



Chancellor's Advisory Council Meeting Agenda – March 10, 2014

**E-Meeting (Note: Physical meeting cancelled,
electronic vote conducted on policies and
procedures)**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. New and revised policies and procedures (<i>Attachments 1-6</i>) <ol style="list-style-type: none"> 1. BP 2735 (formerly BP 2620) Board of Trustees Travel (revised) 2. BP 2740 Board Education (new) 3. BP 2750 Board Member Absence from the State (new) 4. BP/AP 5075 (formerly BP 6126/AP 5003) Course Drops and Withdrawals (revised) 5. BP 4225 (formerly 6124) Course Repetition (revised) 	A	Linda
II. Policies and procedures with revisions to policy/procedure number and/or legal reference only (<i>Attachment 7</i>) <ul style="list-style-type: none"> • BP 2306 (formerly 9121) Representative to Vote for County Committee • BP 2730 (formerly 9140) Board Member Health Benefits • BP 2745 (formerly 9300) Board Self-Evaluation • AP 4225 (formerly 6124) Course Repetition • BP 6401 (formerly 9123) Audit and Finance Committee • BP/AP 6601 (formerly 1115) Neighborhood Outreach 	Consent/A	Linda

Distribution: Linda Thor, Orlando Aguon, Margaret Bdzil, Randy Bryant, Karen Chow, Leo Contreras, Mayra Cruz, Dolores Davison, Isaac Escoto, Araceli Kaliangara, Rich Hansen, Kevin Harral, Truly Hunter, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Dorene Novotny, Manny Respicio, George Robles, Stacie Rowe/DASB, Roberto Sias, Adiel Velasquez/ASFC

DRAFT – REVISED (Legally Advised)

Board of Trustees Travel

2735 2620

The Board of Trustees recognizes that there is a need to attend conferences and to attend to other district business outside of the district.

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services ~~directed by~~ **on behalf of** the Board.

~~Overnight travel by any of the trustees outside of the district shall be reported as an information item in the Board agenda prior to, or immediately following, the travel dates.~~ **Board members shall provide brief reports of conference attendance and/or professional development activities at the regular meeting of the Board of Trustees that follows the activity.**

See Administrative Procedure 3152 Administrative Travel Procedures

Education Code Section 72423
Approved: 3/1/10

DRAFT – NEW (GOOD PRACTICE)

Board Education

2740

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Accreditation Standard IV.B.1.f

Approved

DRAFT – NEW (Legally Advised)

Board Member Absence from the State

2750

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- **Upon business of community college district with the approval of the Board.**
- **With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.**
- **For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.**
- **The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.**

Government Code Section 1064

Approved

DRAFT – REVISED

Course Drops and Withdrawals

5075.6126

Students may ~~withdraw~~ **drop** from a course prior to the census date without receiving an evaluative notation (A, B, C, D, F, P, NP) or a non-evaluative notation (“W”) on their transcripts. ~~All students who withdraw from a course on or after the census date shall receive the appropriate evaluative or non-evaluative notation on their transcripts.~~

Students may withdraw from classes during the period between 20% and 75% of the duration in which the class meets in which case they will receive a non-evaluative notation (“W”) on their transcripts. In rare cases of documented extenuating circumstances the colleges may give special permission to withdraw after 75% of the duration in which the class meets.

The ~~census dates~~ **drop and withdrawal dates** for all courses ~~will~~ **shall** be communicated to students and the public, ~~on the colleges’ websites and other official communications pertaining to registration and enrollment.~~

See Administrative Procedure 5075 Course Adds, Drops, and Withdrawals

Title 5 Sections:
55023 Academic Record Symbols and Grade Point Average
55024 Withdrawal
58161 Apportionment for Course Repetition

Approved by CAC 4/13/12
Approved 6/4/12

Purpose

The purpose of administrative procedure 5075 is to outline the rules and procedures for implementing board policy 4225 on course repetition and board policy 5075 on course drops and withdrawals at Foothill-De Anza Community College District. The colleges will adopt practices appropriate for their organizations based on the procedures outlined below. The procedures are directed by Title 5 regulations which apply to credit courses.

Definitions

Course Add

A “course add” is defined as an addition to an existing scheduled of classes for which a student is enrolled and will receive credit on their academic record/transcripts.

Course Drop

A “course drop” is defined as dropping or removal of a course from a student schedule. A student’s academic record/transcript does not contain information on dropped courses. Both students and instructors may initiate a course drop. An instructor may drop a student if they are identified as a no-show or are no longer participating in the course.

Course Withdraw

A “course withdraw” is defined as withdrawing or no longer attending a course in which a student was enrolled. A student’s academic record/transcript will contain the course as well as the grade of “W.” Both students and instructors may initiate a course withdraw. An instructor may withdraw a student if they are identified as no longer participating in the course.

Course Add Rules

In accordance with state regulations, Sstudents may add classes through the official registration period. The official registration period ends on the last calendar day that occurs prior to 20% of the duration in which the class meets. This date is published by each college on the student schedule of classes. In rare cases of documented extenuating circumstances, the colleges may give special permission to add a course after the registration period ends.

After the registration period concludes: classes may only be added by formal request from the student to _____ [insert designated college officer].

Course Drop Rules

In accordance with state regulations, students may drop classes through the official registration period. The official registration period ends on the calendar day that

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occurs prior to 20% of the duration in which the class meets. This date is published by each college on the student schedule of classes. In rare cases of documented extenuating circumstances, the colleges may give special permission to drop a course after this date.

Course Withdrawals-Rules

In accordance with state regulations, students may withdraw from classes **during the period** between 20 percent and 75 percent of the ~~time~~ **duration** in which the class meets (except as noted below). This date is published by each college on the student schedule of classes. In rare cases of documented extenuating circumstances, the colleges may give special permission to withdraw after 75 percent of the ~~time~~ **duration** in which the class meets.

~~Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.~~

~~Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.~~

~~“Inactive students” include:~~

- ~~• Students identified as no-shows;~~
- ~~• Students who officially withdraw;~~
- ~~• Students who are no longer participating in the courses and are therefore dropped by the instructor.~~

~~As of July 1, 2009, the District must establish the number of times that a student may withdraw from a class and receive a “W.”~~

Maximum Number of Course Withdrawals

Students **are only allowed** ~~will not be permitted~~ to withdraw **from the same course three** and received a “W” in a class more than four times. **A student wishing to register for a course that they have already withdrawn from on three prior occasions must follow the process published by each college which provides for a review of documented extenuating circumstances. On the rare occasion a student is permitted to enroll in the same course for which they have already received three previous W grades, they will not be allowed the option of withdrawing a fourth time—the student** ~~Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a W. upon completion of the course, unless:~~

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- ~~• Students withdraw from the class prior to the end of the fourth week of instruction or 30% of the term, whichever is shorter, or a shorter period established by the District; or~~
- ~~• The District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student which shows the withdrawal is justified because of extenuating circumstances.~~

Maximum Number of Course Attempts leading to a Substandard Grade (including Ws)

Students are only allowed to receive a substandard grade in the same course three times. A student wishing to register for a course in which they have already received three previous substandard grades must follow the process published by each college which provides for a review of documented extenuating circumstances. Only with documented extenuating circumstances may students be permitted to enroll in a class after having completed the maximum authorized number of enrollments in a course, including grades and W symbols.

Notification

All deadlines for adding and dropping courses are posted on the college website and in the student schedule in the portal.

See Board Policy 4225 Course Repetition

See Board Policy 5075 Course Drops and Withdrawals

Title 5 Sections 55024 and 58004
Approved by Chancellor's Staff 10/16/09
Revised _____

Students may repeat a course that is not designated by Title 5 as a repeatable course if they have received a non-evaluative notation of “W” or a substandard evaluative notation of D, F, or NP.

~~Any courses taken in an effort to alleviate substandard academic work may be repeated twice for~~ **Students wishing to alleviate a grade for substandard academic work may enroll in a course** a maximum of three times in 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, and is inclusive of courses taken at either Foothill College or De Anza College. **In rare cases of documented extenuating circumstances the colleges may give special permission to enroll in a course more than three times.**

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Each college ~~will~~ **shall** post clear instructions and procedures relative to this policy on the college website and in official communications pertaining to registration and enrollment.

Each college may implement an intervention to improve student success before allowing a student to repeat the course. These intervention procedures will be determined by each college and clearly posted on the colleges’ websites and in official communications pertaining to registration and enrollment.

*See Administrative Procedure ~~6124~~ **4225 Course Repetition***

See Administrative Procedure 5075 Course Adds, Drops, and Withdrawals

Title 5, Sections:
55024 Withdrawal
55040 District Policy for Course Repetition
55041 Repeatable Courses
55042 Repetition to Alleviate Substandard Academic Work
55043 Significant Lapse of Time
55044 Repetition of Variable Unit Courses
58161 Apportionment for Course Repetition
Education Code Section 76224

Approved 6/16/08
Approved by CAC 4/13/12
Amended 6/4/12

DRAFT – REVISED

Representative to Vote for County Committee

2306 9121

(County Committee on School District Organization)

At the annual organizational meeting the newly elected President of the Board will appoint a member to serve as a representative of the Board to vote for members of the County Committee on School District Organization.

Approved 3/2/64

Revised 2/3/97

DRAFT – REVISED (Legally Advised)

Board Member Health Benefits-Benefits for Trustees 2730 9140

Each publicly elected trustee of the Foothill-De Anza Community College District shall receive the same paid benefits as are granted to administrative employees of the District during the term of his/her elected service.

Each qualified former elected trustee whose services as a Board member began prior to January 1, 1995, shall receive the same paid benefits as are granted to qualified retired administrative employees hired prior to July 1, 1997.

A qualified former trustee whose service as a Board member began prior to January 1, 1995, is one who, at the time he/she leaves office:

- is age 55 or older; and
- has rendered total continuous service as a trustee to the Foothill-De Anza Community College District for twelve (12) or more years immediately preceding his or her retirement.

Each qualified former elected trustee whose service as a Board member began on or after January 1, 1995, shall receive the same paid benefits as are granted to qualified retired administrative employees hired on or after July 1, 1997.

A qualified former trustee whose service as a Board member began on or after January 1, 1995 is one who, at the time he/she leaves office:

- is age 55 or older; and
- has rendered total continuous service as a trustee to the Foothill-De Anza Community College District fifteen (15) or more years immediately preceding his or her retirement.

For the duration of the District's contract with the CalPERS Health Program for health benefit coverage of the Public Employees' Medical and Hospital Care Act (PEMHCA), each qualified former trustee shall also be required to meet the following PEMHCA provisions:

- retire under CalPERS, CalSTRS or a district-sponsored qualified retirement plan within 120 days of separation from elected service; and
- meet the definition of annuitant in accordance with PEMHCA Section 22760.

The benefits provided under this Board policy shall remain subject to alteration or termination by the Board at any time.

Government Code Section 53201 **and 53208.5**

Approved 2/1/82
Amended 6/7/93; 2/3/97; 3/20/00; 8/6/12

DRAFT – REVISED (Required by Accreditation Standards)

Board Self-Evaluation

2745 9300

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Board shall annually determine the instrument or process to be used in the Board's self-evaluation. The evaluation instrument shall incorporate criteria contained in the Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field. The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Chancellor. A summary of the evaluations will be presented and discussed at a Board meeting scheduled for that purpose. The results will be used to identify accomplishments in the past year, goals for the following year, and strategic plans for future years.

Accreditation Standard IV.B.1.e and IV.B.1.g

Approved 6/21/04

DRAFT – REVISED (Legally Required)

Course Repetition

AP 4225 6124

Repetition to Alleviate Substandard Work

When a student repeats a course to alleviate substandard academic work, 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. 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 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 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 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).

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*See Board Policy ~~6124~~4225 **Course Repetition***

Title 5:

Section 55041 – Repeatable Courses

Section 55042 – Repetition to Alleviate Substandard Work

Section 55043 – Significant Lapse of Time

Section 55044 – Repetition of Variable Unit Courses

Section 55045 – Course Repetition Due to Extenuating Circumstances

Section 55253 – College Credit and Repetition

Section 56029 – Special Class Repeatability

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 7/11, 6/22/12

DRAFT – REVISED

Audit and Finance Committee

6401 9123

An Audit and Finance Committee shall be appointed by the Board of Trustees.

Section 1 – Membership

The membership of the committee shall consist of two Board members and four members of the community at large who have special interest and knowledge in organizational financial matters. The President of the Board of Trustees shall appoint the Board members to serve on the committee for a one-year term beginning each January. The President of the Board of Trustees shall appoint one of the Board members as the Chair of the Audit and Finance Committee.

1.1 Term. Except as otherwise provided herein, each community member shall serve a term of four (4) years, commencing in January of each year. No community member may serve more than two (2) consecutive terms. At the Committee's first meeting, community members will draw lots or otherwise volunteer to select a minimum of two members to serve for an initial two (2) year term and the remaining members for an initial four (4) year term.

1.2 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) community members will be solicited for applications; (b) the Chancellor or his or her designee will review the applications in consultation with the Board President; and (c) the Chancellor or his or her designee, following consultation with the Board President, will make recommendations to the Board.

1.3 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Board of Trustee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process, shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

1.4 Compensation. The Committee members shall not be compensated for their services.

1.5 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record, or those which the Board of Trustees have specifically designated for the Committee's review.

DRAFT – REVISED

Section 2 – Meetings of the Committee

2.1 Regular Meetings. The Committee shall meet quarterly but may meet more often as the Committee shall determine, but no more frequently than monthly.

2.2 Location. All meetings shall be held within the boundaries of the Foothill-De Anza Community College District.

2.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 3 – Purpose

The Audit and Finance Committee shall act in an advisory role to the Board in carrying out its oversight and legislative responsibilities as they relate to the District's financial management. In this capacity the Audit and Finance Committee will:

- Review and monitor budget and financial material and reports related to financial matters, including bonds, certificates of participation and other funding instruments, to come before the Board of Trustees.
- Monitor the external audit selection and engagement process.
- Review independent audit reports and monitor follow-up activities.
- Assure availability of the Audit and Finance Committee members to meet with the Board of Trustees each year at the time of presentation of the external audit to the Board.
- Consult with independent auditors regarding accounting, fiscal and related management issues.
- Monitor operational reviews, findings and recommendations and follow-up activities.

Approved 4/20/92
Revised 1/5/98, 3/20/00, 1/7/08

DRAFT – REVISED

Neighborhood Outreach

6601 1115

The Foothill-De Anza Community College District Board of Trustees values the neighbors of Foothill College and De Anza College and the District's positive relationship with these community members. The District will actively engage in outreach with the immediate neighbors of the Colleges when projects with significant neighborhood impact or interest, such as large capital improvements, are proposed. A plan detailing these communication methods will be submitted for Board approval in conjunction with the project proposal.

See Administrative Procedure 1115 Neighborhood Outreach

Approved 7/12/04

DRAFT – REVISED

Neighborhood Outreach Procedures

AP 6601 415

The Board of Trustees is committed to clear, proactive communication with the Colleges' neighbors regarding campus development. The purpose of this administrative procedure is to establish a baseline protocol for dissemination of information related to capital projects and to encourage early and frequent communication between District staff and the public.

Definitions

For the purpose of this policy:

“Large Capital Project” is defined as the construction of new buildings, substantial additions to existing buildings, and other events that could have significant neighborhood impact.

Outreach Procedures

The campus will prepare a community outreach plan for each large capital project. The scale of the outreach effort will be designed to match the size and scope of the project and the likely level of community interest. In any case, the California Environmental Quality Act (CEQA) requirements for notification will serve to denote the minimum level of effort.

Outreach modes:

Web site: All capital projects will be posted on the campus Web site. When the project size warrants, electronic means may be used to provide ongoing updates to interested parties.

Written notification: Letters and postcards should be used for formal notification. Newspapers advertisements announcing projects and meeting notification may be appropriate for larger projects.

Meetings: For projects that are exceptionally large or that may otherwise generate significant neighborhood interest, there should be at least one community meeting no fewer than 30 days prior to the end of the public review period as defined by CEQA. It is recommended that the community meeting be held early in the CEQA process. Midweek evening meetings are preferred. A minimum of two weeks should be allowed for notifying the community of the meeting.

Outreach before and during construction:

DRAFT – REVISED

The minimum level of effort should include a letter to the campus neighbors outlining the purpose and composition of the project, the schedule of activities, and what construction activity may be expected. The holding of periodic community meetings is appropriate in the case of particularly large projects or those with significant neighborhood interest.

See Board Policy 1115

Dated 7/12/04