



Chancellor's Advisory Council Meeting Agenda – December 8, 2017

Foothill College
Toyon Room (Room 2020)
2:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome and introductions	I	Judy Miner
II. Approval of October 27, 2017, meeting summary (<i>Attachment II</i>)	A	Judy Miner
III. Proposed new/revised board policies and administrative procedures <ul style="list-style-type: none"> • Revised BP 7400 (previously BP 3152, BP 4170, BP 4176) Travel (<i>Attachment III.a</i>) • Revised AP 7400 (previously AP 3152, BP 4175) Administrative Travel Procedures (<i>Attachment III.b</i>) • Revised AP 4235 Credit by Examination (if approved by Academic and Professional Matters (APM) Committee on 12/8) (<i>Attachment III.c</i>) • Revised BP 5010 (formerly 5000) Admissions and Concurrent Enrollment (if approved by APM on 12/8) (<i>Attachment III.d</i>) 	D/A	Judy Miner
IV. Program Highlights – Foothill-De Anza Foundation	D/A	Judy Miner
V. Enrollment management	D	Judy Miner
VI. 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/District Diversity and Equity Advisory Committee (<i>Attachment VI</i>) http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html • Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html 	I	Kevin McElroy Dorene Novotny Joe Moreau All
VII. Other information and updates	I	All



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

October 27, 2017

Present: Judy Miner, Anthony Cervantes, Karen Chow, Mayra Cruz, Isaac Escoto, Kevin Harral, Karen Hunter, Gracian Lecue, Kevin McElroy, Joe Moreau, Brian Murphy, Dorene Novotny, Frank Rocha, Jose Rueda, Tim Shively, Chris White

I. Welcome

Chancellor Miner welcomed council members and invited self-introductions.

II. Approval of June 9, 2017, Meeting Summary

The June 9, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III. Review and reaffirmation of council Charge, Purpose, and Ground Rules

Council members reviewed the council's charge, purpose, and ground rules. Judy asked that members pay particular attention to the responsibilities of council members set forth in the representation section reprinted below:

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

The council reaffirmed the charge, purpose, and ground rules by consensus. Faculty Association President Tim Shively made positive comments regarding the document.

IV. Review of meeting calendar

The council reviewed the 2017-2018 meeting calendar and noted no major conflicts. Judy pointed out the new deadlines listed on the calendar for submitting written district advisory committee and constituent group reports, stating that she hopes to increase cross district awareness and communication by inviting council members to submit reports of the activities of the constituency group they represent to be included with the meeting packet. She also asked that council members provide suggestions for program highlights.

V. Review of district governance evaluation survey results

Reflecting on the summary of responses to the third question of the background section of the survey, which indicates that 43 percent of respondents have been employed at the district for 11 or more years, Karen Chow wondered if there might be interest in working to involve those who haven't been here as long in shared governance. Judy agreed that it is important to be more intentional about succession planning.

With regard to the responses to question 7 of the committee evaluation question, "Please indicate all means in which you communicate committee decisions/discussions to your constituency groups," council members questioned why communicating via the website received low marks, contemplating whether generational differences or ease of website posting and/or navigation might be inhibiting more effective use. Joe theorized that people tend to want information regarding matters under discussion delivered to them but added that the committee webpages act as a good archive and reference and are particularly important for accreditation and audit purposes.

VI. Review of 2016-2017 accomplishment/goals for 2017-2018

The council reviewed the summary of 2016-2017 CAC meeting outcomes and a draft list of activities anticipated for 2017-2018. Isaac commented that it is helpful to see ahead of time what the council might be doing. It was noted in answer to Dorene's question that the Chancellor's Office plans to prepare the referenced district shared governance guide for the council's review and input.

VII. Board policy and administrative procedure revision project status

The council reviewed the status of the board policy and administrative procedure revision project. Judy explained that the district began a systematic review of policies and procedures in 2013, starting with Chapter 1, and has so far completed Chapters 1, 2, and half of Chapter 3. She noted that in addition to the policies and procedures revised as part of the systematic review process, a few policies and procedures in other chapters have been adopted or revised based on recommendations from the Community College League of California (CCLC) Policy and Procedure Service in its twice yearly updates or by administrators or faculty. Judy stated that the district's intent is to have a cyclical review process, starting again with review of Chapter 1 upon completion of the Chapter 7 review, while continuing to consider recommended updates as they are received by CCLC.

VIII. Proposed revisions to board policies

Revised BP 2340 Board Meeting Agendas

Judy drew the council's attention to the new requirement under Government Code 54954.2 that a link to the agendas for meetings of the Board of Trustees, Audit and Finance Committee, Citizens' Bond Oversight Committee, Foothill-De Anza Foundation, the academic senates, and the Associated Students of Foothill College and De Anza Associated Student Body will have to be placed on the district's home page by January 2019. She stated that the district is considering an upgrade from BoardDocs Pro to

BoardDocs Pro Plus, which would allow each of the groups to have separate access to the platform, as a possible solution. Paula explained that the district currently pays an annual fee of \$9,000 for BoardDocs, which would increase to \$17,500 if Plus were added. She suggested that council members take a look at the West Hills Community College District BoardDocs site <http://www.boarddocs.com/ca/whccd/Board.nsf/Public> if interested in seeing an example of how the change would look to the public and offered to send a link to the site by email to council members following the meeting. Karen Chow expressed concern about training.

The council approved revised board policy 2340 by consensus.

Revised BP 2350 Speakers at Board Meetings

The council reviewed the proposed change to board policy 2350, which adds language to provide an extended comment period at board meetings for speakers who use translators. The policy was approved by consensus.

Revised BP 4020 (formerly 6010) Program, Curriculum, and Course Development – APM approved 10/13/17

Changes to board policy 4020 recommended by the Academic and Professional Matters Committee, which add language regarding credit hours and update other text, were reviewed by council members and approved by consensus.

Revised BP 5030 Fees

Council members reviewed the proposed changes to board policy 5030 to update the health fee and add language regarding the baccalaureate degree pilot program. Judy noted that the policy will need to be revised again if students vote to change the Eco Pass fee. The revised policy was approved by consensus.

IX. Enrollment management

Judy reported that strong summer enrollment allowed the district to start the year a bit ahead in full time equivalent students (FTES), but as of the fall census date, enrollment has declined below 2016-2017 numbers. She expressed hope that late start courses at both colleges combined with positive attendance at Foothill would bring in enough enrollment to make up for the loss but expressed concern about winter and spring enrollment.

Brian advised that De Anza College is offering several late start courses for fall and has agreed to a partnership with the Fremont Union High School District to offer concurrent enrollment classes at the high school starting in January. He reported that about 400 faculty members have completed Canvas certification training, and the college is continuing to expand online offerings. Brian noted that the decline in fall enrollment came as a surprise as it even affected previously robust programs such as Automotive Technology. He advised that most students cite transfer as the reason for not continuing enrollment, and the college has not had a decline in new students. Brian also mentioned that although there has been a drop in enrollment in students from the far east side of the valley, enrollment of Fremont Union High School District graduates increased by three percent even as the high school district's graduation rate decreased three percent.

Chris recognized that a decrease in enrollment from spring to fall could likely be attributed to transfer, but expressed concern about the drops the colleges have seen from fall to winter and winter to spring. She wondered if research is being conducted to determine why students are not continuing from quarter to quarter within the academic year.

In response to a question from Karen Chow, Mayra reported that both San Jose and Evergreen colleges have developed outreach teams that are very active. She noted that some of the local school districts will be closing schools, which will translate to fewer college students in the future. Brian acknowledged that although De Anza is the number one college destination for all local high school districts, there is now more competition for fewer students.

Judy highlighted some of Foothill's strategies for increasing enrollment and other revenue, including admission of high school freshman and sophomores, waiving fees for high school students, growing noncredit offerings, expanding apprenticeship opportunities and stackable degrees, increasing outreach to nontraditional students (e.g. homeschool), and improving success rates in online courses. In answer to Karen Chow's question, she explained that the STEM Success Center and Teaching and Learning Center employ noncredit faculty tutors who meet minimum qualifications, which allows the college to generate FTES. She noted that the STEM Success Center generated 46 FTES in fall 2016 and is now open seven days per week with evening hours.

Karen Chow wondered whether the colleges could employ marketing techniques used by online retail businesses, such as reminding students who have "shopped" for classes that they can still "check out" and suggesting courses based on those that have been searched. Joe indicated that with the upgrade to Banner and changes in the registration interface, this sort of marketing may be possible and a pilot program is being considered.

With regard to Gracian's question, Judy advised that the governor signed College Promise legislation, but it has not been funded. She added that the money the colleges are soliciting for College Promise programs would still be of use in providing other support to students (e.g. textbooks).

In response to a question from Karen Chow, Kevin McElroy and Judy explained that the district would have to lose about 30 percent of its enrollment to qualify as a basic aid district. Kevin reminded the council that budget town hall meetings have been scheduled at both colleges during the last week of November and first week of December. Judy announced that she will be holding an open office hour at noon on October 30 at De Anza College in the Main Dining Room.

X. District Governance Committee/Constituent Group Reports

[District Budget Advisory Committee](#)

Kevin McElroy provided an overview of topics discussed at the first District Budget Advisory Committee meeting of the academic year. He advised that the committee reviewed the adopted budget and three-year budget reduction presentations given to the Board of Trustees, a memorandum sent to Chancellor's Cabinet to memorialize the

district's plan to address the \$10.3 million structural deficit, and summer and fall enrollment numbers. He reminded everyone that the budget reduction plan will be reviewed quarterly and targets may increase or decrease based on enrollment. Kevin also advised that the district submitted a recalculated First Principal Apportionment Attendance Report (320 P1) to adjust five FTES.

[Human Resources Advisory Committee/District Diversity and Equity Advisory Committee](#)

Dorene advised that the Human Resources Advisory Committee and District Diversity and Equity Advisory Committee will meet next week for the first time this academic year. She highlighted some of the outcomes of the committees' work last year, including the spring convocation and enhanced hiring committee equal employment opportunity training, and spoke about some of the topics of discussion this year, such as offering a level 2 equal employment opportunity training and increasing the number of people attending the National Conference on Race and Ethnicity in Higher Education (NCORE).

[Educational Technology Advisory Committee](#)

Joe gave some background regarding the Educational Technology Advisory Committee and spoke about the committee's major project last year to align the district and college technology plans. He also mentioned plans this year to start on the District Technology Plan annual revision process.

XI. Other information and updates

Mayra reported that she is working with San Jose's Fire Chief and Chief of Police on a donation drive to be held November 18-19 to benefit Puerto Ricans dealing with the consequences of Hurricane Maria.

The meeting adjourned at 1:40 p.m.



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Travel Reimbursement
Number	BP 7400 (formerly 3152, 4170, 4176) Travel
Status	Up For Revision
Legal	Education Code Section 87032
Adopted	December 14, 1960
Last Revised	August 16, 1999
Origin	CCLC legally required. Update of travel policy in concert with change to administrative procedure. Merge BP 3152, 4170, and 4176.
Office	Vice Chancellor Business Services
Upload	February 17, 2015

BP 3152 Travel Reimbursement

The Board of Trustees shall provide for reimbursement of authorized expenses to Board members, staff members and students who make official trips on behalf of the District. ~~The Chancellor or designee is directed to develop and maintain administrative regulations that establish procedures for implementation, including Board ratification of warrants for these expenditures.~~ **The Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.**

BP 4170 Staff Travel

~~In order to promote in-service training and professional growth, and in order to assume a rightful share of the obligation of each California community college to cooperate with organizations and committees with objectives of improving education, particularly at the community college level, the Board encourages faculty, staff and administrators to attend worthwhile educational and professional meetings and to participate actively on professional committees.~~

~~The Board also recognizes the need for travel in order to carry on the general operation and business of the District.~~

~~Because student learning is the primary mission of the District and all District employees, guidelines for limiting travel to avoid interrupting service to students are specified in Board Policy 4175.~~

~~See Board Policy 4175 Travel Authorization~~

Approved 12/14/60
Amended 8/29/94, 11/18/96

BP 4176 International Travel

International Travel

The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and the campus abroad programs at Foothill-De Anza Community College District, the Chancellor, in advance of the travel, must approve all international travel. The Chancellor shall submit a report to the Board of Trustees of all international travel approved under this policy.

~~Approved: 3/1/10~~

~~Amended 2/6/12~~

See Administrative Procedure ~~3152~~ 7400 Administrative Travel Procedures

Approved 12/14/60

Amended 8/29/94, 11/18/96, 8/16/99

Last Modified by Paula J Norsell on November 21, 2017



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Travel (formerly Administrative Travel Procedures)
Number	AP 7400 (formerly AP 3152, BP 4175)
Status	Up For Revision
Legal	Education Code, Section 87032 Government Code, Section 11139.8 2 Code of Federal Regulations Part 200.474
Adopted	August 16, 1999
Last Revised	April 7, 2003
Origin	formerly AP 3152 and BP 4175, updating to reflect per diem for ISP and Board direction to prohibit the use of district funds for travel to states that discriminate. Merge with travel authorization procedures currently in policy (BP 4175).
Office	Vice Chancellor Business Services
Upload	February 19, 2015

~~AP 3152 Administrative Travel Procedures~~

Board Policy ~~3152~~ **7400** states that District employees are reimbursed for expenses incurred while away on district business. The purpose of this administrative procedure is to **set forth guidelines for authorizing travel and to** highlight allowable travel expenses ~~under that policy~~. These procedures apply only to District employees and trustees and do not pertain to students or independent contractors ~~who seek similar reimbursement~~.

~~BP 4175 Travel Authorization~~

~~The final authority to approve travel for staff members rests with the Board. However, the Board by this policy delegates to the Chancellor authority to approve travel of staff members. The approval of warrants of reimbursement for expenses incurred will serve as ratification of all such travel.~~ The following guidelines will be used by the Chancellor in authorizing travel:

1. The number of staff members to be away from a campus at any one time shall be controlled so that no department will be depleted below effectiveness.
2. The duties of a staff member while away will be normally covered by other staff members when necessary.
3. The opportunity to attend conventions and professional meetings will be distributed as broadly as possible.
4. The Chancellor delegates to an employee's immediate supervising manager the authority to approve all requests for travel.
Approval must be secured before travel arrangements are made.
5. Travel authorization will generally be limited for one of the following purposes:
 - a. Transact business of the District, such as consideration of items for procurement, contact with community and governmental groups and agencies, business/financial contractual negotiations and travel between properties owned or used by the District.

- b. Attend educational and professional meetings, such as subject matter meetings, educational conventions, professional organization conferences, and committee meetings.
- c. Attend meetings related to legislative matters important to the District, such as legislative hearings and sessions, and committee and other meetings of professional organizations working on legislation.
- d. Travel with student groups and for student activities, such as all travel with teams, clubs, and student government groups, travel to chaperone student activities, travel to arrange for all such student activities, travel on field trips, and travel to recruit students.

Approved 12/14/60

~~Amended 2/20/61, 6/6/66, 3/24/71, 10/6/71, 8/29/94, 11/18/96~~

(Note: current language in AP 3152 continues here.)

Travel Reimbursement

It is the intent of the Board of Trustees that no employee suffer financial loss or produce personal gain as a result of being on district business. It is further intended by the Board that when an employee is away from home on district business, a standard of living be sustained comparable to what are normally maintained under conventional living conditions.

The Board of Trustees prohibits the use of district funds to sponsor or support employee travel to states determined by the California Attorney General to have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage. Expenses incurred for travel to states identified on the California Attorney General's website <https://oag.ca.gov/ab1887> as having enacted discriminatory laws shall not be reimbursed unless the Chancellor has determined in advance that adherence to the travel ban would be seriously detrimental to district/college operations and has authorized travel.

Expenses of a personal nature are not reimbursable.

General Travel Guidelines and Allowable Expenditures:

Below are examples of general travel guidelines and allowable travel expenditures; however, these examples are not intended to be all-inclusive nor fully refined.

Hotel Accommodations:

While traveling on district business, employees are encouraged to stay at good hotels. Premium accommodations should be avoided unless no other suitable arrangements are available or special circumstances justify their use. Hotel arrangements should only be sought when staying overnight and the hotel is outside a 75 mile radius from the District.

Air Transportation:

The standard for domestic air travel is coach class and for international travel is business class. Reservations should be made early to obtain the lowest rates. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no-refund clauses.

Car Rental:

The standard car rental is a compact automobile; however, a larger a car can be used if more than two employees share a single automobile.

Generally, rental agencies provide insurance coverage at a premium. The District recommends you elect such coverage. If you use certain credit cards (i.e., "gold cards") for payment, collision coverage is sometimes provided for under their policy. Before declining the insurance coverage, verify that the credit card does indeed provide such advantages.

Personal Automobile Transportation:

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit for the first 300 miles. Beyond that mileage, the employee will be reimbursed at the "economy" airfare to/from that location.

Business Travel Accompanied by a Spouse:

Expenses incurred by a spouse while traveling with an employee are not recoverable. Furthermore, any premium induced as a result of the spouse (i.e., additional room charge) will be borne by the employee.

Telephone Calls:

All business related calls are reimbursable. A reasonable amount (one or two per day) of personal calls are also reimbursable.

Receipts:

Except when claiming per-diem, all “original” receipts must accompany a claim for reimbursement. In certain instances, (i.e., toll, taxi, etc.) receipts are not furnished. In these situations, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided. Limitations exist on meals, see per-diem below. Claims for reimbursement are to be submitted within 90 calendar days following the trip, but no later than July 15 following the end of the fiscal year. Claims from a prior fiscal year will not be paid.

Per-Diem:

The meal per-diem, periodically adjusted for inflation, is \$55.00 **for domestic travel and \$80.00 for international travel** as follows:

<u>US Domestic Travel</u>		<u>International Travel</u>	
Breakfast	\$10.00	<u>Breakfast</u>	<u>\$15.00</u>
Lunch	\$15.00	<u>Lunch</u>	<u>\$25.00</u>
Dinner	<u>\$30.00</u>	<u>Dinner</u>	<u>\$40.00</u>
Total	\$55.00	<u>Total</u>	<u>\$80.00</u>

Unless specifically authorized by the Chancellor or College Presidents, meal amounts exceeding the per-diem limit will not be reimbursed. Moreover, if a conference registration includes meals as part of the fee, then per-diem for that meal may not be additionally claimed.

See Board Policy ~~3152~~ 7400 Travel-Reimbursement

See Board Policy 4170 Staff Travel

See Board Policy 4175 Travel Authorization

Approved 8/16/99
Revised 4/7/03

Last Modified by Paula J Norsell on November 21, 2017



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Credit by Examination (Challengeable Courses) and Advanced Placement Examinations
Number	AP 4235
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 55050 California Community Colleges Chancellor's Office Policy Change Memorandum 3/30/17 California Education Code Section 79500
Adopted	June 14, 2013
Last Revised	May 22, 2015
Origin	APM recommended revision to comply with California Community Colleges Chancellor's Office policy change letter of 3/30/17 (formerly AP 6030). APM revised 4/28/17, 5/19/17, 10/13/17.

Credit by Examination (challengeable courses)

1. Discipline faculty, through the college's established curricular processes and procedures, shall determine if a course is eligible for credit by examination.
2. A list of all courses eligible for credit by examination shall be maintained by the Office of Instruction and included in the College Catalog.
3. The nature and content of the examination or other cumulative assessment shall be determined solely by the faculty in the discipline that normally teach the course for which credit is to be granted. The faculty shall determine that the examination or other cumulative assessment adequately measures mastery of the course content as set forth in the course outline of record (Title 5, 55050 (c)).
4. The faculty may accept an examination or other cumulative assessment conducted at a location other than the community college for this purpose (Title 5, 55050 (c)). (For example, standardized exams regulated or prescribed by the State of California for specific occupational areas, ~~Advanced Placement Exams~~, etc.)
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination (Title 5, 55050 (e)).
6. Grading shall be according to the regular grading scale approved by the governing board (Title 5, 55023) except that a student shall be offered a pass/no pass option if that is ordinarily available for that course. (Title 5, 55050 (f)).
7. A student who earns credit by examination for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence.
8. Units earned by credit by examination shall not be counted in determining the quarter hours in residence required by the associate degree (Title 5, 55050 (g)). Units earned through credit by exam are not considered for Financial Aid, Scholarship, or Veteran Services eligibility and payments.

9. Registration and fees: Students will be registered for a ~~Credit by Examination section of the course created specifically for this purpose~~. Students who take the examination or cumulative assessment must pay a fee for service equal to the usual per unit enrollment fees for the course, but exclusive of any fee-based supplies. Fees for credit by examination are non-refundable. (Title 5, 55050 (h)).

~~10. The maximum number of units awarded by credit by examination or cumulative assessment shall be limited to 30 units in the district.~~

Advanced Placement Examinations

The faculty shall accept Advanced Placement examinations for general education credit (Education Code, 79500).

See Board Policy 4235 Credit by Examination

Approved by the Chancellor's Advisory Council 6/14/13
Renumbered 5/22/15 (formerly AP 6030)

Last Modified by Paula J Norsell on October 13, 2017



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admissions and Concurrent Enrollment (formerly Admissions Policy)
Number	BP 5010 (formerly BP 5000)
Status	Up For Revision
Legal	Education Code Section 48800 Education Code Section 48800.5 Education Code Section 66201 Education Code Section 76002 Education Code Section 76038 Education Code Section 76000 Education Code Section 76001 34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended) ACCJC Accreditation Standard II.C.6
Adopted	January 4, 1999
Origin	Legally required policy being reviewed due to a request from APM for a dual enrollment policy. Recommendation to replace current policy language from 1999 with updated CCLC language. 6/9/17 APM revisions.
Office	College Presidents
Upload	February 18, 2015

~~1. Consistent with California law, the colleges shall admit as a student any California resident possessing a high school diploma or the equivalent thereof.~~

~~2. The colleges may admit as a student any of the following categories of persons pursuant to the criteria and conditions set forth herein and in any related administrative procedures enacted herewith.~~

~~(a) Any non resident possessing a high school diploma or the equivalent thereof.~~

~~(b) Any apprentice, as defined in Labor Code section 3077 who is capable of profiting from the instruction offered.~~

~~(c) As a special part time student, any elementary or secondary public school student who would benefit from advanced scholastic or vocational work offered at the college in addition to the courses he/she takes in elementary or secondary school, upon recommendation of the principal of the school that the pupil attends and with parental consent, but only for up to 12 semester units or the equivalent thereof. Credit for courses completed shall be at the level determined to be appropriate by~~

~~the school district board and this Board. Notwithstanding any other provision herein, any such special part-time student shall nonetheless be required to undertake courses for instruction of a scope and duration sufficient to satisfy the requirement of law.~~

~~(d) As a special full-time student, any elementary or secondary public school student who by petition has obtained the approval of his/her own school district governing board to so attend on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available, if the College President determine that the pupil could benefit from the course(s) or class(es) sought.~~

~~(e) As a special full-time student, any pupil not attending public school, if the College President determines, upon petition by the parent or guardian of the pupil, that the pupil would benefit from advanced scholastic or vocational work that would thereby be available, but only as to such courses or classes.~~

~~Notwithstanding any other provision here, any special full-time student admitted pursuant to subsections (d) or (e) shall nevertheless be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.~~

~~(f) As a special student in a college summer session, any student, with parental consent, whose admission to summer session is recommended by the principal of the school which the student attends, who has demonstrated adequate preparation in the discipline to be studied, and who has availed himself or herself of all opportunities to enroll in an equivalent course at his or her own school. Special summer session students shall receive credit for the community college courses he or she completes, in a manner determined to be appropriate by the governing board of the school district and this Board.~~

~~Notwithstanding any other provision herein, the College District, the colleges, and their respective employees and officers assume no duty to supervise any minor student admitted under this policy.~~

~~(g) As provisional students only, any other person who is over 18 years of age and who is capable of profiting from the instruction offered, whose attendance is not on a part-time basis or in classes and programs established for adults pursuant to Education Code section 78401.~~

3. ~~For the purposes of policy number 5000, “capable of profiting from” and “would benefit from” college instruction or classes means that based on the information available in the application or petition documents it reasonably appears more likely than not that the applicant would benefit intellectually or socially from his or her participation in the proposed classes, courses or programs.~~

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- **Any person age 18 and above and possessing a high school diploma or its equivalent.**
- **Other persons who are age 18 and above and who, in the judgment of the Chancellor or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.**
- **Persons who are apprentices as defined in Labor Code Section 3077.**

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

Admission – Each college may determine the age or class level for admission as a part-time student for advanced scholastic or vocational courses. Any student whose age or class level is equal to grades 9-12 is eligible, subject to procedures at each of the colleges, to attend as a special part-time student for advanced scholastic or vocational courses.

Each college may determine the age or class level for attendance as a special full-time student. Any student whose age or class level is equal to grades 9-12 is eligible, subject to procedures at each of the colleges, to attend as a special full-time student.

Any student enrolled in grades determined by each college may attend summer session, subject to procedures at each of the colleges.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted (by their parent school's designated official), the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Dual Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Approved 1/4/99

Combined HRAC/DDEAC Meeting

November 1, 2017

HR Conference Room

2PM – 4:00 PM

In attendance: Adrienne Hypolite, Alicia Cortez, Carolyn Holcroft, David Marasco, Dorene Novotny, Edmundo Norte, Karen Chow, Mayra Cruz, Myisha Washington, Pat Hyland, Scott Olson, William Baldwin

1. Welcome

2. Progress on Hiring Procedure Updates

- a. Classified: Mostly complete, biggest potential change – the addition of a mandatory second round interview.
- b. AMA: Waiting for the unit to review and approve
- c. Faculty: Full time procedures are nearly complete. Waiting for formal process for Part-time to be updated. Updates to PT may have influence on FT. After review both will be complete.
- d. Goal is for each group to bring proposed revisions to next HRAC/DDEAC meeting for compilation and review before forwarding to college governance groups for feedback

3. Hiring Committee Training Update

- a. Over 400 individuals have received training!!
- b. Discussion about the possibility of members of DDEAC becoming trainers – a number of DDEAC members expressed interest in participating
- c. Concern about some managers not prioritizing the work of hiring committee participation – hiring committees often progress slowly as other work priorities take precedent over hiring
- d. Discussion about the potential positive impact of redacting names from application. Could redaction extend to removal of graduation dates; institutions attended?
- e. Issue regarding managers continuing to stray from approved procedures – an example being a manager who has developed screening criteria without the input of hiring committee members. **Noted that we do have formal procedure for hiring part-time faculty but it is not generally being used.**
- f. Additional concern about reference checking – are candidates being accurately screened? Are managers reporting back to hiring committees about references (beyond “the references came back good.”); are hiring committee members being allowed to have input on what is asked in reference checking? Additional work to be done to emphasize the importance of accurate feedback.

4. Goals for 17/18

- a. **Complete revisions to hiring procedures**
- b. Review existing Equity Plans (district, De Anza, Foothill) to ascertain potential areas for collaboration between campuses and district on equity efforts
- c. Train members to be Hiring Committee trainers

5. Other

- a. Can we have a ½ day retreat to give us more time to discuss district equity efforts? Doodle Poll to follow

- b. Chancellor's E4E Project (efforts by individuals or groups throughout the district to advance equity) next meeting is scheduled for November 14th)