



College Coordinating Council Meeting

Wednesday, February 14, 2018
 A124 – President’s Conference Room
 9:30 a.m. – 10:30 a.m.

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

Committee Members:

- Dr. Susan Lowry/Van Rider, Academic Senate
- Michelle Arvizu Garcia, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Dr. Bonnie Suderman, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of December 13, 2017.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP 6330 – Purchasing	Ed	2 minutes	
IV. BP & AP 7400 – Travel	Ed	2 minutes	
V. BP 4020 – Program, Curriculum, and Course Development	Bonnie	2 minutes	
VI. AP 4228 – Course Repetition – Significant Lapse of Time	Bonnie	2 minutes	
VII. AP 4229 – Course Repetition – Variable Units	Bonnie	2 minutes	
VIII. AP 4235 – Credit By Examination	Bonnie	2 minutes	
IX. AP 4236 – Advanced Placement Credit	Bonnie	2 minutes	
X. AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	2 minutes	
FUTURE AGENDA ITEMS:			

NEXT MEETING DATE: February 28, 2018			
---	--	--	--



College Coordinating Council Minutes

Wednesday, December 13, 2017

A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:

Van Rider, Academic Senate
Michelle Arvizu, Associated Student Organization
Ed Knudson, President
Pamela Ford, Classified Union and **Kim Fite**
Michelle Hernandez, Confidential/Management/Supervisory – **Rick Shaw in as Proxy**
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union – **David Adams in as Proxy**
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, 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 November 8, 2017.	All		Minutes were approved as presented.
II. Constituent Reports	All		Pamela stated that there are a few positions open for the upcoming elections. Michelle Arvizu stated that ASO would be meeting regarding the student survey for the proposed academic calendar.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. ITS Reorg	Rick	30 minutes	There was some discussion on the Help Desk Coordinator position and the skill set necessary for the position.
IV. AP 5013 – Students in the Military	Erin	5 minutes	It was agreed to go forward to the January 8, 2018 board meeting.
V. AP 3435 - Complaint Procedure for Discrimination or harassment	Mark	2 minutes	It was agreed to send out to the constituent groups and return to the February 28, 2018 CCC Meeting.
VI. BP 7250 – Educational Administrators	Mark	2 minutes	It was agreed to send out to the constituent groups and return to the February 28, 2018 CCC Meeting.
VII. BP & AP 7330 – Communicable Disease	Mark	2 minutes	It was agreed to go forward to the January 8, 2018 board meeting.
VIII. AP 7336 – Certification of Freedom from Tuberculosis	Mark	2 minutes	It was agreed to go forward to the January 8, 2018 board meeting.

IX.	AP 7500- Volunteers	Mark	2 minutes	It was agreed to go forward to the January 8, 2018 board meeting.
X.	BP & AP 6400 – Audits	Ed	2 minutes	It was agreed to go forward to the January 8, 2018 board meeting.
XI.	BP 7310 - Nepotism	Ed	2 minutes	It was agreed to go forward to the January 8, 2018 board meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: January 10, 2018				It was agreed the next meeting would be January 24, 2018.

BP 6330 Purchasing

Reference:

Education Code Section 81656
Public Contracts Code Section 20650

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 30 days.

All purchase orders shall be approved or ratified by the Board and recorded in the official Board minutes. Purchases which meet one or more of the following criteria may be submitted for ratification.

- a. Items which, in the judgment of the ~~Vice-President~~ Executive Director of Business Services, are required for immediate use in the instructional program or for the immediate repair of buildings or equipment.
- b. Items on a standard list for which bids/quotations have been secured and approved by the Board.
- c. Equipment items which have prior approval of the Board.
- d. Expenditures from the Revolving Cash Fund.
- e. Purchase orders of \$25,000 or less.

See Administrative Procedures # 6330

~~Adopted: 5/8/06~~

Revised: 11/13/06,

~~Revised: 12/14/17 10/31/16~~

BP 7400 Travel

Reference:

Education Code Section 87032; Government Code Section 11139.8

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All *district-sponsored* travel outside the United States must be approved in advance by the Board.

Note: Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request of state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community College Chancellor's Office has indicated it will not approve requests from community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Therefore, travel to prohibited locations as determined by the California State Attorney's General Office will be limited to the exceptions identified in Government Code Section 11139.8.

Board of Trustees - Advance Travel Authorization

Members of the Board of Trustees are authorized to attend meetings of professional organizations and to receive reimbursement of necessary and actual expenses related thereto.

See Administrative Procedures # 7400

Adopted: 5/8/06

Revised 02/2018

AP 7400 Travel

Reference:

Education Code Section 87032, Government Code Section 11139.8

Authority of President

The President or his/her designated representative shall have the authority to approve transportation by District employees when rendering services to the District by providing District-owned vehicles or authorizing mileage allowance in accordance with Board policy.

District-Owned Vehicles

The use of District-owned vehicles by employees shall be limited to transacting official District business. The use of such vehicles for personal convenience is prohibited.

When not in use for District purposes, all District-owned vehicles shall be parked on College premises in a location designated for that purpose.

Reimbursement for Mileage and Expenses

The President/Superintendent may authorize mileage expense to be paid to College personnel on authorized school business with the understanding that whenever commercial transportation is available and convenient that the lower rate will prevail for reimbursement.

Reimbursement for such mileage and expense shall be at the rates established by the Board of Trustees and outlined in Administrative Procedures for any College personnel.

Reimbursement for Mileage - Personal Car

An employee may choose to drive a personal car instead of a District car when a school car is not available for an authorized College trip, or if the employee prefers to drive his/her personal car.

Refer to Antelope Valley College Faculty collective bargaining agreement, Article IX.

Refer to Antelope Valley College Classified collective bargaining agreement, Article XI.

Note: Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request of state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community College Chancellor's Office has indicated it will not approve requests from community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism.

Therefore, travel to prohibited locations as determined by the California State Attorney's General Office will be limited to the exceptions identified in Government Code Section 11139.8

subd. (c):

- 1. Enforcement of California law, including auditing and revenue collection.**
- 2. Litigation.**
- 3. To meet contractual obligations incurred before January 1, 2017.**
- 4. To comply with requests by the federal government to appear before committees.**
- 5. To participate in meetings or training required by a grant or required to maintain grant funding.**

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.

7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

All travel requests are to be sent to the Business Office prior to travel. The Business Office will routinely check the California State Attorney's General's website and will notify the department if the travel is to a prohibited location.

5/8/06

Revised 02/2018

BP 4020 Program, Curriculum, and Course Development

Reference:

*Education Code Section 70901(b), 70902(b); 78016;
Title 5, Section 51000, 51022, 5502.5, 55100, 55130, 55150;
U.S. Department of Education regulations on the Integrity of Federal
Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9*

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training persons involved in aspects of curriculum development; **and**
- consideration of job market and other related information for vocational and occupational programs.

All new courses and programs, including program deletions, shall be approved by the Board.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with **Title 5 and** applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish a procedure to ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures #4020 and #4021

Adopted: 2/6/06

Revised: 3/10/08

Revised: 6/11/12

Revised: 11/14

Revised: 10/12/15

Revised: 2018

AP 4228 Course Repetition – Significant Lapse of Time

Reference:

Title 5 Section 55043

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time **of no less than 36 months** since the grade was obtained and:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an **active participatory experience course in physical education, or visual or performing arts, or that is related in content** due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

5/11/09

Revised 2018

AP 4229 Course Repetition – Variable Units

Reference:

Title 5 Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

A student may not enroll in a variable unit open-entry/open-exit active participatory course in physical education, visual arts, or performing arts, more than once.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

2/8/10

Revised 2018

AP 4235 Credit by Examination

Reference:

Education Code Section 79500
Title 5, Sections 55050 and 55052

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.
- Credit by satisfactory completion of an AVC Course Proficiency Exam administered by the college in lieu of completion of a course listed in the college catalog. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.

Determination of Eligibility to take an AVC Course Proficiency Exam

- The student must be currently registered in the college and in good standing
- The course is listed in the college catalog
- Antelope Valley College faculty have designated the course as one that may be challenged by examination

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

A student's academic record clearly indicates that the credit was earned by examination by an annotation of (CHL).

The results of the challenge exam, with grade and grade points, are entered upon the student's academic record. No record will be made if a student receives a failing grade on a challenge exam.

A student may apply up to **48** units earned by credit by examination to the Associate degree.

A student cannot earn credit by examination for courses in which they are currently enrolled.

Students desiring to challenge a course by examination should submit a petition to the Office of Admissions & Records before the end of the fourth week of the semester.

Challenge examinations must be completed by the seventh week of the semester.

2/6/06

Revised: 4/14/08

Revised: 2018

AP 4236 Advanced Placement Credit

Reference:

Education Code section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

Course by Course equivalency for AP examination is determined by the appropriate discipline faculty and approved through the Academic Policies and Procedures Committee (AP&P).

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Web site in the Antelope Valley College Catalog.

New 10/17

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Reference:

Education Code Sections 48800; 48800.5; 76001; 76002; 76004

Admission Criteria and Procedures for Younger Students

Special Admission Packets

Special **full-time** and **part-time** students as defined in Board Policy 5010 are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Summer-school students as defined in Board Policy 5010 are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Special Part-time Student Admission

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

All part-time special admission students taking courses at Antelope Valley College shall have their enrollment fees waived. All special admission students admitted as fulltime students will be assessed enrollment fees. Full-time special admit students may be considered for a BOG Fee Waiver.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his or her principal (Note: a parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.);
- documentation to demonstrate that the student is capable of profiting from instruction. The Dean of ~~Student Services (Counseling)~~Counseling and Matriculation has the authority to make the final decision whether a student can benefit from instruction.

Special Full-time Student Admission

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;

- written and signed acknowledgment of his or her principal. (Note: a pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);
- documentation to demonstrate that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance. The Dean of Counseling and Matriculation Student Services (Counseling) has the authority to make the final decision whether a student can benefit from instruction.

Special Summer Session Student Admission

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. Student will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their school of attendance.

The student must submit:

- written and signed parental or guardian consent;
- written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance; and
- documentation to demonstrate that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Student Services (Admissions & Records Enrollment Services).

High School Student Admission

For students attending high school, the Admissions & Records Office will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Counseling and Matriculation Student Services (Counseling) shall be final. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his or her parent or guardian;
- consultation with College Counselors;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state and/or federal laws.

Special admit students who are 15 years of age and/or have completed the 8th grade may be eligible to take PE courses.

Middle and Lower School Student Admission

For students attending middle and lower schools, the admission determination shall be made by Dean of Counseling and Matriculation Student Services (Counseling). The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Dean of Counseling and Matriculation Student Services (Counseling) will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean of Counseling and Matriculation Student Services (Counseling) shall be final.

Once a decision has been made, the student, his or her parent or guardian and the school principal shall be informed of the decision. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his or her parent or guardian;
- consultation with Dean of [Counseling and Matriculation Student Services \(Counseling\)](#);
- consideration of the welfare and safety of the student and others;
- consideration of local, state and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Other Special Admission Regulations

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Enrollment priority status for special admission students is conducted in accordance with AP 5500. Special admission students begin registration during the open registration period.

Records of enrollment of these students for apportionment purposes will be maintained in the Admissions & Records Office. All claims for state apportionment for K-12 students must meet all of the following criteria; the class is open to the general public and is advertised in one or more of the following:

- The college catalog
- The regular schedule of classes
- An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the district's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.

ALL concurrent students will receive college credit for completed courses.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial, shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

2/6/06

Revised: 5/6/06