

**COLLEGE OF THE CANYONS Academic Senate Agenda October 28, 2010 3:00 - 4:30 p.m.
BONH 330**

I. Routine Matters

1. Call to order
2. Approval of Senate Summary for October 14, 2010 (p.2-4)
3. Report of Officers (p.5)
4. Report of Standing and/or Special Committees/Task Forces
 - Curriculum Committee
 - Approval of Curriculum Committee Report of Oct. 7 (p.6-9))
 - Approval of Curriculum Committee Report of Oct. 21 (p.10-12)
 - Disciplines/Equivalency Committee
 - Approval of Discipline Assignment for Robert Brode (p.13)

II. Unfinished Business

5. Academic Senate Constitution
6. Discontinuance of Program
7. Proctoring Exams for Students in Online Classes

III. Discussion Items

8. Board Policy & Administrative Procedures Proposal: BP 3850 Conflict of Interest (p.14-17)
9. Board Policy Senate Proposal for Revision: BP 536 Academic Standards (p.18-21)
10. Board Policy Senate Proposal for Revision: BP Counseling Services (p.22)
11. Board Policy Proposal for Revision: BP 529 Student Conduct (p.23-24)
12. Board Policy Proposal for Revision: BP 530 Disciplinary Action (p.25-26-)
13. Board Policy Proposal for Revision: BP 531 Due Process-Student Disciplinary Action (p.27-33)

IV. Action Items

14. New Board Policy & Administrative Procedures Proposal: BP 3050 Statement of Ethics (p.34)
15. Mission Statement (p.35)
16. Date of 2010-2011 Academic Senate Meeting at CCC (p.36)

V. Announcement

17. Board of Trustees Joint Meeting with ASG: October 27, 2010 at 2:30PM
18. Policy Council Meeting: October 28, 2010 at 2:00 PM
19. ASCCC Area C Meeting: October 30, 2010 – 10AM to 3PM
20. Deadline for Application to State Academic Senate for the Exemplary Program Award: November 9, 2010 at 5:00 P.M.
14. Deadline for Application to the State Academic Senate for the Hayward Excellence in Education Faculty Award: December 1, 2010 at 5:00 P.M.

VI. Open Forum

VI. Adjournment: 4:30 p.m.

The next Academic Senate meeting will be **November 18, 2010** As
always, everyone is invited and welcomed.
Summary of Academic Senate Meeting October 14, 2010

Attendance: Edel Alonso, David Andrus, Lea Templer, Mike Wilding, Lisa Helfrich, Leslie Carr, Deanna Davis, Stan Wright, Mojdeh Mahn, Wendy Brill, Michael Sherry, Kevin Kistler, Isao Uesugi, Raweena Gill, Siavosh Moghani, Dr. Capet, Regina Blasberg, Ron Dreiling, Deanna Riveira, Michelle LaBrie, Garrett Hooper, Joan Jacobson, Jose Martin, Omar Torres, Jennifer Brezina, Patty Robinson, Pamela Borrelli, Ann Lowe, Mark Daybell, Rebecca Eikey, Chris Blakey, Diane Fiero, Ruth Rassool and Christy Richter

I. Routine Matters:

1. Call to order: Edel Alonso called the meeting to order at 3:00 p.m. and welcomed everyone to the Senate meeting. Isao asked the Senate if there was a Board Policy 645 in print since there was a reference to it in the minutes from the last Senate meeting. David will check and get back to Senate.
2. The summary of the September 23, 2010 meeting was approved. Edel asked the Senators that if they found any grammatical or spelling errors to please let her know. We did not want to spend too much time on the summary.
3. The summary for the Curriculum Committee was approved with addendum to MEA courses 135, 231, and 235 one-time repeatability and 265 not repeatable, per Ann Lowe.
4. Report of Officers

Report of Senate President, Edel Alonso:

Edel informed the Senate that the new Seniority List is up to date and will be posted on the Senate Webpage. We have 189 faculty listed. She passed around a copy of the seniority list. Lea informed Lita that one faculty member was missing. The list contains the discipline assignment and the faculty offices are also listed on the seniority list. If you should find any errors please let Edel know.

She also informed the Senate the Associate Program has been given a room over in the University Center room 383 for its use.

Edel attended the Board meeting on Wednesday and announced that the Board of Trustees adopted a balanced budget for the Santa Clarita Community College District.

Report of Senate Vice President, David Andrus David

- has attended two CPT meetings.
 - 20 FTE of target
 - Accreditation document being worked on. Midterm updated. Accomplished goal to get it complete. Survey of student's perspective on campus. Future surveys they are asking from faculty.
 - Facilities update
 - Mission statement. Have gotten responses. The committee along with faculty taking ext step. The faculty have been encouraged to participate. Mike Wilding informed the Senate that the committee is

meeting next Monday so if you have not gotten in your response you need to do that quickly. If you have not please get it to Mike Wilding.

Report of Standing and/or Special Committees/Task Forces:

Tenure Committee Report

Lea Templer informed the Senate that the Tenure list has gone out to all faculty. We have a spreadsheet and will also put it on the website. Lea also informed the Senate that next year the list will be shorten quite bit when the individuals receive tenure.

Faculty Development Committee Report

Deanna Davis came to Senate asking for direction on SLO's and FLEX. Faculty have been asking for FLEX credit when working on developing and assessing SLOS. Is assessing and developing SLOs part of regular contract/teaching? Is it professional training? Chris Blakey, COCFA President, informed the Senate that SLO is going to be a negotiated item with the district. It was also asked what about adjunct faculty? Chris also said he had spoken with the AFT president who said that the adjunct faculty have been told to comply even though SLOs are not under their contract. Chris advised the same, that faculty comply with developing and assessing SLOs until the issue is resolved at the negotiations table. It was decided after much discussion that SLO development and assessment could be considered training until the college has completed a full cycle of assessing all courses, programs, and the institution for Accreditation.

David Andrus suggested that the Faculty Development Committee develop a set of guidelines given today's discussion and bring it back to the Senate.

II. Unfinished Business

Edel reminded the Senate of the following matters in committee: Senate Constitution, BP 3850: Conflict of Interest, BP 3050: Statement of Ethics

III. Discussion Items:

Proctoring Exams for Online Classes

Mojdeh Mahn came and spoke about proctoring . At present, there is not sufficient space or staff to handle the volume of students needing tests proctored. They proctor approximately 5000 exams per semester. The following questions were asked: How many of the proctored exams are for online classes? How many exams are for DSPS students? Dr. Capet responded that about half are for online classes. The Senate was informed that some instructors send entire classes. Dr. Capet said if that was the case they could make a classroom available. They also proctor for other schools, as we have a reciprocal professional agreement with other colleges. Some colleges are making the students responsible for finding a proctor. It was suggested that Mojdeh return to a Senate meeting with a breakdown of exact numbers of students and the testing circumstance, e.g. other colleges, DSPS, online classes.

Discontinuance of Programs

Edel called the Senate's attention to the state Senate language on discontinuance of programs and an article from the Senate's publication, The Rostrum, both attached to the agenda. The Senate may need to create a Task Force to develop local language as mandated for accreditation. There was discussion that whatever the process, it should be multi-stepped so that programs are identified early and have time to improve their numbers before being discontinued. It was suggested that we look at language from AVC

and that we also consider issues of temporarily archiving or suspending rather than discontinuing altogether. If any faculty have an interest in serving on such a Task Force, please let Edel know.

IV. Action Items

Merging and Splitting of Departments/Programs/Courses

David thanked Regina and Jennifer for all their hard work helping develop language for the merging and splitting of Department/Programs/Courses. The Senate made the following changes on the language: 1) added the word “designee” in item 3.k.i; and 2) removed number 6 page 15. On page 16 item 7 there is a reference to Board Policy number 645 but no explanation of the subject of the policy. David will check with Michael Dermody since he originated this language last year. The Senate selected faculty to serve on the Ad Hoc committee to review Vince Devlahovich’s proposal to merge Geology, Geography, Astronomy, and Physical Science. This will be our first case to use this new process. Regina Blasberg and Wendy Brill volunteered.

The Merging & Splitting of Departments/Programs/Courses language was approved as amended by the Senate.

Field Trip

The Senate reviewed the revised language for Field Trips and there was much discussion regarding the importance of “meet and greet” activities that are not covered by this proposal but important for networking purposes. Wendy Brill stated that Dr. Capet had informed her that such activities are a concern of Risk Management has said no to this. There are liability concerns. Dr. Capet had proposed that individual departments incur the cost of entrance fees on field trips for students who cannot afford the trips. The Senate made the following changes to the proposed language: 1) Removed the last sentence of the first paragraph in item IV C; and 2) Removed the item VIII. B. 3. The Field trip Policy and Procedures language was approved as amended by the Senate.

Adjournment: 4:45 p.m.

**Academic Senate
Budget Status Report Prepared by Dr. Edel Alonso, President**

Account Description	Allocated Budget	Expenses 7/1/2010 through 10/28/2010	Unexpended Balance
Non-instructional Supplies	330.00	Senate Office Outside Bulletin Board 291.63	38.37
Mileage	2,610.00	0.00	2,610.00
Conferences	4,700.00	Edel & David to Fall Plenary Session 780.00	3920.00
TOTAL	7,640.00	1071.63	6568.37

POSSIBLE FUTURE EXPENSES:

Equipment/Furniture for Faculty Center, BNHL 330

Larger conference table

Mounted projector and retractable screen

Vocational Education Leadership Institute

January 27-29, 2011

Newport Beach

Teaching Institute

February 25-26, 2011

San Jose Doubletree

Accreditation Institute

March 18-19, 2011

Napa Valley

Spring Plenary Session

April 14-16, 2011

San Francisco

Leadership Institute

June 16-18, 2011

Monterey

Student Learning Outcomes Institute

July 13, 2011 San

Diego

CURRICULUM COMMITTEE SUMMARY

October 7th, 2010

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on September 28th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Career & Technical Education; Houser, Kristin (Substitute) – Co-Chair, Administrator; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Member at large; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Lucy, Nicole – Social Science & Business; Parker, Catherine – Adjunct Faculty

TECHNICAL CHANGE MEMOS on Consent:

Subject	#	Title	Description of action	Author
PSYCH	135	Statistics for the Social and Behavioral Sciences	Remove cross-listing with SOCI-135 - Approved	D. Riveira R. Howe
SOCI	135	Statistics for the Social and Behavioral Sciences	Remove cross-listing with PSYCH-135, reduce class size to 24 - Approved	A. Marengo

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
ANTHRO	105	Introduction to Archaeology and Prehistory	Course needs to be completely revised and cannot be offered in its present configuration under current budgetary restrictions. (Part of Liberal Arts & Science AA, Social Science AA, Transfer Studies AA) - Approved	R. Martinez
ANTHRO	215	Indians of the Southwestern United States	Will be reconfigured as an online hybrid by incorporating virtual "tours" of the collections and exhibits at the Smithsonian Institution's Museum of the American Indian which are now available online. The course cannot be offered in its present form in the foreseeable future due to budgetary constraints - Approved	R. Martinez
CMPSCI	232	Concepts of Programming Languages	Course has not been offered in years - Approved	C. Ferguson
ENGL	107	Introduction to Playwriting	Course is not currently being offered - Approved	J. Brezina
ENGL	265	Introduction to Drama	Course is not currently being offered (Part of English AA Degree) - Approved	J. Brezina
SPAN	098	Spanish Language and Culture	Course has not been offered in past 2 years - Approved	C. Acosta
THEATR	090L	Open Lab Theater	Course will not be offered in next 2 years - Approved	P. Wickline
THEATR	131	Costume Design	Course will not be offered in next 2 years - Approved	P. Wickline
THEATR	175	Introduction to Stage Direction	Course will not be offered in next 2 years- Approved	P. Wickline
THEATR	191	Technical Theater Production	Course will not be offered in next 2 years (Part of Theater & Theater Performance AA Degree) - Approved	P. Wickline
THEATR	192	Theater for Young Audiences	Course will not be offered in next 2 years (Part of Theater & Theater Performance AA Degree) - Approved	P. Wickline
THEATR	230	Introduction to Playwriting	Course will not be offered in next 2 years (Part of Theater & Theater Performance AA Degree) - Approved	P. Wickline

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
MUSIC	173	Jazz Vocal Ensemble	Added SLO , revised objectives - Approved	KC Manji
MUSIC	191	Contemporary Practices in Music Publishing	Revised SLO , revised objectives, revised content - Approved	D. Catan
MUSIC	192	Music Business	Revised SLO , revised objectives, revised content - Approved	D. Catan
SOCI	135	Statistics for the Social and Behavioral Sciences	Revised descriptions, Revised SLO's (2) , revised objectives, revised methods of evaluation, revised texts, reduce class size to 24 - Approved	A. Marengo
SOCI	230	Sociology of Sexualities	Reduced class size to 35, Added DLA , revised descriptions, Revised SLO , added objectives, revised methods of evaluation, updated texts - Approved	P. Paez

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Music: Concert Performance	A.A. Degree	Add MUSIC-191 and MUSIC-192 to recommended electives - Approved	B. Feldman
Music: Guitar Performance	A.A. Degree	Add MUSIC-191 and MUSIC-192 to recommended electives - Approved	B. Feldman
Music: Jazz Performance	A.A. Degree	Add MUSIC-191 and MUSIC-192 to recommended electives - Approved	B. Feldman
Music: Voice Performance	A.A. Degree	Add MUSIC-191 and MUSIC-192 to recommended electives - Approved	B. Feldman

NEW COURSES:

Subject	#	Title	Description of action	Author
ENGR	161	Strength of Materials	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO , New prerequisite of ENGR-152 - Approved	D. Martinez
ENVRMT	101	Introduction to Environmental Studies	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO, Added DLA - Approved	A. Green
ENVRMT	103	Introduction to Environmental Science	4 units, 54 hours lecture, 54 hours lab. Class size 24, not repeatable. Added SLO's (2) - Approved	V. Devlahovich
ENVRMT	104	Energy Resources and Conservation	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO - Approved	V. Devlahovich

NEW PREREQUISITES:

Subject	#	Title	Enrollment Limitation	Author
ENGR	161	Strength of Materials	Prerequisite of ENGR-152 - Approved	D. Martinez

NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	Method of Delivery	Author
ENVRMT	101	Introduction to Environmental Studies	Hybrid, 100% online - Approved	A. Green
SOCI	230	Sociology of Sexualities	100% Online - Approved	P. Paez

STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
ENGR	161	Strength of Materials	- Approved	D. Martinez
MUSIC	191	Contemporary Practices in Music Publishing	- Approved	D. Catan
MUSIC	192	Music Business	- Approved	D. Catan

New Courses Includes ISA's	4	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	2	Deleted Courses	12
Modified Courses	6	New SLO's	6	Deleted Programs	-0-
Modified Programs	4	Modified SLO's	5	Proposals Reviewed in Technical Review Session	38
New Non Credit Courses	-0-	New Prerequisites	1	Proposals Returned from Technical Review Session	12

Discussion Items/Notes:

1. Joan Jacobson gave a quick report on the credit for external examinations memo that was put out by the California State University (CSU) system office on May 10th 2010. The memo focused on external credit for Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) examinations. Joan and Christy Richter will be doing some more research on this and will report out at the October 21st Curriculum Committee meeting.

CURRICULUM COMMITTEE SUMMARY

October 21st, 2010

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on October 14th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Sciences; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Career & Technical Education; Houser, Kristin (Substitute) – Co-Chair, Administrator; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marengo, Anne – Member at Large; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics

Members absent: Brill, David – Fine & Performing Arts; Parker, Catherine – Adjunct Faculty, Waller, Tina – Allied Health

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
ITAL	098	Italian Language and Culture	Course will not be offered in next two years - Approved	C. Acosta
SPAN	082A	Intensive Intermediate Spanish I	Course will not be offered in next two years - Approved	C. Acosta
SPAN	082B	Intensive Intermediate Spanish II	Course will not be offered in next two years - Approved	C. Acosta
SPAN	084A	Intensive Advanced Spanish I	Course will not be offered in next two years - Approved	C. Acosta
SPAN	251	Introduction to Spanish Translation II	Course has never been offered and will not be offered in next two years (Part of Spanish AA Degree) - Approved	C. Acosta

DELETED Programs on consent:

Program	Degree/Certificate	Description of action	Author
Engineering Apprenticeship	A.S. Degree	Program is outdated - Approved	D. Martinez

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
BUS	154	Finance	Adding to Risk Management & Insurance Certificate. Updated descriptions, Revised SLO , expanded objectives and content. - Tabled	R. Waldon
BUS	172	Introduction to Risk Management and Insurance	Changed title, units & lecture hours. Revised descriptions, Revised SLO's (2) , revised objectives and content, updated text. - Tabled	R. Waldon
CIT	131	Medical Transcription	Changed title, units & contact hours. Add HLHSCI-249 as prerequisite. Revised descriptions, Revised SLO , added objectives, revised content, revised text - Approved	M. Lipman
CIT	174	Web Prototyping and Images	Changed title, add recommended prep of CIT-074, 105, and 170. Revised descriptions, updated texts - Approved	A. Strozer
LMTECH	104	Cataloging & Technical Services	Added objectives, revised texts - Approved	I. Uesugi
MUSIC	112	Music History	Revised descriptions, Revised SLO , revised objectives, revised content, revised texts - Approved	D. Catan

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Mathematics	A.A. Degree	Added program SLO. Removed MATH-070, 102, and 103. Added MATH-211, 212, and 213 as required courses. Added CMPSCI-211, MATH-140, MATH-214, MATH-215, and PHYSIC-220 as required electives - Approved	M. Sherry
Theater	A.A. Degree	Add THEATR-190A, 190B, 190C, 190D, and 193 - Approved	P. Wickline

NEW COURSES:

Subject	#	Title	Description of action	Author
BIOSCI	096	Cell Culture Techniques	2 units, 16 hours lecture, 38 hours lab. Class size 22, not repeatable. Added SLO's (3) - Approved	M. Golbert
BIOSCI	098	Quality Control and Validation	1 unit, 18 hours lecture. Class size 24, not repeatable. Added SLO - Approved	M. Golbert
BUS	175	Principles of Life, Health, and Disability Insurance	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO's (3), New recommended preparation of BUS-172 - Tabled	R. Waldon
HLHSCI	020	Preparation for Health Occupations	2 units, 36 hours of lecture. Class size 35, not repeatable. Added SLO's (2) - Tabled	M. Beckham
NANO	011	Introduction to SEM Technology	.50 units, 9 hours of lecture. Class size 35, not repeatable. Added SLO - Approved	K. Flynn

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Biological Sciences	A.S. Degree	Changed program title, added program SLO, changed to 23 required units. Removed courses from outside disciplines, all courses now from CHEM, MATH, and PHYSIC only - Approved	M. Golbert
Biotechnology	Certificate of Achievement	Revised program description, changed to 21 required units, added program SLO, added BIOSCI-096, BIOSCI-098 and BIOSCI-190 to program - Approved	M. Golbert
Risk Management and Insurance	Certificate of Achievement	Changed program title & description, changed to 35 required units, revised program SLO, added BUS-154 and BUS-175 to program - Tabled	R. Waldon

NEW PREREQUISITES:

Subject	#	Title	Enrollment Limitation	Author
BUS	175	Principles of Life, Health, and Disability Insurance	Recommended preparation of BUS-172 - Tabled	R. Waldon
CIT	131	Medical Transcription	Prerequisite of HLHSCI-249 - Approved	M. Lipman
CIT	174	Web Prototyping and Images	Recommended preparation of CIT-074, 105, and 170 - Approved	A. Strozer

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
HLHSCI	020	Preparation for Health Occupations	Tabled	M. Beckham
NANO	011	Introduction to SEM Technology	Approved	K. Flynn

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	5
Modified Courses	4	New SLO's	8	Deleted Programs	1
Modified Programs	4	Modified SLO's	2	Proposals Reviewed in Technical Review Session	31
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	11

Discussion items/Notes:**1. CLEP & IB credit policy proposals.**

The State Academic Senate of California Community Colleges will be publishing a recommendation for the CLEP & IB examination credit policy. The State Academic Senate of California Community Colleges is hoping this will create a consistent policy throughout all of the California Community Colleges.

HUMAN RESOURCES OFFICE

13

Date: October 6, 2010

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment – Robert Brode

Robert Brode has been already been qualified for the discipline(s) of Administration of Justice, Business Law and Real Estate. Robert would like his qualifications reviewed for Paralegal Studies.

The following is provided for discipline assignment.

- **J.D., Whittier College of Law 10+ years practicing law (25% 9 months/year, 100% 3 months/year)**

The minimum qualifications for Paralegal Studies (Legal Assisting) are a bachelor's degree in any discipline and two years experience in the discipline of assignment.

It appears that Robert meets the minimum qualifications for:

- **Paralegal Studies**

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cc: Lita Wangen

Santa Clarita Community College District _____

COLLEGE OF THE CANYONS

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BP ~~2710~~ 3850 Conflict of Interest

Reference:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.; Title 2, Sections 18730 et seq.

Board members, **officers, and employees** shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members, **officers, and employees.**

A board member, **officer, or employee** shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member, **officer, or employee** shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the **Chancellor** ~~Chief Executive Officer~~ of the District shall establish administrative procedures to provide for disclosure of assets of income of board members, **officers, or employees** who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members **and designated officers and employees** shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members, **officers, and employees** are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedure AP ~~3850~~ 3850

Approved (pending)

AP ~~2710~~ 3850 Conflict of Interest

Reference:

Government Code Sections 87105, 87200-87210; Title 2, Section 18700 et seq.; and as listed below.

Incompatible Activities (Government Code Section 1126, 1099)

1. Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District.
2. A Board member shall not simultaneously hold two public offices that are incompatible.
3. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Section 1090 et seq.)

1. Board members and ~~designated~~ employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as ~~designated~~ employees.
2. A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).
3. A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes.
4. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract.
5. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

1. An employee of the District may not be sworn in as an elected or appointed member of the governing Board unless and until he or she resigns as an employee.

2. If the employee does not resign, the employment will automatically terminate upon being sworn into office.
3. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Section 87100 et seq.)

1. If a Board member or ~~designated~~ employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes.
2. In the case of a ~~designated~~ employee, this announcement shall be made in writing and submitted to the Board.
3. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.
 - Publicly identify the financial interest in detail sufficient to be understood by the public;
 - Recuse himself or herself from discussing and voting on the matter;
 - Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

1. Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
2. Designated employees **as defined in AP 3852** shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.
3. The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
4. Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.
5. A gift of travel does not include travel provided by the District for Board members and designated employees.

6. Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).
7. Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium" does not include:
 - Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
 - Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code 87406.3)

1. Elected officials shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Approved (pending)

**Santa Clarita Community College District
POLICY MANUAL**

POLICY: STUDENT SERVICES	SECTION 500	PAGE 1 OF 4
536. ACADEMIC STANDARDS	DATE ADOPTED: MAY 12, 1999	
<p>536.1 Definitions:</p>		
<p>(A) Units Attempted. "Units Attempted", for probation and dismissal purposes only, means all units of credit in the current community college of attendance of which the student is enrolled.</p>		
<p>(B) Units Enrolled. "Units Enrolled", means all units of credit for which the student is enrolled after the first four weeks or 30% of the time the class is scheduled to meet, whichever is less, in the current community college of attendance. (C) Consecutive Semesters. Semesters shall be considered "consecutive" based on the student's enrollment record. Summer sessions shall be considered when calculating consecutive semesters.</p>		
<p>536.2 Standards for Academic Probation:</p>		
<p>Academic Probation. A student shall be placed on academic probation if the following conditions prevail:</p>		
<ol style="list-style-type: none"> 1. The student has attempted a minimum of 12 semester units; and 2. The student has a cumulative grade point average (including summer sessions) of less than a (2.0); or 3. The student transferred to College of the Canyons from another institution of higher education where he/she was on academic probation, academically dismissed, and/or meets the College of the Canyons criteria for academic probation, subject to dismissal, and/or dismissal. 		
<p>536.3 Standards for Progress Probation:</p>		
<p>Progress Probation. A student shall be placed on progress probation if the following conditions prevail:</p>		
<ol style="list-style-type: none"> 1. The student has enrolled in the Santa Clarita Community College District in a total of at least 12 units; and 2. The percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No credit) are recorded reaches or exceeds fifty percent. 		
<p>536.4 Appeal of Probation.</p>		
<p>A student who is placed on probation may submit a written appeal by submitting a petition to the Academic Standards Committee.</p>		
<p> </p>		

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Appeals should be based on:

1. Evidence, based on the academic record, that probationary status does not reflect the student's usual level of performance.
2. Circumstances beyond the control of the student, for example: accident or illness.
3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

536.5 Removal from Probation:

(A) Academic Probation. A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

(B) Progress Probation. A student on progress probation because of excess units for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

536.7 Subject to Dismissal:

A student shall be Subject to Dismissal (STD) for academic performance after being placed on probation and having earned a cumulative grade point average of below 2.0 for two consecutive semesters.

A student shall be Subject to Dismissal (STD) for progress after two (2) consecutive

536.8 Appeal of Subject to Dismissal status.

A student who is STD may submit a written appeal by submitting a petition to the Academic Standards Committee.

Appeals should be based on:

1. Evidence, based on the academic record, that STD status does not reflect the student's usual level of performance.
2. Circumstances beyond the control of the student, for example: accident or illness.
3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

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536.9 Standards for Dismissal.

A student shall be dismissed under the conditions set forth within this section.

Academic Dismissal: A student who is subject to dismissal shall be dismissed for academic reasons if the student has earned a cumulative grade point average of less than 2.00, in all units attempted, for three (3) consecutive semesters.

A student who is subject to dismissal shall not be dismissed if in the most recent term of enrollment the student enrolled in at least 6 (six) units and earned a semester grade point average of 2.25 or higher.

Progress Dismissal: A student who is subject to dismissal for progress shall be dismissed if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded in at least three (3) consecutive semesters (including summer sessions) reaches or exceeds fifty percent (50%).

A student who is subject to dismissal for progress shall not be dismissed if in the most recent term the student completes more than 75 percent of the units in which the student enrolled.

536.10 Exceptions to Dismissal.

A student who is dismissed may be continued subject to dismissal under the following conditions:

1. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
2. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

536.11 Appeal of Dismissal.

A student who has been dismissed may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued subject to dismissal if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation or subject to dismissal status.

Appeals should be based on:

1. Evidence, based on the academic record, that STD status does not reflect the student's usual level of performance.
2. Circumstances beyond the control of the student, for example: accident or illness.
3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

536.12 Re-admission after Dismissal.

A student who has been dismissed may request reinstatement after one semester has elapsed (including summer sessions). The student shall submit a written petition to the Academic Standards Committee, in consultation with a counselor, no later than two (2) months prior to the start of the semester in which the student plans to attend, requesting re-admission.

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned subject to dismissal in accordance with policy 536.7.

536.13 Summer Sessions.

If a student has been dismissed for academic reasons following the spring semester, he or she may enroll in summer sessions in order to improve his or her academic standing. The following conditions shall be enforced:

1. The student must enroll in a minimum of three (3) units.
2. To be returned to subject to dismissal status and allowed to enroll in the fall semester, the student must earn a grade point average of at least 2.25.

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POLICY: STUDENT SERVICES

SECTION 5000

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5110 COUNSELING SERVICES

DATE ADOPTED

5110 COUNSELING SERVICES

Reference:

Education Code Section 72620 and 72621; Title 5 Section 51018

5110 Counseling Services

The College will provide students with opportunity for educational, ~~vocational,~~ **career,** and personal ~~social~~ counseling. Upon entering the College, ~~a student who is undecided as to major~~ students will have the opportunity to meet with ~~a counselor~~ **counseling faculty** who will assist the student in planning an educational program and in making a career choice. Students are encouraged to ~~request counseling for personal-social problems which might interfere with their studies~~ **meet with counseling faculty to develop educational and career goals, explore educational options, and develop an educational plan that outlines appropriate courses to reach their educational goals.**

The Counseling services will be primarily responsible for **include:**

~~Providing guidance in program planning—immediate and long range~~
Academic counseling, in which the student is assisted in assessing academic history, establishing immediate and long-range academic goals, and developing and implementing a student education plan to reach stated goals;

~~Administering and interpreting tests and assessing other pertinent information about the student.~~
Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests and provided guidance to explore and plan for career opportunities;

~~Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.~~
Personal counseling, in which the student is assisted in developing decision-making and problem-solving strategies to manage personal, family, and social concerns, when that assistance is related to the student's education;

~~Counseling on educational, vocational, or personal problems.~~
Coordination and referral to other student services and learning resources which support student academic success, including but not limited to those services provided in programs for students with special needs, health and wellness, financial assistance programs, tutoring services, and career services.

~~Providing an occupational information service.~~

~~Providing assistance in the securing of employment.~~

~~Providing help in obtaining financial assistance.~~

~~Referrals to other services including Mental Health Services.~~

529.STUDENT CONDUCT

529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

For the purposes of this policy students are defined as an individual for who:

1. Is enrolled in or registered with an academic program of the College including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs.

2. Has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.

B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to a college.

C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.

D. **Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.**

D. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.

E. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.

F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

G. Disorderly, lewd, indecent, obscene or offensive conduct **or language** on College-owned or controlled property of at College-sponsored or supervised function.

- H. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- I. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8
- J. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- K. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, **web site, social network**, or by posting on an official bulletin board designated for this purpose.
- L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- M. Abusive behavior directed toward, or hazing of, a member of the College community.
- N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- O. Attempting to do any of the causes for disciplinary action identified above.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.
- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure; T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, **externships**, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

Board Policy 530. DISCIPLINARY ACTION

530.1 The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

A. Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

(1) Warning

Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.

(2) Restitution

The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.

(3) **Fine**

A fine, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the students' records and ability to register, in any district program, for future terms.

(3) Official Reprimand

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed **two four** years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

(4) Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and studentsponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than **a four (4) college** years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

(5) Removal by Instructor

An instructor may remove a student from his/her class, **field trip, lab, or other educational program** when the student has interfered with the instructional process. The duration will be for the day of the removal, **at a minimum**, and the next class meeting **at the instructor's discretion**. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

(6) Disciplinary Suspension

Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, **non credit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops,** and extracurricular purposes. A student may be Suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation."
Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.

(7) Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College **and all it's programs**. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Superintendent-President (Education Code 76030).
Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time.

(8) Interim Suspension

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

- (a) Imposed by the Superintendent-President of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- (b) Limited to only that period of time necessary to assure that the purpose of interim suspension are accomplished;
- (c) For not more than a maximum of ten (10) College days.

Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues: (a) the reliability of the information concerning the student's conduct, (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

531. DUE PROCESS- STUDENT DISCIPLINARY ACTION

531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

The following procedures outlined in sections 531.2 and 531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should not that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

531.2 Definition of Terms

Student: The term “student” means an individual ~~for~~ who:

1. Is enrolled in or registered with an academic program of the College; **including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs.**
2. Has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student’s permanent address of record, shall constitute notice.

Days: For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

531.3 Due Process

A. Referral of Cases:

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The President may grant exceptions.

B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction ~~and Student Services.~~

The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. The nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated; (a) Campus Restraining Order (CRO):

In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. A copy of the student conduct procedures; and
3. That an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for hearing.

D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. Determine that the student has received a copy of these procedures;
2. Discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;
3. Describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;

4. Provide the student with an opportunity to inspect all documents relevant to the case, which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. Provide the student with copies of the documents relevant to the case, as the student's request, and;
6. Counsel the student regarding the campus discipline process as appropriate.
7. Student may be accompanied by any person(s) of their choice at the initial hearing.

E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction ~~and Student Services~~.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- (a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- (b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- (c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- (d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Student's Office for ~~one~~ **two** years from the date appearing on the Agreement. During ~~that year~~ **those two years**, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct, which occasioned the Agreement, both cases may be subject of College disciplinary action.

3. Formal Disciplinary Action:

- (a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.
- (b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarity Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until

five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

531.4 The Student Conduct Committee

A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.

B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.

C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.

E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.

F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.

G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an

allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:

- (1). The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
- (2). The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

H. Responsibility for Presentation of Cases:

1. At the hearing, the accused must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

J. Reports to the President:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the President of:

1. The Committee's specific finding of fact;
2. Whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. A recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation.

The President may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

K. A copy of all reports required to be submitted to the President by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the President any written argument supporting the student's position.

M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

531.5 The President

A. Decision by the President:

The final decision regarding the case shall be made by the President except in cases which:

1. Are resolved by the Dean of Students, and no written appeal is made by the student;
2. Include a recommendation for expulsion.

B. Bases for Decision:

The President shall base his or her decision upon:

1. The report submitted by the Student Conduct Committee
2. Counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions

The President may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, President, or President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be public record of the District.

E. Discussion With Student:

If the President deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

G. Decision by the President:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. The accused student;
2. The Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor, and 3. The Dean of Student Services.

The President may also notify other parties of his or her decision. The President may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the “Santa Clarita Community College District Policy on the Disclosure of Information from Student Records.”

BP 3050 **Statement of Professional Ethics**

Reference:

Accreditation Standard III.A.1.d

All employees of the College are instrumental to the District’s mission of providing an environment in which students successfully achieve their educational goals and objectives. To support this mission, each employee is charged with personal responsibility to demonstrate a commitment to excellence in education without compromise to the principles of ethical behavior, and to uphold the College’s Statement of Professional Ethics. Those governed by this policy, including but not limited to, employees, volunteers, and representatives acting on behalf of the College, have a general duty to conduct themselves in a manner that will maintain and strengthen the public’s trust and confidence in the integrity of the College.

Those acting on behalf of the College should demonstrate:

- **Integrity by maintaining an ongoing dedication to honesty and responsibility;**
- **Trustworthiness by acting in a reliable and dependable manner;**
- **Impartiality by treating others fairly and equitably;**
- **Respect for all people by treating them with civility and decency;**
- **Appreciation of the cultural and economic make-up, characteristics, and educational needs of the community;**
- **Stewardship by exercising responsibility for College property, grounds, and resources;**
- **Good faith by using the name of the District in an appropriate manner and not for personal gain;**
- **Compliance by following state and federal laws and regulations and College policies related to their duties and responsibilities;**
- **Confidentiality by protecting the integrity and security of College information such as student records, employee files, patient records, and contract negotiation documents.**

This policy is not an attempt to provide comprehensive guidelines regarding ethical issues. Nor does it supersede more specific board policies affecting ethical considerations. It is intended to provide general guidelines and expectations for the conduct of individuals at College of the Canyons as they work toward maintaining ethical standards.

E-mail Message

From: Michael Wilding
To: Edel Alonso
Re: Mission Statement Task Force of CPT
Sent: Monday, October 18, 2010 1:03 PM

Edel,

As you know, the College Planning Team has elected to review the current mission statement. Last summer we met and decided to form a sub-committee to draft a new statement. That sub committee gathered input from the entire campus community and met today to draft up a new mission statement.

Their draft statement is:

College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforceskills development, and the attainment of learning outcomes corresponding to their educational goals. To fulfill its mission, College of the Canyons embraces diversity and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge.

The next steps are to have our draft statement reviewed by both the academic senate and the ASG.

Could you please place this item on a future agenda?

Thanks.

Mike

Curriculum Committee and Academic Senate Meeting Dates for 2010-2011				
Fall 2010				
<i>Month</i>	<i>Curriculum I</i>	<i>Senate I</i>	<i>Curriculum II</i>	<i>Senate II</i>
September	Sept. 2	Sept. 9	Sept. 16	Sept. 23
October	Oct. 7	Oct. 14	Oct. 21	Oct. 28
November	Nov. 4	Nov. 18		
December	Dec. 2	Dec. 9		
Spring 2011				
<i>Month</i>	<i>Curriculum I</i>	<i>Senate I</i>	<i>Curriculum II</i>	<i>Senate II</i>
February		Feb. 10	Feb. 17	Feb. 24
March	Mar. 3	Mar. 10	Mar. 17	Mar. 24
April	(March 31)	April 14	April 21	April 28
May	May 5	May 12 (CCC?)	May 19	May 26 (Collegial Celebration?)

