



Tuesday, December 4, 2018
Strategic Planning Council

Chair: Joi Blake

Members: Jenny Akins, Barbara Baer, Michelle Barton, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Anel Gonzalez, Laura Gropen, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Lisa Norman, Ron Perez, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

Recorder: Cheryl Ashour

A. Opening

Subject 1. Call to Order

Meeting Dec 4, 2018 - Strategic Planning Council

Category A. Opening

Access Public

Type Integrated Planning

Subject 2. Approval of November 6, 2018 SPC Minutes

Meeting Dec 4, 2018 - Strategic Planning Council

Category A. Opening

Access Public

Type Action, Minutes

Minutes View Minutes for Nov 6, 2018 - Strategic Planning Council

Motion & Voting

(not specified)

Motion by Travis Ritt, second by Tricia Frady.

Final Resolution: Motion Carries

Yea: Jenny Akins, Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Olga Diaz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Anel Gonzalez, Laura Gropen, Jack S Kahn, Martha Martinez, Connie S Moise, Lisa M Norman, Ron Perez, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White, Teresa Laughlin, Travis Ritt

Abstain: Patti Dixon

Action-Second Reading

Subject 1. PCCD Staffing Master Plan 2018-2023

Meeting Dec 4, 2018 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-First Reading

Recommended Action Acceptance

File Attachments
PCCD Staffing Master Plan Revised (10.24.18).pdf (955 KB)

Motion & Voting

Acceptance

Motion by Travis Ritt, second by Michelle Barton.

Final Resolution: Motion Carries

Yea: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Tricia Frady, Anel Gonzalez, Jack S Kahn, Martha Martinez, Connie S Moise, Lisa M Norman, Ron Perez, Stacy Rungaitis, Anthony White, Travis Ritt

Subject **2. Policies and Procedures-See Public Content for specific Policies and Procedures**

Meeting Dec 4, 2018 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

Recommended Action Approve

Goals Accreditation Standard 1.C: Institutional Integrity
Accreditation Standard 4.A: Decision-Making Roles and Processes

a. These were approved at the 10/05/18 P&P meeting:

1. BP/AP 3502 – Campus Security
2. BP/AP 4015 – Minimum Qualifications/Equiv. (for deletion)
3. AP 4101 (no BP) – Directed Study
4. BP/AP 4110 – Honorary Degrees
5. BP/AP 4220 – Standards of Scholarship
6. BP/AP 4235 – Credit by Examination
7. BP/AP 4300 – Field Trips and Excursions
8. AP 4700 (no BP) – Chair/Director Responsibilities (for deletion)

File Attachments
Policies and Procedures.pdf (406 KB)

Motion & Voting

Approve

Motion by Connie S Moise, second by Michelle Barton.

Final Resolution: Motion Carries

Votes: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Tricia Frady, Anel Gonzalez, Jack S Kahn, Martha Martinez, Connie S Moise, Lisa M Norman, Ron Perez, Stacy Rungaitis, Anthony White, Travis Ritt

C. Information/Discussion

Subject	1. Associated Student Government Resolution for homeless advocacy and overnight parking - Anthony White
Meeting	Dec 4, 2018 - Strategic Planning Council
Category	C. Information/Discussion
Access	Public
Type	Information/Discussion

File Attachments ASG Resolution.pdf (78 KB)
--

Subject	2. CCSSE Part II
Meeting	Dec 4, 2018 - Strategic Planning Council
Category	C. Information/Discussion
Access	Public
Type	Information/Discussion

Subject	3. Grants - Michelle Barton
Meeting	Dec 4, 2018 - Strategic Planning Council
Category	C. Information/Discussion
Access	Public
Type	Information/Discussion

D. Integrated Planning

Subject	1. IEPI PRT – Integrated Planning
Meeting	Dec 4, 2018 - Strategic Planning Council
Category	D. Integrated Planning
Access	Public
Type	Information/Discussion

E. Accreditation

Subject	1. Palomar College Accreditation Update - Marti Snyder
----------------	---

Meeting Dec 4, 2018 - Strategic Planning Council
Category E. Accreditation
Access Public
Type

F. Reports of Planning Councils/Departments

Subject 1. Finance and Administrative Services Planning Council - Ron Perez

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 2. Human Resource Services Planning Council - Lisa Norman

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 3. Instructional Planning Council - Jack Kahn, Ph.D.

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 4. Student Services Planning Council

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 5. Foundation - Stacy Rungaitis

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments

Access Public
Type Reports

Subject 6. Professional Development - Kelly Falcone

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 7. Guided Pathways - Jack Kahn

Meeting Dec 4, 2018 - Strategic Planning Council
Category F. Reports of Planning Councils/Departments
Access Public
Type Reports

G. Reports of Constituencies

Subject 1. Faculty Senate - Travis Ritt

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

Subject 2. PFF/AFT - Teresa Laughlin/Barbara Baer

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

Subject 3. CCE/AFT - Anel Gonzalez

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

Subject 4. Associated Student Government - Anthony White

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

Subject 5. Confidential/Supervisory Team - Jenny Akins

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

Subject 6. Administrative Association - Connie Sterling

Meeting Dec 4, 2018 - Strategic Planning Council
Category G. Reports of Constituencies
Access Public
Type Reports

H. Other

I. Adjournment

Subject 1. Adjournment

Meeting Dec 4, 2018 - Strategic Planning Council
Category I. Adjournment
Access Public
Type

**Palomar Community College District
Strategic Planning Council (Tuesday, December 4, 2018)**

Members present

Jenny Akins, Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Anel Gonzalez, Laura Gropen, Jack S Kahn, Martha Martinez, Connie S Moise, Lisa M Norman, Ron Perez, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White, Teresa Laughlin, Travis Ritt

Meeting called to order at 2:32 PM

A. Opening

1. Call to Order

Meeting called to order at 2:30 p.m.

2. Approval of November 6, 2018 SPC Minutes

Motion by Travis Ritt, second by Tricia Frady.

Final Resolution: Motion Carries.

Yea: Jenny Akins, Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Olga Diaz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Anel Gonzalez, Laura Gropen, Jack S Kahn, Martha Martinez, Connie S Moise, Lisa M Norman, Ron Perez, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White, Teresa Laughlin, Travis Ritt

Abstain: Patti Dixon

B. Action-Second Reading

1. Acceptance of PCCD Staffing Master Plan 2018-2023

Vice President Norman discussed the history of the Staffing Master Plan and summarized the findings and recommendations in the PCCD Staffing Master Plan 2018-2023.

Motion by Travis Ritt, second by Michelle Barton.

Final Resolution: Motion carries unanimously.

2. Approval of Policies and Procedures-See Public Content for specific Policies and Procedures

Motion by Connie S Moise, second by Michelle Barton.

Final Resolution: Motion Carries unanimously.

Information/Discussion

1. Associated Student Government Resolution for Homeless Advocacy and Overnight Parking - Anthony White

Anthony White reported on the ASG Resolution for homeless advocacy and its recommendations. Mr. White summarized the need for support for homeless students. ASG would like an office on campus to offer services to students and training for staff, faculty, and administration. ASG recommended the College work with an outside agency such as Dreams for Change to secure a parking lot on campus where students are allowed to sleep in cars. He stated the cost at similar facilities is around \$45,000 a year for staff and facilities, to include counseling services, security, and restrooms. The Office of Student Affairs would be involved in assisting students as they transition to permanent housing. He referred to Cypress College which spearheaded a similar program. He asked that the resolution be brought back to its constituent groups for review. Discussion ensued on how to limit services to students and not be disruptive. Dr. Blake reported that Palomar College contracted with a consultant, the Scion Group, to do a feasibility study on student housing.

2. CCSSE Part II

Michelle Barton proposed discussion on CCSSE be moved to when SPC discusses integrated planning next semester. In the meantime, presentations at IPC and SSPC will continue. There was consensus to wait.

3. Grants - Michelle Barton

Michelle Barton reported she pulled a small group together from the different divisions which developed an infrastructure that supports grants. She presented an overview of the proposed grant process and life cycle, from pre-approval to the grant closing out. The process ensures all divisions are aware of grants coming through and sets up a good structure to ensure the grant is successful. A Grant Office will be set up and a Grant Manager hired. The office will provide training and support, ensure all reporting is getting done, maintain documents once the grant is completed, maintain a website and database, and serve as a liaison between funding agencies and the District. Fiscal Services will provide office support on the fiscal side.

D. Integrated Planning

1. IEPI Process

Michelle Barton reported quite a bit of work was completed from the funds of the last IEPI Grant. The District will be applying for another IEPI Grant, focusing on governance, onboarding process, and business process analysis.

Accreditation

Marti Snyder provided an update on the North Education Subchange proposal. She discussed changes to the standards process; a spreadsheet will be developed for each of the councils with its standards and timeline. Dr. Blake stated the planning councils will be moved to BoardDocs. It will enable accreditation to search BoardDocs to get evidence and information for accreditation.

F. Reports of Planning Councils/Departments

1. Finance and Administrative Services Planning Council - Ron Perez

Vice President Perez reported FASPC submitted division PRPs. The new Governor will have the state budget update in January 2019. He reported the Library will open for Spring 2019 and the HR system will be upgraded over the weekend.

2. Human Resource Services Planning Council - Lisa Norman

Vice President Norman reported they are reviewing AP 7120 and discussing making recommendations to the procedure at an upcoming Policies and Procedures Committee meeting. The online system for diversity training will no longer be available. Direct (in person) training will be offered. Training needs to be updated every two years as the State Chancellor has mandated a robust training. A Chair and Compliance training has been developed to provide deeper knowledge, and additional diversity training will be provided. VP Norman provided an update on recruitment.

3. Instructional Planning Council - Jack Kahn, Ph.D.

Vice President Kahn reported a new Guided Pathways Program Review Form was brought to IPC as a first reading; it will return for second reading on December 12 then to the Faculty Senate. He reported 12 faculty members were involved in the creation of the form. IPC is also looking at reviewing programs for approval/deactivation. IPC is developing a list of questions about the viability of new programs for when faculty bring a proposal for a new program to IPC.

4. Student Services Planning Council - Aiden Ely

Acting Vice President Ely reported SSPC received an update on Guided Pathways from Dr. Kahn at the last meeting. SSPC reviewed four Program Review Plans and will review additional Plans at the next meeting. Margie Fritch stated she received good feedback from faculty who have been able to interface with counselors on program mapping.

5. Foundation - Stacy Rungaitis

Stacy Rungaitis reported 10 News did an article titled, *San Diego Philanthropist Honored by Palomar College* about Bob Wilson, who was given the Comet Award at this morning's Community Showcase. Our Higher Ed industry partners saw us in a new, different way. The Drone program was featured. Ms. Rungaitis reported over \$62,000 was raised on Giving Tuesday.

6. Professional Development - Kelly Falcone

Kelly Falcone reported she is planning for Spring Plenary on January 24, 2019; she needs to know by December 15 if a person would like to schedule a workshop. An EEO training will be offered on Plenary day, along with a focus on Guided Pathways. She discussed the following upcoming events: the Third Annual Leadership Academy, January 7-9, 2019; the NCHEA Holiday Party next Wednesday at Palomar; and the NCHEA Tri-Campus Leadership Retreat, January 11, 2019.

7. Guided Pathways - Jack Kahn

Jack Kahn reported that Victoria de la Torre was hired as an hourly to assist with Guided Pathways.

G. Reports of Constituencies

1. Faculty Senate - Travis Ritt

Travis Ritt reported finals is coming up.

2. PFF/AFT - Teresa Laughlin/Barbara Baer

There was no report.

3. CCE/AFT - Anel Gonzalez

Anel Gonzalez reported they are looking forward to working with Kelly around classified PD. They bought a table at the Community Showcase. CCE is giving back to its members by sponsoring people with the 5K, Friday events with prizes. CCE will visit every campus this December with cheer and goodies. The last retreat is scheduled December 19 for a mid-point review to review their goals.

4. Associated Student Government - Anthony White

There was no report.

5. Confidential/Supervisory Team - Jenny Akins

There was no report.

6. Administrative Association - Connie Sterling

No report.

H. Adjournment

There being no remaining items, the meeting was adjourned at 4:08 pm

GENERAL INSTITUTION
REV 11/28/17

BP 3502 CAMPUS SECURITY AND ACCESS

Reference:

34 Code of Federal Regulations Part 668.46(b)(3)
ACCJC Accreditation Standard III.B.1

The Superintendent/President shall establish procedures for security and access to District facilities.

The Superintendent/President shall establish a participatory governance committee tasked with examining the safety and security of District facilities including but not limited to:

- General security of District facilities
- Hazardous materials
- Dangerous equipment
- Laboratory safety

The Governing Board has established a police department under the supervision of one Chief of Police, who shall report directly to the Superintendent/President or designee. The purpose of the department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the state acting on behalf of the District.

GENERAL INSTITUTION
REV 11/28/17

AP 3502 CAMPUS SECURITY AND ACCESS

Reference:

34 Code of Federal Regulations Part 668.46(b)(3)
ACCJC Accreditation Standard III.B.1

During business hours, the District ~~is will be~~ open to ~~the public, students, parents, employees, contractors, guests, and invitees.~~ During non-business hours access to all District facilities buildings is restricted, by key, if issued, or by admittance via the District Police. ~~In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.~~

The Facilities Office is responsible for District key and access card distribution and is authorized to:

- Approve and deny key/card access requests and issue key(s)/access card(s) to individuals;
- Conduct investigations in collaboration with Campus Police (as needed) of key/access card loss or theft;
- Perform periodic audits of campus departments to determine status of authorized keys/access cards;
- Maintain current and accurate access control system;
- Create and maintain a keying system that provides security and reasonable access to departments occupying campus facilities.

All individuals assigned District keys must follow the District's Key System Regulations established by the Facilities Department of the Finance and Administrative Services Division. Regulations and forms are available on the District's website.

The Facilities Department Locksmith is responsible for the installation and maintenance of locks on campus.

The individual to whom key(s)/card(s) are issued is personally responsible for their use until such key(s)/card(s) are returned to the Facilities Office. Individuals shall not transfer their key(s)/card(s) to another individual.

Key/card holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas

Date Approved: 12/9/2014; Revised:
(Replaces all previous versions of AP 3502.)

that are revealed as problematic will have regular periodic security surveys. The Chief Student Services Officer (VP of Vice President for Student Services), administrators from Instruction, Facilities, Finance and Administrative Services, and others concerned with problematic areas review these survey results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Furthermore, the Safety and Security Committee, as established by the Superintendent/President, meets monthly and examines the operation of the College District 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.

Campus security or pressing facility access matters are reviewed and addressed by the Facilities Director and/or the Chief of Police as the situation warrants.

Additionally, during the academic year, the District's Facilities Maintenance Officer(s) Facilities Director, the Chief of Police and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

See BP/AP 7600 titled College Police Department

Office of Primary Responsibility: Student Services and Finance and Administrative Services

INSTRUCTIONAL SERVICES

BP 4015 MINIMUM QUALIFICATIONS AND EQUIVALENCIES**References:**

~~Education Code Sections 87001 and 87356 et seq.;~~
~~Title 5 Sections 53402, 53410, and 53430~~

~~Minimum qualifications for faculty and administrators are adopted by the Board of Governors of the California Community Colleges. Where applicable, the Governing Board will rely upon the advice of the Faculty Senate to determine whether candidates for faculty positions possess qualifications that are at least equivalent to the minimum qualifications established for a position.~~

~~Details on minimum qualifications and equivalencies are contained and updated on the Faculty Senate's website.~~

~~Also see BP/AP 3420 titled Equal Employment Opportunity, BP/AP 7120 titled Recruitment and Hiring, and BP/AP 7211 titled Faculty Service Areas and Competencies.~~

INSTRUCTIONAL SERVICES**AP 4015 MINIMUM QUALIFICATIONS AND EQUIVALENCIES****References:**

Education Code Sections 87001, 87003, 87351, 87355 et seq., and 87743.5;
Title 5 Sections 53400 et seq.

Minimum Qualifications: Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

EQUIVALENCIES

Equivalency Committee: A Faculty Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Faculty Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." 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. In order to ensure that the Governing Board relies primarily on the advice and judgment of the Faculty Senate, the Faculty Senate Equivalency Committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations
- Review the decisions of the screening committees as described below
- Recommend all equivalency determinations to the Governing Board
- Further clarify the criteria to be used for determining equivalency
- Ensure that careful records are kept of all equivalency determinations
- Periodically review this procedure and recommend necessary changes to the Faculty Senate and Governing Board
- In general, ensure that the equivalency process works well and meets the requirements of the law

Date Approved: SPC 3/16/2010; Revised:

(Replaces ~~current~~ former Palomar Procedure 175)

The composition of the Equivalency Committee, as well as the criteria and minimum standards for equivalency are as indicated on the Faculty Senate's website.

Determination of Equivalencies: The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact education or combination of education and experience as indicated in the "Minimum Qualifications for Faculty and Administrators in the California Community Colleges," nonetheless possesses qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications. All applicants requiring a determination as to equivalency will be referred to the Faculty Senate Equivalency Committee, consistent with the procedures outlined in AP 7120 titled Recruitment and Hiring and the Faculty Senate's Hiring Procedure as contained on the Faculty Senate's website.

In making a determination as to equivalency, the Faculty Senate Equivalency Committee shall consider whether:

- The decision was made in accordance with this procedure
- The screening committee followed the criteria for evidence of equivalency as stated in this procedure
- The decisions were consistent with similar decisions for this discipline or similar disciplines made by earlier equivalency committees

The District may elect to award equivalency for faculty teaching in career/technical disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note: all semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related career/technical experience:** May be substituted by teaching experience in the discipline or related discipline on a year for year basis.
- **Recency:** An individual employed to teach a career/technical discipline shall demonstrate a competency in the current technology of that discipline.

At the end of the review period, if all members of the Faculty Senate Equivalency Committee approve the application, the committee chair will write the reason for approval

Date Approved: SPC 3/16/2010; Revised:

(Replaces ~~current~~ former Palomar Procedure 175)

on the appropriate section of the application, sign and return the application to Human Resource Services.

- If one or more members do not approve the application, the committee chair will confirm the lack of approval with each respective member. Once the member(s) confirm their lack of approval, the committee chair will call for a meeting.
- During the winter and summer breaks, the Equivalency Committee chair will ensure that there are at least two committee members available to review applications.
- All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
- 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.
- 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.

REVIEW AND REVISION:

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

Also see BP/AP titled 7120 Recruitment and Hiring and BP/AP 7211 titled Faculty Service Areas and Competencies

Office of Primary Responsibility: Instructional Services

INSTRUCTIONAL SERVICES

Rev. 9/24/2018

AP 4101 DIRECTED STUDY

References:

Title 5 Sections 55230 et seq.

A Directed Study course is a credit course in which the student or a group of students is enrolled by special arrangement with a faculty member and with the approval of the department chairperson and appropriate dean. The directed study course sometimes involves students working on a special project in a discipline which is listed in the college catalog. Such projects make possible the enrichment and broadening of a student's experience beyond that available through the regular curriculum. This Directed study courses are is not to be taken in place of a course listed in the catalog, except in extenuating circumstances approved by the dean.

Procedures for Approval for Direct Study

- Before registration, the student must meets with a faculty member who determines whether the student qualifies for the course.
- Upon agreement that the student will proceed with the Directed Study course class, the department adds the course class to the schedule and provides the course class number to the faculty member.
- The faculty member completes the contract which includes the learning objectives, the number of units to be awarded, and the methods of evaluation.
- ~~The student takes a copy of the contract to~~ With a valid contract, Enrollment Services and will completes the registration procedures.
- The faculty member forwards a copy of the contract to his/her Department Chairperson and Division Dean during the first week of the semester or term.
- Weekly student activity and weekly contact with faculty member must be documented and maintained by faculty member for three academic years after course is completed.

Also see AP 5070 ~~itled~~ Attendance

Office of Primary Responsibility: Instructional Services

Date Approved: 4/21/2015; Revised:

INSTRUCTIONAL SERVICES

5/18/18

BP 4110 HONORARY DEGREES

Reference:

Education Code Section 72122

The Governing Board will rely on recommendations from the Palomar College Foundation to select the recipients of honorary Associate in Humane Arts Degrees. These recipients will be individuals who have made distinguished contributions to the community, to education, or to society.

The Board shall nominate the recipients in a resolution that appears as a Board meeting agenda item. Recipients will be awarded these degrees at commencement.

The Board Agenda Item for an Honorary Degree shall read as follows:

RECOMMENDATION: ACTION – GRANT HONORARY ASSOCIATE IN HUMANE ARTS DEGREE

The Governing Board hereby confers the degree of Associate in Humane Arts with all rights, benefits, and privileges appertaining thereto, in recognition of distinguished community service upon (insert honoree's name).

The degree will be conferred at the Commencement Ceremony in May.

The Governing Board may grant honorary Associate in Humane Arts Degrees.

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Governing Board.

The Superintendent/President shall establish procedures and criteria for the award of these degrees.

Date Adopted: 11/10/2009; Revised:

(Replaces former Palomar College Policy 7.132 and all previous versions of BP 4110.)

INSTRUCTIONAL SERVICES

5/18/18

AP 4110 — HONORARY DEGREES**Reference:**

Education Code Section 72122

The Governing Board will rely on recommendations from the Palomar College Foundation to select the recipients of honorary Associate in Humane Arts Degrees. These recipients will be individuals who have made distinguished contributions to the community, to education, or to society. The Board shall nominate the recipients in a resolution that appears as a Board meeting agenda item. Recipients will be awarded these degrees at commencement.

The Board Agenda Item for an Honorary Degree shall read as follows:

**RECOMMENDATION: ACTION – GRANT HONORARY ASSOCIATE IN
HUMANE ARTS DEGREE**

The Governing Board hereby confers the degree of Associate in Humane Arts with all rights, benefits, and privileges appertaining thereto, in recognition of distinguished community service upon (insert honoree's name).

The degree will be conferred at the Commencement Ceremony in May.

Office of Primary Responsibility: Superintendent/President

INSTRUCTIONAL SERVICES

BP 4220 STANDARDS OF SCHOLARSHIP

References:

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 51002; 55020 et seq., 55030~~1~~ et seq., and 55040 et seq., and
55050 et seq.

The Superintendent/President shall ~~establish~~ institute procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq. and Board policy.

These procedures shall address: Grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the District catalogs.

See AP 4220 titled Standards of Scholarship

Legal Update 32 (April 2018)

Date Adopted: 1/13/15; Revised:

(Replaces all previous versions of BP 4220.)

INSTRUCTIONAL SERVICES

AP 4220 STANDARDS OF SCHOLARSHIP – DELEGATION**References:**

Education Code Section 70902 subdivisions (b)(3) & (d);
Title 5 Sections 51002; 55020 et seq., 55030 et seq., and 55040 et seq.

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal, probation and dismissal, and alternative methods of awarding credit. Authority and responsibility is delegated to the Faculty Senate and the Vice President for Instruction ~~Chief Instructional Officer~~ as described in the policies and procedures on participation in local decision-making.

These procedures shall be described in the District catalogs.

Office of Primary Responsibility: Faculty Senate and Instructional Services

INSTRUCTIONAL SERVICES

BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall consult with the Faculty Senate and rely primarily on the recommendations of the Faculty Senate to establish administrative procedures to implement this Board Policy.

INSTRUCTIONAL SERVICES

AP 4235 CREDIT BY EXAMINATION

References:

Education Code Section 79500:

Title 5 Sections 55050-55052

Credit by Examination from external sources may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board
- Achievement of a score that qualifies for credit by examination through the College Level Examination Program
- Achievement of a score that qualifies for credit by examination through the Defense Activity for Non-Traditional Education Support (DANTES) Program
- Achievement of a score that qualifies for credit by examination through the International Baccalaureate Organization
- Achievement of an examination administered by other agencies approved by the District

Credit by Examination from within the District may be obtained by:

- Achievement of a grade that qualifies for credit by examination through the District Tech Prep Program
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Palomar College Catalog

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the District and in good standing
- The course is listed in the Palomar College Catalog
- No more than 15 units have been earned through District Credit by Examination
- Not currently enrolled in the course to be challenged

Yellow = CCLC recommended.

Date Approved: SPC 3/23/2010; Revised:

(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)

- Not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

The District Credit by Examination Process

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 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 shall 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.

Students wishing to take a course through credit by examination are encouraged to informally discuss the matter with the department chair/director and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

Procedures

- Student obtains a Petition for Credit by Examination from the Records Office
- Student completes the Step 1 Student Information portion of the form and submits it to the Records Office for verification of eligibility
- The Records Office verifies eligibility and grade basis selection, calculates the enrollment and/or non-resident fees, and places the petition in the pick-up box for the student. This process may take from 2-5 business days depending upon the time of the year

Yellow = CCLC recommended.

Date Approved: SPC 3/23/2010; Revised:

(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)

- Student meets with the department chair/director to receive approval for the petition. If approved, an instructor is assigned to administer the exam and the student makes arrangements to take the exam
- Student takes approved petition to the Cashier's Office for payment of fees and receipt. Fees are non-refundable, regardless of the outcome of the exam. BOGW cannot be used for payment of credit by exam fees. Fees must be paid after department approval is granted and before the examination is administered
- Student submits approved petition to the instructor administering the exam. The instructor shall record the date of the exam and the grade received, attach the examination materials, and forward the completed petition for the department chair/director.
- The department chair/director shall review and sign the petition and forward it to Instructional Services. Completed exam materials must remain on file with the department/program for three years
- Instructional Services shall assign a class number for the exam and forward the petition to the Records Office to be processed
- The Records Office shall post the course and assigned grade to the student's record. The petition shall be retained in the Records Office

Office of Primary Responsibility: Enrollment Services

Yellow = CCLC recommended.

Date Approved: SPC 3/23/2010; Revised:

(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)

INSTRUCTIONAL SERVICES

BP 4300 FIELD TRIPS AND EXCURSIONS

References:

Title 5 Section 55220;

Government Code Section 11139.8

NOTE: *Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.*

The Superintendent/President shall rely primarily on the Faculty Senate to establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Office of Primary Responsibility: ~~Faculty Senate~~ and Instructional Services

Date Adopted: 8/14/2012; Revised:

(Replaces ~~current~~ former Palomar College Policies 306 and 307)

INSTRUCTIONAL SERVICES

REV. 8/24/18

AP 4300 FIELD TRIPS AND EXCURSIONS

References:Government Code Section 11139.8;

Title 5 Section 55220

NOTE: *Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.*

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

The District may conduct student field trips and excursions in connection with courses of instruction or District-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The District shall engage faculty members, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Office of Finance and Administrative Services transport students, faculty members, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

Yellow = CCLC recommended.

Date Approved: SPC 2/15/2011; Revised:

(Replaces ~~current~~ former Palomar Procedure 306)

The District shall maintain appropriate liability insurance for District equipment. If travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

If a District vehicle is desired, a Vehicle Request Form must be submitted to Facilities Office. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing Services.

The District may pay expenses of faculty members, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Office of Finance and Administrative Services.

The District may pay for expenses of students and faculty members participating in conferences, a field trips or excursions with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.

Forms for requesting approval of a field trip or excursion are available on the Instructional Services web page. It is the faculty member's responsibility to be familiar with the regulations governing field trips and excursions. Only students registered in the class may participate.

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 faculty members in advance of impending absences.

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

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community service groups to provide funds for students in need of them.

The faculty member must make arrangements with the Cashier's Office for the collection of any student fees, if applicable. Faculty members are not to collect fees from students.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Yellow = CCLC recommended.

Date Approved: SPC 2/15/2011; Revised:
(Replaces ~~current~~ former Palomar Procedure 306)

A Single-Day Field Trip Authorization Request Form is due to the appropriate division dean five weeks prior to the proposed trip if it is outside of the Country, or two weeks prior to the proposed trip if it is within the Country. Students cannot be required to attend a single-day field trip unless such request is noted in the syllabus.

A Field Course Authorization Request Form is due at least eight weeks prior to the proposed trip, and must receive Governing Board approval prior to the date of the trip. An itinerary that identifies required activities, total instructional hours, and specific meeting times is required.

A Extended Field Trip Authorization Request Form is due at least five weeks prior to the proposed trip and must receive Governing Board approval prior to the date of the trip. An itinerary which identifies required activities, total instructional hours, and specific meeting times is required.

A Study Abroad Course Authorization Request Form is due at least eight weeks prior to the date of the trip and must receive Governing Board approval prior to the date of the trip. An itinerary which identifies required activities, total instructional hours, and specific meeting times is required.

Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended.

Date Approved: SPC 2/15/2011; Revised:

(Replaces ~~current~~ former Palomar Procedure 306)

AP 4700 CHAIR/DIRECTOR RESPONSIBILITIES**References:**

No references

❖ From current Palomar AP 315.1 titled 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;

NOTE: The language in **black ink** is current Palomar APs 315.1 titled Chair/Director Responsibilities with no date, 315.2 titled Criteria for Assigned Time for Instructional Chairs/Directors with no date, 315.3 titled Department Chairpersons – Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship with no date, and 315.5 titled Criteria for Summer Compensation for Instruction Department Chairs/Directors dated 5-9-95. The gray shading is included to draw the readers' attention. This highlighted language will be removed upon final approval.

Date Approved:

(Replaces former Palomar Procedures 315.1, 315.2, 315.3, and 315.5)

- 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.

NOTE: The language in **black ink** is current Palomar APs 315.1 titled Chair/Director Responsibilities with no date, 315.2 titled Criteria for Assigned Time for Instructional Chairs/Directors with no date, 315.3 titled Department Chairpersons – Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship with no date, and 315.5 titled Criteria for Summer Compensation for Instruction Department Chairs/Directors dated 5-9-95. The gray shading is included to draw the readers' attention. This highlighted language will be removed upon final approval.

Date Approved:

(Replaces former Palomar Procedures 315.1, 315.2, 315.3, and 315.5)

❖ **~~From current Palomar AP 315.2 titled 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~~

❖ **~~From current Palomar AP 315.3 titled 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 District.~~

~~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.~~

NOTE: The language in **black ink** is current Palomar APs 315.1 titled Chair/Director Responsibilities with no date, 315.2 titled Criteria for Assigned Time for Instructional Chairs/Directors with no date, 315.3 titled Department Chairpersons – Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship with no date, and 315.5 titled Criteria for Summer Compensation for Instruction Department Chairs/Directors dated 5-9-95. The gray shading is included to draw the readers' attention. This highlighted language will be removed upon final approval.

Date Approved:

(Replaces former Palomar Procedures 315.1, 315.2, 315.3, and 315.5)

❖ From current Palomar AP 315.5 titled 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

Office of Primary Responsibility: _____

NOTE: The language in **black ink** is current Palomar APs 315.1 titled Chair/Director Responsibilities with no date, 315.2 titled Criteria for Assigned Time for Instructional Chairs/Directors with no date, 315.3 titled Department Chairpersons – Procedures for Departmental Review of and Recommendations of Candidates for Department Chairpersonship with no date, and 315.5 titled Criteria for Summer Compensation for Instructional Department Chairs/Directors dated 5-9-95. The gray shading is included to draw the readers' attention. This highlighted language will be removed upon final approval.

Date Approved:

(Replaces former Palomar Procedures 315.1, 315.2, 315.3, and 315.5)

SB-2018-S3

Author: Anthony White and Amber Bancroft

Whereas, Approximately 32.8% of students experience housing insecurities, 12.2% face food insecurities, and 23,854 students were homeless last year — a record high and a 4.7% increase over the previous year. ^[1]

Whereas, Food and housing insecurities directly impact student success because they are less likely to be on track for their projected goals of completion or transfer. ^{[2][3]}

Whereas, It is observed that there is a need for housing insecurity advocacy at Palomar College.

Resolved, That the ASG work with Palomar College to promote a culture of housing insecurity advocacy on campus by designating a singular office responsible for resource distribution to students.

Resolved, That the ASG advocate for faculty, staff, and administrative training to be available regarding student housing insecurities and basic need resources for students.

Resolved, That the ASG work with administration and outside resources to secure a parking lot where students are allowed to sleep in their cars overnight in a safe and temporary environment.

Resolved, That the ASG advocate for permanent subsidized student housing at the Palomar College with specific reservations made for students facing housing and basic needs insecurities.

Citation:[1] <https://inewssource.org/2018/05/15/takeaways-on-student-homelessness-in-san-diego-county/>

Citation:[2] <https://www.luminafoundation.org/files/resources/food-and-housing-report.pdf>

Citation:[3] <https://data.inewssource.org/interactives/san-diego-county-homeless-students-2018/>