



College of the Canyons Academic Senate

October 19, 2023

3:00 p.m. to 4:50 p.m.

Hybrid Format, via Zoom & in-person in **BONH 330**

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82829179112>

Meeting ID: 828 2917 9112; One tap mobile +16694449171# US; +17193594580# US

Additional Teleconferencing locations can be found on page 2 of this agenda.

AGENDA

Notification: *The meetings may be audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

ADA statement: If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at academicsenateinfo@canyons.edu College of the Canyons

A. Routine Matters

1. Call to order
2. Public Comment
 - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments: Lak Dhillon, Selection Committee
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar

Academic Senate Summary, October 5, 2023 (pg. 3-6)	Curriculum Committee Summary, October 12, 2023
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B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Policy Review Committee Chair Annual Report, Gary Collis
2. Academic Senate Presidents Report, David Andrus
3. Vice Presidents Report, Lisa Hooper

C. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. BONH 330 Faculty Conference Room Protocols, David Andrus (pg. 7-8)
2. Confirmation of Academic Senate Officer Nomination/Election Results (pg. 9)

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. BONH 330 Wall Décor/Emeriti Recognition, David Andrus

2. AP 4060 (Delineation of Functions Agreement), Gary Collis (pg. 10)
3. AP 4104 (Contract Education), Gary Collis (pg. 11-12)
4. Office of Instruction Policy on Leaving your assigned Instructional Space, David Andrus & Dr. Omar Torres
 - Title 5. Section 58056 – Immediate Supervision and Control (pg. 13-14)
 - [Class Location Change Request Form](#)
5. AP 45000 (Student News Media), Gary Collis (pg. 15-16)

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. Faculty Office Procedures
5. Food Service Discussion

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. Tenure Committee Training Workshops
2. Academic Senate Release Time Memo
3. Coordination with Adjuncts on AIS system with Bookstore

G. Announcements

- Next Academic Senate Meeting Dates Fall 2023: Nov. 2nd; Nov. 16th; Dec. 7th
- 2023 ASCCC Fall Plenary Session: Nov. 16th – 18th, Westin South Coast Plaza, Costa Mesa, CA.
- 2024 ASCCC Curriculum Institute: July 10th – 13th, 2024, Pasadena Convention Center
- 2024 Faculty Leadership Institute: June 20th – 22nd, 2024, More information coming soon!
- 2024 ASCCC Spring Plenary Session: April 18th-20th, 2024, San Jose Marriot

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/82829179112>

Please note:

This meeting will be broadcasted at the following locations via zoo

none

Academic Senate Meeting Summary for October 5, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	<i>Erica Seubert proxy for Jennifer Paris</i>	X
MSHP-HPPS Senator	<i>David Pevsner proxy for Tammy Bathke</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	VACANT	
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	VACANT	
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

Non-voting Members				
Dr. Omar Torres via zoom	X	Paul Wickline via zoom		X
Marilyn Jimenez	X	Jason Burgdorfer (COCFPA President)		X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Hestia Sartika		X

Guest							
Christopher Blakey	X	Dianne Avery	X	Jennfier Smolos Steele	X	Teresa Ciardi	X
Cindy Leung	X	Dr. Edel Alonso, Trustee	X	Jim Temple	X		
Dan	X	Dr. Jasmin Ruys	X	Lak Dhillon	X		
Dr. Daylene Meuschke	X	Jaya George	X	Michael Felix	X		

A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
 - Counseling Faculty moving on Monday to the library 1st & 2nd floor for 1:1 appointment. Drop-in counseling will be in Canyons Hall 1st floor.
 - Lights in Canyons Hall were not working properly but will be fixed soon.
 - Door locks to main buildings have not been unlocked in the morning.
 - Cell service at CCC is not great. District is working with AT& T and Verizon to get better cell service.
 - Faculty are leaving classrooms to use other open space on campus for their instructional contact hours. Faculty are restricted to their assigned classrooms unless advanced noticed is provided to the Office of Instruction. Request to agendize this item.
 - Request for better coordination for textbook onboarding with adjuncts and the

bookstore. This item is asked to be agendized.

- Special thanks to Victoria Leonard & Lisa Hooper for last week’s Faculty in the Spotlight event.
3. Approval of the Agenda:
- Motion to approve the agenda by Mike Harutunian, seconded by Arshia Malekzadeh. Erica Seubert proxy for Jennifer Paris, (yes, vote). Unanimous. Approved.
4. Committee Appointments:

Katie Coleman, DEIA Taskforce	Lauren Franco, Faculty Professional Development Committee (FPDC)
Food Committee <ul style="list-style-type: none"> • David Andrus • Lisa Hooper 	Academic Senate/COCFA Joint Task Force on Full-Time Evaluations Non-Instructional <ul style="list-style-type: none"> • Aivee Ortega • Erika Torgeson • Garrett Hooper • Sara Breshears

5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar
- Motion to approve the consent calendar by Erica Seubert, seconded by Arshia Malekzadeh. Erica Seubert proxy for Jennifer Paris, (yes, vote). Unanimous. Approved.

Academic Senate Summary, Sept. 21, 2023 (pg. 3-6)	Curriculum Committee Summary, September 28, 2023
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B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. [Faculty Professional Development Committee \(FPDC\)](#), Teresa Ciardi
 - Committee meets twice a month to review proposals for FLEX. One meeting per month is dedicated to planning for FLEX week. Teresa outlined several vacancies in her committee.
2. Academic Senate Presidents Report, David Andrus
 - Dept. Chair Training: The next workshop will focus on Business Services, SLO’s and Program Review. It is scheduled for October 20th.
 - Food Service Committee: Many vendors attend the meeting. There will be a presentation to Senate in the future. David and Lisa have joined the committee.
 - CCC Buildings: The CCC designated site/structure for the cafeteria has not yet been approved by LA County. There are many extensive requirements, including a 300 ft. bathroom. As a reminder, public funds cannot be used to subsidized food. A report out will take place at Senate.
 - BONH 330 Wall Décor: The faculty art proposal will not be determined until the permanent bench is installed. Senate leadership does not recommend a rotating exhibit by semester. It would rather see faculty artwork remain up for extended periods of time. TBD.
 - Business Service: Sharlene and Jason Hinkle will host a townhall on Nov. 9th from 2-5pm for anyone to talk with them regarding their business services/budgetary needs.
 - DEIA Competencies Taskforce: The group needs to determine how the competencies will work with the evaluation documents.
 - Senate Travel Account Update: The Senate was allocated \$10,000 for travel and David will attend plenary session. If anyone is planning to travel please let me David and Marilyn know so that they can plan accordingly.

- UCEN Food Vendor: There have been issues with the food vendor. Sharlene has been notified and has been working with them to make improvements.
3. Vice Presidents Report, Lisa Hooper
 - Prices of Drinks on Campus: Receipts have been collected to determine if standards are being met to ensure comparable pricing.
 - SECO Hall Balcony Repairs: An apology on behalf of the Senate for the last minute notice regarding the repairs to the balcony. Facilities has been very responsive.
 - Self-Service Taskforce: The group will explore the Self-Service features to determine what may be modified. There is a request to have an annual Online Education update to the Senate.
 - Faculty in the Spotlight: This is a great opportunity to memorialize the experience for the person who is in the spotlight. Request to collaborate with MEA to have students film the spotlight interviews.

C. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. Academic Freedom Conditional Report regarding Syllabi Requirements, Chris Blakey (pg. 7-9)
 - **Motion** to approve by Gary Collis, seconded by Lisa Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for Tammy Bathke, (yes, vote). Victoria Leonard (no, vote). Approved.
2. BP/AP 4021 (Program Viability), Gary Collis
 - BP 4021 (Clean version) (pg. 10)
 - BP 4021 (Marked up version) (pg. 11-14)
 - AP 4021 (Clean version) (pg. 15-26)
 - AP 4021 (Market up version) (pg. 27-42)
 - Summary of key Changes (pg. 43)
 - CPC Committee conditionally approved the changes. New forms will be created in spring 24. PV Committee will develop a timeline for program reports.
 - **Motion** to approve by Gary Quire, second Victoria Leonard. David Pevsner proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
3. BP/AP 5010 (Dual Enrollment), Gary Collis
 - BP 5010 (pg. 44-46)
 - AP 5010 (pg. 47-51)
 - No changes
 - **Motion** to approve by Mike Harutunian, seconded Shane Ramey. David Pevsner proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
4. Great Shake Out & Active Shooter Training, Jim Temple (pg. 52)
 - Jim will return to future Senate meetings to discuss emergency preparedness. Jim Temple will schedule 15 to 20 sessions on campus for emergency trainings.
 - **Motion** to adopt the Oct. 24, 2023 as the Emergency Drill Date by Erica Seubert, seconded by Rebecca Shepherd. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
 - **Motion** to adopt, Tuesday March 12, 2024 for the spring Emergency drill by Erica, seconded by Rebecca Shepherd. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. BONH 330 Faculty Conference Room Protocols, David Andrus (pg. 53-54)
 - The person who reserves the room is responsible for restoring the room back to its original format. There will be a ribbon cutting ceremony. This will be adopted as action at the next meeting.

2. Commencement Debrief Discussion 2023, David Andrus (pg. 55)
 - The District has suggested a 2-day commencement (Friday & Saturday). There was a suggestion to have a different key note speaker and a one-day ceremony. Student trustee, Hestia will solicit input from ASG and Senators will collect feedback from their schools. David will bring back feedback to Kelly Dapp.
3. Student Housing Report, Dr. Jasmine Ruys
 - I. [Affordable Student Housing FAQ Amended 2023 Budget Act and Higher Education Trailer Bill](#)
 - II. [Student Housing Presentation](#)
 - Funds are now on hold until FY: 24-25. Advocacy has been undertaken in regards to the state now putting the burden on local CC's to find funding. Some schools have moved forward however. The state may require funds be returned. A pro-forma presentation was done to the Board to determine cost for maintaining the facility.
4. BONH 330 Wall Décor/Emeriti Recognition
 - The Senate will discuss and confirm a process for emeriti recognition. This item will return on the next agenda.

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
5. Food Service at Valencia & CCC

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

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2. Senate Faculty Office Procedures
3. Academic Senate Release Time Memo

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H. Adjournment: 5:05 pm



Academic Senate for College of the Canyons

STANDING POLICY and PROCEDURE

Faculty Center Usage (Bonelli Hall 330)

College of the Canyons Administration has designated Bonelli Hall 330 as the Faculty Center. The coordination and oversight of the Faculty Center has been delegated to the Academic Senate to administer. Usage of the Faculty Center shall adhere to the standards established herein.

Purpose

The primary purpose of the Faculty Center is to provide exclusive meeting space for faculty committees, groups and individuals working in service of college governance. The Faculty Center may also be utilized for faculty led collegial events, faculty representative organizations, as well as individual, informal faculty activities and leisure.

Authorized Room Reservation Priority

The following groups/entities are authorized to use the Faculty Center and listed in priority order:

1. Academic Senate
2. Curriculum Committee and its Subcommittees
3. Program Viability Committee
4. Standing Committees of the Academic Senate
5. Academic Senate Ad Hoc Committees and Task Force groups.
6. New Faculty Orientation
7. Academic Department Meetings
8. Faculty Led Professional Development Meetings
9. Faculty Tenure Committees
10. COCFA and AFT Meetings

Room Reservation Procedure

All room reservation requests shall be submitted to the Administrative Assistant of the Academic Senate. If the reservation request seeks to use the Faculty Center for an authorized purpose, it shall be approved. If multiple authorized requests are submitted for the same day and time, the Administrative Assistant shall use the room reservation priority list to determine which reservation prevails. Once scheduled, no reservation shall be bumped or altered in the absence of necessary and compelling reasons. Any and all requests for use of the Faculty Center by groups/entities not listed above shall be considered by the Academic Senate President in consultation with the Administrative Assistant.

Responsibilities of Faculty

The cleanliness and order of the Faculty Center must be maintained. All faculty members share responsibility to uphold the Faculty Center in a clean and orderly condition. Faculty committee chairs, those individuals submitting the room request, and those faculty that are the last occupant(s) to exit the room are responsible for returning the room to a clean and orderly condition before departing. Upon exiting the room, those identified faculty must ensure the following:

- Food, trash and other items are properly discarded and/or properly stored.
- Room furniture is returned to its original configuration.
- All computer work station settings are shut down, returned to their original configuration and equipment properly secured.
- All borrowed computer support equipment that has been temporarily checked out is returned to IT.
- Room lights are turned off.
- All doors to the room are locked.

Faculty Access to the Faculty Center

All faculty will have the right to access the Faculty Center, subject to the priority limitations outlined herein. The Academic Senate Administrative Assistant will physically post the schedule of room usage/reservations outside the Faculty Center, as well as online on the Academic Senate web site. Faculty may access the room for informal usage unless it has been previously reserved. Any informal use of the room that conflicts with scheduled use of the room must halt immediately. Informal use of the room by faculty must adhere to the requirements listed in the preceding "Responsibilities of Faculty" section.

Dear colleagues,

The nominations for the Academic Senate President, Vice President, and Communications Officer for the next term, 7/1/24-6/30/26, have closed. As there was not more than one nominee for a position, an election will not take place at this time. Please see below nomination results. By acclamation and pending approval of the Academic Senate, the faculty below should serve as your President, Vice President, and Communications Officer of the Academic Senate.

Position (7/1/24-6/30/26 term)	Nominee(s)
Academic Senate President	Lisa Hooper
Academic Senate Vice President	Garrett Rieck
Communications Officer	Erica Seubert

*This email is was sent to Full-Time faculty, Adjunct faculty, and Instructional Deans.

COC Senate Elections Committee
Dustin Silva
Karyl Kicenski



AP 4060 Delineation of Functions Agreements

References:

Education Code Section 8535

Education Code Section 8536

1. Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure shall be followed.
2. The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses, as well as course content, projected enrollment, location, and faculty credential requirements.
3. The Chief Instructional Officer shall forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. The Curriculum Committee shall respond to the proposal with a recommendation about whether the proposed transfer should be accepted and forwarded to the Academic Senate.
4. If recommended by the Curriculum Committee and Academic Senate and subsequently approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement shall be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code Section 84711 shall be established and 2) the number of FTES proposed to be assumed by the District with the existing program.
5. The memorandum of understanding specifying the Delineation of Functions Agreement shall be submitted to the Board of Trustees for approval. If approved by the Board, appropriate paperwork and reports required by the California Community Colleges Chancellor's Office shall be completed and submitted for implementation.

Approved XX/XX/XX



AP 4104 Contract Education

References:

Title 5 Section 55170

Education Code Sections 78020-78023

1. The District, as part of its workforce and economic advancement and community outreach efforts, may be asked to provide customized training, instructional classes, or services for businesses, industry, public agencies, and other groups. The process may involve creation of new training courses, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs.
2. The District may provide educational, training and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services.
3. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. The contract must cover the full cost of the classes and the classes shall not be submitted for apportionment from the state and are not required to be open to the public. Thus, Contract Education courses are neither approved by the Curriculum Committee nor taught by instructors who must meet minimum qualifications established by the State of California.
4. From long-term sustained relationships with businesses, labor, and colleges in the region, the Santa Clarita Community College District's Employee Training Institute (ETI) shall support, develop, and deliver direct services to businesses, colleges, labor organizations, employees, and employers. The ETI shall identify, acquire, and leverage the community college system and other vocational training resources, when possible, to support local, regional and statewide economic development. The ETI shall research academic, for-credit, course offerings in the college catalog to assure that contract training courses do not duplicate for-credit offerings. This information will be verified by the Office of Instruction. ETI training programs shall not offer FTES generating courses. The ETI courses shall be specific to business and worker performance improvement training and include the following:

- A. An initial needs assessment process that identifies both training and non-training issues that must be addressed to improve employee and organizational performance.
 - B. Consultation with employers to develop action plans that address business or non-profit performance improvements.
 - C. Training programs that link individual performance requirements with quantifiable business measures resulting in demonstrable productivity gains, and, as appropriate, job retention, job creation, or improvement in wages or living wages.
- 5. Contract development, review, approval, and evaluation for the services offered through the ETI shall be a joint process between the ETI, Division of Workforce & Economic Advancement and Business Services. Contracts must be approved by the Board of Trustees.
 - 6. Resources may be provided for contract education only after all necessary District resources have already been allocated to existing credit programs.

Approved XX/XX/XX

Cal. Code Regs. tit. 5 § 58056

Section 58056 - Immediate Supervision and Control

(a) Subdivision (a)(1) of section 58051 requires, as a condition for claiming attendance for apportionment purposes, the immediate supervision and control of an academic employee authorized to render service in a capacity and during the period in which he or she served. Immediate supervision and control requires the presence of the authorized employee. More specifically, immediate supervision or presence is characterized by all of the following:

- (1)** The authorized employee is able, in terms of physical proximity and range of communication, to provide immediate instructional supervision and control; and
- (2)** The authorized employee is in a position to provide the supervision and control necessary for the protection of the health and safety of students; and
- (3)** The authorized employee is not to have any other assigned duty during the instructional activity for which attendance is being claimed. The criteria specified above are to be applied in recognition of the fact that the need for immediate supervision will vary according to the course being offered, as well as with the design or mode of instruction of such course or program.

(b) Under the following limited circumstances, attendance of students enrolled in a course or program which does not meet the requirements of subdivision (a) shall qualify for apportionment purposes if:

- (1)** The course or program is approved and being conducted as distance education in accordance with article 1 (commencing with section 55200) of subchapter 3 of chapter 6; or
- (2)** The course or program is approved and being conducted as independent study in accordance with subchapter 4 (commencing with section 55300) of chapter 6; or
- (3)** The course or program is approved and being conducted as work experience education in accordance with article 4 (commencing with section 55250) of subchapter 3 of chapter 6 of this part; or
- (4)** The course or program is approved and is being conducted as health sciences education in accordance with section 58055(a).

(c) Attendance generated solely under an instructional assistant or aide does not qualify for apportionment. In addition, instructional aides shall not be used to increase the number of students in relation to the number of classroom instructors in the district. However, attendance

may qualify for apportionment under the following limited circumstances:

- (1) The assistant or aide functions under the exclusive direction of the authorized employee assigned to that educational activity, and not independently; and
- (2) The assistant or aide performs only those duties specifically authorized by law, including, but not limited to, sections 88240- 88249 of the Education Code; and,
- (3) The authorized employee is able, in terms of physical proximity and range of communication, to provide necessary supervision and control of students, so that by working in conjunction with the assistant or aide, the requirements of subsection (a) of this section are met.

Cal. Code Regs. Tit. 5, § 58056

Note: Authority cited: Sections 66700, 70901 and 84500, Education Code. Reference: Sections 70901 and 84500, Education Code.

1. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
2. Amendment of subsections (b)(1) and (b)(3) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).





AP 4500 Student News Media

Reference:

Education Code Section 66301

Philosophy

1. College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in Media Entertainment Arts (MEA) and the Associated Student Government's (ASG's) The Paw Print. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.
2. College news media, as laboratory publications of the MEA curriculum and ASG's The Paw Print, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.
3. College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.
4. Each college newspaper or other news medium is published as a learning experience, offered under the MEA department and ASG's The Paw Print. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved if the content produced is not part of the curriculum for a specific course. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

Journalism Grievance Procedures

5. Definition of a Grievance – A grievance is a complaint that alleges facts which, if true,

would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

6. Informal Grievance Proceedings – Informal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.
7. Formal Grievance Proceedings – Formal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.

Approved XX/XX/XX