



Chancellor's Advisory Council Meeting Agenda – May 16, 2014

Toyon Room (Room 2020)
1:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome	I	Linda
II. Approval of 1/17/14 and 3/14/14 meeting summaries (<i>Attachments 1 and 2</i>)	A	Linda
III. Governor's May Budget Revision	I	Kevin
IV. Online Education Initiative Update	I	Joe
V. New and revised policies and procedures (<i>Attachment 3, 4, and 5</i>) <ul style="list-style-type: none"> • AP 4236 Honors Courses and Programs (New) • BP 5075 (formerly BP 6126) Credit Course Drops and Withdrawals (Revised) • AP 5075 (formerly AP 5003) Credit Course Drops and Withdrawals 	A	Linda
VI. District Opening Day workshops	I	Linda
VII. Other information and updates	I	All

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



**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY
January 17, 2014**

Present

Linda Thor, Margaret Bdzil, Randy Bryant, Karen Chow, Leo Contreras, Mayra Cruz, Robert Cormia for Dolores Davison, Rich Hansen, Kathleen Moberg for Kevin Harral, Andrew LaManque, Judy Miner, Olivia Patlan for Blanche Monary, Brian Murphy, Dorene Novotny, Roberto Sias

I. Welcome

Chancellor Thor welcomed council members.

II. Approval of November 15, 2013, Meeting Summary

The November 15, 2013, meeting summary was approved without changes.

III. Human Resources Advisory Council (HRAC) Update

Dorene advised that during the fall quarter the Human Resources Advisory Council (HRAC) worked on minor changes to hiring procedures. The revisions make the procedures more consistent with actual practices and reduce the minimum recruitment period from eight to six weeks, which is possible now that the process is managed exclusively online. She also reported working closely with the Diversity and Equity Advisory Committee concerning changes in Title 5 related to employment.

IV. Legislative Principles

Linda explained that the legislative principles are considered each year during the Board of Trustees winter study session to provide guidance to her in responding to requests for advocacy positions that require a quick turnaround. She advised that the draft state principles are developed through a review of legislative issues tracked by the Community College League of California and Board of Governors and that the federal principles align the district with the positions of the American Association of Community Colleges and the Association of Community College Trustees. Linda reported that many of the principles have been carried over from 2013, but new this year are state principles 18-20 and federal principle 1. Council members did not recommend additions or changes to the draft principles, which will be discussed at the February 3, 2014, Board of Trustees study session.

V. Policies Reviewed Electronically

BP and AP 2710 Conflict of Interest (new)
BP 2715 Code of Ethics and Standards of Practice (revised)
BP 2716 Political Activity (new)
BP 2717 Personal Use of District Resources (new)
BP 2720 Communications among Board Members (new)

BP 2725 Board Member Compensation (revised)
BP 3441 Animals on Campus (revised)
BP 6130 Honors, Special and Advanced Skills Programs (revised)
AP 6740 Citizens' Bond Oversight Committee (revised)
BP 6141 Public Domain (retired)

Linda advised that the listed board policies and administrative procedures were presented to the Chancellor's Advisory Council for review by email on December 10, 2013, and that no concerns, suggestions, or requests for further discussion had been received from council members by the deadline provided. The council approved the new, revised, and retired policies and procedures by consensus.

VI. Board Policies

BP 6125 Grading (revised)

Linda noted that the proposed revision to the grading policy, which changes the timeline for challenging a grade from three to two years as listed in the catalogs of both colleges, has been approved by the Academic and Professional Matters Committee and both the De Anza College and Foothill College academic senates. The council approved the revised policy by consensus.

VII. Other Information and Updates

Margaret reported that De Anza College will be hosting a Russian International Education Administrators Program Fulbright Fellow from Kazan National Research Technical University for two weeks in March.

Kathleen thanked everyone who attended the Administrative Management Association holiday party.

Dorene commented that plans for conducting climate surveys are underway, and Andrew added that he will be working with a group to review questions in the next few weeks with tentative plans to begin the surveys in late April or early May.

Rich announced that the Faculty Association of California Community Colleges will be holding a policy forum at De Anza College's Visual and Performing Arts Center on January 24, 2014, at 10:30 a.m., which will be followed by a lunch at the Hinson Campus Center honoring Assemblymember Paul Fong.

Chancellor Thor adjourned the meeting at 2:00 p.m.



CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
March 14, 2014

(Note: The physical meeting was cancelled and an electronic vote conducted on the board policies and administrative procedures referenced herein.)

I. Policies and Procedures

On March 6, 2014, proposed new and revised board policies (BP) and administrative procedures (AP) were distributed to the Chancellor's Advisory Council by email for review. Council members were asked to identify any items requiring further discussion by March 14, 2014.

Rich expressed a concern that the following change to BP 2735 (formerly 2620) Board of Trustees Travel may be too subjective as it removes the requirement for tacit or formal Board approval: "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." After verifying that the original language was derived directly from the Education Code, Linda agreed that "directed by" should be retained.

Regarding BP 2740 Board Education, Rich indicated that the text of the draft is confusing and too complex, but Linda advised that the language mirrors that of Government Code Section 1064.

Rich offered to proof and edit AP 5075 (formerly AP 5003) Course Drops and Withdrawals. He recommended that language in the related policy, BP 5075 (formerly BP 6126), be clarified with the phrase "students may withdraw from a class at any time between 20 percent and 75 percent of the period during which the class meets" and that the use of % or percent be consistent throughout the policy. Linda accepted Rich's offer to edit the administrative procedure and indicated that the Academic and Professional Matters Committee would be asked to review both the policy and procedure again.

The following new and revised policies and procedures were approved by consensus:

BP 2306 (formerly 9121) Representative to Vote for County Committee
BP 2730 (formerly 9140) Board Member Health Benefits
BP 2735 (formerly 2620) Board of Trustees Travel (with revision indicated above)
BP 2740 Board Education
BP 2745 (formerly 9300) Board Self-Evaluation
BP 2750 Board Member Absence from the State
BP/AP 4225 (formerly 6124) Course Repetition

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BP 6401 (formerly 9123) Audit and Finance Committee
BP/AP 6601 (formerly 1115) Neighborhood Outreach

The new and revised policies will be presented to the Board of Trustees for approval.

DRAFT – NEW

Honors Courses and Programs

AP 4236

Pursuant to Title 5, Section 58106, enrollment in courses designated as “honors” may be limited to those students judged most qualified.

The program is designed to assist students by providing curriculum that develops their critical thinking, reading, writing, analytic, and technological skills and prepares them for a broad variety of majors and disciplines in developing their critical thinking skills and writing ability.

The program is a campus-wide endeavor in that it offers courses from various disciplines and is assisted by a broad-based advisory council.

The program establishes and adheres to completion requirements that include a minimum GPA and a minimum number of letter-graded honors/scholars courses or completed units.

The requirements for acceptance into and completion of each college’s honors program are college dependent. At a minimum, a GPA of 3.0 in either a prescribed number of transferable courses or units is required.

A Faculty Coordinator who reports to either an academic dean or vice president shall be assigned to oversee the program and serve as a liaison within the district and with other institutions. Where appropriate, there shall be official representation on college governance committees.

Each college shall determine and define specific duties of its Faculty Honors Coordinator and determine appropriate compensation and support.

See Board Policy 4236 Honors Courses and Programs

Title 5, Section 58106

Approved by Chancellor’s Advisory Council

DRAFT – REVISED

Credit Course Drops and Withdrawals

5075.6126

Students may ~~withdraw from~~ **drop** a course prior to the census date without receiving an evaluative notation (A, B, C, D, F, P, NP) or a non-evaluative notation (“W²”) 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 a course and receive a non-evaluative notation (W) on their transcripts at any time between the dates on which the course has met for 20 percent and 75 percent of its duration. After 75 percent of the course duration, a student shall be given an evaluative grade except in documented extenuating circumstances.

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 Credit 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

DRAFT – REVISED (LEGALLY REQUIRED)

Credit Course Adds, and Drops, and Withdrawals

AP 5075 5003

Purpose

Administrative Procedure 5075 outlines the rules and procedures for implementing Board Policy 4225 on course repetition and Board Policy 5075 on course drops and withdrawals. The colleges shall adopt practices based upon the procedures outlined below that are appropriate for each organization.

Definitions

Course Add

A “course add” is defined as adding a course to an existing schedule of courses 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 removing a course from a student schedule. A student’s academic record/transcript does not contain information on dropped courses. Both the student enrolled in the course and instructor of record for the course may initiate a course drop. An instructor shall initiate a course drop if the student is identified as a no-show (never attended) or is no longer participating in the course.

Course Withdrawal

A “course withdrawal” is defined as withdrawing from participation in or no longer attending a course in which a student is enrolled. A student’s academic record/transcript will contain the course as well as the grade of “W” assigned for the course. Both the student and the instructor of record may initiate a course withdrawal. An instructor may withdraw a student identified as no longer participating in the course.

Course Add Rules

In accordance with state regulations, Sstudents may add courses classes throughout the official registration period. The official registration period ends on the last calendar day prior to the date at which the course has met for the first 20 percent of its duration. Each college shall publish this date in the student schedule of classes. Students may not add a course after the official registration period ends except in documented extenuating circumstances.

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

DRAFT – REVISED (LEGALLY REQUIRED)

Course Drop Rules

In accordance with state regulations, students may drop courses throughout the official registration period. The official registration period ends on the calendar day prior to the date at which the course has met for the first 20 percent of its duration. Each college shall publish this date in the student schedule of classes. After 20 percent of the course duration, a student shall receive an evaluative or non-evaluative grade except in documented extenuating circumstances.

Course Withdrawal Rules

In accordance with state regulations, students may withdraw from courses during the period between the dates on which the course has met for 20 percent and 75 percent of its duration. Each college shall publish these dates in the student schedule of classes. After 75 percent of the course duration, a student shall be given an evaluative grade except in documented extenuating circumstances.

~~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.~~

Maximum Number of Course Attempts leading to a Substandard Grade and Withdrawals

Students are allowed to receive a substandard grade or a W or any combination thereof in the same course a maximum of three times. Students wishing to register for a course in which they have already received three previous substandard and/or W grades shall follow the college’s published appeal process. The college shall ensure that its appeal process provides for a review of all 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 evaluative and W grades.

~~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.”~~

~~Students will not be permitted to withdraw and received a “W” in a class more than four times. Students may be permitted to enroll in a class after having received the maximum~~

DRAFT – REVISED (LEGALLY REQUIRED)

~~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:~~

- ~~• 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.~~

Notification

All deadlines for adding and dropping courses shall be posted in multiple ways.

See Board Policy 4225 Course Repetition

See Board Policy 5075 Credit Course Drops and Withdrawals

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