisite pursuant to Section 55002(a)(2)(D) or (E) but is also a type of course which is required by the district policy to use data as a necessary part of establishing any prerequisite or corequisite in order to prevent the possibility that the course would be required to have the prerequisite before it could be offered for degree applicable credit but also prohibited from having such a prerequisite until data had been collected. The provision offered in the model is one way to bring these two provisions into harmony.

2. Additional Rules

Title V, Section 55202 specifies additional rules which are to be considered part of this document as though reproduced here.

II.A.2. Regulation

B. Advisories on Recommended Preparation

Each college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in I.C. above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

II.B. Regulation

See also I.C. A properly constituted curriculum committee and content review are required. An explicit statement of the content review process is crucial and also that the content review process be careful and the specific steps of that process be clearly specified in the policy. It is also crucial that the approval of the advisory be done explicitly and not be inferred from the approval of the course. Lastly, it is also crucial that provision be made for providing those with expertise on the discipline in question an adequate voice in the content review process.

C. Limitations on Enrollment

II.C. Crucial

Section 58106 lists the only ways it is permissible to limit enrollment. In addition, it is crucial that the policy specify an adequate voice for experts in the discipline on the specific limitations mentioned in the model and that these limitations be permitted only if the student would have other ways to meet any associate degree graduation requirement. Lastly, it is also crucial that such limitations be reviewed regularly and that the policy specify a reasonable schedule for such review.

The types of limitation on enrollment specified below²⁷ may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years, for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

1. Performance Courses

Each college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

- a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
- b. The college includes in the course outline or record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.
- c. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically underrepresented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact.²⁸ If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect. (See also Sections 55502(e) and 55512.)

II.C.1.c. Crucial

It is crucial that courses which have try-out or audition as a means for permitting students to enroll in the course also be reviewed for whether the tryout or audition is having a disproportionate impact on any historically underrepresented group. (Section 55512 requires that Any assessment instrument, method or procedure must be evaluated for disproportionate impact on particular groups of students described in terms of ethnicity, gender, age or disability, as defined by the Chancellor.)

2. Honors Courses²⁹

A limitation on enrollment for an course or an honors section of a course may be established if, in addition to the review by the faculty in discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

3. Blocks of Courses or Sections³⁰

Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses which satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Model District Policy - Footnotes

- 1 Colleges should also publish this information in the student handbook, if the college publishes one, or in whatever other documents that are published to assist students in understanding college rules and procedures.
- 2 The college has an obligation to resolve challenges in a “timely manner.” [See Section 55201 (e).] However, the student should not wait until the last minute to file the challenge. If the college could not meet the one-week timeline, it could reserve a seat for the student or make provision in its policies on maximum class size to exceed the set size for such a student.
- 3 If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor a student’s preference. The point is that this type of limitation on enrollment should not even be established unless alternative choices exist to meet any graduation requirement satisfied by taking the performance course.
- 4 The Federal Government’s Americans with Disabilities Act of 1990 requires further that if a student with a disability seeks admission to a course which has a prerequisite designed to protect health and safety, then the burden is on the college to establish that there is no accommodation available that would protect health and safety and permit the student to enroll without undue costs to the district.
- 5 For example, if a student challenges on the basis of claiming that a prerequisite was not established properly, that the student must show some legitimate reason for believing that the prerequisite was not established properly. However, if the student makes a prima facie case, the college must then produce the relevant information from its own files and not expect the student to request the files and search out the information.
- 6 The main point here is that the faculty, and the curriculum committee as well, must approve the prerequisite as a separate action from any approval of the course. However, it is not required that the faculty in the department in fact approve the course, although there are obvious reasons why that is recommended good practice. Title V requires only approval of the course by a curriculum committee that is a committee of the Academic Senate or established in a manner agreeable to the Senate and the campus

administration (Section 55002). Title V further requires that prerequisites and all academic and professional matters be matters for the board to rely primarily on the Senate or reach joint agreement with it. (Sections 53200 et seq.)

- 7 It is strongly encouraged that this review be based on the actual syllabus, texts, and tests for the course. Only in that way is it possible to determine not merely what the course theoretically should be requiring students to know but, rather, what in practice the course actually does require students to know. If the course is new and exams have not yet been written, an advisory could be established instead of a prerequisite or the instructor could prepare sample tests and submit them at the same time the course is being proposed. If the prerequisite or corequisite is required for the course to be approved for degree applicable credit, then the instructor shall be required to submit sample tests at the same time the course is being proposed.
- 8 Individual courses will need to be reviewed first to determine whether, if appropriate academic standards are upheld, the students would need to have met a prerequisite or enroll in a corequisite: “When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites which are established, reviewed, and applied in accordance with the requirements of Article 2 (commencing with Section 55200),” and “If success in the course is dependent upon communication or computation skills, then the course shall require ... as pre- or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.” [Section 55002(a)(2)(E), emphasis added] Secondly, that texts and other grading criteria for the course would need to be examined to see whether in actual fact the students do need to have the indicated skills or knowledge. If a course should require a prerequisite as determined by the first review, but does not meet the criteria required for establishing the prerequisite, then it must be revised so it does meet that standard, or it may not be offered as a degree applicable credit course.
- 9 See II.A.1.c.(3) for the treatment of a course which would be required to have a prerequisite or corequisite in order to be a degree applicable course but for which data is normally required before such a prerequisite or corequisite could be established.
- 10 It is possible to have degree applicable courses which have no prerequisites at all. For example, although reading would be assigned in an art history class, it might be possible to learn enough through visual and auditory means to get a satisfactory grade even though the student had difficulty with the reading and, yet the level of instruction be collegiate.
- 11 For example, the committee receives a proposal for a physics course that is described as requiring calculus. The curriculum committee would first determine whether a calculus prerequisite seemed necessary to the course being taught at the indicated level. Since this course would appear to need a calculus prerequisite, the second step is to see whether all the requirements have been met for establishing such a prerequisite. If they have not, then the committee could not approve the course unless either (a) the further work was done to meet all the requirements for a prerequisite; or (b) the course was approved only for non-degree applicable credit, noncredit, or community service.
- 12 For example, this further information might require waiting for a final grade from the previous semester to be submitted or an assessment test to be scored. If a college is not able to put information into its data base from the transcripts of all students transferring into the college, it could simply inform the student that, according to their data, he or she has not met the prerequisite. If the student believes a course taken at another institution should satisfy the prerequisite, the student could then file a challenge and be enrolled in the course pending the resolution of the challenge. A college may also routinely ask students at the time of registration if they have met the prerequisite for the course in question and permit the student to enroll if the student says he or she has met the prerequisite. The college must then routinely check to confirm that the student has indeed met the prerequisite and, if not, the student’s enrollment be canceled even if instruction has already begun.
- 13 Certain types of prerequisites need not be reviewed in this way until the next time the program of which they are a part is due for Program Review. See Section 56201(d).
- 14 This section would allow the standard and obvious prerequisites to be established with a minimum of review, enhancing the transfer function in particular and allowing for the resources of the college to be expended on the problematic cases. Examples that would fit well here are standard science class prerequisites or standard foreign language classes. Since this section is intended for very common cases, a college that is having difficulty finding three UC or CSU campuses that have the same prerequisite and the same courses should instead seek to establish the prerequisite under another subsection. However, the CAN system might provide a quick source of information on which campuses teach the most common courses. The Subject A English course is required by all UC campuses as a prerequisite for English composition classes.
- 15 Some courses have more than one prerequisite. Each prerequisite would have to be approved as provided.
- 16 Vocational courses often have obvious prerequisites, but the courses are not offered at enough UC or CSU campuses to meet the requirements of II.A.1.a. Although most such prerequisites would be within the discipline, others would not. For example, the health professions commonly have prerequisites outside the discipline such as anatomy and physiology for nursing. This same level of scrutiny could be used for establishing one course in reading or writing courses as a prerequisite for another course in reading or writing except that such prerequisites would need to be changed to advisories on recommended preparation if the data collected to establish cut-off scores on assessment tests were not sufficient for that purpose. See II.A.1.e. below.
- 17 That percentage need not be so high that the student who lost all those points would be certain to obtain an unsatisfactory grade. For example, if the student would lose 25% of the total points possible by failing the research paper assignment, then he or she could receive a “C” only by obtaining more than 90% of the remaining points, a very difficult task.
- 18 For example, if calculus is required and if problems involving calculus are on the exams but there are also extra credit opportunities sufficient to offset point lost by lacking the knowledge of calculus, then calculus is not in fact necessary. If material that is presented in reading assignments tested is also presented in class, so that it is realistic that a student with less than the recommended reading skills could nonetheless learn the material through the classroom presentations, then that level of reading preparation should only be an advisory on recommended preparation rather than a prerequisite.

- 19 Assessment tests and cut scores may only be established in the manner prescribed in “Standards, Policies and Procedures for the Evaluation of Assessment Instruments Used in the California Community Colleges,” August, 1992.
- 20 These requirements are spelled out in the document referenced in the previous footnote.
- 21 If a college wishes to establish requirements to complete a course or courses before admission to a program in order to establish priorities for admission to the program, such a requirement may only be established as provided in Section 58106 of Title V on enrollment priorities. For example, nursing programs sometimes require completion of all requirements for the associate degree prior to admission to the nursing program itself.
- 22 Districts should also review the applicable provisions of the Federal Government’s Americans with Disabilities Act of 1990 in regard to any requirements that apply specifically to students with disabilities.
- 23 Student performance could be measured using final grades, or it could be measured using their performance up to any point as early as six weeks into the course. The later the date chosen for measuring student performance, the more extraneous factors like change in work schedule or personal illness will also affect the data. The option described in g.(2)(b) above would permit the instructor to adjust for such irrelevant factors and even for the student who simply is not doing the assigned work as distinguished from the student who is doing the work but unsuccessfully or provide for these other factors in some other way in the research design. On the other hand, others believe that the use of faculty perception is more subjective and grades more objective. This issue is left for discussion at the campus, since all of these approaches are legitimate research methodologies, and there are no conclusive reasons to require any one of them.
- 24 This standard, that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite, is not an additional measure but, rather, is the point of whatever measure is used. Whether the comparison is with student final grades or with a midterm grade or student satisfaction with the prerequisite or faculty assessment of student preparation, the point is to confirm that the student would be unlikely to succeed unless he or she met the prerequisite.
- 25 Although this language would permit two years of grace, the intent is that normally the issue would be resolved during the first year. A second year is permitted only if unanticipated problems arise in the data collection process itself such that the data are lost or are rendered meaningless or unintelligible.
- 26 Provision is made here for admitting students who have not met the prerequisite since collecting meaningful data on the value of the prerequisite required being able to compare students who did meet it to students who did not. However, since a prerequisite of this type has been judged to be vital to maintaining academic standards, the qualified students should be at least 80% of any section of the course. The college might implement this provision through labeling such prerequisites as provisional and, then, permitting individual students to challenge on that basis. The college may also simply program its computer to permit students to enroll on a first-come, first-served basis and, until the 20% limit is reached, permit students who do not have the prerequisite to simply enroll in the regular registration process. In any case, the issue of how to implement this provision is left to the district or college to determine so long as students are notified of their right under this section and so long as students who lack the prerequisite are in some manner limited to not more than 20% of the total enrollment in any one section.
- 27 These limitations on enrollment are academic matters and need to be established through the curriculum process. Other limitations on enrollment may also be determined to be academic and professional matters as provided in Section 53200 et seq., or be included in collective bargaining agreements or be imposed by outside agencies such as fire departments. This document should not be interpreted to require or encourage any particular method for establishing other limitations on enrollment.
- 28 The determination of disproportionate impact should normally be done by comparing students enrolled in the course to the general student population.
- 29 If the honors section is a separate course, and an articulation agreement exists that treats the course differently upon transfer or if there are other extrinsic, concrete benefits to taking the honors course, then restriction on enrollment should be established as provided for prerequisites rather than as provided here for limitations on enrollment.
- 30 The Puente Program is perhaps the most well-known example of such a program.

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