

Academic Senate for College of the Canyons
May 22, 2014 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. Approval of the Consent Calendar
 - a) Academic Senate Summary: May 8, 2014 (p.2)
 - b) Curriculum Summary: May 15, 2014 (p.5)

B. Committee Reports:

- a) IRB Update – Miriam Golbert and Daylene Meuschke

C. Unfinished Business

1. Policies on Counseling Services, Prerequisites, Articulation, Faculty Transfer and Educational Administrators Retreat Rights – in Policy Review Committee
2. Alignment of LEAP Principles with Institutional SLO's (ISLO) – in Division Discussions
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirements – for Senate Discussion in Fall 2014

D. Discussion Items

1. Honors Committee Operating Procedures – Miriam Golbert (p.8)
2. BP 7121 – Minimum Qualifications and Equivalencies – Edel Alonso (p.11)
3. Self-Study Report for ACCJC – <https://intranet.canyons.edu/offices/Instruction/Accreditation/2014>

E. Action Items

1. Approval of Changes to Program Review Process and Timeline – [link](#)
2. Approval of BP 7121 – Minimum Qualifications and Equivalencies (pg.11)
3. Approval of Self-Study Report for ACCJC – <https://intranet.canyons.edu/offices/Instruction/Accreditation/2014>
4. Approval of Senator Heidi McMahon to serve as Math, Science and Engineering Division Representative 2014-16
5. Approval of Professor Emeritus Status for Robert Tolar, Professor of Mathematics
6. Approval of Members to Serve on Ad Hoc Committee to Consider New Program Proposal: Sustainable Design as per BP/4021 Program Viability (p.12)
7. Approval of New BP/AP 4226 Multiple and Overlapping Enrollments (p.13)
8. Approval of New BP/AP 4231 Grade Changes (p.16)
9. Approval of New BP 4060 Delineation of Functions Agreements (p.19)
10. Approval of New BP/AP 4230 Grading and Academic Records Symbols (p.20)
11. Approval of New BP 4010 Academic Calendar (p.26)
12. Approval of New BP/AP 3410 Nondiscrimination (p. 27)
13. Approval of New BP/AP 3430 Prohibition of Harassment (p.30)
14. Approval of AP 3435 Discrimination and Harassment Investigations (p.36)
15. Approval of Granting Access to CurricUNET for Adjunct Faculty
16. Approval of Patti Haley as Department Chair, Administration of Justice (2014-2016)
17. Approval of Juan Buriel to replace Deanna Davis (abroad Fall 2014) as Tenure Committee Chair for Adam Kaiserman
18. Approval of October 17th Oktoberfest Event & Date as the Senate's Emeriti Scholarship Fundraising Event

F. Reports

- President's and Vice President's Report
- Division Reports

G. Announcements

1. Faculty Leadership Institute: June 12-14 (Paul Wickline)
2. Curriculum Institute: July 10-12 (Ann Lowe)

H. Open Forum

I. Adjournment

The next Senate meeting will take place **September 11, 2014**
 As always everyone is welcomed

Summary of Academic Senate Meeting May 8, 2014

Attendance: Edel Alonso, Paul Wickline, Rebecca Shepherd, Deanna Riviera, Wendy Brill-Wynkoop, David Andrus, Garrett Hooper, Ron Karlin, Jasmine Ruys, Juan Buriel, Chelley Maple, Ruth Rassool, Ann Lowe, Lee Hilliard, Shane Ramey, Rebecca Eikey, Regina Blasberg, Michael Sherry, Diane Fiero and Andrew Rodriguez

A. Routine Matters

1. Call or order: 3:00 p.m.
2. Approval of the Agenda: moved by Wendy Brill, seconded Ann Lowe; Unanimous: **Approved**
3. Approval of Consent Calendar with a correction on Page 3: moved by Wendy Brill, seconded by Rebecca Eikey; Unanimous: **Approved**

B. Unfinished Business

1. Policies on Counseling Services; Prerequisites; Articulation; Faculty Transfer and Educational Administrators Retreat Rights – in Policy Review Committee
2. Alignment of LEAP Principles with Institutional SLO's (ISLO) – in Division Discussions
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirements – for Senate Discussion in Fall 2014

C. Discussion Items

1. Access to CurricUNET – Paul Wickline
Paul shared discussion at Instructional Advisory Council among Department Chairs to give adjunct faculty access to CurricUNET. This would provide chairs with assistance inputting SLO data and provide adjuncts with valuable experience. There was also a conversation about the administration providing clerical help for Department Chairs and this clerical person would need access, too. The suggestion did not meet any resistance from chairs and now needs to be discussed at the Division level. Concern was expressed for adjuncts who take on such task not being compensated. It was suggested that adjuncts may want to discuss the issue of compensation with AFT.
2. Changes to Program Review Process including Timeline – Paul Wickline
Paul used a PowerPoint presentation to explain the changes to the Program Review process and timeline proposed by the Program Review Committee. The changes in the template would help with the collection of data in preparation for the next accreditation self-study report. He reminded the faculty that program review is listed under the Senate's 10+1 responsibilities. The changes include reordering of sections, inclusion of such new data as trends, and sections to clearly explain the use of data for program improvement.
3. Testing in Adjunct Office, BONH 312 – Ruth Rassool
It was reported that adjunct faculty are administering tests/exams in the adjunct faculty office Bonelli 312. It happens that instructors have left students in the pool office unattended or unsupervised. Edel offered to post a banner with instructions to refer students to the TLC for proctored testing and to send an email to all adjunct faculty about same.

4. BP/AP 4226 Multiple and Overlapping Enrollments – David Andrus and Jasmine Ruys
David and Jasmine reviewed the proposed revisions. A few changes were suggested by Senators. David will make those changes and resubmit the policy and procedures to the Senate as an action item on the next Senate meeting agenda. Changes will be indicated with bold text.
5. BP/AP 4231 Grade Changes – David Andrus and Jasmine Ruys
David reviewed the proposed revisions to the policy and entertained questions. There was a short discussion and some suggested changes to be made. David will make those changes and this policy will come back as an action item for the next agenda. Changes will be indicated with bold text
6. BP 4060 Delineation of Functions Agreement – David Andrus
David reviewed BP 4060 and there were no questions. This item will come back as an action item on the next agenda.
7. BP/AP 4230 Grading and Academic Record Symbols – David Andrus and Jasmine Ruys
David reviewed the proposed changes to policy and procedures and there were a few questions and some suggested changes. Jasmine answered questions and clarified terms. This policy will come back as an action item for the next agenda. Changes will be indicated in bold text.
8. BP 4010 Academic Calendar – David Andrus
David reviewed the policy and there were no questions or changes. As with other policies David explained that “Chancellor” has been changed to “CEO” for consistency. This policy will come back as an action item for the next agenda.
9. BP/AP 3410 Nondiscrimination – David Andrus and Diane Fiero
David reviewed the policy and offered explanations. Diane offered clarifications. There was a discussion and some suggested changes. Those changes will be made and this policy will come back as an action item on the next agenda. Changes will be indicated in bold text
10. BP 3430 Prohibition of Harassment – David Andrus and Diane Fiero
David reviewed the policy and offered explanations. There was a lengthy discussion and some questions. Diane answered questions and offered clarifications but there were some suggested changes. This item will come back as an action item for the next agenda. Changes will be indicated in bold text.
11. AP 3435 Discrimination and Harassment Investigations – David Andrus and Diane Fiero
This policy relates to BP 3430, Prohibition of Harassment. There was a lengthy discussion and some changes were suggested. This item will come back as an action item for the next agenda. Changes will be indicated in bold text.

D.Action Items

1. Approval of Proposed Revisions of BP/AP 4233 Attendance with one amendment Paul Wickline made the motion, Shane Ramey seconded. All in favor: 13 yes, 1 no; **Approved**.
2. Approval of BP/AP 4040 Library Services with the following amendment “including access and services at District Campus.” Wendy Brill moved the amendment and Ann Lowe seconded. The amended motion was moved by Ann Lowe and seconded by Ruth Rassool: All in favor: Unanimous: **Approved**
- Motion to approve Rebecca Eikey as Department chair of Chemistry (2014-16) and to table approval of Patti Haley as Department Chair of Administration of Justice until she has further

discussions with the CIO as to her compensation was made by Rebecca Shepherd, seconded by Shane Ramey. All in favor: Unanimous. **Approved**

- Revisions to the Academic Senate Constitution David Andrus, Constitution Committee Chair, explained the reasoning for proposing three changes to Article 4 of the constitution: 1) to move adjunct elections to the spring; 2) to change the call for nominations for President and Vice President to an earlier time in the second week of spring semester; and 3) to have the Chair of the Policy Review Committee be a voting member of the Academic Senate. Motion to approve: Paul Wickline; seconded by Rebecca Shepherd. All in favor: Unanimous: **Approved**
Ballots for faculty to ratify the changes will be placed in all the faculty mailboxes to be returned by Monday, May 19 at noon.

E. Reports: None

F. Division Reports: None

G. Open Forum: None

H. Adjournment: 5:00 p.m.

CURRICULUM COMMITTEE SUMMARY

May 15th, 2014

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on April 21st and April 30th, 2014

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Hilliard, Lee – Career & Technical Education; Karlin, Ron – Member at Large; Matsumoto, Saburo – Member at Large; Marenco, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Waller, Tina – Allied Health

Members absent: Green, Audrey – Co-Chair, Administrator; Lowe, Ann – Co-Chair, Faculty; Ruys, Jasmine – Admissions & Records; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Voth, Joseph – Humanities; Enrollment Service – Vacant

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
MATH	214	Linear Algebra	Prerequisite change from MATH-211 to MATH-212.	S. Matsumoto	Fall 2014

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
COUNS	112	Transition Strategies for Intercollegiate Student Athletes	Course will no longer be offered.	G. Mooper	Fall 2014
GENSTU	090	Individual Studies – Blackboard Support	Course will no longer be offered.	J. Fuesethelm	Fall 2014
GENSTU	104	Tutoring Methods	Course will no longer be offered.	J. Fuesethelm	Fall 2014
MEA	090L	Media Production Lab	Course will no longer be offered.	D. Reil	Fall 2014
MEA	091L	Advanced Media Production Lab	Course will no longer be offered.	D. Reil	Fall 2014
MUSIC	121	Chromatic Harmony	Course will no longer be offered. Course has been replaced with MUSIC-220A in all Music Degrees.	D. Feldman	Fall 2014
MUSIC	123	Modal Counterpoint	Course will no longer be offered. Course has been replaced with MUSIC-220B in all Music Degrees.	D. Feldman	Fall 2014
NC.BCSK	090	CAHSEE Preparation	Course will no longer be offered.	D. Stewart	Fall 2014
PHOTO	171	Handmade Book and Photographic Reproduction Process	Course will no longer be offered. Course will be removed from the Fine Art Photography A.A. Degree and Certificate of Achievement, no change in total required units.	W. Reil - W. Reil	Fall 2014

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
CAHSEE	Certificate of Completion	Program will no longer be offered, course within program has been archived.	D. Stewart	Fall 2014
Early Childhood Education	A.S. Degree	Program will be replaced with Early Childhood Education A.S. Transfer Degree.	C. Stephens	Fall 2014

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CIT	120	Office Procedures	Revised descriptions, objectives and content, updated textbook.	M. Sigman	Fall 2014
CIT	130	Medical Office Procedures	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbook.	M. Sigman	Fall 2014
CIT	132	Medical Office Finances	Revised descriptions, revised SLO , revised objectives and content, updated textbook.	M. Sigman	Fall 2014
ECE	151	Art and Creativity for Young Children	Revised descriptions, revised SLO , revised content, updated textbook.	R. Marshall	Fall 2014
EDUC	203	Introduction to Teaching in a Diverse Society	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbook.	R. Marshall	Fall 2014
ENGR	110	Introduction to AutoCAD	Revised descriptions, revised objectives and content, updated textbook.	D. Martinez	Fall 2014
ENGR	151	Materials of Engineering	Revised schedule description, objectives and content, updated textbooks.	D. Martinez	Fall 2014
ENGR	153	Electrical Circuits I	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks.	D. Martinez	Fall 2014
GEOL	101	Physical Geology	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks.	V. Devichovich	Fall 2014
GEOL	109	Earth Science	Revised descriptions, Revised SLO , revised objectives and content, updated textbooks.	V. Devichovich	Fall 2014
ID	092	Merchandising for Interior Design	Revised descriptions, revised SLO , revised objectives, updated textbooks. Added DLA.	D. Monarsh	Fall 2014
ID	102	Applied Color for Designers	Revised schedule description, revised SLO's (3) , revised objectives and content, updated textbook.	D. Monarsh	Fall 2014
ID	103	Perspective and Interior Illustration	Revised SLO's (2) , revised objectives and content, updated textbook.	D. Monarsh	Fall 2014
ID	106	Trade Resources for TV, Film, and Theatre	Revised SLO's (3) , revised objectives and content, updated textbook.	D. Monarsh	Fall 2014
MUSIC	108	World Music	Revised objectives and content, updated textbook.	D. Feldman	Fall 2014
PHOTO	220	The Business of Photography	Revised SLO's (2) , revised content, updated textbooks.	W. Reil - W. Reil	Fall 2014
POLISC	270	International Relations	Revised descriptions, objectives and content, updated textbooks.	D. Andrus	Fall 2014
SURV	110	Computer Aided Drafting for Surveyors	Revised SLO's (2) , revised objectives and content, added textbook.	R. Blankberg	Fall 2014

NEW INSTRUCTIONAL SERVICE AGREEMENT (ISA) COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
FIRET	033	S-230 Crew Boss/S-231 Engine Boss	0.75 units, 24 hours lecture, 8 hours lab, new SLO's (3), new prerequisite of FIRET-026.	A. Green	Fall 2013
LEPD	031	MACTAC Squad Leader	0.15 units, 5 hours lecture, 5 hours lab, new SLO's (2), new prerequisite of LEPD-049.	A. Green	Fall 2013
LEPD	033	Tactical Dispatch Concepts	0.15 units, 8 hours lecture, new SLO, New POST prerequisite.	A. Green	Fall 2013
LEPD	034	Firearms Tactical Rifle Update	0.15 units, 4 hours lecture, 4 hours lab, new SLO's (2), new prerequisite of LEPD-045.	A. Green	Fall 2013
LEPD	065	Arrest and Control Instructor Part 1	2 units, 40 hours lecture, new SLO, new POST prerequisite.	A. Green	Fall 2013
LEPD	086	Arrest and Control Instructor Part 2	2 units, 40 hours lecture, new SLO's (2), new prerequisite of LEPD-065.	A. Green	Fall 2013
LEPD	087	Firearms Shotgun Tactical Instructor	2 units, 40 hours lecture, new SLO's (2), new POST prerequisite.	A. Green	Fall 2013
LESD	029	Firearms Semi Auto Handgun M&P	0.15 units, 4 hours lecture, 4 hours lab, new SLO's (2), new POST prerequisite.	A. Green	Fall 2013

-Motion to approve all Consent Calendar Items on the May 15th, 2014 Curriculum Committee Agenda; Motion by Mary Bates, second by Shane Ramey. All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
FIRET	033	S-230 Crew Boss/S-231 Engine Boss	New prerequisite of FIRET-026. - Approved	A. Green
LEPD	031	MACTAC Squad Leader	New prerequisite of LEPD-049. - Approved	A. Green
LEPD	033	Tactical Dispatch Concepts	New POST prerequisite. - Approved	A. Green
LEPD	034	Firearms Tactical Rifle Update	New prerequisite of LEPD-045. - Approved	A. Green
LEPD	065	Arrest and Control Instructor Part 1	New POST prerequisite. - Approved	A. Green
LEPD	086	Arrest and Control Instructor Part 2	New prerequisite of LEPD-065. - Approved	A. Green
LEPD	087	Firearms Shotgun Tactical Instructor	New POST prerequisite. - Approved	A. Green
LESD	029	Firearms Semi Auto Handgun M&P	New POST prerequisite. - Approved	A. Green
MATH	214	Linear Algebra	Prerequisite change from MATH-211 to MATH-212. - Approved	S. Nakamura

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
ID	092	Merchandising for Interior Design	100% Online, Online-Hybrid. - Approved	D. Monarch

APPROVAL OF ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS:

Subject	#	Title	General Education Area
CMPSCI	256	Discrete Structures	Communication and Analytic Thinking
CHEM	201H	General Chemistry I - Honors	Natural Sciences
ECE	127	Health, Safety, Nutrition for Children	Elective
ECE	129	Observation and Assessment	Elective
ECE	131	Practicum - Field Experience	Elective
ENGL	110	Composition and Literature	Humanities and Fine Arts
KPEA	145A	Beginning Baseball	PE/Wellness
KPEA	145B	Intermediate Baseball	PE/Wellness
KPEA	160A	Beginning Football	PE/Wellness
KPEA	160B	Intermediate Football	PE/Wellness
KPEI	255B	Off-Season Cross-Country Training	PE/Wellness
MUSIC	220A	Chromatic Harmony I	Elective
MUSIC	220B	Chromatic Harmony II	Elective
PHILOS	130	Introduction to Social and Political Philosophy	Humanities and Fine Arts
PHOTO	157	Digital Imaging	Elective
PHOTO	177	Video Capture for Still Photographers	Elective
SOCI	106	Introduction to Race and Ethnicity	Social and Behavioral Sciences
THEATR	180A	Modern Rehearsal and Performance I	Elective
THEATR	184A	Musical Theatre Rehearsal and Performance I	Elective
THEATR	186A	Technical Theatre I (Beginning)	Elective
THEATR	188A	Solo Performance Writing	Elective
THEATR	188B	Solo Performance	Elective

-Motion to approve the Associate Degree General Education requirements; Motion by Mary Bates, second by Ron Karlin, All in favor: Unanimous.

NEW COURSES TO BE ADDED TO DIVERSITY LIST:

Subject	#	Title	General Education Area
SOCI	106	Introduction to Race and Ethnicity	Diversity

-Motion to approve SOCI-106 to be added to the Diversity list; Motion by Lee Hilliard, second by Tina Waller, All in favor: Unanimous.

APPROVAL OF GENERAL EDUCATION COURSES TO BE ADDED TO THE PARALEGAL AA DEGREE:

Subject	#	Title	General Education Area
CMPSCI	256	Discrete Structures	Communication and Analytic Thinking
CHEM	201H	General Chemistry I - Honors	Natural Sciences
ENGL	110	Composition and Literature	Humanities and Fine Arts
PHILOS	130	Introduction to Social and Political Philosophy	Humanities and Fine Arts
SOCI	106	Introduction to Race and Ethnicity	Social and Behavioral Sciences

-Motion to approve the addition of General Education courses to the Paralegal A.A. Degree; Motion by Shane Ramey, second by Lee Hilliard, All in favor: Unanimous.

Discussion Items:

1. Curriculum Committee Division representatives for the upcoming 2 Year Term:

Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member

Bates, Mary – Math, Science & Engineering

Brill, David – Fine & Performing Arts

Green, Audrey – Co-Chair, Administrator

Hilliard, Lee – Career & Technical Education

Hyatt, Rhonda – Physical Education & Athletics

Karlin, Ron – Learning Resources

Lowe, Ann – Co-Chair, Faculty

Marenco, Anne – Social Science & Business

Ramey, Shane – Adjunct Faculty

Ruys, Jasmine – Admissions & Records, Non-voting member

Stephens, Cindy - Education

Solomon, Diane – Student Services

Waller, Tina – Allied Health

Voth, Joseph – Humanities

New Courses Includes ISA's	8	Modified Non Credit Courses	-0-	Modified Prerequisites	1
New Programs	-0-	New DLA's	1	Deleted Courses	5
Modified Courses	18	New SLO's	15	Deleted Programs	2
Modified Programs	-0-	Modified SLO's	24	Proposals Reviewed in Technical Review Session	26
New Non Credit Courses	-0-	New Prerequisites	8	Proposals Returned from Technical Review Session	1

College of the Canyons

Honors Steering Committee Operating Procedures

I. Mission Statement

- a. The Honors Program at College of the Canyons offers an enriched curriculum to students with a strong academic record in order to increase their chances for successful transfer to competitive four-year institutions. Through seminar-style classes, special projects, and community activities, the program provides opportunities for critical thinking, extensive writing, and in-depth learning in a wide variety of transferable general education courses.

II. Vision Statement

- a. The Honors Program at College of the Canyons is dedicated to providing a dynamic, enriched educational curriculum for academically motivated students that emphasizes scholastic excellence, strives for innovation in teaching and learning, and fosters the growth of individuals who are imaginative, dedicated, and excited about their short- and long-term academic goals.

III. Oversight

- a. The Academic Senate reviews the activity of the committee and gives general directions to its work.

IV. Duties and Function

The committee will:

- a. Promote an honors curricula consisting of a variety of GE transferable courses which will be designated with an “H” on college transcripts
- b. Provide an academically enriched learning environment for students emphasizing critical thinking, reading, writing, and research skills.
- c. Continue to strengthen the Transfer Alliance Program (TAP) with UCLA and other transfer agreements with other public and private universities.
- d. Promote student scholarship and involvement in State, National and International Honor Societies.
- e. Join State and national honors organizations to provide greater recognition including membership to the Honors Transfer Council, Western Regional Honors Council, and the National Collegiate Honors Council.
- f. Provide membership benefits to students, faculty, and college.
- g. Foster campus-wide institutional support.

- h. Require honors students to complete 20-25% of their overall coursework as Honors-based.
- i. Facilitate assistance, guidance, and advice to the faculty teaching honors courses.
- j. Encourage and support innovative teaching methods for faculty including, guest lecturers, field trips, education travel, service learning, and learning communities.
- k. Promote cross and interdisciplinary collaborations among faculty who teach honor courses.
- l. Create opportunities for honor students to assist College Skills 'students by offering tutorial assistance.

V. Membership

- i. The committee will be composed of appointed members. It is suggested one faculty representative from each instructional division:
 - a. Allied Health
 - b. CTE
 - c. ECE
 - d. Enrollment Services
 - e. FAPA
 - f. Humanities
 - g. Kinesiology/PE/Athletics
 - h. Math, Science and Engineering
 - i. Social Science and Business
 - j. MESA representative
 - k. EOPS representative
 - l. Student Services (Counselor)
 - m. Transfer Center representative
 - n. Student (s) representative (s)
- ii. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

VI. Management

- a. There will be a faculty co-chair that will be elected at the first meeting of the academic year for a two-year term.
- b. The administrator co-chair will be the dean of the Social Sciences and Business Division or a representative

- c. Only division representatives will have voting rights concerning academic program review processes and functions.
- d. When there is more than one faculty representative per division present, only one vote per division is allowed.
- e. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- f. Committee co-chairs may vote only if they are also acting as their division's main representative.
- g. Committee members will share the responsibility of taking minutes.
- h. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- i. The committee will meet on twice each month during the fall and spring semesters. Additional meetings may be necessary during event planning semesters.
- j. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- k. Quorum will be 50% plus one of the total current membership.
- l. The Committee will make decisions based on a majority vote.
- m. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- n. The Committee will review this agreement on an annual basis.

VII. Attendance

- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
- b. If a member of the Committee isn't able to attend a meeting, he/she may have another faculty member attend in his/her place.

DRAFT**BP 7121 Minimum Qualifications and Equivalencies**

Reference: Ed Code 87001, 87003 and 87743.2; Title 5 Sections 53400 et seq.

7121.1 Faculty shall meet minimum qualifications established by the Board of Governors and published in the most current edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," also known as the Disciplines List. The Disciplines List shall be consulted in the hiring process to ensure that faculty hired by the district are qualified to teach in the discipline under the minimum qualifications or disciplines lists then in effect.

7121.2 If an individual faculty does not possess the minimum qualifications, he or she may request an equivalency and provide proof of qualifications that are equivalent to the minimum qualifications set out in the Minimum Qualifications for Faculty and Administrators in California Community Colleges. Equivalent minimum qualifications are determined and granted through an equivalency process established by the **local** Academic Senate and the work of its Minimum Qualifications and Equivalencies Committee in collaboration with Human Resources. The **local** Academic Senate approved process includes reasonable procedures to ensure that individual faculty employed possess qualifications that are at least equivalent to the applicable minimum qualifications specified in the Disciplines List.

See Administrative Procedure 7121

Academic Senate for College of the Canyons
Memorandum

TO: Academic Senate
 FROM: Edel Alonso, Academic Senate President
 DATE: May 19, 2014
 RE: Formation of Ad-Hoc Committee to Consider A NEW Program, *Sustainable Design*, as per BP/AP 4021 Program Viability – Initiation, Modification, and Discontinuance.

Professor Dorothy Minarsch, Chair of the Architecture and Interior Design Department, has submitted a proposal to create a new program, *Sustainable Design*. In response the Academic Senate President must appoint an ad hoc committee to review the proposal and take action to approve or deny it. Dorothy's proposal constitutes a test case for this new policy. The policy specifically lists who must serve on the ad hoc committee.

Proposed Program Viability Ad-Hoc Committee Appointments:

1. **Kim Gurnee** - A tenured faculty member outside the Division of the program in question appointed by the Academic Senate President; (this person will serve as Chair of the Committee)
2. **Dorothy Minarsch** - A tenured or tenure-track faculty member from inside the affected program; (if this is not possible, then a tenured faculty member from inside the affected department or division.)
3. **Kristin Houser** - Division Dean of the department that houses the program in question
4. **Edel Alonso** - Academic Senate President, or designee
5. **Jerry Buckley** - CIO, or designee
6. **Vince Devlahovich** - COCFA President, or designee
7. **Ruth Rassool** - AFT Part-time Faculty Union President, or designee
8. **?** - A student appointed by the Associated Students Government:
9. **Liz Shaker** - A Counselor appointed by the Academic Senate President in consultation with Counseling Chair:
10. **Ann Lowe** - Curriculum Committee Faculty Chair, or designee
11. **Paul Wickline** - A member of the Program Review Committee.

BP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5 Section 55007

The Santa Clarita Community College Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The CEO shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

- 4226.1 Multiple Enrollments in a course during the same term shall not occur if the sections overlap during any day within the term.
- 4226.2 Multiple enrollments of the same course may occur if the student enrolls in two sections that do not overlap at any time during the same term.

4226.3 The student must provide sound justification, other than mere scheduling convenience, of the need for the overlapping schedule. –

4226.3 A student may enroll in overlapping courses that are approved by the instructor of the course which will be missed and approved by the dean ~~of the course~~ if the following items are met.

a. The instructor and student develop a contract stating that the time missed will be made up during the week in which the time is missed.

i. The contract must identify the time the student will meet with the instructor.

ii. The time missed by the student must be made up with the instructor during the same week in which the time was missed. The student cannot be assigned additional coursework in lieu of making up the time missed.

b. The petition must be turned into Admissions and Records prior to the add deadline of the course.

c. The petition will be used as permission to add the course by the instructor that signs the petition, if it is approved by the dean.

[d. The student cannot attend another section of the course to make up the time needed.](#)

4226.4 The Admissions and Records office will enroll the student in the course once the petition is approved by the dean.

4226.5 The Admissions and Records office will notify the student if the petition is not approved.

DRAFT 05/01/14 JR

[Draft 2- 05/19/2014 JR](#)

BP 4231 Grade Changes

References: Education Code Sections 76224 and 76232; Title 5 Section 55025; BP/AP 3310 “Records Retention and Destruction”; BP/AP 5040 “Student Records”

The Santa Clarita Community College District Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

See Administrative Procedure (AP) 4231
Adopted XX/XXXX

AP 4231 Grade Changes

References: Education Code Sections 76224 and 76232; Title 5 Section 55025; BP/AP 3310 "Records Retention and Destruction"; BP/AP 3040 "Student Records"

4231.1 An instructor may change a grade that was given in error due to:

- 4231.1A Mistake – defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
- 4231.1B Bad Faith – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
- 4231.1C Fraud – for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
- 4231.1D Incompetency – defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.

4231.2 Students may ask that final course grades be reviewed under the guidelines stated in this policy. Conditions under which final grades may be reviewed.

- 4231.2A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Board Policy 4231.
- 4231.2B Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
- 4231.2B(1) Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in Education Code.
- 4231.2C Grades may only be reviewed within the context of a mistake, bad faith, fraud, or incompetency as described above.
- 4231.2D Students possess evidence that the final grade was determined based upon one of the criteria in 4231.2C above.

4231.3 Review Procedure

4231.3.A Step I

- A student who believes the final grade received was due to mistake, fraud, bad faith, or incompetency shall meet with the faculty member in an attempt to resolve his/her concern.
- 4231.3B Step II Hearing
In the event Step I fails to resolve the concern, the student shall meet with the faculty member, the appropriate division dean, and/or the department chair (as determined by the division dean).
- 4231.3B(1) During this meeting the student must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 4231.2 above.
- 4231.3B(2) Students may be accompanied by representation at the student's expense.
- 4231.3B(3) The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.
- 4231.3.C Step III Appeal
In the event Step II fails to resolve the concern, the matter may be appealed to the Grade Review Committee (GRC).
- 4231.3C(1) The GRC shall be comprised of the following:
a) The chief student services officer, or designee, who shall serve as chair,
b) The chief instructional officer or designee,
c) The Associated Student Government President or designee,
d) Two faculty members (not associated with the matter) appointed by the Academic Senate President.
- 4231.3C(2) The GRC may do the following:
a) Hear testimony relevant to the matter,
b) Review the findings of the division dean,
c) Review course work and other relevant materials, and
d) Conduct its own review.
- 4231.3C(3) The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.
- 4231.3C(4) The decision of the GRC to not change the grade will be final.
- 4231.3C(5) In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for review and disposition.

BP 4060 Delineation of Functions Agreements

References:

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the CEO shall present an appropriate memorandum of understanding to the Board for approval.

BP 4230 Grading and Academic Record Symbols

Reference: Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the “FW” grade for unofficial withdrawal usually due to non-attendance and without having achieved a final passing grade

See Administrative Procedure (AP) 4230

Adopted XX/XXXX

AP 4230 Grading and Academic Record Symbols

Reference: Title 5 Section 55023

- 4230.1 The grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The following equivalent symbols shall be used:

Symbol	Definition	Grade Point
A	Excellent	4 grade points per unit
B	Good	3 grade points per unit
C	Satisfactory	2 grade points per unit
D	Passing (less than satisfactory)	1 grade points per unit
F	Failing	0 grade points per unit
FW	Failing (stopped attending after the W deadline)	0 grade points per unit
P	Pass (at least satisfactory)	Units not counted in GPA
NP	No Pass (less than satisfactory or failing)	Units not counted in GPA

4230.1A: Pass, No Pass Grading

The District may offer courses in either or both of the following categories and shall specify in the catalog the category into which each course falls:

- 4230.1A (1) Courses wherein all students are evaluated on a “pass-no pass” basis.
- 4230.1A (2) Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be “pass-no pass” or a letter grade. Once selected a student may not reverse the grading option for the course.
- 4230.1A (3) All units earned on a “pass-no pass” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
- 4230.1A (4) Units earned on a “pass-no pass” basis shall not be used to calculate grade point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.
- 4230.1A (5) Independent study courses may be graded on a “pass-no pass” basis in accordance with this policy.
- 4230.1A (6) For courses in which there is a single standard of performance for which unit credit is assigned, the “P/NP” grading system shall be used to the exclusion of other grades. Pass shall be assigned for meeting that standard, No Pass for failure to do so.

- 4230.2 The “FW” grade symbol will be used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.
- 4230.2A For the purposes of calculating grade points, and for determining academic standing per District Policy 5906, the “FW” symbol will be treated in the same manner as the “F”.
- 4230.2B For the purposes of determining course repetition per District Policy 5901. The FW symbol will be treated in the same manner as the “F”.
- 4230.3 Incomplete (I)
- Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
- 4230.3A The “I” must be made up prior to the end of the ensuing semester in which the Incomplete was assigned.
- 4230.3B Students who have been issued an “I” symbol may not re-enroll in the same course while the “I” is pending completion.
- 4230.3C An Incomplete may not be issued unless the withdrawal deadline for the course has passed.
- 4230.3D The instructor and student must mutually agree that the instructor can issue an Incomplete.
- 4230.3E The “I” symbol shall not be used in calculating units attempted or for grade points. However, per District Policy 5906, the “I” is used when calculating progress probation and dismissal.
- 4230.3F The District board shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.
- 4230.4 In Progress (IP)
- The “IP” symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit

credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

4230.4A The "IP" shall not be used in calculating grade point averages.

4230.4B If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with this policy to be recorded on the student's permanent record for the course.

4230.5 Report Delayed (RD)

The "RD" symbol may be assigned by the Admissions & Records office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

4230.5A "RD" shall not be used in calculating grade point averages.

4230.6 Withdrawal (W)

Withdrawal from a class or classes shall be authorized through 75% of the term.

4230.6A The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in this Section other than a "W."

4230.6B In accordance with Title 5, section 55024, a student may receive no more than four withdrawals for any one course. The withdrawals may be submitted by a student, an instructor, or by petition. A student may not earn a fifth withdrawal for any one course. On the fifth attempt to take the same course, a grade other than a "W" must be assigned by the instructor and will appear on the student's academic record beyond the second week, or 20% of the term, whichever is less.

4230.6C Students may withdraw from a class or classes in verifiable extenuating circumstances after 75% of the term upon petition (to the Academic Standards Committee) by the student, or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

4230.6D No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first two weeks, or 20% of a term, whichever is less. A student who misses the established deadline to withdraw with no notation ("W" or other) may petition for a complete withdrawal without a "W" by submitting documentation of verifiable extenuating circumstances that occurred during the first two weeks or 20% of the term.

- 4230.6E Withdrawal after the end of 75% of a term when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W." A student who completes a course, for example, by taking a final exam, turning in a final paper or project, or giving a final speech or performance, is not eligible for a late withdrawal under any circumstance.
- 4230.6F For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair, division dean, or appropriate administrator, will act on behalf of the instructor.
- 4230.6G The "W" shall not be used in calculating grade point averages, but excessive "W"s (as defined in District Policy 5906 shall be used as factors in probation and dismissal procedures.
- 4230.6H All petitions for withdrawals without a "W" or withdrawals with a "W" must be completed and submitted to the Academic Standards Committee no later than one year subsequent to the end of the term for which the student is requesting the withdrawal. This one-year timeframe also applies to student's who enroll in a class or classes and never attend. Students may appeal to the Chief Student Services Officer for an extension of this time limit. Appeals must be based upon extenuating circumstances as defined elsewhere in this policy.
- 4230.6I A maximum of 15 cumulative units taken at College of the Canyons may be notated as either "W," or drop without a "W," or some combination thereof, through the petition process, unless a recommendation is made to exceed that maximum by an academic counselor. This does not preclude students from withdrawing themselves using the standard method and timelines available.
- 4230.6J According to Title 5, section 55024, a "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment, or due to retaliation for alleged discriminatory treatment, or that the student reasonably believed that remaining in the course would subject him or her to discriminatory treatment.
- 4230.6K A "W" shall not be assigned to a student subject to fire, flood or other natural disasters. Students affected by this type of situation should file a petition to the academic standards committee to remove the "W."
- 4230.7 Military Withdrawal (MW)
- "Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the district during which no

notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

- 4230.7A Military withdrawals shall not be counted in progress probation and dismissal calculations.
- 4230.7B In no case would a military withdrawal result in a student being assigned an "FW" grade.
- 4230.7C Military withdrawals shall not be counted in the total of four withdrawal limitation of any one course.

DRAFT 05/01/14 JR

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The CEO shall, in consultation with the appropriate groups, (including, but not limited to the Academic Senate, bargaining units, administrative representative from student services and instructional units), develop and submit an academic calendar to the Governing Board.

BP 3410 Nondiscrimination

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Government Code Sections 12926.1 and 12940 et seq.;
Accreditation Standard II.B.2.c

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Replaces Board Policy 811

See Administrative Procedure 3410.

Effective xx/xx/xxxx

AP 3410 Nondiscrimination

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
 Title 5 Sections 59300 et seq.;
 Accreditation Standard II.B.2.c
 Title IX

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;
 Title 5 Sections 53000 et seq.;
 Government Code Sections 11135 et seq. and 12940 et seq.

Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Education Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, pregnancy, or military and veteran status.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Effective XX/XX/XXXX

BP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;

Government Code Section 12950.1;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the CEO shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The CEO shall establish procedures that define harassment on campus (Administrative Procedure 3430). The CEO shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination (Administrative Procedure 3435). All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

See Administrative Procedures:
3430 – Prohibition of Harassment
3435 – Discrimination & Harassment Investigations

Replaces Board Policy 813 – Sexual Harassment

Effective (##-##-####)

AP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5; 44100; 66281.5;
 Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
 Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus. For information regarding filing complaints and the procedure for the investigation and resolution of complaints of harassment by or against any employee or student within the District, please see Administrative Procedure 3435.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, pregnancy, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race,

national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples of Sexual Harassment include, but are not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The

determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail.

Replaces Administrative Procedure 813 – Sexual Harassment

Effective (##-##-####)

AP 3435 Discrimination and Harassment Investigations

References:

Education Code Section 66281.5;

Government Code Section 12950.1;

Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;

34 Code of Federal Regulations Section 106.8(b)

This Administrative Procedure covers both informal and formal discrimination and harassment complaints. The processes for filing both types of complaints are described in further detail below.

Who may file a discrimination or harassment complaint?

Any student, employee, or third party who believes he or she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to file a complaint?

The Assistant Superintendent/Vice President of Human Resources for Santa Clarita Community College District is the “responsible District officer” charged with receiving complaints of discrimination or harassment, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he or she shall file the complaint on a form prescribed by the State Chancellor’s Office. These approved forms are available in the Human Resources Office and they are on the State Chancellor’s website at:

<http://extranet.cccco.edu/divisions/Legal/Discrimination.aspx>

The complaint must be filed with any of the following:

- The CEO of the Santa Clarita Community College District;
- Assistant Superintendent/Vice President of Human Resources for Santa Clarita Community College District; or
- The State Chancellor’s Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Assistant Superintendent/Vice President of Human Resources for Santa Clarita Community College District immediately.

Filing a Timely Complaint

In any complaint not involving employment, the complaint shall be filed within one year of the date of the alleged unlawful discrimination or harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.

In any complaint alleging discrimination in employment, the complaint shall be filed within 180 calendar days of the date of the alleged discrimination or harassment. This period may be extended up to 90 calendar days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Communicating that the Conduct is Unwelcome

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Informal Complaint Procedure

When a person brings charges of unlawful discrimination or harassment to the attention of the District's responsible officer, that officer will:

- A. Undertake efforts to informally resolve the charges.
- B. Advise the complainant that he or she need not participate in informal resolution.
- C. Advise the complainant that he or she has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.

- D. Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so.
- E. Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination or harassment.
- F. Advise the complainant that he or she may file a non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- G. If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. However, the District is responsible for maintaining a safe and discrimination free educational environment and serious allegations may need to be investigated even if the complaining party considers the matter resolved. In an informal process the District officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible District officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination or harassment. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

The Assistant Superintendent/Vice President, Student Services and the Assistant Superintendent/Vice President, Human Resources will either serve as mediators in this informal process, or will appoint someone to serve as the District's mediator.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges.

Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a formal complaint is filed an investigation is required to be conducted and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible District officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a formal written complaint will not exceed the ninety (90) day period for rendering the administrative determination.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

Filing of Formal Written Complaint

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory or harassing conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

If the District receives a complaint alleging discrimination or harassment in employment, it shall:

1. Advise the complainant that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH); and
2. Forward a copy of any filing by the complainant with the DFEH or the EEOC to the Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed, it will be reviewed within fourteen (14) days to determine if the complaint meets the following requirements:

- A. The complaint must be filed on a form prescribed by the State Chancellor's Office.

- B. The complaint must allege unlawful discrimination or harassment prohibited under Board Policies 3430 and 3410.
- C. The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or harassment or by one who has learned of such unlawful discrimination in his or her official capacity as a classified employee, faculty member or administrator.
- D. In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- E. In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office.

Defective Complaints

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated. The notice will inform the complainant that the complaint does not meet the requirements of this procedure and shall specify in what requirement the complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

Notice to State Chancellor or District

A copy of all complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Administrative Determination

The Santa Clarita Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

In any case **not** involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- A. The determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint.
- B. A description of actions taken, if any, to prevent similar problems from occurring in the future.
- C. The proposed resolution of the complaint.
- D. The complainant's right to appeal to the District Board of Trustees and The State Chancellor's Office.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- A. The determination of the chief executive officer or his/her designee as to whether there is probably cause to believe discrimination occurred with respect to each allegation in the complaint.
- B. A description of actions taken, if any, to prevent similar problems from occurring in the future.
- C. The proposed resolution of the complaint.
- D. The complainant's right to appeal to the District Board of Trustees and file a complaint with the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

The District will retain these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If discipline is imposed, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Complainant's Appeal Rights

At the time the administrative determination and summary are mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- The complainant has the right to file an appeal to the District's Board of Trustees within 15 days from the date of the administrative determination.
- The District's Board of Trustees will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The District Board of Trustees will issue a final District decision in the matter within 45 days after receiving the appeal.
- Alternatively, the Board of Trustees may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter.
- A copy of the final decision rendered by the Board of Trustees will be forwarded to the complainant and to the State Chancellor's Office.

In any case involving a student complaint, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the DFEH. In such cases, the complainant may also file a petition for review with the State Chancellor's Office within thirty (30) days after the governing board issues the final decision or permits the administrative decision to become final.

All appeals shall be in writing.

Forward to State Chancellor

Within 150 days of receiving a formal complaint, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination make them available to the State Chancellor upon request.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible District officer will file a written request that the State Chancellor grant an extension of the deadline. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by this procedure and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within five days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the complainant. If an extension of the 90-day deadline is granted by the State Chancellor, the 150-day deadline is automatically extended by an equal amount.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

The District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees once every two years. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position.

The definition of “supervisor” under AB 1825 (Gov. Code Section 12950.1) is very broad. It includes not only those who hire or fire employees, but also individuals who may assign or direct the work of others. For the purpose of this training, “supervisors” at that Santa Clarita Community College District include:

- All management employees,
- Faculty department chairs, program directors, and grant project managers,
- All employees who oversee, direct, or assign the work of other employees, short-term temporary employees, student workers, or volunteers.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures. Employees will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District’s potential liability, or that they did not understand the policy and desire further training.

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District’s policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement

authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Replaces Board Policy 812 and Administrative Procedure 813

Effective XX/XX/XXXX