



District Consultation Council Meeting

October 23, 2017

2:00 p.m.

Anaheim Campus Room 105

Videoconferencing of the meeting will be available at Cypress College Complex Room 405 and the Fullerton College President's Conference Room A

AGENDA

CONSENT CALENDAR & SUMMARY

- | | |
|-------------------------------------|--------|
| 1. Approval of Consent Agenda Items | N/A |
| 2. September 25, 2017 Summary | Action |

STRATEGIC GOALS & PLANNING

- | | |
|---|-------------|
| 1. District Consultation Council 2017-18 Goals | Action |
| 2. Accreditation Debrief | Information |
| 3. Draft Strategic Goals and Priorities | Information |
| 4. Anaheim Pledge/Promise Program Status Update | Information |

OPERATIONAL REVIEW

- 1.

POLICY

- | | |
|--|--------|
| 1. Chapter 7, Human Resources <ul style="list-style-type: none">• New BP/AP7700, Whistleblower Protection | Action |
| 2. Chapter 7, Human Resources <ul style="list-style-type: none">• Revised AP7240-10, Management Employees – Salary Provisions | Action |
| 3. Chapter 4, Academic Affairs <ul style="list-style-type: none">• Revised BP/AP4025, Philosophy and Criteria for Associate Degree, and General Education, <u>and Bachelor's Degree</u>• Revised BP/AP4100, Graduation Requirements for Degrees and Certificates | Action |

OTHER ITEMS

- 1.

DISTRICT CONSULTATION COUNCIL
September 25, 2017

SUMMARY

MEMBERS PRESENT: Josh Ashenmiller, Dana Clahane, Cathy Dunne, Adam Gottdank, Manjit Grewall, Sharon Kelly, Deborah Ludford, Cherry Li-Bugg, Rod Lusch, Cheryl Marshall, Arturo Ocampo, Valentina Purtell, Irma Ramos, Greg Schulz, Bryan Seiling, Pete Snyder, Kai Stearns Moore, Ty Volcy, Fred Williams, and Marcus Wilson.

VISITORS: Ashraf Demian and Jeanne Harris Caldwell.

Chancellor Cheryl Marshall called the meeting to order at 2:06 p.m. and introduced Jeanne Harris Caldwell, her ACCCA mentee.

CONSENT CALENDAR & SUMMARY

Consent Items: The agenda contained no consent calendar items for approval.

Summary: The summary of the August 28, 2017, meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

District Consultation Council 2017-18 Goals: A second draft of the DCC goals was provided and incorporated recommended changes received at the August meeting, including a separate budget category. Chancellor Marshall stated that a clean version would be presented at the October meeting for the committee's approval.

Anaheim Pledge/Promise Program Status Update: Dr. Marshall shared that the signing ceremony for the Anaheim Union Educational Pledge is scheduled for Wednesday, September 27, and an IEPI guided pathways workshop is taking place on Thursday, September 28 with good attendance anticipated at both.

Budget Update: A budget handout was distributed which outlined earmarked one-time resources totaling \$6.5 million; "other" one-time funds totaling \$37.85 million (\$43.75 million less \$5.9 million for the 2017-18 deficit); and other resources that include \$16.4 million in redevelopment funds and \$14.8 million for the network refresh.

One-Time Earmarked Resources

Strategic Plan Fund	\$1.00 million
Organizational Capacity	\$2.00 million
Pathway Support	\$2.00 million
Student Success Funds	\$1.00 million
<u>Workforce Development</u>	<u>\$0.50 million</u>
Total	\$6.50 million

The Workforce Development funding is intended as an enhancement to SWI funding to cover projects or one-time expenses that the sites are not able to fund with local dollars.

<u>Other One-Time Funds</u>	
Board Discretionary Contingency	\$4.70 million
PERS/STRS Holding	\$12.90 million
Committed Benefits	\$1.65 million
Stability Funds	\$14.40 million
Contribution to Irrevocable Trust	\$1.00 million
<u>2017-18 PERS/STRS</u>	<u>\$9.10 million</u>
Total	\$43.75 million
<u>Less 2017-18 Deficit</u>	<u>(\$5.90 million)</u>
Available Resources	\$37.85 million

District priorities include covering deficits, supplemental budget center allocations (operating allocation and extended day), off-schedule compensation for salaries and benefits; supporting categorical program salaries; supplements to student success programs; supplements for construction and facilities; and the retiree benefits liability.

Vice Chancellor Fred Williams stated that during this planning year, the District needs to develop a 3-5 year plan to address the deficit and use of one-time funds that should include decision-making processes with recommendations being made to the Chancellor.

During the discussion, questions were raised regarding whether or not there would be a formalized process for the earmarked resources, whether the funding would follow the current budget process, the use of general fund dollars to supplement categorical efforts, inclusion of the comparability agreement with faculty, and incorporating faculty salaries into the budget.

Subcommittee Report: Council on Budget and Facilities: Vice Chancellor Williams reported that the last meeting of the Council on Budget and Facilities (CBF) took place on September 11 where the budget information that was discussed included the information that was shared at the August 28 DCC meeting. He also reported that the majority of the CBF meeting centered on facilities including the Anaheim Campus 7th and 8th floor buildout; the AEBG buildout at the Euclid location; the Cypress College Science, Engineering, and Math building; the Cypress College Veterans Resource Center; and completion of the Fullerton College Environmental Impact Report (EIR).

OPERATIONAL REVIEW

Rosters of District Committees: At the request of the Fullerton College Faculty Senate representatives, rosters of current district committees (DCC, District Curriculum Coordinating Committee, CBF, Institutional Effectiveness Coordinating Council, Districtwide Enrollment Management Advisory Committee, and Technology Coordinating Council) were distributed which included positions and current membership. Future rosters will include additional requested information.

Bi-Weekly DCC Update: Chancellor Marshall distributed a condensed version of the meeting summary that included upcoming topics. During the discussion, it was noted that the DCC update will instead take place once a month, approximately a week or so after the meeting takes place.

Updated Planning Documents: The DCC received the districtwide planning documents as part of the review and update cycle which included updates as a result of the NOCE name change

to all three documents, and the addition of the Knowledge Management Team (formerly the Research Team) to the list of organizational groups.

Integrated Planning Manual: Edits were suggested to the planning process graphic on page 10; the three-year program review on page 9; updating the form on page 18; and various existing references to SCE.

Budget Allocation Handbook: Edits to additional SCE corrections and the addition of page numbers to the remainder of the document.

Decision Making Resource Manual: Edits included removing the “substitutes are not permitted” language for DCC members from page 19, and adding a United Faculty representative to the District Staff Development Committee on page 25.

Any further recommended changes should be sent directly to Vice Chancellor Cherry Li-Bugg for incorporation prior to the October accreditation visits.

POLICY

New BP/AP7700, Whistleblower Protection: BP/AP7700 are legally advised by CCLC to address the reporting and investigation of improper governmental activities by District employees, and the protection from retaliation of those who make those reports. Prior to implementing a District fraud hotline, both BP/AP7700 must be adopted. This item returned for a third reading and included the rationale used for the proposed language of AP7700. United Faculty representatives requested additional time to allow their representative council to review the proposed items. Chancellor Marshall asked United Faculty to work with Vice Chancellor Irma Ramos and Arturo Ocampo, District Director of Diversity and Compliance, to finalize the language prior to the next DCC meeting. **This item will return to the October meeting.**

Revised Board Policies and Administrative Procedures – Content Revisions: Board Policies and Administrative Procedures were revised to reflect one or more of the following: 1) update SCE to NOCE; 2) changes per the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30; and 3) content revisions recommended by Chancellor’s Staff.

Chapter 2, Board of Trustees

Revised BP2340, Agendas: BP2340 was revised to update Section 1.0 to address new requirements that districts must post board meeting agendas on their district homepage (effective January 1, 2019), and to reflect the NOCE name change. **There was consensus to approve BP2340 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP2350, Speakers: BP2350 was revised to add Section 4.7.1 in order to address a new Government Code requirement that if districts have a time limit for public speakers, double the amount of time must be provided to those speakers who use a translator. **There was consensus to approve BP2350 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP2710, Conflict of Interest: AP2710 was revised to include an update to the “Reference” section to add a citation to address federal regulations under EDGAR Second

Edition; incorporate the NOCE name change; update the NOCE budget officer's title; add Sections 7.0, 7.1, 7.2. and 7.3 which prohibit employees, Board members, and agents from participating in the selection, award, and administration of contracts supported by federal funds; and renumber the remainder of the procedure as a result of the new Section 7.0. **There was consensus to approve AP2710 and it will be posted on the District website.**

Chapter 3, General Institution

Revised AP3300, Public Records: AP3300 was revised to update Section 5.8 to include an employee's cell phone number and date of birth as items of information that are exempt from disclosure under the California Public Records Act, and add Section 5.11 which also adds a new exemption from the California Public Records Act applicable to an identification number, alphanumeric character, or other unique identifying code that a public agency uses to identify a vendor or contractor, or an affiliate of a vendor or contractor. **There was consensus to approve AP3300 and it will be posted on the District website.**

Revised AP3550, Drug Free Environment and Drug Prevention Program: AP3550 was revised to incorporate the NOCE name change and update Section 2.0 from "Matriculation Services" to "Student Success and Support Program." **There was consensus to approve AP3550 and it will be posted on the District website.**

Revised AP3570, Smoking on Campus: AP3570 was revised to update the "Reference" section; incorporate the NOCE name change; revise Section 4.0 to add a restriction on the use of tobacco products within 250 feet of a youth sports event; and renumber the remainder of the procedure as a result of the new Section 4.0. **There was consensus to approve AP3570 and it will be posted on the District website.**

Chapter 4, Academic Affairs

Revised AP4220, Standards of Scholarship: AP4220 was revised to incorporate the NOCE name change; update Sections 1.4 and 2.4; and add new Section 2.12 in order to incorporate newly revised Title 5 Regulations governing academic record symbols. **There was consensus to approve AP4220 and it will be posted on the District website.**

Chapter 5, Student Services

Revised AP5020, Non Resident Tuition: AP5020 was revised to add new Section 8.0 in order to include special part-time students participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term to the list of exemptions from payment of nonresident tuition, and renumber the remainder of the procedure as a result of the new Section 8.0. **There was consensus to approve AP5020 and it will be posted on the District website.**

Revised AP5055, Enrollment Priorities: AP5055 was revised to incorporate the NOCE name change, and update Section 1.2 to add homeless youth to the list of students who have priority enrollment (who under Education Code Section 66025.9 will have enrollment priority until January 1, 2020). **There was consensus to approve AP5055 and it will be posted on the District website.**

Chapter 6, Business and Fiscal Affairs

Revised BP6300, Fiscal Management: BP6300 was revised to update the "Reference" section to add a citation to address federal regulations under US Education Department General

Administrative Regulations (EDGAR) Second Edition and add Section 2.0 to establish procedures to satisfy EDGAR for any federal funds received by the District. The policy was also renumbered as a result of the new Section 2.0. **There was consensus to approve BP6300 and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 7, Human Resources

Revised AP7120-11, Verification of Eligibility of Employment: AP7120-11 was revised to update Section 1.0 in order to add clarification regarding the limitation on hiring and recruiting U.S. citizens and others legally authorized to be employed. **There was consensus to approve AP7120-11 and it will be posted on the District website.**

Revised BP7310, Nepotism: BP7310 was revised to add discipline to the list of items that constitute a personnel decision in Section 2.0. **There was consensus to approve BP7310 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP7330, Certification of Freedom From Communicable Disease: BP7330 was revised to update the "Reference" section and update Section 2.0 to reflect changes to the tuberculosis screening requirements for newly hired academic and classified employees. **There was consensus to approve BP7330 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP7400, Travel & Conference Attendance: BP7400 was revised to remove Section 3.0. **There was consensus to approve BP7400 and it will be forwarded to the Board of Trustees for their consideration.**

Revised Board Policies and Administrative Procedures – NOCE Name Change, Typographical Errors, and Reference Updates Only: Board Policies and Administrative Procedures were revised to reflect one or more of the following: 1) update SCE to NOCE; 2) typographical errors and/or Reference updates per the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30.

Chapter 1, The District

Revised BP1000, The North Orange County Community College District: BP1000 was revised to reflect the NOCE name change. **There was consensus to approve BP1000 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP1001, District Mission, Vision & Values Statements: BP1001 was revised to reflect the NOCE name change. **There was consensus to approve BP1001 and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 2, Board of Trustees

Revised AP2431, Chancellor Selection: AP 2431 was revised to incorporate the NOCE name change. **There was consensus to approve AP2431 and it will be posted on the District website.**

Revised AP2510, Participation in Local Decision-making: AP 2510 was revised to incorporate the NOCE name change. **There was consensus to approve AP2510 and it will be posted on the District website.**

Revised AP2740, Board Education: AP2740 was revised to incorporate the NOCE name change. **There was consensus to approve AP2740 and it will be posted on the District website.**

Chapter 3, General Institution

Revised AP3100, Organizational Structure: AP3100 was revised to incorporate the NOCE name change. **There was consensus to approve AP3100 and it will be posted on the District website.**

Revised AP3250, Institutional Planning: AP3250 was revised to incorporate the NOCE name change. **There was consensus to approve AP3250 and it will be posted on the District website.**

Revised AP3280, Grants: AP3280 was revised to incorporate the NOCE name change and to include “within one month” to Section 2.0. **There was consensus to approve AP3280 and it will be posted on the District website.**

Revised AP3540, Sexual Assaults and Other Sexual Misconduct: AP3540 was revised to incorporate the NOCE name change. **There was consensus to approve AP3540 and it will be posted on the District website.**

Revised AP3600, Auxiliary Organizations: AP3600 was revised to incorporate the NOCE name change. **There was consensus to approve AP3600 and it will be posted on the District website.**

Revised AP3720, Computer and Electronic Systems: AP3720 was revised to incorporate the NOCE name change. **There was consensus to approve AP3720 and it will be posted on the District website.**

Revised BP3740, Web Sites: BP3740 was revised to incorporate the NOCE name change. **There was consensus to approve BP3740 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP3740, Web Sites: AP3740 was revised to incorporate the NOCE name change. **There was consensus to approve AP3740 and it will be posted on the District website.**

Revised AP3900, Speech: Time, Place, and Manner: AP3900 was revised to incorporate the NOCE name change. **There was consensus to approve AP3900 and it will be posted on the District website.**

Chapter 4, Academic Affairs

Revised BP4020, Program and Curriculum Development: BP4020 was revised to incorporate the NOCE name change. **There was consensus to approve BP4020 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP4020, Program and Curriculum Development: AP4020 was revised to incorporate the NOCE name change. **There was consensus to approve AP4020 and it will be posted on the District website.**

Revised AP4021, Educational Program Discontinuance: AP4021 was revised to incorporate the NOCE name change. **There was consensus to approve AP4021 and it will be posted on the District website.**

Revised AP4060, Delineation of Functions Agreement: AP4060 was revised to incorporate the NOCE name change. **There was consensus to approve AP4060 and it will be posted on the District website.**

Revised AP4102, Career & Technical Programs: AP4102 was revised to incorporate the NOCE name change. **There was consensus to approve AP4102 and it will be posted on the District website.**

Revised AP4110, Honorary Degrees: AP4110 was revised to incorporate the NOCE name change. **There was consensus to approve AP4110 and it will be posted on the District website.**

Revised BP4225, Course Repetition: BP4225 was revised to correct a spelling error in Section 5.0. **There was consensus to approve BP4225 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP4225, Course Repetition: AP4225 was revised to incorporate the NOCE name change and to update the "Reference" section to include Title 5 Section 58161 which specifies the limits on claiming apportionments for repeated courses. **There was consensus to approve AP4225 and it will be posted on the District website.**

Revised AP4231, Grade Changes: AP4231 was revised to incorporate the NOCE name change. **There was consensus to approve AP4231 and it will be posted on the District website.**

Revised AP4240, Academic Renewal: AP4240 was revised to incorporate the NOCE name change. **There was consensus to approve AP4240 and it will be posted on the District website.**

Revised BP4250, Probation, Dismissal, and Readmission: BP4250 was revised to reflect the NOCE name change. **There was consensus to approve BP4250 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP4250, Probation, Dismissal, and Readmission: AP4250 was revised to incorporate the NOCE name change. **There was consensus to approve AP4250 and it will be posted on the District website.**

Revised AP4300, Field Trips and Excursions: AP4300 was revised to incorporate the NOCE name change. **There was consensus to approve AP4300 and it will be posted on the District website.**

Revised AP4400, Community Service Programs: AP4400 was revised to incorporate the NOCE name change. **There was consensus to approve AP4400 and it will be posted on the District website.**

Revised AP4500, Student News Media: AP4500 was revised to incorporate the NOCE name change. **There was consensus to approve AP4500 and it will be posted on the District website.**

Chapter 5, Student Services

Revised AP5010, Admissions: AP5010 was revised to incorporate the NOCE name change. **There was consensus to approve AP5010 and it will be posted on the District website.**

Revised AP5011, Admissions and Concurrent Enrollment of High School and Other Young Students and Other Young Students: AP5011 was revised to incorporate the NOCE name change. **There was consensus to approve AP5011 and it will be posted on the District website.**

Revised AP5015, Residence Determination: AP5015 was revised to incorporate the NOCE name change. **There was consensus to approve AP5015 and it will be posted on the District website.**

Revised BP5040, Student Records, Directory Information, and Privacy: BP5040 was revised to reflect the NOCE name change. **There was consensus to approve BP5040 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP5045, Student Records: Challenging Content and Access Log: AP5045 was revised to incorporate the NOCE name change. **There was consensus to approve AP5045 and it will be posted on the District website.**

Revised BP5140, Disabled Student Programs and Services: BP5140 was revised to correct a typographical error in Section 4.0. **There was consensus to approve BP5140 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP5200, Student Health Services: AP5200 was revised to incorporate the NOCE name change. **There was consensus to approve AP5200 and it will be posted on the District website.**

Revised BP5500, Standards of Student Conduct and Discipline: BP5500 was revised to reflect the NOCE name change. **There was consensus to approve BP5500 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP5500, Standards of Student Conduct and Discipline: AP5500 was revised to incorporate the NOCE name change. **There was consensus to approve AP5500 and it will be posted on the District website.**

Revised AP5610, Voter Registration: AP5610 was revised to incorporate the NOCE name change. **There was consensus to approve AP5610 and it will be posted on the District website.**

Chapter 6, Business and Fiscal Affairs

Revised BP6350, Hospitality: BP6350 was revised to reflect the NOCE name change. **There was consensus to approve BP6350 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP6620, Naming Facilities & Properties: BP6620 was revised to reflect the NOCE name change. **There was consensus to approve BP6620 and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP6700, Civic Center and Other Facilities Use: BP6700 was revised to cite the correct Education Code Section noted in Section 4.0. **There was consensus to approve BP6700 and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 7, Human Resources

Revised AP7120-4, Management Employee Hiring: AP7120-4 was revised to incorporate the NOCE name change. **There was consensus to approve AP7120-4 and it will be posted on the District website.**

Revised AP7130-1, Payroll: AP7130-1 was revised to incorporate the NOCE name change. **There was consensus to approve AP7130-1 and it will be posted on the District website.**

Revised AP7210-1, Equivalency: AP7210-1 was revised to incorporate the NOCE name change. **There was consensus to approve AP7210-1 and it will be posted on the District website.**

Revised AP7210-4, Recognition of Academic Rank: AP7210-4 was revised to incorporate the NOCE name change. **There was consensus to approve AP7210-4 and it will be posted on the District website.**

Revised BP7240, Management Employees: BP7240 was revised to reflect the NOCE name change. **There was consensus to approve BP7240 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP7240-8, Management Employees - Academic Management Employee Retreat Rights; Classified Management Employee Layoff and Bumping Rights: AP7240-8 was revised to incorporate the NOCE name change. **There was consensus to approve AP7240-8 and it will be posted on the District website.**

OTHER ITEMS

Upcoming Agenda Items: It was noted that the Annual Progress Report would be included on the October DCC meeting agenda.

ADJOURNMENT: The meeting adjourned at 3:42 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 18, 2017

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 23, 2017

1. AGENDA ITEM NAME

District Consultation Council Goals 2017-18

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Third Reading	X
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Committee members will have the opportunity to review the third draft of the proposed District Consultation Council Goals.

5. RECOMMENDATION:

Upon consensus, members will approve the agreed upon goals for the committee.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

District Consultation Council

District Consultation Council Goals 2017-18

Explore and Support Implementation of High Impact Programs and Practices

- Explore Guided Pathways as a district-wide effort
- Discuss promise programs, identify strategies that fit the district, and support next steps
- Discuss the Pledge commitments and support for next steps
- Share best practices and scale where possible to further student success and elimination of the achievement gap
- Discuss the Workforce Development Initiative, establish a working group, and make recommendations
- Review criteria and processes for Innovation Funds and Strategic Direction Funds to expand use and impact
- Stimulate the intellectual needs of students

Provide Recommendations on Enrollment Management

- Review Dual Enrollment Initiatives and other potential initiatives and expand where appropriate
- In collaboration with the campuses, review enrollment management strategies and progress
- Review the impact of enrollment strategies on CTE programs and their governing bodies

Support Integrated and Strategic Planning

- Review integrated plans from all three sites for unified best practices
- Establish a workgroup for updating the District Strategic Plan
- Review and approve the District-wide Strategic Plan 2017-2020
- Discuss technology needs and TCC recommendations
- Discuss data and reports needed for effective measurement, assessment, and evidence-based decision making

Provide Recommendations on Resource Allocation

- Review and discuss recommendations from CBF related to building projects, budget, and other resources
- Review the allocation of resources to support plans and make recommendations
- Review District Strategic and Student Success Funds for better integration and access to funding for the three sites
- Review budgets for better efficiency based on decreasing enrollment

Professional Development

- Periodically review plans and encourage collaboration and integration

Review and Update Policies and Procedures

- Review and update all required policies and procedures

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 18, 2017

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 23, 2017

1. AGENDA ITEM NAME

**Chapter 7, Human Resources
New BP/AP7700, Whistleblower Protection**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Fourth Reading	X
Review/Discussion		Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

BP/AP7700 are legally advised by CCLC to address the reporting and investigation of improper governmental activities by District employees, and the protection from retaliation of those who make those reports. Prior to implementing a District fraud hotline, both BP/AP7700 must be adopted. Following discussion at the September 25 DCC meeting, AP7700 was further revised; no changes were made to BP7700.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, that new AP7700 be posted on the District's website, and that BP7700 be forwarded to the Board of Trustees for their consideration.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Internal Auditor, Chancellor's Staff, District Director of Diversity and Compliance, and United Faculty.

BP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 The Chancellor shall establish procedures regarding the reporting and investigation of suspected improper governmental activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or to assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "improper governmental activities" is defined as any activity by a District department, or by an employee that is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of his or her employment or by an individual or company conducting or performing work for the District and which is:
 - 1.1 In violation of any Federal or State law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of a District's property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of a District's property and facilities, or willful omission to perform duty.
 - 1.2 In violation of the District's policies and administrative procedures.
 - 1.3 Is economically wasteful, or involve gross misconduct, incompetence, or inefficiency.
 - 1.4 Is a substantial and specific danger to public health or safety.
- 2.0 Individuals are encouraged to report suspected incidents of improper governmental activities without fear of retaliation, and such reports will be investigated thoroughly and promptly. Remedies may be applied for any improper governmental activity and protection provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.
- 3.0 District employees shall not:
 - 3.1 Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.2 Retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.3 Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

BP 7700 Whistleblower Protection

See Administrative Procedure 7700.

Date of Adoption:

Presented to DCC 10/23/17

AP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 Individuals are encouraged to report, [in good faith](#), suspected incidents of improper governmental activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, report such activities and/or assist the District in the investigation will be protected from retaliation. This procedure sets out the processes for responding to and investigating reports of improper governmental activities, as defined in Board Policy 7700, and addressing complaints of retaliation for making such reports.

- 2.0 A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:
 - 2.1 A violation of a state or federal statute.
 - 2.2 A violation or noncompliance with a local, state or federal rule or regulation.
 - 2.3 A danger to public health or safety.
 - 2.4 An economically wasteful, inefficient, or incompetent operations, or involve gross misconduct.

- 3.0 **Filing a Report of Suspected Improper Governmental Activities**
 - 3.1 Any person may report allegations of suspected improper governmental activities. Knowledge or suspicion of such improper governmental activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.
 - 3.2 Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond effectively to the complaint. As set forth fully below, retaliation against individuals who report suspected improper governmental activities will not be tolerated.

AP 7700 Whistleblower Protection

- 3.3 Normally, a report by a district employee of allegations of a suspected improper governmental activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
 - 3.3.1 However, if the report involves or implicates the employee's direct supervisor or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged improper governmental activity on behalf of the District.
 - 3.3.2 When the alleged improper governmental activity involves a college president, provost, or a vice chancellor, the report should be made directly to the Chancellor.
 - 3.3.3 When the alleged improper governmental activity involves the Chancellor, the report should be made to the President of the Board of Trustees.
 - 3.3.4 When the alleged improper governmental activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.
- 3.4 Allegations of suspected improper governmental activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally.
 - 3.4.1 Such reports should be factual and contain as much specific information as possible.
 - 3.4.2 The receiving supervisor or administrator should elicit as much information as possible.
 - 3.4.3 If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to review and confirm by his or her signature that it is accurate and complete.
- 3.5 Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged improper governmental activity, he or she must immediately forward the written report to the President or Provost of the college where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is district-wide.
 - 3.5.1 However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined in Section 3.3.1.

AP 7700 Whistleblower Protection

3.5.2 The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation and that the assistance of legal counsel and/or an outside investigator is secured if deemed necessary.

3.6 In the course of investigating allegations of improper governmental activity, all individuals who are contacted and/or interviewed shall be advised of the following:

3.6.1 Retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination.

3.6.2 If he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

3.6.3 Must maintain strict confidentiality.

3.7 In the event that an investigation into alleged improper governmental activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

4.0 Protection from Retaliation

4.1 When a person makes a good-faith report of suspected improper governmental activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

4.2 Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected improper governmental activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

4.2.1 Any supervisory employee who receives such a report or who otherwise is aware of retaliatory conduct is required to inform their college president, provost, or Chancellor or the Chancellor's designee.

4.2.2 If the allegations of retaliation or the underlying allegations of improper governmental activity involves a President, the Provost, or the Chancellor, the supervisor shall report to the highest-level administrator and/or trustee who is not implicated in the reports of improper governmental activity and retaliation.

4.3 All allegations of retaliation shall be investigated promptly and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken

AP 7700 Whistleblower Protection

where the allegations are verified and/or otherwise substantiated by preponderance of evidence.

5.0 Internal Reporting

- 5.1 **Improper Governmental Activity:** To report an alleged improper governmental activity, contact the immediate supervisor or other appropriate administrator or supervisor within the operating unit as outlined in Section 3.0.
- 5.2 **Alleged Fraud, Waste or Abuse:** To report an alleged fraud, waste or abuse, visit the webpage of the Office of the Internal Audit for the Fraud Hotline (<https://www.nocccd.edu/internal-audit>).

6.0 External Reporting

- 6.1 In addition to the internal reporting process set forth above, any employee who has information regarding possible violations of state or federal statutes, rules, or regulations, may contact any one of the following government agencies:
 - 6.1.1 The California Community College Chancellors Office (916) 445-8752
 - 6.1.2 The State Personnel Board Hotline (916) 653-1403 (for complaints of retaliation resulting from whistleblower activities)
 - 6.1.3 The State Auditor's Whistle-Blower Hotline (800) 952-5665.
 - 6.1.4 Investigations, Bureau of State Audits, 555 Capitol Mall #300, Sacramento, CA 95814
 - 6.1.5 The State of California Department of Insurance Fraud Division (619) 645-2485, 1495 Pacific Highway., Suite 300, San Diego, CA 92101
 - 6.1.6 WeTip Corporate Ethics Hotline (800) 873-7283, P.O. Box 1296, Rancho Cucamonga, CA 91729-1296 www.wetip.com
 - 6.1.7 California State Attorney General Whistleblower Hotline (800) 952-5225 or (916) 322-3360

7.0 This administrative procedure will not supersede the Collective Bargaining agreement(s) unless contrary to any applicable rule of law.

See Board Policy 7700.

Date of Adoption:

Presented to DCC 10/23/17

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 18, 2017

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 23, 2017

1. AGENDA ITEM NAME

**Chapter 7, Human Resources
Revised AP7240-10, Management Employees – Salary Provisions**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	<input type="checkbox"/>	Second Reading	<input checked="" type="checkbox"/>
Review/Discussion	<input type="checkbox"/>	Action	<input checked="" type="checkbox"/>
First Reading	<input type="checkbox"/>	Consent Agenda Item	<input type="checkbox"/>

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

AP7240-10 was originally presented at the August 28 DCC meeting where concern regarding the proposed revisions was expressed by United Faculty. This item returns to DCC with a proposed revision to Section 1.2.2.1 only.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, that revised AP7240-10 be posted on the District's website.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor's Staff

AP 7240-10 Management Employees – Salary Provisions

1.0 Regular (Nontemporary) Management Employees

1.1 Regular Rate of Pay: The regular rate of pay for each management employee shall be in accordance with the rate established for the position on the Management Salary Schedule, prorated by the percentage and months of employment.

1.2 Initial Salary Placement

1.2.1 New Employees

1.2.1.1 Initial salary placement on the Management Salary Schedule for management employees new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column A may be considered if recommended by the Chancellor, President, or Provost, as applicable, and approved by the Vice Chancellor of Human Resources, subject to the following:

1.2.1.1.1 The employee has recent employment experience (within one year of the hire date) in a full-time position that is directly related or equivalent to the management position. A on e-column increment may be granted for each year of full-time experience that satisfies this criterion.

1.2.1.1.2 The employee's most recent annual base salary (within one year of the hire date), exclusive of overtime and other premiums, exceeds the salary rate for Column A.

1.2.1.2 If all of the conditions specified above are satisfied, the employee may be recommended for the first salary column wherein the rate of pay is not less than the most recent annual base salary as specified in section 1.2.1.1.2 Evidence substantiating past salary and related employment experience must be submitted to the District Office of Human Resources. Submission of documentation satisfactory to the District is the responsibility of the employee.

1.2.1.3 A management employee who holds an earned doctorate or LLB/JD degree at the time of employment shall receive a stipend in the amount of \$2,600 per fiscal year, prorated by percent of employment. The degree must have been awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council on Education. The LLB/JD degree must have been received on the basis of a four (4) year baccalaureate degree from an accredited institution, as provided herein, and three (3) years of graduate law school.

AP 7240-10 Management Employees – Salary Provisions

1.2.2 Promotions

1.2.2.1 A regular (nontemporary) employee of the District who is promoted to a management position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the regular rate of pay for the position from which the employee is promoted, exclusive of professional growth, ~~stipends, overtime, and other premiums.~~

1.2.2.2 An employee who holds an earned doctorate or LLB/JD degree at the time of promotion shall receive a doctoral stipend in accordance with the provisions of section 1.2.1.3.

1.2.2.3 An employee who does not qualify for the doctoral stipend at the time of promotion, but who is receiving compensation for professional growth increments in conjunction with the position from which the employee is promoted, shall receive, in lieu thereof, the management professional growth increment in the amount of \$400 for each such increment, not to exceed payment for five (5) increments.

1.3 Salary Calculation for Academic Managers Employed Fewer than Twelve Months

1.3.1 The regular annual salary for academic management employees who are employed fewer than twelve months per fiscal year shall be calculated in accordance with the following provisions, which incorporate pro rate vacation pay by including it in the daily salary rate:

1.3.1.1 The daily salary rate shall be determined by dividing the annual salary amount for the appropriate range and column of the Management Salary Schedule by a divisor of 218. This divisor represents the average number of duty days for 12-month management employees (244), less the annual number of vacation days (26).

1.3.1.2 The annual salary amount shall be determined by multiplying the daily salary rate by the number of assigned duty days for the position.

1.3.2 Duty days shall be scheduled subject to the approval of the President/Provost or designee.

1.4 Salary Column Advancement: A management employee shall be advanced to the next column of the salary schedule on July 1 of the subsequent fiscal year if, during the previous fiscal year, the employee served in paid status for at least four hours per day for at least fifty (50) percent of the regular number of duty days for the employee's position.

AP 7240-10 Management Employees – Salary Provisions

1.5 Salary Placement Upon Reclassification

1.5.1 A management employee whose position is reclassified to a higher salary range shall be placed on the same salary column at the new salary range.

1.5.2 A management employee whose position is reclassified to a lower salary range will be “Y-rated.”

1.5.2.1 The employee’s salary will not be decreased, but will be fixed (Y-rated) at the salary amount prior to the reclassification until either a salary column increment or an increase to the salary schedule, based on the lower (reclassified) salary range, causes the salary at the lower range to exceed the Y-rated salary.

1.6 Salary Placement Upon Demotion: A management employee who accepts a management position at a lower salary range, or who is demoted to a management position at a lower salary range, shall be placed on the same salary column at the new salary range.

1.7 Compensation for Additional Responsibilities

1.7.1 A regular management employee who is employed full-time (100%) shall receive additional compensation when assigned significant additional responsibilities outside of the employee’s primary duties. The management employee may receive up to ten (10) percent additional salary for the duration of the additional assignment. The assignment must exceed 30 days and shall not exceed 24 months. Any exceptions must be approved by the Chancellor.

1.7.2 Recommendation for such compensation shall be the responsibility of the immediate management supervisor and the appropriate Chancellor’s Staff member. The written recommendation of the appropriate Chancellor’s Staff member shall be forwarded to the Vice Chancellor of Human Resources at least one month prior to the first duty day of eligible service.

1.8 Reemployment

1.8.1 Management employees who were on permanent status at the time of separation from the District and are reemployed in a regular (nontemporary) management position in the District within 39 months after the last day of paid service will be credited with their unused accumulated sick leave and earned seniority. Employee who are reemployed in a management position at a salary range equal to or lower than that of the previous management position held in the District will be placed on the same salary column on the Management Salary Schedule held at the time of separation. Employees who are reemployed in a management position at a salary range higher than that of the previous management position held in the District will be placed at the appropriate salary column on the Management Salary Schedule in accordance with the provisions of section 1.2.2 of this procedure regarding promotions.

AP 7240-10 Management Employees – Salary Provisions

1.8.2 In all other cases of reemployment occurring later than 39 months after the employee's last day of paid service with the District, the employee shall be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees and will not be credited with any previous accumulated sick leave or seniority perquisites.

1.8.3 Temporary management employees of the District who are reemployed in a regular management position will be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees.

2.0 Executive Officers

2.1 The regular rate of pay for the Chancellor shall be fixed by the Board of Trustees.

2.2 The regular rate of pay for the Vice Chancellors, Presidents, and Provost shall be in accordance with the rates established for their positions on the Executive Officer Schedule.

2.2.1 New Employees

2.2.1.1 Initial salary placement on the Executive Officer Salary Schedule for Executive Officers new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column A may be considered if recommended by the Chancellor, subject to the following:

2.2.1.1.1 The employee has recent employment experience (within one year of the hire date) in a full-time position that is directly related or equivalent to the management position. A one-column increment may be granted for each year of full-time experience that satisfies this criterion.

2.2.1.1.2 The employee's most recent annual salary (within one year of the hire date), inclusive of any additional compensation in recognition of the earned doctorate or LLB/JD degree, but exclusive of overtime and other premiums, exceeds the salary rate for Column A. Compensation in recognition of the earned doctorate or LLB/JD degree will be considered for purposes of salary placement only if the degree has been awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council of Postsecondary Accreditation by the American Council on Education. The LLB/JD degree must have been received on the basis of a four (4) baccalaureate degree from an accredited institution,

AP 7240-10 Management Employees – Salary Provisions

as provided herein, and three (3) years of graduate law school.

2.2.1.2 If all of the conditions specified above are satisfied, the employee may be recommended for the first salary column wherein the rate of pay is not less than the most salary as specified in section 2.2.1.1.2. Evidence substantiating past salary and related employment experience must be submitted to the District Office of Human Resources. Submission of documentation satisfactory to the District is the responsibility of the employee.

2.2.2 Promotions: A regular (nontemporary) employee of the District who is promoted to an Executive officer position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the rate of pay for the position from which the employee is promoted, inclusive of any additional compensation in recognition of the earned doctorate or LLB/JD degree or for professional growth increments, but exclusive of overtime and other premiums.

2.2.3 Salary Column Advancement: The Board of Trustees may, if recommended by the Chancellor in consideration of the Executive officer's performance, advance the employee to the next column of the Executive Officer Salary Schedule, effective July 1 of any year, provided that during the previous fiscal year the employee has served in paid status for at least seventy-five (75) percent of the regular number of duty days for the employee's position.

3.0 Temporary Management Employees

3.1 The regular rate of pay for any person employed in a Temporary Special Project Administrator position shall be in accordance with the rate established for the position on the Temporary Special Project Administrator Daily Rate Schedule, prorated by the percentage of employment.

3.2 The regular rate of pay and salary placement for any person employed in a regular management position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 1.0 of this procedure.

3.3 The regular rate of pay for any person employed in an Executive Officer position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 2.0 of this procedure.

Date of Adoption: May 27, 2008

Date of Last Revision: September 22, 2014 District Consultation Council

Presented to DCC 10/23/17

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 18, 2017

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 23, 2017

1. AGENDA ITEM NAME

**Chapter 4, Academic Affairs
Revised BP/AP4025, Philosophy and Criteria for Associate Degree, ~~and~~ General
Education, and Bachelor's Degree
Revised BP/AP4100, Graduation Requirements for Degrees and Certificates**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

BP/AP4025 and BP/4100 have been revised by the District Curriculum Coordinating Committee to include new bachelor's degree language in order to meet ACCJC requirements related to the Cypress College Funeral Services bachelor's degree.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, that revised AP4025 and AP4100 be posted on the District's website, and that BP4025 and BP4100 be forwarded to the Board of Trustees for their consideration.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

District Curriculum Coordinating Committee and Chancellor's Staff

**BP 4025 Philosophy and Criteria for Associate Degree, ~~and~~
General Education, and Bachelor's Degree**

Reference:

Title 5 Section 55061;
ACCJC Accreditation Standard II.A;
WASC/ACS Criterion 1, Indicator 1.4; Criterion 4, Indicator 4.1

- 1.0 Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:
 - 1.1 The awarding of an Associate degree and/or a Bachelor's Degree is intended to represent more than an accumulation of units. It is to facilitate measurable student learning outcomes in vocational and liberal arts education. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to adequately utilize mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and, to develop the capacity of self-understanding.
- 2.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510, shall establish procedures to assure that courses used to meet general education, ~~and~~ and Bachelor's Degree requirements meet the standards in this policy.

See Administrative Procedure 4025.

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
August 20, 2008 Chancellor's Staff

Presented to DCC 10/23/17

AP 4025 Philosophy and Criteria for Associate Degree, and General Education, and Bachelor's Degree

Reference:

Title 5, Section 55061;
ACCJC Accreditation Standard II.A;
WASC/ACS Criterion 1, Indicator 1.4; Criterion 4, Indicator 4.1

1.0 General Education Requirements – Associate Degree

1.1 Educational objectives and intellectual interests of students working for an Associate Degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined level of knowledge.

1.1.1 A minimum of 24 units of general education courses is required.

1.1.2 Each college will submit to the District Curriculum Coordinating Committee (DCCC) ~~as informational items,~~ additions and deletions to its respective general education course lists.

1.1.3 Associate degree general education courses taken at either Cypress or Fullerton College will satisfy associate degree general education graduation requirements regardless of the college within the District from which ~~he/she~~ the student graduates.

1.1.4 The colleges may establish local degree requirements in addition to General Education requirements in accord with §55063 of Title 5 of the California Code of Regulations. Such locally determined degree requirements are not subject to the provisions of section 1.1.3 of this Administrative Procedure and must be met in accord with standards established by the local college.

1.1.5 State-mandated major disciplinary categories of general education courses are:

1.1.5.1 Natural Sciences

1.1.5.2 Social (and Behavioral) Sciences

1.1.5.3 Humanities

1.1.5.4 Language and Rationality

2.0 General Education Requirements – Bachelor's Degree

2.1 Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation. Upper division course work may also encompass research elements, workforce training, apprenticeships, internships, required practicum, or capstone projects.

AP 4025 Philosophy and Criteria for Associate Degree, and General Education, and Bachelor's Degree

Upper division courses typically will have one or more lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in the California Code of Regulations (CCR), Title 5, Section 55003. Courses that have been designated as upper division are only intended to be applicable to baccalaureate degrees.

2.1.1 A minimum of 9 units of upper division general education courses is required.

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
April 28, 2014 District Consultation Council
August 20, 2008 Chancellor's Staff

Presented to DCC 10/23/17

BP 4100 Graduation Requirements for Degrees & Certificates

Reference:

**Education Code Section 70902(b)(3);
Title 5, Sections 55800, et seq.**

- 1.0 The District grants the degrees of Associate in Arts, ~~and~~ Associate in Science, and Bachelor's Degree to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in courses completed. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.
- 2.0 Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.
- 3.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510 shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedure AP4100.

Date of Adoption: June 22, 2004

Presented to DCC 10/23/17

AP 4100 Graduation Requirements for Degrees & Certificates

Reference:

Title 5, Sections 55060, et seq.

- 1.0 For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
- ~~2.0~~ **1.1** The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.
- ~~3.0~~ **1.2** The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."
- ~~4.0~~ **1.3** The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board or its designee when an injustice or undue hardship would result.
- ~~5.0~~ **1.4** The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
- ~~6.0~~ **1.5** For the Associate degree, students must successfully complete 3 units from the college-approved list of multicultural courses.
- 2.0** **For the Bachelor's Degree, a student must demonstrate competency in critical thinking through writing, oral communication, or computation.**
- 2.1** **Students must satisfactorily complete requirements for relevant Associate degree (60 semester units or 90 quarter units of college work) or equivalent.**
- 2.2** **Students must satisfactorily complete at least 40 upper division semester units or equivalent including the major and general education courses.**
- 2.3** **Students must satisfactorily complete a total degree units of at least 120 semester units or equivalent.**
- 2.4** **Students must satisfactorily complete 37 units of IGETC lower division general education coursework or 39 units CSU GE Breadth lower division general education coursework, or previously awarded baccalaureate degree; a minimum of 9 units of Upper Division General Education course work is required.**
- 2.5** **Students must satisfactorily complete at least 24 semester units or equivalent of upper division course work in residence; exceptions to the residence requirement can be made by the Board or its designee when an injustice or undue hardship would result.**
- 2.6** **Students must satisfactorily complete the cultural diversity requirement.**

- ~~7~~3.0 District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
- ~~8~~4.0 For the Vocational Certificate Programs, a minimum grade of "C" is required in each college credit course taken. Refer to the college catalogs for specific details for individual certificate requirements.
- ~~9~~0 4.1 For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- ~~10~~0 4.2 Short credit programs that lead to a certificate may be established by the District.
- ~~11~~0 4.3 Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.
- ~~12~~0 4.4 Certificates for which the California Community Colleges Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion or certificate of competency.

Date of Adoption: June 22, 2004

Date of Last Revision: December 9, 2008 Chancellor's Cabinet

Presented to DCC 10/23/17