



Chancellor's Advisory Council

Meeting Agenda

May 20, 2022, 9:00-10:30 a.m.

Zoom <https://fhda->

[edu.zoom.us/j/96543641135?pwd=WWY2Z2doSmlQT2Q0eG5tNUINU2ZuUT09](https://fhda-edu.zoom.us/j/96543641135?pwd=WWY2Z2doSmlQT2Q0eG5tNUINU2ZuUT09)

(information to connect by phone below)

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Susan Cheu
2. Approval of April 15, 2022, meeting summary (<i>attachment 2</i>)	<i>A</i> – Provide accurate record of previous meeting.	Susan Cheu
3. Feedback/approval of draft revised board policies (BP) (second reading) (<i>attachments 3a-c</i>) <ul style="list-style-type: none"> • BP 2010 Board Membership (revised) • BP 2100 Board Elections (revised) • BP 2310 Regular Meetings (revised) 	<i>D/A</i> – Hear any feedback from constituency groups and approve.	Susan Cheu
4. Proposed revised board policy (BP) and new and revised administrative procedures (AP) recommended by the Academic and Professional Matters Committee (<i>attachments 4a-c</i>) <ul style="list-style-type: none"> • BP 7210 (formerly BP 4155) Academic Employees (revised) • AP 4225 Course Repetition (revised) • AP 5013 Admissions and Concurrent Enrollment of Adult Education Students as Special Admits (new) 	<i>I</i> – Review of policy and procedures approved by the Academic and Professional Matters Committee and dissemination to constituents.	Karen Chow
5. Proposed revised administrative procedure (<i>attachments 5a-b</i>) <ul style="list-style-type: none"> • Consultation Task Force masking survey results • AP 3507 COVID-19 Vaccination Requirement (revised) 	<i>D/A</i> – Hear any additional feedback from constituency groups and approve.	Susan Cheu
6. Proposed revised board policy (BP) and new administrative procedure (AP) (first reading) (<i>attachments 6a-b</i>) <ul style="list-style-type: none"> • BP 6870 (formerly BP 3320) Police Department (revised) • AP 6870 Police Department (new) 	<i>I</i> – Review of proposed revision to board policy and proposed new administrative procedure and dissemination to constituents for feedback at next meeting.	Susan Cheu
7. District initiatives update (standing item) <ul style="list-style-type: none"> • Affordable Housing Task Force update 	<i>I/D</i> – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Susan Cheu Eric Reed
8. Board of Trustees Priorities 2021-22 (standing item)	<i>I/D</i> – Gain understanding of 2021-22 priorities adopted by the Board of Trustees and how the priorities are being implemented at the colleges and Central Services. Provide feedback, and share information with constituencies.	Susan Cheu
9. Enrollment management (standing item)	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
10.. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> • District Budget Advisory Committee http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html • Human Resources Advisory Committee/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

<ul style="list-style-type: none"> Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html 		
11. Dates to remember/other information and updates	I – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2021-22 Chancellor's Advisory Council meeting dates:

October 22, 2021	March 11, 2022
November 12, 2021	April 15, 2022
January 14, 2022	May 20, 2022
February 11, 2022	June 10, 2022

Topic: Chancellor's Advisory Council

Time: May 20, 2022, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/96543641135?pwd=WWY2Z2doSmlQT2Q0eG5tNUlNU2ZuUT09>

Meeting ID: 965 4364 1135

Passcode: 455919

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FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
April 15, 2022

Present: Rick Andrews, Cheryl Balm, Susan Cheu, Karen Chow, Kevin Harral, Fatai Heimuli, Lloyd Holmes, Adrienne Hypolite, Kathryn Maurer, Kevin Metcalf, Judy Miner, Mallory Newell, Scott Olsen, Teresa Ong, Elvin Ramos, Stanley Saraos, Tim Shively, Sarah Wallace, Myisha Washington

Guests: Daniel Acosta, Becky Bartindale, Christina Espinosa-Pieb, David Ulate

1. Welcome and introductions

Chancellor Miner welcomed council members and guests.

2. Approval of March 11, 2022, meeting summary

The March 11, 2022, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Review of draft board policies

BP 2010 Board Membership (revised)
BP 2100 Board Elections (revised)
BP 2310 Regular Meetings (revised)

Council members reviewed the proposed changes to board policies (BP) 2010 and 2100 to reflect the change from at-large to trustee area elections and the change to BP 2310 to allow virtual meetings during states of emergency. Judy asked that council members provide any feedback from constituents regarding the policies at the next meeting. Cheryl suggested that an image of the trustee area map be added to BP 2100, rather than just a link to the map.

4. District initiatives update

Affordable Housing Task Force update

Susan advised that the Legislative Analyst's Office reviewed and concurred with the Department of Finance's recommendations for Higher Education Student Housing grant awards, and it appears likely that the district will receive planning grants for both colleges to conduct housing feasibility studies. She expressed concerns about cost overruns, infrastructure, and support services related to on-campus housing.

Kevin Harral explained that if housing costs are billed through the colleges, then the costs can be taken into consideration for state and federal financial aid. Judy commented that the Foothill-De Anza Foundation plans to commit some Hope Initiative funding to housing grants for students since bond funds cannot be used for such purposes.

Scott stressed the need to provide affordable housing assistance for staff, noting that many classified employees are living far outside district boundaries because of the high cost of housing in the Silicon Valley.

5. **Board of Trustees Priorities 2021-22**

Myisha advised that the district's National Conference on Race and Ethnicity attendees will be provided with a copy of and charged with advancing the Board's priorities. Judy asked that a report from attendees be provided to the Board.

Susan indicated that the Energy and Sustainability Advisory Committee is working on a sustainability plan to support the recently approved Energy Master Plan.

In response to a question from Kathryn, Judy advised that reports of progress on achieving goals related to the Board's priorities are given every six months, and the dates of the reports are included on the meeting calendar posted in BoardDocs.

6. **Enrollment management**

Lloyd spoke of plans for a De Anza College Enrollment Day, which will provide the opportunity for potential students to visit campus and learn about the Guided Pathways villages. He advised that the deans are working to reach out to new markets, including adult students with some college credits but no degree.

Teresa advised that Foothill College will be inviting prospective students and their parents to the upcoming Day on the Hill enrollment event. She shared an idea floated at a recent Equity Forward Committee about partnering with Stanford University to develop a program that would help employees to earn a degree. Council members expressed enthusiasm for the idea.

Judy reported an improvement in the number of international student applications in fall 2022 compared to fall 2021.

7. **District Governance Committee/Constituent Group Reports**

District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html

Susan reported that at the March meeting, the District Budget Advisory Committee reviewed a list of vacant positions at both colleges and Central Services and discussed the nuances of the list, such as positions that are vacant but not funded due to the supplementary retirement plan, are on hold due to the pandemic (e.g. Dining Services), are grant funded and being left on the list in case they are able to be funded again, or were left vacant because of possible budget reductions. She also spoke of the significant decline in nonresident and resident enrollment reflected in the Second Quarter Report and

provided an overview of the Legislative Analyst's Office review of the Governor's 2022-23 Budget Proposal.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

Myisha expressed appreciation to Pat Hyland for securing the excellent districtwide professional development day speakers who gave presentations on April 4.

With regard to proposed revisions to the faculty section of the district hiring procedure, Kathryn reported that the Foothill College Academic Senate passed a resolution in favor of identifying and addressing barriers to students serving as full members of hiring committees, and Cheryl advised that the De Anza College Academic Senate is in favor of including students in the hiring process in some way but not as full members. Karen advised that the Academic and Professional Matters Committee will discuss the procedure and try to reach agreement regarding language acceptable to faculty of both colleges.

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

No report provided.

8. Dates to remember/other information and updates

Judy provided an update on the Foothill College president search, commenting that recruitment is planned for fall with the hope that a new president will start January 2023. She added that Chancellor's Cabinet interviewed finalists for the Vice Chancellor of Human Resources and Equal Opportunity position, and she hopes to be able to make announcement in the next couple of weeks after background checks are completed.

Susan reported that the Vice Chancellor of Technology hiring committee will be interviewing candidates in mid-June.

In response to a question from Elvin, Judy explained that the senates are responsible for selecting members of hiring committees and suggested that any member of the Multicultural Staff Association interested in participating in a particular committee should reach out to the appropriate academic or classified senate leaders to find out how to be considered.

Judy advised that Consultation Task Force members have been asked to survey constituents regarding options for requiring face masks indoors after the district's current directive expires on May 6.

Scott encouraged council members to attend the April 29, 2022, showing of "A Song for Cesar" at Foothill College's Smithwick Theatre as well as 403bwise.org's Basics of Savings and Investing Zoom presentation on April 21 at 4:00 p.m.

The meeting adjourned at 10:08 a.m.



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Membership
Code	BP 2010
Status	Up For Revision
Legal	ACCJC Accreditation Standard IV.C.6 Education Code 72023 Education Code 72103 Education Code 72104
Adopted	March 2, 1964
Last Revised	June 3, 2013
Origin	Legally required - formerly BP 9110 - Revision to update to gender neutral language, add the prohibition about serving on a high school district board, and reflect the change of election by trustee area
Office	Chancellor's Office

The Board will be composed of five trustees elected by the qualified voters of the district ~~at large~~. **Members shall be elected by trustee area.**

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

~~An employee~~ **Employees** of the District may not be sworn into office as an elected or appointed member of the governing board unless ~~he or she~~ **the employee** resigns ~~as an employee~~.

No member of the Governing Board shall, during the term for which ~~he or she~~ **the member** is elected, hold an incompatible office.

Members of the Governing Board shall not, during the term for which they were elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Approved 3/2/64
Amended 5/3/82, 2/7/11
Amended and renumbered 6/3/13 (formerly BP 9110)



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Elections
Code	BP 2100
Status	Up For Revision
Legal	Education Code Sections 5000 et seq. Education Code Section 72036
Adopted	June 3, 2013
Origin	Legally required - Revision to reflect change to by trustee area elections
Office	Chancellor's Office

The term of each trustee will be four years, commencing on ~~the date of the first Board meeting, typically in December~~, **second Friday in December** following certification of the election results. Terms of trustees will be staggered so that, as nearly as practical, one half of the trustees shall be elected at each even numbered year.

The Board of Trustees has provided for the election of trustees by trustee area. Trustee areas established as of February 14, 2022, are:

Area 1 - Mountain View and portions of north Sunnyvale and northeast Los Altos - November 2024 election and every four years thereafter

Area 2 - Sunnyvale (central) - November 2022 election and every four years thereafter

Area 3 - Los Altos, Los Altos Hills, and portions of south Sunnyvale and northwest Cupertino - November 2024 election and every four years thereafter

Area 4 - Cupertino and small portions of west San Jose, southwestern Santa Clara, and northern Saratoga - November 2022 election and every four years thereafter

Area 5 - Palo Alto and Stanford - November 2024 election and every four years thereafter

[Trustee Area Map](#)

The election of a Board member residing in and registered to vote in the trustee area shall be only by the registered voters of the same trustee area.

The Chancellor shall submit recommendations to the Board regarding adjustments made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendations in time for the Board to act as required by law.



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Regular Meetings
Code	BP 2310
Status	Up For Revision
Legal	Education Code Section 72000(d) Government Code Section 54961 Government Code Section 54950 et seq.
Adopted	February 3, 1997
Last Revised	December 19, 2013
Origin	formerly BP 9125 - Revision to add provisions for holding virtual meetings during a state of emergency
Office	Chancellor's Office

The Governing Board shall hold regular monthly meetings. Unless the Board otherwise prescribes, the meetings shall occur commencing at 6:00 p.m. on the first Monday of each month at the Board Room in the District Office, 12345 El Monte Road, Los Altos Hills, California. Notice of all regular and special meetings, and posting of agendas, shall be accomplished in conformity with the requirements of the Ralph M. Brown Act, California Government Code section 54950, *et seq.* and with the requirements of California Education Code section 72000(d) and any related provisions.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ~~at each community college maintained by the district~~ at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency, ~~or~~ is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District, **or is meeting during a proclaimed state of emergency.**

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency.

Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in board policy 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.

In order for the Board to meet virtually during a proclaimed state of emergency under the relaxed teleconference rules in the Brown Act, the Board will make findings by a majority vote, as required by the Brown Act by way of a Board resolution.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

Approved 2/3/97

Amended 6/18/07

Amended and renumbered 12/9/13 (formerly BP 9125)



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Academic Employees (formerly Faculty Employees)
Code	BP 7210 (formerly BP 4155)
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 51025 Education Code Sections 87000 et seq Education Code Sections 87400 et seq. Education Code Sections 87419.1 Education Code Sections 87482.8 Education Code Sections 87600 et seq.
Adopted	November 21, 1962
Last Revised	November 18, 1996
Origin	Legally required - Reviewed by APM and CAC 5/22/2015. FA rev draft approved by APM 4/20/22
Office	Vice Chancellor Human Resources
Upload	February 18, 2015

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been approved by the Board of Governors for the California Community Colleges.

Educational administrator means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

Faculty are those employees who are employed **by the District** in academic positions that are not designated as supervisory or management ~~and for which minimum qualifications for service have been established.~~ **Faculty positions include, but are not limited to, instructors, librarians, counselors, as well as professionals in health services, equity, professional development, Disabled Students Programs and Services, and Extended Opportunity Programs and Services.**

~~A~~ A full time faculty member is one who is employed to perform a full load of instruction, counseling or direct assistance with learning resources. In addition to ~~classroom instruction, counseling or student and learning resource services,~~ **these duties**, full time faculty are expected to hold regularly scheduled office hours, participate in the governance of the college/district and provide

service to the Foothill-De Anza community as well as other related professional activities including, but not limited to, curriculum planning, professional growth activities, and participation in student activities as appropriate.

~~B)~~ A part time faculty member is one who is employed for less than ~~60%~~ **67 percent** of the annual load of scheduled duties (assigned teaching, counseling, or librarianship) for a full time faculty member having comparable duties.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established in the collective bargaining agreement for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. Tenure will be granted upon final approval of the Board of Trustees.

The District may employ full-time temporary or part-time temporary faculty from time to time as required by the interests of the District and in accordance with the requirements of the Education Code. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty, and such hiring is in accordance with the District administrative hiring procedure.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75 percent of total faculty work load hours taught by full-time faculty.

~~Terms and conditions of faculty employment are negotiated with the Foothill-De Anza Faculty Association.~~

**Education Code Sections 87000 et seq., 87400 et seq., 87419.1, 87600 et seq., 87482.8
California Code of Regulations Title 5, Section 51025**

Approved 11/21/62

Amended 4/6/64; 2/3/75; 6/28/76; 11/18/96



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Course Repetition
Code	AP 4225
Status	Up For Revision
Legal	Education Code Section 76224 California Code of Regulations, Title 5, Section 55040 California Code of Regulations, Title 5, Section 55041 California Code of Regulations, Title 5, Section 55042 California Code of Regulations, Title 5, Section 55043 California Code of Regulations, Title 5, Section 55044 California Code of Regulations, Title 5, Section 55045 California Code of Regulations, Title 5, Section 55253 California Code of Regulations, Title 5, Section 56029 California Code of Regulations, Title 5, Section 58161
Adopted	July 1, 2002
Last Revised	March 14, 2014
Origin	Legally required - formerly AP 6124 - Update to Community College League of California template language pursuant to 4/21/21 APM discussion - Revised by N. Galoyan and A. Cervantes - Approved by APM 4/20/22
Office	Academic and Professional Matters Committee
Upload	February 25, 2015

Students may petition for approval to repeat up to a total of three of the following courses:

- **Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;**
- **Intercollegiate athletics courses; and**
- **Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than six times for quarter courses.**

Students may enroll in activity courses in physical education, visual arts, or performing arts that are related in content, also known as course families. Such courses may not be repeated for more than six quarters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

Repetition to Alleviate Substandard Work

When a student repeats a course **designated as repeatable** to alleviate substandard academic work (**a "D," "F," "FW," "NP," or "NC"**), the previous grade and credit shall be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times within the Foothill-De Anza Community College District. This total includes all attempts in which a student has received a "W" or a substandard academic notation. **No more than two substandard grades may be alleviated.**

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

All grades and credits earned shall remain legible on the student's permanent academic record, ensuring a true and complete academic history.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

This procedure shall not conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Circumstances under which students may repeat courses in which a C or better grade was earned.

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Such course repetition requires a finding that circumstances exist which justify such repetition pursuant to sections 55041-55045 of Title 5. Grades awarded for courses repeated under these provisions ~~shall~~ **may** replace the prior grade when calculating the student's grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students are allowed to repeat an ~~occupational-cooperative~~ work experience course ~~if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may repeat this course~~ **pursuant to District policy** any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of six courses designated as repeatable, also known as course families, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of six active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, also known as course families, including a courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

The process for petitioning for approval includes:

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time (36 months) or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.
- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

See Board Policy 4225 Course Repetition to Alleviate a Grade for Substandard Academic Work

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 7/11, 6/22/12
Renumbered 3/14/14 (formerly AP 6124)



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admission and Concurrent Enrollment of Adult Education Students as Special Admits
Code	AP 5013
Status	New
Legal	Education Code Section 52620 Education Code Section 76001 Education Code Section 76002

Any student in an adult education program administered by a school district or noncredit program administered by a community college district or any student currently enrolled in an adult school that is pursuing a high school diploma or high school equivalency certificate and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance is eligible to attend as a adult school special admit part-time student.

The Vice President of Student Services or designee maintains records of enrollment for adult school special admit part-time and full-time students for state apportionment purposes.

In order to claim apportionment for adult school special admit students, the following criteria are met:

a. The class is open to the general public

b. The class is advertised as open to the general public in one or more of the following:

- **The college catalog**
- **The regular schedule of classes**
- **An addendum to the catalog or schedule**

If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students, unless it is a contract education course for which the district does not claim apportionment.

Adult School Special Admit Part-Time Student

To be considered for admittance as an adult school special admit part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- **application for admission**
- **a completed special admit and adult school student dual enrollment form**

In order to be admitted as an adult school special admit part-time student, a student must be attending an adult school.

Special admit adult school part-time students may enroll in up to 11 units per quarter and 6 units in the summer, at the community college.

Adult School Special Admit Full-Time Student

To be considered for admission as an adult school special admit full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission is subject to seat availability. The student must submit:

- application for admission
- a completed special admit and adult school student dual enrollment form, which consists of a written and signed acknowledgment of the student's adult school counselor or program coordinator
- written recommendation and approval of the governing board of the school district of attendance

The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from full-time instruction.

Adult School Special Admit Student for Summer Session

To be considered for admission as an adult school special admit student for summer session, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

The student must submit:

- application for admission;
- a completed special admit and adult school student dual enrollment form, which consists of a written and signed approval of the student's adult school

All required documents shall be sent to the Admissions Office.

[See Board Policy 5010 Admissions and Concurrent Enrollment](#)

	Continue to require face masks indoors for classes and public-facing services up until graduation day	Continue to require face masks indoors for classes and public-facing services through Memorial Day weekend and reassess at that time	Make indoor masking optional after May 6	Notes
De Anza Classified Senate	83 percent	5 percent	12 percent	
Central Services Classified Senate	41 percent	20 percent	39 percent	
Foothill Classified Senate	43 percent	14 percent	41 percent	Includes Teamsters
Association of Classified Employees*	44.7 percent	22.8 percent	32.5 percent	
Faculty Association*	50.8 percent	12.8 percent	34.6 percent	Total does not equal 100 percent because of the 4 percent of faculty with no scheduled on campus duties who did not select an option
Administrative Management Association	22.5 percent	25 percent	52.5 percent	
De Anza Student Services	46 percent	28 percent	26 percent	Remote workers not surveyed
California School Employees Association	10 percent	0 percent	61 percent	

*Reported results compiled for consistency



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	COVID-19 Vaccination Requirement
Code	AP 3507
Status	Up For Revision
Legal	California Code of Regulations, Title 8, Section 3203 California Constitution, Article IX, Section 14 Education Code, Section 70902 Education Code, Section 76020 Education Code, Section 76403 Education Code, Section 87408 United States Code Title 29 Section 654(a)(1) United States Equal Employment Opportunity Commission guidance California Community Colleges Chancellor's Office 2021-01 Advisory
Adopted	June 30, 2021
Last Revised	February 11, 2022
Origin	CAC approved 6/30/21 - Revision to make indoor face coverings optional as of 6/24/22
Office	Chancellor
Upload	June 30, 2021

In order to access campus/programs, a student or employee will be asked to provide certification of having received an approved COVID-19 vaccine and up-to-date boosters. Visitors may be asked to provide certification except when attending activities governed by the Brown Act. Students and employees may claim an exemption to the approved vaccine requirement in accordance with District procedures. Any student or employee who does not provide certification may be denied access to campus/programs.

Effective June 24, 2022, FUB face coverings are **strongly recommended** required in all indoor settings except as specified in federal, state, and local public health agency guidelines. Face coverings are highly recommended and may be required by staff in outdoor settings where social distancing cannot be maintained. The district's requirements regarding face coverings will follow the guidelines of federal, state, and local public health agencies, which may be relaxed or strengthened from time to time. In the event that the directives of federal, state, and local governing public health agencies differ, the District will comply with the most stringent or restrictive mandate. **The District will follow prevailing practices in the field such as required masking for performing arts, allied health services, etc.**

In order to access campus/programs, any person, including a visitor, who has not obtained an approved vaccine or claimed an exemption may be subject to other safety measures, as determined by the District.

Contractors shall ensure that their agents and employees undertake appropriate other safety measures. In consideration of the nature of the contractor's services (including proximity to members of the District community), duration, and extent of on-campus presence, the District may also require that a contractor's agents and employees receive an approved vaccine.

This procedure supplements and does not replace District policies and procedures governing other safety measures.

Definitions

Approved Vaccine: A COVID-19 vaccine that has received full approval from the U.S. Food & Drug Administration (FDA) and is recommended for use by the U.S. Centers for Disease Control and Prevention (CDC). The following COVID-19 vaccines shall also be deemed to be approved vaccines for the purpose of satisfying the vaccination requirement in this policy: (a) a COVID-19 vaccine administered under an FDA Emergency Use Authorization; or (b) a COVID-19 vaccine administered outside of the United States that has been approved by the World Health Organization (WHO).

Fully Vaccinated: Two weeks after receiving the second dose in a two-dose series or following a single-dose vaccine.

Up-to-Date Boosters: Received any booster doses of a COVID-19 vaccination for which eligible as authorized or approved by the FDA, including by way of an emergency use authorization, or by the WHO.

Campus/Programs: Any campus, property or facility owned or operated by the District in connection with its teaching, public service, or other programs and services. Any in-person program or activity (on- or off-campus) operated or controlled by the District.

Certification: Submission of information establishing that a student or employee has received an approved vaccine or qualifies for an exemption from the vaccine requirement. The colleges and Central Services may collect from every student or employee who seeks access to campus/programs the following, as applicable: (1) declaration of current COVID-19 vaccination status (with an approved vaccine); (2) declaration of medical exemption; or (3) declaration of religious exemption. Each certification shall include an attestation by the student or employee that the information provided is accurate and truthful. The District may request other information including, but not limited to, date of full vaccination, vaccine type, and lot number.

Contractor: A person or entity, including an auxiliary organization, that agrees to conduct work for the District as specified under the terms of a contract or agreement.

Employees: Faculty, staff, volunteers, student workers, and administrators of the Foothill-De Anza Community College District.

Exemptions: A student or employee may be excused from the vaccine requirement in this policy as described below. A person who is granted an exemption may be required to adhere to other safety measures for the health and safety of the campus community.

Medical Exemption: due to a medical (including mental health) condition for which an approved vaccine presents a significant risk of a serious adverse reaction. The District may ask for proof of a medical exemption to be verified by a certified or licensed healthcare professional.

Religious Exemption: due to either (i) a person's sincerely held religious belief, observance, or practice, which includes any traditionally recognized religion, or (ii) beliefs, observances, or practices which an individual sincerely holds and that occupy a place of importance in that individual's life, comparable to that of traditionally recognized religions.

Other Safety Measures: Any action, as determined by the District, other than getting an approved vaccine, that decreases the likelihood of COVID-19 transmission or illness and allows the core mission and activities of the campus to continue. Other safety measures may include asymptomatic (public health surveillance) testing and symptomatic testing; physical/social distancing; avoiding large gatherings; wearing face coverings or personal protective equipment; frequent handwashing and cleaning; practicing respiratory etiquette; improving ventilation of indoor spaces; and staying home and/or quarantining when warranted.

Student: Any admitted or enrolled Foothill-De Anza student participating in any in-person activities.

General Provisions

Confidentiality of Information. This procedure (including in connection with data collection) shall be governed by applicable District policies regarding confidentiality, privacy, and security of health records, as well as state and federal law. Information shall be used only for the specific purpose intended and only be accessible to District personnel who have a business need-to-know.

Accessibility. This procedure shall be governed by applicable District policies regarding accessibility, as well as applicable state and federal law.

Documentation to Support Certification.

Vaccination Status. Any person submitting a declaration of current COVID-19 vaccination status (with an approved vaccine) shall verify that, at the District's request, they will promptly provide proof of vaccination. The District will not request any health or medical information for the purpose of enforcement of this policy other than proof of vaccination.

Medical Exemption. Students and employees may decline vaccination due to medical contraindications or precautions recognized by the U.S. Food & Drug Administration or Centers for Disease Control and Prevention or due to a disability. Any person submitting a declaration of medical exemption shall verify that they will promptly provide documentation from a certified or licensed healthcare professional to support their declaration upon request by the District. A person who is granted medical exemption may be required to adhere to other safety measures.

Religious Exemption. Students, faculty, and staff may decline vaccination based on a sincerely held religious belief, practice, or observance. A person who is granted religious exemption may be required to adhere to other safety measures. Any person submitting a declaration of religious exemption shall verify that they will promptly provide a statement that describes the applicable religious or other comparable belief that is the basis for their exemption upon request by the District. A person who is granted religious exemption may be required to adhere to other safety measures.

Accommodations. The District will provide an individualized interactive process to identify appropriate accommodations for individuals claiming an exemption. Accommodations may involve adjustments to job duties, remote work or learning, isolation of individuals in certain campus locations, limiting of interactions, and other safety measures.

Broad Dissemination of Policy Information. Information about the COVID-19 vaccination requirement shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs. Such information shall provide appropriate point(s) of contact, including email and telephone numbers.

Access and Availability of Vaccinations and Testing. COVID-19 testing required by the District shall be provided to students and employees at no charge. Information about the availability of approved vaccines and COVID-19 testing, including those offered free-of-charge, shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs.

All students and employees shall receive information as part of ongoing training and education, concerning:

- a. The potential benefits for COVID-19 vaccination;
- b. The potential health consequences of COVID-19 illness for themselves, family members and other contacts, coworkers, patients, and the community;
- c. Occupational exposure to COVID-19;
- d. The epidemiology and modes of transmission, diagnosis, and non-vaccine infection control strategies in accordance with their level of responsibility in preventing COVID-19 infections.
- e. The safety profile and potential risks of any COVID-19 vaccine; and
- f. Requirements for compliance with the COVID-19 vaccination interim policy.

Superseding Public Health Directives. In the event that a federal, state, or local governing public health agency imposes a requirement that restrictively conflicts with this policy or implementation of this policy, the applicable public health mandate shall govern and be implemented.

Dual Enrollment Students. The District shall coordinate with local K-12 school districts and their respective county offices of education regarding applicability of the provisions of the COVID-19 vaccination interim policy and this administrative procedure.

Apprenticeship Sites. Apprenticeship sites are not operated and controlled by the district and are not subject to this administrative procedure.

See Board Policy 3507 COVID-19 Vaccination Interim Policy

See Board Policy 5077 Academic Accommodations for Students with Disabilities

See Administrative Procedure 5077 Academic Accommodations for Students with Disabilities

Approved 6/30/21
Revised 8/2/21, 2/11/22



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Police Department
Code	BP 6870 (formerly BP 3320)
Status	Up For Revision
Legal	California Education Code 72330 et seq. Government Code 7070 et seq. Government Code Sections 3300 et seq.
Adopted	July 12, 2004
Origin	Legally required - Formerly BP 3320 - CCLC BP 7600 Template - Update to reflect CCLC policy number and recommended language and add language re use of military equipment
Office	Vice Chancellor Business Services
Upload	February 17, 2015

CCLC NOTE: The U.S. Department of Education and the U.S. Justice Department issued a “Dear Colleague” letter on September 8, 2016, addressing Campus Policing. In this letter, colleges with police departments are advised to review the Final Report of the President’s Task Force on 21st Century Policing and adopt and implement the recommendations contained in the Final Report as part of local campus policing efforts.

The Board has established a police department under the supervision of the **Chief of Police** ~~Director for District Safety and Security~~, who shall report directly to the Vice Chancellor for Business Services. The **purpose of the** department ~~shall have jurisdiction is~~ to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District **or by the State acting on behalf of the district.**

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830, et seq.

The Chancellor shall establish minimum qualifications of employment for the **Chief of Police** ~~Director for District Safety and Security~~ including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers’ Standards and Training.

The Vice Chancellor for Business Services shall ensure that every member of the police department **first** employed by the District **before July 1, 1999**, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and badge bearing the words “Foothill-De Anza Community College District Police **Department.**”

The Vice Chancellor for Business Services, in cooperation with the **Chief of Police** ~~Director for District Safety and Security~~, shall issue such other regulations as may be necessary for the effective administration of the police department.

CCLC NOTE: Government Code Section 7070 requires the police department to submit to the Board a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. This requirement is effective January 1, 2022.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chancellor shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

See Administrative Procedure 6870 Police Department

Approved 7/12/04



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Police Department
Code	AP 6870
Status	New
Legal	Education Code Sections 72330 et seq. Government Code Sections 3300 et seq. Government Code Sections 7070 et seq.
Origin	Legally advised - CCLC AP 7600 template

The Chancellor is delegated the responsibility to establish minimum qualifications of employment for the District Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- **Submission of one copy of his/her/their fingerprints which shall be forwarded to the Federal Bureau of Investigation,**
- **A determination that the employee is not a person prohibited from employment by a California community college district, and**
- **If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.**

Every member of the district police shall be supplied with, and authorized to wear, a badge bearing words “Foothill-De Anza Community College District Police.” Every member of the college police shall be issued a suitable identification card.

Salaries for district police shall be established after appropriate negotiations with their exclusive representative.

The Vice Chancellor of Business Services, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the district police, including:

- **Schedules and shifts**
- **Call back procedures**
- **Weapons practices**
- **Use of vehicles**
- **Pursuit practices**
- **Training**

The District Police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- **Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault,**
- **Geographical boundaries of the operational responsibilities, and**
- **Mutual aid procedures.**

CCLC NOTE: Government Code Section 7286 requires districts that have a police department, to have a “policy” (in the non-technical sense of the word) regarding use of force. This requirement is effective January 1, 2021. Districts should include a use of force guide in their local District’s police department manual or operational guideline.*

*The Policy & Procedure Service has information available about the minimum elements required for such a use of force guideline or inserting into the District’s police department manual. This guide may be subject to collective bargaining.

CCLC NOTE: Government Code Section 7070 requires the police department to submit to the Board a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. This requirement is effective January 1, 2022.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

If the police department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The police department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

See Board Policy 6870 Police Department