



Tuesday, April 2, 2019
Strategic Planning Council

Chair: Joi Blake

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

Recorder: Cheryl Ashour

A. Opening

Subject **1. Approval of Minutes of March 15, 2019 Integrated Planning Workshop with SPC and SSEC**

Meeting Apr 2, 2019 - Strategic Planning Council

Category A. Opening

Access Public

Type Minutes

Minutes [View Minutes](#) for Mar 15, 2019 - Integrated Planning Workshop with SPC and SSEC

Subject **2. Approval of March 19, 2019 SPC Minutes**

Meeting Apr 2, 2019 - Strategic Planning Council

Category A. Opening

Access Public

Type Action, Minutes

Recommended Action Approve March 19, 2019 SPC Minutes

Minutes [View Minutes](#) for Mar 19, 2019 - Strategic Planning Council

Motion & Voting

Approve March 19, 2019 SPC Minutes

Motion by Stacy Rungaitis, second by Teresa Laughlin.

Final Resolution: Motion Carries

Yea: Michelle Barton, Joi L Blake, Kelly Falcone, Laura Gropen, Lisa M Norman, Stacy Rungaitis, Travis Ritt

Nay: Patti Dixon, Teresa Laughlin

B. Action-Second Reading

Subject **1. PC3H Governance Structure**

Meeting Apr 2, 2019 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

Goals Accreditation Standard 1.B: Assuring Academic Quality and Institutional Effectiveness

File Attachments
PC3H Governance Structure.pdf (114 KB)

Motion & Voting

(not specified)

Motion by Teresa Laughlin, second by Patti Dixon.

Final Resolution: Motion Carries

Yea: Michelle Barton, Joi L Blake, Patti Dixon, Kelly Falcone, Laura Gropen, Lisa M Norman, Stacy Rungaitis, Teresa Laughlin, Travis Ritt

Subject 2. Policies and Procedures Committee Governance Structure

Meeting Apr 2, 2019 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

File Attachments
District Policies and Procedures Committee.pdf (133 KB)

Motion & Voting

(not specified)

Motion by Stacy Rungaitis, second by Michelle Barton.

Final Resolution: Motion Carries

Yea: Michelle Barton, Joi L Blake, Patti Dixon, Kelly Falcone, Laura Gropen, Lisa M Norman, Stacy Rungaitis, Teresa Laughlin, Travis Ritt

Subject 3. BP/AP 4050, AP 4236, BP/AP 4400, BP/AP 7365, AP 7500

Meeting Apr 2, 2019 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

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

BP-AP 4050 Articulation
AP 4236 Advanced Placement Credit
BP/AP 4400 Community Services
BP/AP 7365 Discipline and Dismissal-Classified
7500 Volunteers and Interns

File Attachments

BP-AP 4050, AP 4236, BP-AP 4400, BP-AP 7365, AP 7500.pdf (136 KB)

Motion & Voting

(not specified)

Motion by Teresa Laughlin, second by Laura Gropen.

Final Resolution: Motion Carries

Yea: Michelle Barton, Joi L Blake, Patti Dixon, Kelly Falcone, Laura Gropen, Lisa M Norman, Stacy Rungaitis, Teresa Laughlin, Travis Ritt

Subject 4. BP 3280, BP/AP 3830, BP/AP 4021, BP/AP 4022, BP/AP 4070, BP/AP 4102, BP 4103, BP 4700

Meeting Apr 2, 2019 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

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

BP/AP 3280 Grants
BP/AP 3830 Naming of Facilities
BP/AP 4021 Discontinuance of Programs
BP/AP 4022 Curricular Matters
BP/AP 4070 Course Auditing and Auditing Fees
BP/AP 4102 Career Education Programs
BP 4103 Cooperative Work Experience Education
BP 4700 Chair-Director Responsibilities

File Attachments

BP-AP 3280, BP-AP 3830, BP-AP 4021, BP-AP 4022, BP-AP 4070, BP-AP 4102, BP 4103, BP 4700.pdf (194 KB)

Motion & Voting

(not specified)

Motion by Stacy Rungaitis, second by Michelle Barton.

Final Resolution: Motion Carries

Yea: Michelle Barton, Joi L Blake, Patti Dixon, Kelly Falcone, Laura Gropen, Lisa M Norman, Stacy Rungaitis, Teresa Laughlin, Travis Ritt

Integrated Planning

Subject 1. Update on VFS and SEA Goals

Meeting Apr 2, 2019 - Strategic Planning Council

Category C. Integrated Planning

Access Public

Type Information/Discussion, Integrated Planning

Goals Accreditation Standard 4.A: Decision-Making Roles and Processes
Accreditation Standard 1.B: Assuring Academic Quality and Institutional Effectiveness

Subject 2. Strategic Plan Framework

Meeting Apr 2, 2019 - Strategic Planning Council

Category C. Integrated Planning

Access Public

Type Information/Discussion

Goals Accreditation Standard 4.A: Decision-Making Roles and Processes
Accreditation Standard 1.B: Assuring Academic Quality and Institutional Effectiveness

D. Accreditation

Subject 1. ACCJC Annual Report

Meeting Apr 2, 2019 - Strategic Planning Council

Category D. Accreditation

Access Public

Type Accreditation

Subject 2. Substantive Change - Fallbrook

Meeting Apr 2, 2019 - Strategic Planning Council

Category D. Accreditation

Access Public

Type

E. Reports of Planning Councils/Departments

Subject 1. Finance and Administrative Services Planning Council - Connie Moise

Meeting Apr 2, 2019 - Strategic Planning Council

Category E. Reports of Planning Councils/Departments

Access Public

Type Reports

Subject 2. Human Resource Services Planning Council - Lisa Norman

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 3. Instructional Planning Council - Jack Kahn

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 4. Student Services Planning Council - Star Rivera-Lacey

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 5. Foundation - Stacy Rungaitis

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 6. Professional Development - Kelly Falcone

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments
Access Public
Type Reports

Subject 7. Guided Pathways - Jack Kahn

Meeting Apr 2, 2019 - Strategic Planning Council
Category E. Reports of Planning Councils/Departments

Access Public
Type Reports

F. Reports of Constituencies

Subject 1. Faculty Senate - Travis Ritt

Meeting Apr 2, 2019 - Strategic Planning Council

Category F. Reports of Constituencies

Access Public

Type Reports

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

Meeting Apr 2, 2019 - Strategic Planning Council

Category F. Reports of Constituencies

Access Public

Type Reports

Subject 3. CCE/AFT - Anel Gonzalez

Meeting Apr 2, 2019 - Strategic Planning Council

Category F. Reports of Constituencies

Access Public

Type Reports

Subject 4. Associated Student Government - Anthony White

Meeting Apr 2, 2019 - Strategic Planning Council

Category F. Reports of Constituencies

Access Public

Type Reports

Subject 5. Confidential/Supervisory Team - Jenny Akins

Meeting Apr 2, 2019 - Strategic Planning Council

Category F. Reports of Constituencies

Access Public

Type Reports

Subject 6. Administrative Association - Connie Sterling

Meeting	Apr 2, 2019 - Strategic Planning Council
Category	F. Reports of Constituencies
Access	Public
Type	Reports

G. Other**H. Adjournment**

Subject 1. Adjournment

Meeting	Apr 2, 2019 - Strategic Planning Council
Category	H. Adjournment
Access	Public
Type	

**Palomar Community College District
Strategic Planning Council
(Tuesday, April 2, 2019)**

Members present

Cheryl Ashour (for Jenny Akins), Michelle Barton, Joi L Blake, Patti Dixon, Kelly Falcone, Margie Fritch, Laura Gropen, Lisa M Norman, Teresa Laughlin, Lisa Norman, Star Rivera-Lacey, Stacy Rungaitis, Travis Ritt

Guests present

Abbie Corey, Pride Center

Meeting called to order at 2:40 PM

A. Opening

1. Approval of Minutes of March 15, 2019 Integrated Planning Workshop with SPC and SSEC
Approve March 15, 2019 Integrated Planning Workshop with SPC and SSEC Minutes as presented

Motion by Margie Fritch, second by Stacy Rungaitis

Final Resolution: Motion Carries

Yea: Cheryl Ashour, Michelle Barton, Joi L Blake, Patti Dixon, Margie Fritch, Laura Gropen, Lisa M Norman, Star Rivera-Lacey, Stacy Rungaitis, Travis Ritt

Abstain: Kelly Falcone, Teresa Laughlin

2. Approval of March 19, 2019 SPC Minutes
Approve March 19, 2019 SPC Minutes as presented

Motion by Star Rivera-Lacey, second by Teresa Laughlin.

Final Resolution: Motion Carries

Yea: Cheryl Ashour, Michelle Barton, Joi L Blake, Margie Fritch, Laura Gropen, Lisa M Norman, Star Rivera-Lacey, Stacy Rungaitis, Travis Ritt

Abstain: Patti Dixon, Kelly Falcone

B. Action-Second Reading

1. PC3H Governance Structure
Approve revisions to PC3H Governance Structure as presented

Motion by Teresa Laughlin, second by Patti Dixon.

Final Resolution: Motion Carries Unanimous

2. Policies and Procedures Committee Governance Structure
Approve revisions to the Policies and Procedures Committee Governance Structure

Motion by Stacy Rungaitis, second by Michelle Barton.

Final Resolution: Motion Carries Unanimous

3. BP/AP 4050, AP 4236, BP/AP 4400, BP/AP 7365, AP 7500
Approve the following Board Policies and Administrative Procedures:
BP/AP 4050 Articulation
BP/AP 4236 Advanced Placement Credit
BP/AP 4400 Community Services
BP/AP 7365 Discipline and Dismissal-Classified
AP 7500 Volunteers and Interns

Motion by Teresa Laughlin, second by Laura Gropen.

Final Resolution: Motion Carries Unanimous

4. BP 3280, BP/AP 3830, BP/AP 4021, BP/AP 4022, BP/AP 4070, BP/AP 4102, BP 4103, BP 4700
Approve the following Board Policies and Administrative Procedures:
BP/AP 3280 Grants
BP/AP 3830 Naming of Facilities
BP/AP 4021 Discontinuance of Programs
BP/AP 4022 Curricular Matters
BP/AP 4070 Course Auditing and Auditing Fees
BP/AP 4102 Career Education Programs
BP 4103 Cooperative Work Experience Education
BP 4700 Chair-Director Responsibilities

Motion by Stacy Rungaitis, second by Michelle Barton.

Final Resolution: Motion Carries Unanimous

C. Integrated Planning

1. Update on VFS and SEA Goals

Director Barton reviewed the five equity goals the District set, the baseline and target for VfS goals, and the disproportionate impact (DI) data for the following goals: degrees, certificates, unduplicated completions, ADTs, transfer to UC and CSU, and work in job closely related. She stated members needed to choose one of the following options to reduce equity gaps: estimate and set goal to reduce gap by 40%, estimate and set goal to eliminate gap, or set our own goal. After discussion, everyone agreed to the 40% goal for both VfS and SEA. Discussion ensued on ways to increase math success in order to reach the 40% goal.

Director Barton stated the VfS and SEA goals will come to SPC at the next meeting for action/first reading. She reviewed the timeline in order for the Board to approve them in May and June.

2. Strategic Plan Framework

Director Barton stated the framework for Strategic Plan 2022 will be on the next meeting's agenda.

D. Accreditation

1. ACCJC Annual Report

Director Barton reported the ACCJC Annual Report will be submitted soon; she received the final data today. Also, the South Center Subchange proposal has been submitted.

E. Reports of Planning Councils/Departments

Reports were not given because of time constraints.

F. Reports of Constituencies

Reports were not given because of time constraints.

G. Other

President Blake announced a bond poll consultant will be presenting a kick-off and facilitate a conversation regarding going out for a bond in 2020 on April 16 at 10:00 a.m.

Professor Laughlin reminded everyone Political Economy Days is scheduled for April 17 and 18.

H. Adjournment

There being no remaining time, the meeting was adjourned at 4:10 p.m.

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Abbie Cory				Date: 2019			
Proposed Name of Requested Group: Palomar College Committee to Combat Hate (PC3H)							
	Council	<input checked="" type="checkbox"/>	Committee	<input type="checkbox"/>	Subcommittee	<input type="checkbox"/>	Task Force
Action Requested:			Add		Delete	<input checked="" type="checkbox"/>	Change
<p>Role:</p> <ul style="list-style-type: none"> To celebrate differences and advocate the civil rights and safety of all people, with specific focus on the LGBTQ community. To combat hate on campus. To condemn in the strongest possible terms the abuse of those who are lesbian, gay, bisexual, or transgender. To demonstrate commitment, in compliance with all the guidelines of AB 537, the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act and all other applicable state and federal laws. <p>Product:</p> <ul style="list-style-type: none"> Raise awareness of hate and LGBTQ issues at Palomar College through workshops, forums, and other types of communication. Make recommendations regarding concerns of the LBGTQ community at Palomar College. Provide information and educational resources for the LBGTQ community. Annual report to the college on the state of the LGBTQ community at Palomar College. 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: TBA							
<p>Chair: Elected by the committee from its members</p> <p>Members:</p> <ul style="list-style-type: none"> *Two Faculty representatives appointed by Faculty Senate *Two Palomar Faculty Federation representatives appointed by PFF *Two Student representatives appointed by ASG *Two Administrative Association representatives appointed by AA *Two Confidential and Supervisory Team representatives appointed by CAST *Two Classified Unit Employee representatives appointed by CCE/AFT *Two Senior Administrator representatives appointed by the Superintendent/President *Pride Center Director *Pride Center Assistant <p>*Defined members of the committee for voting purposes. Additional members from the college community and the community as a whole are welcome</p>							

Reviewed by Strategic Planning Council:

03/17/09 Approved

09/28/10 Revised

Approved by PAC: 10/2/01

**GOVERNANCE
STRUCTURE GROUP
REQUEST**

Request submitted by: Robert Deegan Joi Blake				Date: 12/6/13 12/7/18			
Proposed Name of Requested Group: District Policies and Procedures Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role: The Committee reviews and recommends approval of proposed changes and updates to Governing Board Policies and Administrative Procedures. These proposed changes and updates are submitted to the Committee through periodic legal updates received from the Community College League of California ("CCLC") and proposed changes recommended by appropriate planning councils and/or committees. After review, the proposed policy updates and related administrative procedures are submitted to Strategic Planning Council ("SPC"). The Committee oversees a 3 4-year review cycle of all Board Policies and Administrative Procedures and assigns chapter review to the appropriate Office of Primary Responsibility.</p> <p>Products</p> <ul style="list-style-type: none"> Updated District Board Policies and Administrative Procedures 							
Reporting Relationship: Strategic Planning Council							
<p>Meeting Schedule: First Fridays (No meetings in January, June, July, or August.) (time to be determined) 9:00 – 11:00 A.M.</p>							
<p>Chair: Superintendent/President</p> <p>Members: 14 15 17</p> <ul style="list-style-type: none"> One (1) Governing Board member Two (2) Faculty (appointed by the Faculty Senate) One (1) Faculty (appointed by PFF) One 1 Two 2 Classified Unit Employee representatives (appointed by CCE/AFT) One (1) Administrative Association representative (appointed by AA) One (1) Confidential and Supervisory Team representative (appointed by CAST) One (1) Student representative (appointed by ASG) One (1) Dean (appointed by VP of Instruction) One (1) Representative from Student Services (appointed by the VP SS) Vice President for Instruction Vice President for Student Services Vice President of for Finance and Administrative Services Vice President of for Human Resource Services Sr. Director of Institutional Research and Planning Sr. Executive Assistant to the President/Governing Board 							

Reviewed by Strategic Planning Council:
First Reading and Approval as Task Force 4/18/06,
Revised 5/2/06

Revised: _____

Formed into a Committee: 9/18/12
Revised 2/4/14

INSTRUCTIONAL SERVICES

REV. 4/21/18

BP 4050 ARTICULATION

References:

Education Code Sections 66720-66744;Title 5 Section 51022(b);ACCJC Accreditation Standard II.A.10

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and regionally accredited baccalaureate institutions.

The procedures also may support articulation with other accredited institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

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 District with secondary and other post-secondary programs.

Yellow = CCLC; blue = internal

Date Adopted: 02/16/2010; Revised:

(Replaces former Palomar College Policy 320 and all previous versions of BP 4050.)

INSTRUCTIONAL SERVICES

REV. 10/24/12/5/18

AP 4050 ARTICULATION

References:

Education Code Sections 66720-66744;Title 5 Sections 51022(b) and 55051;ACCJC Accreditation Standard II.A.10 II.A.6.a

Development of Articulated Agreements with Secondary Schools

Career Technical Education articulation is designed to allow secondary school students to complete Career Technical Education training and receive potential college credit through appropriate Title 5 guidelines. Palomar Community College District 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.

Palomar College and each school shall negotiate articulation agreements for each course or program for which equivalent college credit will be granted.

- Responsibility for articulation rests with the District Articulation Officer and the school which requests or responds to the articulation proposal.

High school articulation is initiated by either the high school or college district and is coordinated by the Career Technical Education Transitions Coordinator to include Palomar Community College District's discipline faculty and the Articulation Officer.

Equivalency standards shall be jointly agreed upon in writing by the faculty from the appropriate department/program of each institution.

There shall be a separate Articulation Agreement for each course or program that qualifies for equivalent college credit.

Articulation Agreements shall be reviewed annually by the CTE Transitions office and resubmitted every third year for faculty approval of both institutions to assure appropriateness and continuing equivalency. In the event of modification to a course, all parties shall be given written notification.

The Request for Articulation form, which initiates the articulation process, is available from the Career Technical Education Transitions Coordinator or CTE Transitions website: <https://www2.palomar.edu/pages/cte/transitions/forms> and shall be completed by high school faculty team and supported with high school district CTE director/coordinator signature approval when requesting articulation. The Request for Articulation form and supporting documentations shall be sent to the Career Technical Education Transitions Coordinator for review and consultation with the District Articulation Officer and sent to appropriate District discipline faculty member(s) for consideration. The Career Technical Education Transitions Coordinator will

Yellow = CCLC recommended changes, blue = internal proposed changes

Date Approved: 12/15/09; Revised

(Replaces former Palomar Procedure 320 and all previous versions of AP 4050)

arrange meetings ~~between~~ among appropriate high school and Palomar Community College District faculty to clarify issues and develop the agreements.

~~Secondary school and College courses shall be compared.~~

Curriculum and equivalency standards shall be determined based on the ~~College~~ course objectives ~~and student learning outcomes~~. 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.

- 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 ~~Community College District~~ for ~~appropriate signature~~ approval. Articulation Agreements with secondary schools shall be kept on file in the ~~Articulation Office Career Technical Education Transitions office~~.
- The Palomar Community College District and the participating high schools will summarize the articulation activities and ~~periodically~~ review the articulation process ~~annually. The CTE Transitions office will conduct a resubmission procedure every third year for faculty approval from both institutions.~~

Process for Receiving ~~High School~~ Articulated Credit:

- For a Palomar Community College District grade of "~~credit~~" (cr), "~~pass~~" (p), the student must ~~have achieved~~ at least a "B" grade ~~or better~~ in all semesters of the articulated course and meet all competencies and requirements outlined in the specific articulation agreement
- The Palomar Community College District agrees to grant College credit in accordance with the program in effect at the time of the agreement

~~College credit will be granted to students upon completion of a course with a grade of "C" or better at Palomar College~~

~~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 District Evaluator will post the grade of "credit" (cr) on the College transcript~~

~~Articulated College credits will not be differentiated on the student's Palomar Community College District transcript other than by a special notation indicating "articulated credit" "credit by exam."~~

~~Unless otherwise specified in the Articulation Agreement, college credit is granted the fall semester after completion of the class. In order to receive college credit, the following must occur:~~

- ~~Student must obtain a Palomar Community College District student identification number~~
- ~~Student registers in state database (CATEMA)~~

Yellow = CCLC recommended changes, **blue** = internal proposed changes

Date Approved: 12/15/09; Revised

(Replaces former Palomar Procedure 320 and all previous versions of AP 4050)

- c. Student earns a "B" or better in both semesters
- d. Secondary school instructor submits grades in the CATEMA database or to the Career Technical Education Transitions office

- If any of the above criteria have not been met, the student has up to three two years after completion of the articulated course to apply for college credit, or of high school, whichever is greater, to apply for College credit
- District fees will not be charged for college units earned through articulated course work
- Articulated College credits will not be differentiated on the student's Palomar Community College District transcript other than by a special notation indicating "credit-by-exam."
- Unless otherwise specified in the Articulation Agreement, college credit is granted the fall semester after completion of the class. In order to receive college credit, the following must occur:
 - Student must obtain a Palomar Community College District student identification number
 - Student must register in the state database (CATEMA)
 - Student must earn a "B" or better in the class, demonstrating course competency
 - Secondary school instructor must submit grades in the CATEMA database or to the Career Technical Education Transitions office
- If any of the above criteria have not been met, the student has ~~students have~~ up to three years after successful completion of the articulated course to apply for college credit.
- District fees will not be charged for college units earned through articulated course work.

Development of Articulated Agreements with Other Colleges and Universities:

Articulation is the process of developing a formal, written agreement that identifies courses (or sequences of courses) on a "sending" campus that are comparable to, or acceptable in lieu of specific course requirements at a "receiving" campus. Successful completion of an articulated course assures the student has taken the appropriate course and received the necessary instruction and preparation. The articulation process enables the student to progress to the next level of instruction at the receiving institution.

The Articulation Officer establishes partnerships in collaboration with four-year university faculty and staff to assist students with the transition from a community college to a university. The articulation process further ensures that completed courses completed satisfy California State University (CSU) and/or University of California (UC) college or university transferability standards, general education breadth, and/or major preparation as well as appropriate private and out-of-state college and university programs that and are advantageous to the District. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, be aligned with major preparation and general education, and include the appropriate academic preparation for upper-division university level coursework.

- Palomar Community College District and each institution shall negotiate course-to-course, preparation for major, and general education articulation agreements as appropriate and advantageous to Palomar Community College District

Yellow = CCLC recommended changes, blue = internal proposed changes

Date Approved: 12/15/09; Revised

(Replaces former Palomar Procedure 320 and all previous versions of AP 4050)

- Equivalency standards shall be jointly agreed upon in writing by the articulation officers and faculty from the appropriate department/program of each institution
- Palomar Community College District, represented by the Articulation Officer, shall submit courses for approval for the Intersegmental General Education Transfer Course (IGETC), the California State University General Education Breadth (CSUGE), and the University of California Transfer Course Agreement (TCA) on a yearly basis. Responsibility for these proposals rests with the Articulation Officer who shall seek input and approval from the Curriculum Committee
- Under direction of the Articulation Officer, Palomar Community College District articulation data is maintained within the articulation repository database for the CSU and UC known as the Articulation System Stimulating Interinstitutional Student Transfer system (ASSIST) and the Course Identification Numbering system (C-ID)
- Articulation agreements between Palomar Community College District and other college and universities shall be signed **approved** by the Articulation Officer and Vice President of for Instruction at Palomar Community College District and kept on record in the Articulation Office.

Office of Primary Responsibility: Instructional Services **and Student Services**

Yellow = CCLC recommended changes, **blue** = internal proposed changes

Date Approved: 12/15/09; Revised

(Replaces former Palomar Procedure 320 and all previous versions of AP 4050)

INSTRUCTIONAL SERVICES

Rev. 10/5/18

AP 4236 ADVANCED PLACEMENT CREDIT

References:

Education Code Section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Internet website.

Office of Primary Responsibility: Instructional Services

This is a **new procedure** that is legally required under Education Code Section 79500 to address awarding of advanced placement credit.

Date Adopted:

INSTRUCTIONAL SERVICES

REV. 9/13/18

BP 4400 COMMUNITY SERVICES

References:

Education Code Section 78300;
Title 5 Section 55160

The District shall maintain a community services program that meets the diverse origins, experiences, needs, abilities, and goals of the community.

Community services courses shall be open for admission to adults and to minors who can benefit from the programs.

No General Fund monies may be expended to develop or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of offering and maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Yellow = CCLC recommended, blue = internal

Date Adopted: 11/10/09; Revised 05/11/10; Revised:
(Replaces all previous versions of BP 4400.)

INSTRUCTIONAL SERVICES
REV. 11/2/18

AP 4400 COMMUNITY SERVICES

References:

Education Code Sections 78300;
Title 5 Sections 55002 and 55160(b)

Through its Community Education Office, the District shall offer classes and seminars which meet the diverse origins, experiences, needs, abilities, and goals of the community.

Categories for community services courses and seminars include, but are not limited to, visual and performing arts, handicraft, science, literature, nature study, aquatic sports, and athletics.

Community services courses shall not be referred to as noncredit. These courses are "not for credit" courses and are expected to be financially self-supporting with regard to direct costs. The Community Education Office shall establish structures and collect fees from students enrolled in community services classes and seminars. These fees will be used to maintain all aspects of the office and its operation. Classes may also be provided for remuneration by contract, or with contributions or donations of individuals or groups.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

The Community Education Office staff will adhere to all current District operational hiring procedures and policies.

Workforce and Community Development staff will adhere to the following process when developing the Community Services Program:

- Review proposals received from potential instructors
- Send an email with details (including the proposer's name) of classes being considered to: Department Chairs, PFF, Faculty Senate, Workforce Advisory Group
 - The email will invite questions or concerns regarding proposed classes
 - Issues will be addressed or the proposals will be declined

- Inform Department Chairs, PFF, Faculty Senate, and members of the Workforce Advisory Group prior to submission of board agenda items (by the 2nd Monday of the month preceding the Governing Board Meeting)

The Faculty Senate will maintain a committee for the review of community services courses and programs.

New Community services courses will obtain approval of the Governing Board prior to the publication of the schedule

Office of Primary Responsibility: Instructional Services

HUMAN RESOURCES

REV 12/7/18

**BP 7365 DISCIPLINE AND DISMISSAL – CLASSIFIED
ADMINISTRATORS EMPLOYEES****References:**

Education Code Section 88013;

Government Code Sections 3300-3313 (Peace Officers' Bill of Rights)

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the applicable law and employee handbooks. Disciplinary procedures for employees represented by an exclusive bargaining representative, such as CCE/AFT, are contained in the appropriate collective bargaining agreement, and nothing herein applies to such employees.

The District utilizes progressive discipline, which involves both informal and formal discipline. Informal discipline is primarily corrective in nature, and does not involve potential loss of property interests. Informal discipline includes adverse or negative evaluations, warnings, reprimands, directives and the denial of any leave. These actions may be used in attempts to resolve problems informally prior to imposing formal disciplinary action.

Formal discipline refers to disciplinary actions, penalties, and/or settlements including dismissal, suspension, or demotion without the classified employee's voluntary consent, and which are subject to due process because of the potential deprivation of an employee's property interest. A permanent classified employee may be subject to formal discipline by the District for cause. The Governing Board's determination of the sufficiency of the cause for formal disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

HUMAN RESOURCES

REV 12/7//18

**AP 7365 DISCIPLINE AND DISMISSAL – CLASSIFIED
ADMINISTRATORS EMPLOYEES****References:**

Education Code Section 88013;

Government Code Sections 3300-3313 (Peace Officers' Bill of Rights)

Disciplinary procedures for employees represented by an exclusive bargaining representative, such as CCE/AFT, are contained in the appropriate collective bargaining agreement, and **nothing herein applies to such employees.**

Grounds for Formal Discipline

A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his position
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager
- Dishonesty involving employment
- Being under the influence of alcohol or illegal drugs or narcotics while on duty, being impaired by alcohol or illegal drugs in your biological system while on duty which could impact the ability to do the job
- Excessive absenteeism
- Inexcusable absence without leave
- Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty or a conviction showing a plea of nolo contendere made to

Date Approved: 5/17/11; Revised: 10/7/14; Revised:*(Replaces all previous versions of AP 7365.)*

charge a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.

- Discourteous treatment of the public or other employees
- Improper or unauthorized use of District property
- Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department, or division
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property
- Violation of the rules and regulations published in any department
- Inability to perform the essential functions of the job with or without reasonable accommodation or without presenting a direct threat to the health and safety of self or others due to mental or physical impairment
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of any of the provisions of the ordinances, resolutions or any rules, regulations, or policies which may be prescribed by the District
- Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county, or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- Working overtime without authorization

Disciplinary Actions

Where informal discipline fails to adequately address the problem or where otherwise provided in this procedure, formal disciplinary action taken by the District against a permanent member of the classified service may include, but not be limited to the following:

- Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard or for misconduct.
- Suspension – An employee may be suspended for disciplinary purposes without pay.
- Discharge – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, suspend, demote, or terminate any employee holding a position in the classified service. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees suspended, demoted or discharged the District shall follow a pre-disciplinary procedure as follows:

Notice of Intent: Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, the employee shall be given a written notice of discipline which sets forth the following:

- The disciplinary action intended
- The specific charges upon which the action is based
- A factual summary of the grounds upon which the charges are based
- A copy of all written materials, reports, or documents upon which the discipline is based
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager
- The date, time, and person before whom the employee may respond in no less than five working days and
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed

Response by Employee: The employee shall have the right to respond to the appropriate manager orally or in writing. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

Final Notice: After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: 1) dismiss the notice of intent and take no disciplinary action against the employee; or 2) modify the intended disciplinary action; or 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- The disciplinary action taken
- The effective date of the disciplinary action taken
- Specific charges upon which the action is based
- A factual summary of the facts upon which the charges are based
- The written materials reports and documents upon which the disciplinary action is based and
- The employee's right to appeal

Appeal and Request for Hearing: If a classified employee, having been issued the final notice of disciplinary action, wants to appeal the action, he/she shall within ten calendar days from the date of receipt of the notice, appeal to the Governing Board by filing a

Date Approved: 5/17/11; Revised: 10/7/14; Revised:

(Replaces all previous versions of AP 7365.)

written answer to the charges and a request for hearing with the **Chief Vice President for Human Resources Officer**.

Time for Hearing: The Governing Board shall, within a reasonable time from the filing of the appeal, commence the hearing. The Governing Board may conduct the hearing itself or it may secure the services of an experienced hearing officer or Administrative Law Judge, mutually selected by the District and the employee, to conduct a hearing and render a proposed decision for consideration by the **Governing** Board. However, in every case, the decision of the Governing Board itself shall be final. The Governing Board may affirm, modify, or revoke the discipline. Any employee, having filed an appeal with the **Governing** Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Governing Board, may be deemed to have abandoned his/her appeal. In this event, the **Governing** Board may dismiss the appeal.

Record of Proceedings and Costs: All disciplinary appeal hearings may, at the discretion of either party or the Governing Board, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter.

Conduct of the Hearing:

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions
- Irrelevant and unduly repetitious evidence may be excluded
- The Governing Board shall determine relevancy, weight, and credibility of testimony and evidence. Decisions made by the Governing Board shall not be invalidated by any informality in the proceedings
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party

Burden of Proof: In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

Proceed with Hearing or Request for Continuance: Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

Testimony under Oath: All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

"Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?"

Presentation of the Case: The hearing shall proceed in the following order unless the Governing Board, for special reason, directs otherwise:

- The party imposing discipline (District) shall be permitted to make an opening statement.
- The appealing party (employee) shall be permitted to make an opening statement.
- The District shall produce its evidence.
- The party appealing from such disciplinary action (employee) may then offer their evidence.
- The District followed by the appealing party (employee) may offer rebutting evidence.
- Closing arguments shall be permitted at the discretion of the Governing Board. The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Governing Board may place a time limit on closing arguments. The Governing Board or the parties may request the submission of written briefs. After the request for submittal of written briefs, the Governing Board will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.

Procedure for the Parties: The District representative and the employee representative will address their remarks, including objections, to the President of the Governing Board. Objections may be ruled upon summarily or argument may be permitted. The Governing Board reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.

Right to Control Proceedings: While the parties are generally free to present their case in the order that they prefer, the Governing Board reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses.

Hearing Demeanor and Behavior: All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or members of the Governing Board.

Deliberation upon the Case: The Governing Board should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision. The **Governing** Board may deliberate at the close of the hearing or at a later fixed date and time. In those cases where the Governing Board has received a proposed decision from a hearing officer or Administrative Law Judge, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the **Governing** Board when it deliberates.

Written Findings, Conclusion, and Decision: The Governing Board shall render its findings, conclusions, and decision as soon after the conclusion of the hearing as possible. A finding must be made by the **Governing** Board on each material issue. The Governing Board may sustain or reject any or all of the charges filed against the employee. The **Governing** Board may sustain, reject, or modify the disciplinary action invoked against the employee. In those cases where the Governing Board has received a proposed decision from a hearing officer or Administrative Law Judge, the **Governing** Board may adopt the proposed decision, modify the proposed decision, or render a new decision. If the Governing Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

Decision of the **Governing Board to be Final:** The decision of the Governing Board in all cases shall be final.

Emergency Suspension: If an employee's conduct presents an immediate threat to the health and safety of the employee or others, the employee may be suspended without compliance with the provisions of this procedure. However, as soon as possible after suspension, the employee shall be given notice as set forth herein.

Record Filed: When final action is taken, the documents shall be placed in the employee's personnel file.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES
REV 10/30/18**AP 7500 VOLUNTEERS AND INTERNS****References:**

Education Code Sections 72401, 87009-87011, 87405, 88023 and 88249;
Government Code Section 3119.5;
Labor Code Section 3364.5

Purpose and Scope

The purpose of this procedure is to outline the District practice involving volunteers and interns. Each volunteer/intern is subject to the screening process set forth below, with the following exceptions:

- Volunteers/interns serving in single day District events and
- Individuals serving as volunteers/interns in the Associated Student Government (ASG) officer positions at the District. ASG officers are not entitled to defense and indemnity by the District.

The **Vice President for Human Resources** ~~Chief Human Resources Officer~~ or designee may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers/interns serving in the particular event.

General

The District may enter into agreements with outside organizations to provide volunteers/interns to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer's/intern's services.

Volunteers/interns serve the District in an "at will" capacity. The District may terminate a volunteer's/intern's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer/intern service if the person is physically, mentally, and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations, or the technical standards that govern his/her area of volunteer/intern responsibility.

Volunteers/interns may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers/interns instead, nor may it abolish any classified positions and use volunteers/interns instead.

Approved: 11/18/08; Revised:

(Replaces all previous versions of AP 7500.)

Screening

The District shall use a written application form that requires, at a minimum, the volunteer's/intern's name, address, phone number, and history of convictions.

A volunteer's/intern's service record shall be maintained by the District.

Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers/interns during off-hours.

Fingerprints of each volunteer/intern may be required (see AP 7337 titled Fingerprinting) for the purpose of running a criminal background check.

No person may serve as a volunteer/intern in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011)
- He/she has been convicted of a crime and the Vice President for Human Resources Chief Human Resources Officer or designee determines that: the nature of the crime is too serious to serve as a volunteer/intern; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer/intern
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position and/or
- He/she makes a false statement or omits a statement as to any material fact on the application form

Expenses

Persons serving without pay as volunteers/interns may receive reimbursement for incidental expenses.

Benefits

Volunteers/interns are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers/interns shall serve without any type of compensation or any other benefits granted to District employees. Volunteers/interns shall not be entitled to defense and indemnity from the District.

Office of Primary Responsibility: Human Resource Services

GENERAL INSTITUTION

REV 12/7/18

BP 3280 GRANTS**Reference:**

Education Code Section 70902

Grants provide additional funds for academic programs, student support services, and administrative operations. The Superintendent/President shall ensure make certain a review process is in place to determine that:

- 1) Confirm grant opportunities support the mission, goals, and objectives of the District's Strategic Plan. This process shall occur prior to applying for any grant funds. In addition, the Superintendent/President shall establish procedures to
- 2) Assure Ensure timely application and processing of grant applications and funds.

The review process shall occur prior to applying for grant funds.

In addition, the Superintendent/President shall ensure a grants management process is implemented to make certain all grant activities and expenditures conform to the requirements set forth by the sponsor.

The Governing Board shall be informed about all external grant applications. The Governing Board shall approve all grants awarded to the District.

Date Adopted: 6/10/2009; Revised:*(Replaces Palomar College Policy 311 and all previous versions of BP 3280.)*

AP 3280 GRANTS**Reference:**

Education Code Section 70902(b)(10)

Applications for grants will be made with state, federal, and private agencies when the content of these applications extends the resources available to the District in support of the purposes and long-range strategic plans of the District, its divisions, or departments. Funds sought may be utilized for staffing needs, equipment, materials, in-service education, travel, research and development, facilities, instructional innovations, financial aid, or other provisions as authorized in the grant.

The Superintendent/President or designee, shall create, maintain, and communicate procedures for the preparation, submission, and implementation of all applications for grant funding. Grant applications which require matching funds will be submitted insofar as matching funds are identified and available within the budgeted resources of the District for the duration of the grant award. a grants proposal and management process. The process shall include procedures addressing proposal development and submission and grant start-up, management, and closeout activities.

New, continuing, or renewing grant applications shall be scrutinized by the appropriate Vice President(s) and require approval of the Superintendent/President. Those interested in applying for a grant must complete the "Intent to Apply for a Grant" form before proceeding with their application. The application can be found on the District's Grants webpage. Grant applications which require matching funds will be submitted insofar as matching funds are identified and available within the budgeted resources of the District for the duration of the grant award.

All grant awards shall be sent to the Governing Board for review and acceptance. When notification of a grant award is received, the appropriate Vice President(s) shall prepare an agenda item for the Governing Board requesting acceptance of funding. Upon award notification, the responsible Vice President(s) and Primary Investigator/Project Director shall work with the Grants Office, Human Resource Services, and Fiscal Services to shall ensure that the appropriate staff are assigned to manage and monitor the grant. All grant-related activities and expenditures must conform to the requirements and allowable costs authorized in the grant. Appropriate fiscal controls shall be implemented and enforced. All required reports will be completed, reviewed, and submitted according to the timelines established by the sponsor.

Office of Primary Responsibility: Office of the Superintendent/President

Date Approved: SPC 03/17/2009; Revised:

(Replaces Palomar College Procedure 311 and all previous versions of AP 3280)

GENERAL INSTITUTION

REV 10/25/18 NPC

BP 3830 NAMING OF FACILITIES

References:

No references

All recommendations for naming of facilities shall be submitted to the Governing Board by the Superintendent/President for action.

All recommendations shall comply with the following criteria:

- The Governing Board shall name facilities within the Palomar Community College District when deemed appropriate in accordance with this policy. Facilities shall include, but not be limited to, buildings, roads, rooms, outdoor areas, and athletic fields.
- Facilities may be named in recognition of individuals or organizations providing extraordinary service and/or significant financial contributions to the community or the District. Names with historic or cultural significance in the region may also be considered.

The Superintendent/President shall establish and maintain the procedures for presenting proposed names for facilities to the Governing Board for consideration.

Also see AP 3830 titled Naming of Facilities

AP 3830 NAMING OF FACILITIES**References:**

No references

Requests for Naming of District Facilities

Requests for the naming of District buildings, facilities and areas, and requests for erecting memorials or publically-displayed donations on District property shall be submitted to the Superintendent/President. Under the direction of the Superintendent/President, the Director of Development/Executive Director for the Foundation shall submit these requests through the District's governance process to make a recommendation on the request. Specifically, recommendations shall be made by the Facilities Review Committee, ~~shall make a recommendation to the Finance and Administrative Services Planning Council and which shall make a recommendation to the Strategic Planning Council~~ regarding the proposed naming of buildings, facilities or areas.

The Superintendent/President shall forward the requests and recommendations to the Governing Board for final review and decision.

Requests for naming facilities buildings and areas shall be in writing and shall typically include:

- A brief description of the facility being named and the proposed name
- A complete biographical summary of the individual whose name has been forwarded, or in cases in which a name is proposed for an entity other than an individual, a complete profile of the organization, business or entity
- A statement of rationale articulating the distinctive contributions the individual, corporation, foundation or other entity has made to the District that merits the naming opportunity

The following criteria shall be used in evaluating the request:

1. When no gift is involved, recognition by the naming of a building, facility or area may be recommended to honor any person who has:
 - Served the District in an academic capacity and earned a national or international reputation in the individual's field(s) of specialization and also has rendered a minimum of five years' service to the District

Date Approved: 5/7/13; Revised:

(Replaces former Palomar College Policy AP 7.135 and all previous versions of AP 3830.)

- Served in an administrative capacity, and rendered a minimum of five years' distinguished services to the District warranting recognition of the individual's exceptional contributions to the welfare of the District
- Contributed in truly exceptional ways to the welfare of the institution or achieving such unique distinction as to warrant recognition

2. When a gift is involved, the District will consider the significance and amount of the gift as it relates to the building, facility or area. While each gift may be judged on its own merits and negotiated upon the size and visibility of space, the general expectation is that the gift amount for naming a building, facility or area will adhere to the following guidelines:

<u>Gift Amount</u>	<u>Naming Opportunity</u>
\$1,000,000 or more	Existing <u>large</u> or new buildings may be named for the donor.
\$100,000 - \$999,999	Part of a building (e.g., <u>laboratory, classroom, lecture hall, courtyard, hallway, community room etc.</u>) or a small existing building may be named for the donor <u>(negotiated upon the size and visibility of space)</u> .
\$10,001 - \$99,999	Recognition <u>plaques</u> may be placed in appropriate locations (e.g., in a classroom, <u>division office, laboratory</u> etc.) in honor of the donor.
<u>\$1,001 - \$10,000</u> —\$1001	<u>Given Recognition</u> for a named endowment account, <u>small space or area, donor name may be listed on a plaque (or included in a group plaque) in a prominent location on campus.</u> May be placed in appropriate locations in honor of the donor.
<u>\$1,000 or less</u>	<u>*Recognition may be placed (e.g., bricks, seats or benches) in honor of the donor.</u>

When an area or building is proposed to be named for individuals associated with the District, a period of not less than five years shall lapse between the end of the individual's service to the District and consideration by the Governing Board.

Generally, gifts donated for the naming of District buildings, facilities and areas shall be placed in an endowment account with the Palomar College Foundation. A five

Date Approved: 5/7/13; Revised:

(Replaces former Palomar College Policy AP 7.135 and all previous versions of AP 3830.)

percent administration fee will be assessed with the establishment of the account.

The endowment account shall be used to fund District activities based upon the wishes of the donor and/or the needs of the District, consistent with the mission of the California Community Colleges and the District's mission, vision, and values. District needs include, but are not limited to, programmatic and facilities maintenance and replacement needs. Use of designated endowment funds shall be recommended by the Superintendent/President and approved by the Governing Board.

In some instances, gifts donated for the naming of District buildings, facilities and areas shall be used for remodeling, renovation and/or construction. Special consideration shall be given to increase the general expectations of gift amounts based on the cost of such construction in order to place a portion of the donation in an endowment account with the Palomar College Foundation.

*Naming opportunities for items \$1,000 or less shall have advanced approval to be offered to donors without a biographical summary. Specific type of recognition and location for such items will be predetermined. Gifts donated in this category shall be placed in the unrestricted account with the Palomar College Foundation.

District buildings, facilities and areas shall be named after individuals and organizations that exemplify integrity, civic leadership and maintain a good standing in the community. Generally, the value of a naming will be extended to a donor into perpetuity. In some cases, a naming will be extended for the life of the current facility or item. Should an individual or organization for whom a District building, facility or area has been named violate these standards, the Governing Board may elect to remove the donor's name from the building, facility or area.

Signage

All buildings named should bear the name of the individual or organization 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, Vanniman Physical Science Building, Cynthia Jones Building.

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 individual or organization 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.

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 and/or

Date Approved: 5/7/13; Revised:

(Replaces former Palomar College Policy AP 7.135 and all previous versions of AP 3830.)

inside the facility.

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.

Office of Primary Responsibility: Finance and Administrative Services and Advancement/Foundation

3.

Date Approved: 5/7/13; Revised:

(Replaces former Palomar College Policy AP 7.135 and all previous versions of AP 3830.)

INSTRUCTIONAL SERVICES

No proposed changes

REV 12-7-18

BP 4021 DISCONTINUANCE OF PROGRAMS

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
Accreditation Standard II.A.6.b.

The Governing Board will rely primarily on the Faculty Senate through the Curriculum Committee and other appropriate committees to review and make recommendations for the discontinuance of programs. The procedures for review and recommendations for discontinuance shall adhere to Education Code Section 78016.

INSTRUCTIONAL SERVICES

REV 2/1/19

AP 4021 DISCONTINUANCE OF PROGRAMS

References:

Education Code Section 78016;

Title 5 Sections 51022 and 55130

Accreditation Standard II.A.6.b.

ACCJC Accreditation Standard II.A.15

The procedure for discontinuance of programs shall adhere to Education Code Section 78016 and Title 5 Sections 51022 and 55130.

Career and technical programs shall be reviewed every two years to ensure they meet legal standards including:

- Meeting a documented labor market demand; and
- Not being an unnecessary duplication of other manpower training programs in the area; and
- Demonstrated effectiveness as measured by the employment and completion success of its students.

The procedure for discontinuing/deactivating a ~~n instructional~~ program is as follows:

- Faculty or appropriate administrator writes the justification/reasons for discontinuance and a phase out plan. The phase-out plan must include:
 - Title of program and short description
 - Courses included in the program
 - Justification for discontinuance (e.g. obsolete technology, low enrollment)
 - Faculty or staff impact
 - Supplies, equipment disposal plan
- Department members analyze/modify the plan and a majority must concur
- The division ~~d~~Dean analyzes, modifies, and concurs with the plan
- The Curriculum Committee approves the deactivation plan
- Faculty Senate approves the actions of the Curriculum Committee and submits to the Governing Board

Yellow = CCLC recommended. **Blue** = internal – lines 16-20 directly from Ed Code 78016. On 2/1/19 @ P&P it was decided to leave the “career and technical” language as a response had not been received from the Chancellor’s Office on whether to “career education” was the current terminology.

Date Approved: 9/15/2009, Revised 4/21/2015; Revised:

(Replaces all previous versions of AP 4021.)

- 35 When programs are eliminated or program requirements are significantly changed, the
36 District shall make appropriate arrangements so that enrolled students may complete
37 their education in a timely manner with a minimum of disruption.
- 38 Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended. **Blue** = internal – lines 16-20 directly from Ed Code 78016.
On 2/1/19 @ P&P it was decided to leave the “career and technical” language as a response had not been received from the Chancellor’s Office on whether to “career education” was the current terminology.

Date Approved: 9/15/2009, Revised 4/21/2015; Revised:
(Replaces all previous versions of AP 4021.)

INSTRUCTIONAL SERVICES

BP 4022 CURRICULAR MATTERS**References:**

Title 5 Sections 51021, 55100, 55130, and 55150;
Accreditation Standard IIA

The Governing Board will rely primarily on the Faculty Senate, through the Curriculum Committee, for developing procedures for and overseeing curricular matters. These matters include establishing a curricular philosophy, setting strategic goals and long-range plans, overseeing the development and review of new courses and programs, overseeing the review of existing courses and programs, and overseeing the process for course and program deactivation.

Also see BP/AP 2510 Participation in Local Decision-Making.

INSTRUCTIONAL SERVICES

AP 4022 CURRICULAR MATTERS

Reference:

Title 5 Section 55100

The Governing Board relies primarily on the Faculty Senate, through the Curriculum Committee, for developing procedures for and overseeing curricular matters. The Curriculum Committee reports directly and regularly to the Faculty Senate.

- All members of the Curriculum Committee receive training as described in Title 5 Section 55100.
- The Curriculum Committee will coordinate, evaluate, review, and approve individual degree-applicable credit courses offered as part of an educational program approved by the State California Community Colleges Chancellor's Office.
- At a minimum, non-degree-applicable credit courses, degree-applicable credit courses, and non-credit courses that are not part of a permitted educational program:
 - Must be approved by the Curriculum Committee
 - May not be offered if previously denied separate approval by the State California Community Colleges Chancellor's Office unless modified to properly address the reasons for denial
 - May count for only a limited number of semester units toward satisfying the requirements for a certificate or completion of an associate degree
 - Must adhere to regulatory limits and/or restrictions on the number of courses that may be linked to one another by prerequisites or co-requisites
 - Must be reported to the State California Community Colleges Chancellor's Office
- The Faculty Senate will maintain a committee for the review of not-for-credit courses and programs.

Office of Primary Responsibility: Instructional Services

Date Approved: 05/05/09; Revised:

Replaces all previous versions of AP 4022.)

INSTRUCTIONAL SERVICES

Rev.10/1/18

BP 4070 **COURSE** AUDITING AND AUDITING FEES**Reference:**

Education Code Section 76370

Individuals may audit courses by petition only and with the stipulations described in AP 4070 titled **Course** Auditing and Auditing Fees. The fees for auditing a course are defined on a per unit basis by the Governing Board and shall comply with the restrictions pursuant to Education Code Section 76370.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

The auditing policy shall be published in the College Catalog and Class Schedule.

Date Adopted: 11/10/09; Revised:*(Replaces former Palomar College Policy 414 and all previous versions of BP 0470.)*

INSTRUCTIONAL SERVICES

REV.2/1/18

AP 4070 **COURSE** AUDITING AND AUDITING FEES**Reference:**

Education Code Section 76370

An audit is used when a student has taken a course previously and because of changes in the industry, technology, knowledge base etc. requests to review course content.

The District shall provide students ~~individuals~~ the opportunity to audit college courses on a no-credit basis and only by petition when the following are met:

- Permission to audit a class is done at the discretion of the instructor and with the instructor's, department chair's, and Dean's ~~signed permission.~~ documented authorization.
- The student has taken the course previously.
- ~~An audit student shall not be permitted to change his/her enrollment in that course to receive credit.~~
- ~~With the instructor's, department chair's, and Dean's signed permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for semester-length courses or prior to 30% of a class for short-term courses.~~
- ~~With the instructor's, department chair's, and Dean's signed permission, a student may enroll in a class for audit at any time during a semester if he/she has not enrolled in that class for credit during the same semester.~~
- No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.
- Credit students have enrollment priority over auditing students.
- A student is charged a fee according to applicable law for auditing a class. Students enrolled for credit in ten or more semester units may audit three or fewer units at no cost. A student enrolled in ten credit units or more may audit one class up to three units for free. If a student taking ten or more units for credit is auditing a class and drops below the ten-unit level, the auditing fee will be assessed.

Date Approved: 9/22/09, SPC 12/6/11; Revised:

(Replaces former Palomar Procedure 414 and all previous versions of AP 4070.)

- No fee will be assessed to Palomar College full- and part-time faculty, permanent staff, and retirees for auditing one class per semester or other session.
- Auditing fees are non-refundable.
- Classroom attendance of ~~students~~ **individuals** auditing a class shall not be included in computing apportionment or determining class size.

Office of Primary Responsibility: Student Services

INSTRUCTIONAL SERVICES

REV. 2/1/19

**BP 4102 CAREER EDUCATION AND TECHNICAL PROGRAMS
ADVISORY COMMITTEES**

References:

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.A.14

The District shall offer Career Education programs that implement its occupational education and economic development missions. Career Education programs enable individuals to reach their occupational goals and supports the local economy by providing a skilled and educated workforce. Career Education programs will serve first-time workers, incumbent workers, and those re-entering the workforce. The District will provide programs and support services appropriate to those groups. It is the District's goal to provide up-to-date, well-equipped, industry connected programs.

The Superintendent/President shall establish procedures, consistent with federal regulations pertaining to federal financial aid eligibility, to ensure the District meets the United States Department of Education disclosure requirements whenever the District intends to add a new gainful employment program

The Superintendent/President or designee shall ensure that all career education programs have active industry advisory committees. These committees shall be composed primarily of community members who are experts in the education, skills, techniques, innovations, and attitudes needed in specific occupational fields. Students should also be invited to participate in advisory committees.

Yellow = CCLC recommended changes, Blue = internal.

Date Adopted: 11/10/09; Revised:

(Replaces all previous versions of BP 4102.)

INSTRUCTIONAL SERVICES

REV. 2/1/19

**AP 4102 CAREER EDUCATION AND TECHNICAL PROGRAMS
ADVISORY COMMITTEES****References:**

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department
General Administrative Regulations, 2nd Edition);34 Code of Federal Regulations Part 600 (U.S. Department of Education
regulations on the Integrity of Federal Student Financial Aid Programs under Title
IV of the Higher Education Act of 1965, as amended);ACCJC Accreditation Standard II.A.14

Each career **education and technical** program shall establish an advisory committee of industry experts. The committee shall meet at least once each academic year **to and shall** review and validate the following:

- **That there is Regional** need for the program
- **That** Job opportunities with livable wages exist for graduates of the program
- **That p** Program does not unnecessarily duplicate, reduce or supplant offerings available in the District or the Region

Recruitment of advisory committee members, scheduling meetings, taking minutes, and performing other duties necessary to ensure proper functioning of the committee rests with the appropriate discipline faculty. Ensuring CTE programs are compliant with the requirement to hold advisories rests with the Vice President for Instruction or his/her designee. The responsible faculty member or Department Chair/Director of the program shall be responsible for ongoing recruitment of advisory committee members, scheduling meetings, taking minutes, and performing other duties necessary to ensure proper functioning of the committee

Minutes of each meeting shall be held in an office designated by the **Assistant Superintendent** Vice President **of for** Instruction.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President for Instruction will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

Yellow = CCLC recommended changes, **Blue** = internal

Date Approved: 09/15/09; Revised:

(Replaces all previous versions of AP 4102.)

45 The Vice President for Instruction shall establish procedures to ensure that the District
46 meets these reporting requirements whenever the District intends to add a new gainful
47 employment program.

48
49 Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended changes, **Blue** = internal

Date Approved: 09/15/09; Revised:

(Replaces all previous versions of AP 4102.)

INSTRUCTIONAL SERVICES

REV 12/7/18

BP 4103 COOPERATIVE WORK EXPERIENCE EDUCATION

References:

Labor Code Section 3070;
Title 5 Sections 55250 et seq.

The District shall establish and maintain a program of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. A plan shall be submitted to and approved by the Governing Board State Chancellor's Office.

All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work experience education courses.

Cooperative Work Experience Education involving apprenticeable occupations shall be consistent with the purposes of Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

Yellow = CCLC recommended.

Date Adopted: 6/10/09; Revised:

(Replaces all previous versions of BP 4103.)

INSTRUCTION**REV 2/15/18 propose deletion****BP 4700 CHAIR/DIRECTOR RESPONSIBILITIES****Reference:**~~— No references~~**❖ ~~From current Palomar College BP 315.1 titled 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~~

❖ ~~From current Palomar College BP 315.2 titled 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~~

❖ ~~From current Palomar College BP 315.31 titled 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.~~

*The language in **black ink** is current Palomar College Policies 315.1 titled Chair/Director Responsibilities, 315.2 titled Criteria for Assigned Time for Instructional Department Chairs/Directors adopted 5-24-94, 315.31 titled Selection, 315.32 titled Vacancy, 315.33 titled Term of Office with no date, 315.34 titled Records with no date, 315.4 titled Academic Year Compensation for Instructional Department Chairs/Directors, 315.5 titled Summer Compensation for Instructional Department Chairs/Directors adopted 5-24-94 and revised on 5-9-95.*

Date Approved:

(Replaces Palomar College Policies 315.1, 315.2, 315.31, 315.32, 315.33, 315.34, 315.4, and 315.5)

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 3-23-74

❖ ~~From current Palomar College BP titled 315.32 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.

❖ ~~From current Palomar College BP 315.33 titled 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.

The language in black ink is current Palomar College Policies 315.1 titled Chair/Director Responsibilities, 315.2 titled Criteria for Assigned Time for Instructional Department Chairs/Directors adopted 5-24-94, 315.31 titled Selection, 315.32 titled Vacancy, 315.33 titled Term of Office with no date, 315.34 titled Records with no date, 315.4 titled Academic Year Compensation for Instructional Department Chairs/Directors, 315.5 titled Summer Compensation for Instructional Department Chairs/Directors adopted 5-24-94 and revised on 5-9-95.

Date Approved:

(Replaces Palomar College Policies 315.1, 315.2, 315.31, 315.32, 315.33, 315.34, 315.4, and 315.5)

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.

❖ ~~From current Palomar College BP 315.34 titled 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.

❖ ~~From current Palomar College BP 315.4 (93-16407) titled 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~~

❖ ~~From current Palomar College BP 315.5 (93-16408, 94-17000) titled 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~~

*The language in **black ink** is current Palomar College Policies 315.1 titled Chair/Director Responsibilities, 315.2 titled Criteria for Assigned Time for Instructional Department Chairs/Directors adopted 5-24-94, 315.31 titled Selection, 315.32 titled Vacancy, 315.33 titled Term of Office with no date, 315.34 titled Records with no date, 315.4 titled Academic Year Compensation for Instructional Department Chairs/Directors, 315.5 titled Summer Compensation for Instructional Department Chairs/Directors adopted 5-24-94 and revised on 5-9-95.*

Date Approved:

(Replaces Palomar College Policies 315.1, 315.2, 315.31, 315.32, 315.33, 315.34, 315.4, and 315.5)

Vision for Success Goals 1-4

Goal 1: Degree/Cert Completion	Baseline	Target	% Increase	+ / = / - CO Rate
1a. Increase degrees	1,484	1,806	22%	=
1b. Increase certificates	1,463	1,536	5%	-
1c. Increase completions	1,921	2,118	10%	-
Goal 2: Transfer				
2a. Increase ADTs	304	456	50%	+
2b. Increase transfers to CSU/UC	1,629	1,873	13%	-
Goal 3: Decrease Cumulative Units				
3a. Decrease Average	87	82	7%	-
Goal 4: Workforce				
4c. Increase students working in job closely related to field of study	68%	72%	6%	-

Goal 5 Equity: Goals for Disproportionately Impacted Categories

		N	Baseline*	Institutional Target
Goal 1a	<i>AA/AS+ADT</i>	<i>Institutional Goal</i>	<i>16/17</i>	<i>1,484</i>
		American Indian or Alaska Native	678	5
		Black or African American	3,690	38
		LGBT	922	7
Goal 1b	<i>Earned a Chancellor's Office Approved Credit Certificate</i>	<i>Institutional Goal</i>	<i>16/17</i>	<i>1,463</i>
		Black or African American	1,845	37
		Foster Youth	986	20
		LGBT	461	8
Goal 1c	<i>Attained the Vision Goal Completion Definition</i>	<i>Institutional Goal</i>	<i>16/17</i>	<i>1,976</i>
		Black or African American	1,845	53
		Foster Youth	986	25
		LGBT	461	11
Goal 2a	<i>Earned an Associate Degree for Transfer</i>	<i>Institutional Goal</i>	<i>16/17</i>	<i>304</i>
		American Indian or Alaska Native		0
		Black or African American	1,845	3
		Foster Youth	986	4
		Veteran	3,258	9
				14 / 22
Goal 2b	<i>All Students Who Transferred to a CSU or UC Institution</i>	<i>Institutional Goal</i>	<i>15/16</i>	<i>1,629</i>
		American Indian or Alaska Native	160	6
		Black or African American	778	40
		Foster Youth	389	11
		Veteran	1,613	74
		LGBT	222	9
Goal 3	<i>Reduce Average Units to Degree</i>	Not Required to Set		
Goal 4C	<i>Working in Field of Study</i>	No Observed DI		

*Baseline data come from 2016-17 for Transfer and 2016-17 for all other metrics.

SEA Metrics

Overall Student Population

Metric	Baseline	Goal
Enrolled in the Same Community College	15,539	19,936
Retained from Fall to Spring at the Same College	16,723	17,940
Completed Both Transfer-Level Math and English Within the District in the First Year	350	1,090
Attained the Vision Goal Completion Definition	1,921	2,188
Transferred to a Four-Year Institution	2,553	2,753

SEA Disproportionately Impacted (DI) Student Groups

Demographic	Gender	Metric	Baseline	Minimum Equity	Full Equity	Goal
Hispanic or Latino	Male	Transferred to a Four-Year Institution	355	427	527	594
Black or African American	Male	Transferred to a Four-Year Institution	32	38	47	53
American Indian or Alaskan Native	Male	Transferred to a Four-Year Institution	2	7	9	6
First Generation	Male	Transferred to a Four-Year Institution	497	525	648	795
Foster Youth	Female	Transferred to a Four-Year Institution	15	19	23	26
LGBT	Female	Transferred to a Four-Year Institution	7	12	15	8 / 14
LGBT	Male	Transferred to a Four-Year Institution	6	8	10	7 / 10
Some other race	Male	Retained from Fall to Spring at the Same College	193	215	222	208 / 222
Black or African American	Female	Retained from Fall to Spring at the Same College	182	199	205	207
Black or African American	Male	Retained from Fall to Spring at the Same College	254	294	303	297
Foster Youth	Female	Retained from Fall to Spring at the Same College	142	156	161	162
Foster Youth	Male	Retained from Fall to Spring at the Same College	107	130	134	128
Veteran	Male	Retained from Fall to Spring at the Same College	687	709	731	761
Disabled	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	1	4	6	14
Disabled	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	3	6	9	23
Black or African American	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	3	5	12
American Indian or Alaskan Native	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	1	3

SEA Disproportionately Impacted (DI) Student Groups

Demographic	Gender	Metric	Baseline	Minimum Equity	Full Equity	Goal
Some other race	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	1	1 / 4
Black or African American	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	3	7	11	28
American Indian or Alaskan Native	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	1	4
Native Hawaiian or other Pacific Islander	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	1	3
First Generation	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	77	80	111	301
Foster Youth	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	1	3	4	12
LGBT	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	1	1 / 2
Veteran	Female	Completed Both Transfer-Level Math and English Within the District in the First Year	Not Available	1	2	5
Veteran	Male	Completed Both Transfer-Level Math and English Within the District in the First Year	3	9	13	34
Some other race	Female	Attained the Vision Goal Completion Definition	14	25	31	28
American Indian or Alaskan Native	Female	Attained the Vision Goal Completion Definition	3	5	6	6
Native Hawaiian or other Pacific Islander	Female	Attained the Vision Goal Completion Definition	Not Available	4	5	4

SEA Disproportionately Impacted (DI) Student Groups

Demographic	Gender	Metric	Baseline	Minimum Equity	Full Equity	Goal
Hispanic or Latino	Male	Attained the Vision Goal Completion Definition	319	340	420	531
Black or African American	Male	Attained the Vision Goal Completion Definition	24	33	40	43
Some other race	Male	Attained the Vision Goal Completion Definition	22	31	38	23 / 40
American Indian or Alaskan Native	Male	Attained the Vision Goal Completion Definition	3	5	6	6
Native Hawaiian or other Pacific Islander	Male	Attained the Vision Goal Completion Definition	4	4	5	7
Foster Youth	Male	Attained the Vision Goal Completion Definition	7	14	17	15
LGBT	Male	Attained the Vision Goal Completion Definition	2	5	6	2 / 5
ADD						
Completed Both Transfer-Level Math and English Within the District in the First Year						