



College Coordinating Council Meeting

December 9, 2020
9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular
Note Taker: Patty McClure, Megan Aceves
Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate
Cameron Zappetta ASO
Bridget Cook, General Counsel – **CHAIR**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Aurora Burd, Faculty Union
VACANT Vice President of Academic
Jenn Burchett, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of November 18, 2020.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 4021 – Program Discontinuance	All		Returned from the November 18 th meeting.
IV. AP 4022 – Course Approval	All		Returned from the November 18 th meeting.
V. AP 5055 – Enrollment Priorities	All		Returned from the November 18 th meeting.
VI. AP 6370 – Contracts – Personal Services	All		Returned from the November 18 th meeting.
VII. BP & AP 5035 – Withholding of Student Records	Erin		

FUTURE AGENDA ITEMS:

NEXT MEETING DATE: January 13, 2021			
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Zoom Meeting Info

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92621007434>

Or iPhone one-tap (US Toll): +16699006833,92621007434# or +12532158782,92621007434#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 926 2100 7434

International numbers available: <https://cccconfer.zoom.us/j/92621007434>

Or Skype for Business (Lync):

<SIP:92621007434@lync.zoom.us>



College Coordinating Council Meeting - MINUTES

November 18, 2020
1:00 p.m. – 2:00 p.m.

Type of Meeting: Regular
Note Taker: Patty McClure, Megan Aceves
Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate
Cameron Zappetta ASO
Bridget Cook, General Counsel – **CHAIR**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Aurora Burd, Faculty Union
VACANT Vice President of Academic
Jenn Burchett, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 14, 2020.	All		The minutes were approved as presented.
II. Constituent Reports	All		There were no reports.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 4021 – Program Discontinuance	All		There was some discussion regarding Academic Senate’s input and agreed to return back to another meeting.
IV. AP 4022 – Course Approval	All		There was some discussion regarding Academic Senate’s input and agreed to return back to another meeting.
V. AP 5055 – Enrollment Priorities	All		There was some discussion on adding student groups that receive priority registration and making sure input was received from counselors, Student Success Committee and Academic Senate. It was agreed to revise and return back to another meeting.

VI. AP 6325 – Payroll	All		There was some discussion on language from the League and agreed to go to the December Board Meeting.
VII. AP 6370 – Contracts – Personal Services	All		There was some discussion regarding Dawn McIntosh reviewing and agreed that after her review to return back to another meeting.
VIII. AP 6530 – District Vehicles	All		There was some discussion about liability concerns and was agreed that Jenn and Bridget would review and bring back to another meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: November 25, 2020 December 9, 2020			There was some discussion and agreement that the next meeting will be on December 9, 2020 at 9:30 a.m.

Zoom Meeting Info

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/95681025501>

Or iPhone one-tap (US Toll): +16699006833,95681025501# or +13462487799,95681025501#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 956 8102 5501

International numbers available: <https://cccconfer.zoom.us/u/abLSvjlsot>

Or Skype for Business (Lync):

<SIP:95681025501@lync.zoom.us>

AP 4021 Program Discontinuance

References:

Education Code **Section** 78016;
Title 5 **Sections** 51022 and 55130
ACCJC Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the **System's California Community Colleges Chancellor's Office** and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend **or obsolescence** has been identified by the division/area dean and faculty of a specific program, the division/area dean shall **contact provide a written notice to the appropriate Vice President of Academic Affairs** and Academic Senate President.
 - A. A declining trend will be identified using the following key performance indicators:
 1. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 2. A consistently low enrollment of **fifty percent** (50%) below maximum seat load capacity over four consecutive semesters.
 3. Retention of less than **fifty percent** (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
 4. Student success of less than **fifty percent** (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
 - B. **Obsolescence of program will be identified due to significant changes in discipline practice, technology, general labor market trends, and/or contribution to the community at large.**
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, **the Dean of Occupational Education**, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from ~~System's~~ the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Initiate an independent, external needs assessment to determine market demand

III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:

- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
- 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, hiring of full-time faculty, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.

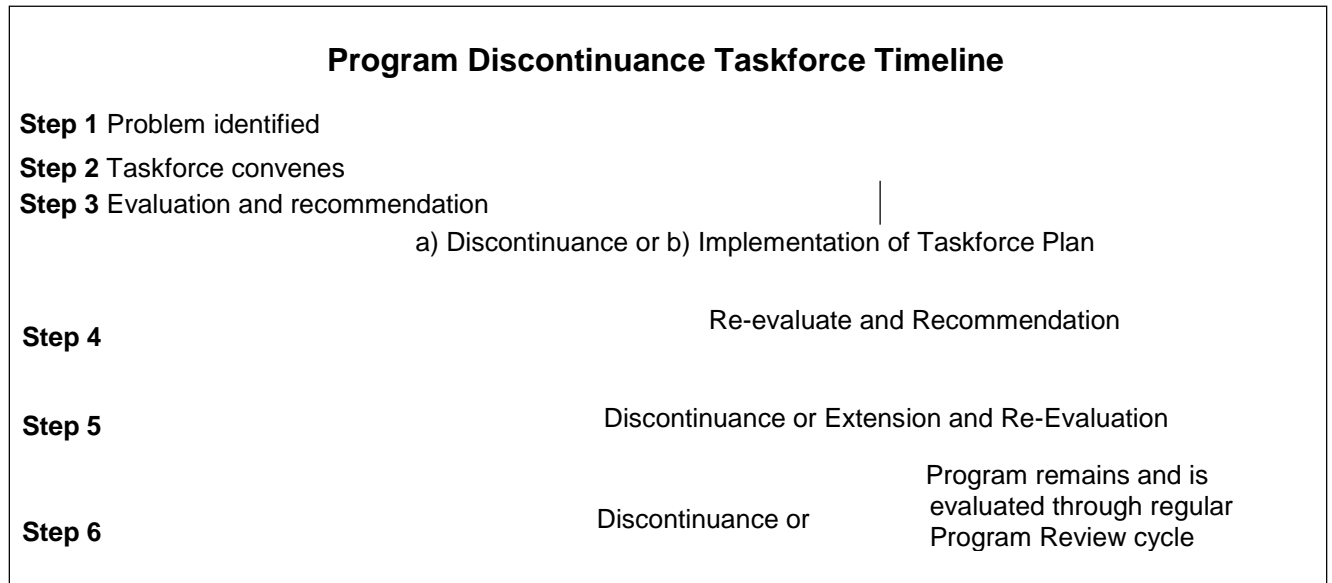
IV. If there has not been a statistically significant increase in key performance indicators after three semesters ~~of the~~ from the date of implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:

- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
- 2) Accept the program in its current state if it serves a community, instructional, or training need.
- 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
- 4) Discontinue the program.

V. The final decision on either program discontinuance or program continuance is

sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the ~~Systems~~ **California Community Colleges Chancellor's** Office to have the program removed from the inventory.



Career and Technical Education Program Discontinuance

The discontinuance process for Career and ~~T~~**Technical Education (CTE)** Programs remains the same as the process above, with the following exceptions:

1. Each ~~Career and Technical Education~~ **CTE p**Program will be reviewed in a two-year cycle to ensure that they meet legal standards
2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The

Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

Approved: 5/8/06

Revised: 11/13/06

Revised: 12/11/17

Revised: 12/11/20



AP 4022 Course Approval

Reference:

Title 5 Section 55100

The **Academic Policies and Procedures (AP&P) Committee** “Standards & Practice Handbook,” as well as all forms and guidelines, adhere to the requirements set forth in Title 5, 55100 regarding: procedures for course approval, **submitting courses to the Board of Trustees for approval, and when required, approval by the California Community Colleges Chancellor’s Office.** ~~of individual degree-applicable credit courses offered as part of an educational program to be approved by the CCC California Community Colleges Chancellor’s Office.~~

- ~~Procedures for~~ Course approval of **individual non-degree-applicable** credit courses offered as part of an educational program to be approved by the California Community Colleges Chancellor’s Office are submitted to the Board of Trustees according to the following procedure:
 - Courses are proposed by discipline faculty following development criteria and reviewed by department chair, department dean and college articulation officer
 - Courses are reviewed by outcomes subcommittee and technical review subcommittee for compliance with local and state standards
 - Courses are evaluated, reviewed, and approved by the Academic Policies and Procedures Committee (AP & P)
 - Courses are recommended to the Academic Senate for ratification on its consent and forwarded to the Board of Trustees for approval

Course approval of non-degree applicable and degree-applicable credit courses that are not part of a permitted educational program **may be approved following the above procedures and** including:

- Mandatory training of curriculum committee members
- Limitation of “stand alone” semester units a student may use toward completions of a degree or certificate
- Limitation on the number of courses that may be linked to one another by prerequisites or co-requisites
- ~~Procedures for approval of all courses and educational programs by the curriculum committee.~~
- ~~Procedures for submitting courses to the Board of Trustees for approval and, when~~



- ~~required, approval by the CCC California Community Colleges Chancellor's Office.~~
- ~~• Procedures for reporting all approved courses to the CCC California Community Colleges Chancellor's Office.~~

All approved courses will be reported to the California Community College Chancellor's Office.

Approved: 3/10/08

Revised: 3/9/20



AP 5055 Enrollment Priorities

References:

Education Code Sections 66025.8, **66025.9**, and 66025.**092**;
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See ~~Board Policy and Administrative Procedure BP/AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment regarding pre-and-co-requisites.~~)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The District will grant registration priority for each term the registration priority system is administered to students who are:

- are first time students within the meaning of **Title 5 Ssection 55530 subdivision (c)** and have completed orientation, assessment, and developed student education plans; or
- are not first time students within the meaning of **Title 5 Ssection 55530 subdivision (c)** and have not lost registration priority pursuant to subdivision (h).
- who are continuing students not on academic or progress probation for two consecutive terms as defined in **Title 5 Ssection 55031** and first time students who have completed orientation, assessment, and developed student education plans.

The ~~D~~istrict shall provide highest and equal priority to students eligible for registration priority who are:

- a member of the armed forces or a veteran **pursuant to Education Code Section**



66025.8

- a foster youth, ~~or~~ former foster youth, **homeless youth, or former homeless youth pursuant to Education Code Section 66025.9**
- determined to be eligible for accommodation through the Office for Students with Disabilities
- receiving services through the Extended Opportunity Programs
- receiving aid from California Work Opportunity and Responsibility to Kids Program
- **A student who is receiving services through CalWORKs.**
- **A student who is a Tribal TANF recipient**

These registration priorities apply to courses offered during all terms.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~this Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms: or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the ~~De~~istrict.

Foster youth, ~~or~~ former foster youth, **or homeless youth who ~~that~~** are granted registration priority shall not lose registration priority if placed on academic or progress probation or any combination thereof for two (2) consecutive terms or if more than one hundred (100) degree applicable semester equivalent units are earned at the ~~De~~istrict.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in ~~Board Policy and Administrative Procedure BP/AP 4230 Grading and Academic Record Symbols~~. The **one hundred (100)**-unit limit does not include units for non-degree applicable English as a Second Language, basic skills courses, or credit earned through credit by exam, advanced placement, or other similar programs as defined by the Vice President of Academic Affairs.

The ~~De~~istrict has established orientation, assessment, and education plans or any combination thereof as a condition for registration priority for continuing students. **Local priorities are based on the following approaches:**

- **limiting enrollment to first come, first served, or other non-evaluative selection techniques;**
- **in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;**
- **limiting enrollment to any selection procedure expressly authorized by statute;**



- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional registration priorities for students with priority lower than student groups covered already shall be provided to students that have completed orientation, assessment, and developed student education plan who are:

- STAR students and First Year Experience students
- Honors Students
- AVC Graduate Candidates
- Athletes, SOAR High School, ASO Officers, Student Trustee
- Paraprofessionals/AVC Employees
- High School Seniors that attend the Student Success Kick off (Summer/Fall semesters only)
- Continuing AVC Students
- New and Returning AVC Students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~these Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the district.

Students will have a higher enrollment priority when orientation, assessment, and developed student education plans are confirmed at the time registration appointments are assigned. Students that do not have confirmed completion will have a lower enrollment priority.

All priority groups will have priority enrollment based on total units completed in descending order then alphabetically (rotating each term).

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the District.

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the District allow anyone to place or enforce nonacademic requisites that are not expressly authorized or in state law as barriers to enrollment in or the successful



completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned seventy-five percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal procedure for loss of priority enrollment

Submit Loss of Priority Enrollment form to the Dean of ~~Student Services~~ (Enrollment Services) within two (2) weeks of enrollment priority assignment. One circumstance shall be verifiable on the appeal form:

- Verified extenuating circumstances of cases of accident, illnesses, or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.
- Academic or progress probation or dismissal status recalculated to less than two (2) semesters of consecutive semesters on probation.
- **One hundred (100)** unit limit for degree-applicable semester equivalent units at the ~~D~~istrict recalculated to less than **one hundred (100)** degree-applicable semester equivalent units at the district.
- Other verifiable circumstances as deemed appropriate by the Dean of Student Services (Enrollment Services).

Loss of priority enrollment denial ~~procedure~~

Denied loss of priority enrollment requests by the Dean of ~~Student Services~~ (Enrollment Services) may be submitted for final review to the Vice President of Student Services when information not already presented in the appeal for priority enrollment exists.

Also see BP 5055 Enrollment Priorities and BP/AP 5052 Open Enrollment.

Approved: 2/6/06
Revised: 5/12/08
Revised: 1/12/15
Revised: 12/11/20

AP 6370 Contracts – Personal Services

References:

Education Code Section 88003.1;
Government Code Section 53060.1;
Labor Code Section 3353;
Public Contract Code Section 10335.5

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- the contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- the services are not available within the District or cannot be satisfactorily performed by District employees;
- the services are incidental to a purchase or lease contract;
- the policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- the work meets the criteria for emergency appointment;

- equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- the services are of an urgent, temporary, or occasional nature.

Professional Experts

Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced, and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- ~~The contractor controls the way in which work is performed.~~
- ~~The contractor sets his/her own hours.~~
- ~~The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.~~
- ~~No District employees have duties similar to the independent contractor.~~
- ~~The District does not provide assistants to the contractor.~~
- ~~The duration of employment is for a specific job, not for a specified period of time.~~
- ~~The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery).~~
- ~~The contractor's investment in his/her trade must be real, essential, and adequate.~~
- ~~The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.~~
- ~~The individual is not presently employed by the District to do the same type of work.~~
- ~~Contractors are hired to provide a result and usually have the right to hire others to do the actual work.~~
- ~~Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.~~
- ~~Contractors are generally responsible for their incidental expenses.~~
- ~~Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:~~
 - ~~If the contractor hires and pays assistants~~
 - ~~If the contractor has his own office, equipment, materials, or facilities~~
 - ~~If the contractor has continuing and reoccurring liabilities~~

- ~~○ If the contractor has agreed to perform specific jobs for prices agreed upon in advance~~
- ~~○ If the contractor's services affect his/her own business reputation~~
- The contractor is free from the control and direction of the District in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- The contractor performs work that is outside the usual course of the District's business; and
- The contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

Contractors can't be fired so long as they produce a result that meets the contract specifications. ~~Contractors may not be a current employee of the Antelope Valley Community College District.~~

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature,
- provide a recommended course of action or personal expertise,
- have an end product which is basically a transmittal of information either written or verbal, and,
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

~~Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, and BP/AP 6380 Vendors.~~

Approved: 5/8/06

Revised: 12/14/20

BP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have ~~grades, transcripts,~~ diplomas and registration privileges withheld.

See Administrative Procedures #5035

Adopted: 2/6/06

AP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

The Dean of ~~Enrollment Services Student Services (Admissions & Records)~~ may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Students are notified by mail that an outstanding balance is due by the Cashier's Office. Students are provided the opportunity to explain if the financial obligation is in error through the Petition for Extenuating Circumstances process which is submitted to the Dean of Student Services (Admissions & Records).

2/6/06