



College Coordinating Council Meeting

February 26, 2025
9:30 a.m. – 10:30 a.m.
L201

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

Committee Members:

Hal Huntsman, Academic Senate
Veronica Orozco, ASO,
Pamela Ford, Classified Union
Ashley Hawkins, Confidential/Management/Supervisory/Administrators
Kathryn Mitchell, Deans
Dr. Jason Bowen, Faculty Union
~~~~~  
Dr. Jennifer Zellet, CHAIR  
Dr. Kathy Bakhit, Vice President of Academic Affairs  
Shami Brar, Vice President of Administrative Services  
Dr. Lauren Elan-Helsper, Vice President of Human Resources  
Dr. Rebecca Farley, Vice President of Equity & Student Achievement  
Idania Padron, Vice President of Student Services

## MEETING

| Items                                               | Person(s) Responsible | Time      | Action |
|-----------------------------------------------------|-----------------------|-----------|--------|
| <b>APPROVAL OF AGENDA AND MINUTES &amp; REPORT:</b> |                       |           |        |
| I. Approval of Minutes of February 12, 2025.        |                       |           |        |
| <b>RETURNING ITEMS:</b>                             |                       |           |        |
| I. BP 2330 – Quorum and Voting                      | Jennifer              | 5 minutes |        |
| II. Consent Agenda Proposal                         | Hal                   | 5 minutes |        |
| <b>DISCUSSION/ACTION ITEMS:</b>                     |                       |           |        |
| I. BP/AP 2015 – Student Trustee                     | Jennifer              | 5 minutes |        |
| II. BP/AP 2110 – Vacancies on the Board             | Jennifer              | 5 minutes |        |
| III. BP 2340 – Agendas                              | Jennifer              | 5 minutes |        |
| IV. BP/AP 3810 – Claims Against the District        | Jennifer              | 5 minutes |        |
| V. AP 4235 – Credit for Prior Learning              | Hal                   | 5 minutes |        |

| <b>STANDING ITEMS:</b>                      |                                                                                  |              |  |
|---------------------------------------------|----------------------------------------------------------------------------------|--------------|--|
| I. Constituents Reports                     | All                                                                              | 5<br>minutes |  |
| <b>POLICIES OUT FOR CONSTITUENT REVIEW:</b> |                                                                                  |              |  |
| I.                                          | BP/AP 5510 – Off-Campus Student Organizations – since January 22, 2025, Meeting. |              |  |
| II.                                         | BP/AP – 3300 – Public Records – since February 12, 2025, Meeting.                |              |  |
| III.                                        | BP/AP 3518 – Child Abuse Reporting – since February 12, 2025, Meeting.           |              |  |
| <b>POLICIES IN PROCESS</b>                  |                                                                                  |              |  |
| I.                                          | BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta                  |              |  |
| II.                                         | BP/AP 3560 – Alcoholic Beverages - Jennifer                                      |              |  |
| III.                                        | BP/AP 4010 – Academic Calendar                                                   |              |  |
| IV.                                         | Decision-Making Principle Document – Jennifer                                    |              |  |
| V.                                          | BP/AP 4010 – Academic Calendar – Kathy                                           |              |  |
| VI.                                         | BP/AP 4100 – Graduation Requirement – Idania                                     |              |  |
| VII.                                        | BP/AP 4400 – Community Services – Kathy                                          |              |  |
| VIII.                                       | BP/AP 7130 – Compensation – Shami & Legal                                        |              |  |
| IX.                                         | BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal                                |              |  |
| <b>NEXT MEETING DATE: March 12, 2025</b>    |                                                                                  |              |  |



# College Coordinating Council Minutes

February 12, 2025  
9:30 a.m. – 10:30 a.m.  
L201

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

**Committee Members:**

Hal Huntsman, Academic Senate  
Veronica Orozco, ASO  
Pamela Ford, Classified Union  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
Kathryn Mitchell, Deans  
Dr. Jason Bowen, Faculty Union  
~~~~~  
Dr. Jennifer Zellet, CHAIR - **ABSENT**
Dr. Kathy Bakhit, Vice President of Academic Affairs
Shami Brar, Vice President of Administrative Services
Dr. Lauren Elan-Helsper, Vice President of Human Resources
Dr. Rebecca Farley, Vice President of Equity & Student Achievement
Idania Padron, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
-------	-----------------------	------	--------

APPROVAL OF AGENDA AND MINUTES & REPORT:

- I. Approval of Minutes of January 22, 2025. The minutes were approved with a small revision to the name of the committee, "SPCBC," as it should be SPBC (**S**trategic **P**lanning, **B**udget **C**ommittee).

RETURNING ITEMS:

I. Federal Judge Vacates 2024 Title IX Regs	Lauren	5 minutes	Lauren handed out a few slides from the PowerPoint she shared at the February 7 th Board Meeting, regarding the regulatory requirements. On January 9 th , 2025, the 2024 Title IX was vacated and all institutions must follow the 2020 regulations and AVC is in compliance. https://go.boarddocs.com/ca/avc/Board.nsf/files/DDJQ8U681F2B/\$file/BOT%20Investigations%20Presentation%20-%20Revised.pdf
II. Institutional Review Board	Hal	5 minutes	Hal stated that it is important for the college to create an Institutional Review Board for research, grants, and proposals for grants, that currently the college has a grant through CSUB, and there have been issues.

			Rebecca stated that the college has an informal Review Board, but not a federally approved one. It was agreed that 3-5 people could work on this, faculty, IERP, and student services and Rebecca volunteered to work with Hal on this. The document will be brought back at another meeting for review and further discussion.
III. BP 2330 – Quorum and Voting	Jennifer	5 minutes	There was some discussion regarding formatting and duplication of language. It will be revised/cleaned up and brought back at another meeting.
IV. BP/AP 3300 – Public Records	Jennifer	5 minutes	Hal asked about personal email addresses being released and Rebecca stated that it would not be disclosed, “unless” it is to a family member or agent, possibly in an emergency, or if someone is incapacitated. Jason asked about the Government Code Reference and Shami confirmed that it was correct. It was agreed to go out for constituent review.
V. BP/AP 3518 – Child Abuse Reporting	Jennifer	5 minutes	It was agreed to go out for constituent review.
VI. BP/AP 5500 – Standards of Conduct	Idania	5 minutes	There was some discussion regarding the name of the position for reporting violations and Hal stated that it should be more generic. Ashley suggested a form be developed so it shows the process and students know where to go. There was some discussion on having the language in the handbook and the catalog. Kathrn stated that she doubted that the students read the catalog, but giving the students something when they come into the office to tell them where to go and the next steps would be helpful. Ashley recommended that everyone on campus have a copy or knowledge of the process. Veronica confirmed that has never seen it in the catalog and to make a simple flyer. Shami stated that to keep “designee” in the language as it is standard. Jason stated that he did not like the word “article” in the language and Hal confirmed that the Academic Senate had approved the language. Jason asked about “willful disobedience” and would like to add “without cause.” There were some discussions on examples of willful

			disobedience and what “without cause” looks like for a student. It was agreed that Idania would revise the formatting and work with Jason on the language and it will be brought back to another meeting for further discussion.
DISCUSSION/ACTION ITEMS:			

STANDING ITEMS:			
I. Constituents Reports	All	5 minutes	Hal handed out a proposal to add a Consent Item to the CCC agenda. It was agreed to be brought back at the next meeting for further discussion. This document is included with the minutes.

POLICIES OUT FOR CONSTITUENT REVIEW:			
I. BP/AP 5510 – Off-Campus Student Organizations – from January 22, 2025, Meeting			

POLICIES IN PROCESS			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar IV. Decision-Making Principle Document – Jennifer V. BP/AP 4010 – Academic Calendar – Kathy VI. BP/AP 4100 – Graduation Requirement – Idania VII. BP/AP 4400 – Community Services – Kathy VIII. BP/AP 7130 – Compensation – Shami & Legal IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			

NEXT MEETING DATE: February 26, 2025

BP 2330 Quorum and Voting

References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., 81360, 81365, 81511, and 81432;
Government Code Sections 53094 and 54950 et seq.;;
Code of Civil Procedure Section 1245.240;
~~California Constitution Article XIII A, Section 1, subdivision (b), paragraph (3) and Article XVI, Section 18, subdivision (b)~~

A quorum of the Board of Trustees shall consist of a simple majority, three (3) members.

The Board of Trustees shall act by majority vote of all of the membership of the Board of Trustees, except as noted below.

No action shall be taken by secret ballot. The Board of Trustees will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds (2/3) majority of all members of the Board of Trustees:

- Resolution of intention to sell or lease **District real property, which is not or will not be needed by the District for school classroom buildings (except where a unanimous vote is required)**;
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board of Trustees:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Also see BP 2310 Regular Meetings of the Board.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 5/13/19
Revised: 9/9/19

** CCLC Recommended Language

** AVC Recommended Language

PROPOSAL

Consent Items for CCC

What goes on consent?

- Board policies for first reading are automatically on the consent calendar.
 - They should be noted as “1st reading” and should be accompanied by a written rationale for the changes in the policy.
 - If a “1st reading” policy is accepted on the consent calendar, then it goes out for constituent review.
- Board policies which have received constituent review should be placed on the consent calendar.
 - They should be noted as “2nd reading” and should be accompanied by the written rationale for the changes in the policy.
 - If a “2nd reading” policy is accepted on the consent calendar, then it goes to the Board of Trustees for approval.
- Other items may also be placed on the consent calendar, at the discretion of the Chair.

How does an item come off the consent calendar?

At the request of any voting member of CCC, any item may be removed from the consent calendar.

What happens when an item comes off the consent calendar?

When an item is removed from the consent calendar, it becomes part of the discussion items for that meeting. Any item removed from the consent calendar that does not receive discussion in that meeting remains in the discussion items for future meetings, until the issue is resolved as per the usual CCC conventions.



BP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing on May 15.

The student member shall be enrolled in and maintain a minimum of five (5) semester units, **or its equivalent**, in the District, shall be in good standing in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. No student shall hold the office of Student Trustee for more than two terms.

The student member shall be seated with the Board of Trustees **during the open session portion of meetings** and shall be recognized as full member of the Board of Trustees at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees, **except for issues and items discussed in closed session. The student member shall have the right to attend each and all meetings of the Board.** ~~(except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.~~

~~On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:~~

- ~~• The privilege to make and second motions.~~
- ~~• The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters; at the discretion of the Board of Trustees.~~
- ~~• The privilege to receive compensation for meeting attendance at a level of \$200.~~
- ~~• The privilege to serve a one-year term commencing on May 15.~~
- ~~• The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board of Trustees.~~

The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

A student member may make and second motions at the discretion of the Board. The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation. On or before May 15 of each year, the Board may determine if the student member's term will commence on May 15

instead of on June 1.

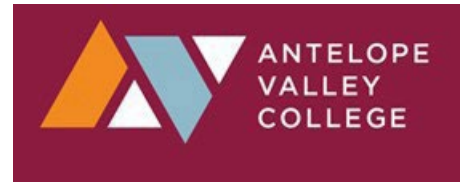
The Board of Trustees shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Also see AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Adopted: 7/5/05
Revised: 9/10/07
Revised: 7/14/08
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



AP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The student trustee shall:

- Attend meetings of the Board of Trustees (absences not to exceed two (2) regular board meetings).
- Attend at least two (2) regular meetings of the Associated Student Organization (ASO) per month, unless there is a class schedule conflict, and maintain communication with the ASO as needed.
- Meet with the Superintendent/President of the college as needed.
- Represent the Board as well as the college at meetings and special events whenever possible.
- May attend state and other related conferences for Board of Trustee members.
- Meet with the advisor to the Student Trustee ~~and the Dean of Student Life & Services~~ when necessary.

Also see BP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



BP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than one hundred thirty (130) days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.

Also see BP 2010 Board Membership, AP 2110 Vacancies on the Board, and BP 2750 Board Member Absence from the State.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 12/9/22

Reviewed: _____

** CCLC Recommended Language

** AVC Recommended Language

AP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq. ;
Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three (3) public places in the District, **publication in a newspaper of general circulation, and posting a notice on the District's website.** ~~and publication in a newspaper of general circulation.~~

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The posted notice of vacancy should contain the following:

- 1. The fact of the vacancy or resignation;**
- 2. The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of, the resignation; and**
- 3. Relevant information about the provisional appointment process, including timeline to file an application.**

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive a letter from the Superintendent/President containing information about the District and the Board of Trustees and including a candidate application to be completed and returned by a specific date.

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate applications with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three (3) public places in the District. It shall also publish a notice in a newspaper of general circulation, **if a newspaper of general circulation is published in the District.**

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The public notice of vacancy and provisional appointment must contain the following:

- The fact of the vacancy or resignation;
- The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation; and
- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

~~The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his/her/their appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 11/14/22

** CCLC Recommended Language

** AVC Recommended Language

BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President ten (10) business days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90) day period following the initial submission.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 9/9/19
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



BP 3810 Claims Against the District

References:

Education Code Section 72502; Government Code Sections 900 et seq.; 910 and 935

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District:

- [The Office of the Superintendent/President or Designee, General Counsel, 3041 West Avenue K, Lancaster, CA 93536; \(661\) 722-6650.](#)

See Administrative Procedure 3810.

Adopted: 11/7/05

Reviewed: 3/13/17

Revised: 3/14/22

Revised:

CCLC Recommended Language

AVC Recommended Language

AP 3810 Claims for Damages

References:

Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq and 935

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of the General Counsel.

All claims shall be made in writing and submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form. The claim shall be signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

~~Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650 or email at legal@avc.edu.~~

Claim forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

Antelope Valley Community College District
Office of ~~Superintendent/President General~~
~~Counsel~~
3041 West Avenue K
Lancaster, CA 93536

TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the ~~District General Counsel~~, shall, within 45 days, give written notice that the Claim was not filed timely and

that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

RESPONSE TO CLAIM

Within forty-five days after the claim has been presented to the Office of the ~~Superintendent/President General Counsel~~, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Office of the ~~Superintendent/President General Counsel~~.

The ~~Superintendent/President General Counsel~~ shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

Adopted: 11/7/05
Revised: 3/13/17
Revised: 3/14/22
Revised:

CCLC Recommended Language
AVC Recommended Language



AP 4235 Credit for Prior Learning

Reference:

Education Code Section 79500, 66025.71,
66700, 70901, 70902
Title 5, Sections 55050, 55051,
55052 and 55052.5

Credit for Prior Learning

Credit Prior Learning may be earned for eligible courses approved by the district for students who satisfactorily pass authorized examinations. Authorized assessments may include the evaluation of approved external examinations, Joint Service Transcripts, student-centered portfolios, and credit by examination.

Methods for Demonstrating Proficiency

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods ~~for awarding credit~~ listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Achievement of a satisfactory score on a high-level ~~by~~ International Baccalaureate (IB) examination
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.
- **Apprenticeships, internships, work-based learning or other industry-based experiential learning**

Determination of Eligibility for Credit for Prior Learning

To be eligible for CPL:

- The student must be college and in good standing in the district.
- The course is listed in the college catalog.
- Antelope Valley College faculty have designated the course as one that may be challenged by examination.
- The student must have previously earned credit or noncredit from the district or be currently registered in the district.
- **The student must have satisfied the prerequisites and other enrollment requirements for the course for which CPL is requested.**
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- **The student has not requested CPL for the same course previously at the District (although the**

individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP.)

- Previously transcribed courses are ineligible.
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective.

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 twelve (12) semester hours of credit in residence required for an Associate's degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement

- See AP 4236 Advanced Placement Credit

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the district's IB equivalency guide.

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Equivalency Guide

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Office
- **Note:** CPL Assessment petition form does not exist in A&R, Counseling, or Veteran's Office; process and form need to be developed.
- Official transcripts must be on file in the Transcript Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), and other approved Department of Defense (DOD) documentation.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition ~~available in the Counseling Office~~
- **Note:** CPL Assessment petition form does not exist in A&R, Counseling, or Veteran's Office; process and form need to be developed.
- Enrollment services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment.
 - The student submits all industry-recognized credential documents to the department chair or faculty designee for assessment of prior learning
 - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry-recognized credential(s), and forward the completed petition and supporting documents to the Vice President of Academic Affairs Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.

Note: this form does not exist in A&R, Counseling, or Veteran's Office; process and form need to be developed

~~available in the Counseling Office~~

- The student meets with the department chair or faculty designee to receive further instructions for the student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions & Records Office to be kept on file and recorded on the student transcript.

Credit by Examination within the District

The department chair or faculty designee shall determine whether ~~or not~~ a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous coursework and/or experience.

Students requesting credit by examination must be currently registered at AVC and actively participating in course(s). Students MAY NOT be enrolled in the course they are challenging.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process.

All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by satisfactory completion of an examination administered by the district in lieu of completion of a course listed in the Antelope Valley College Catalog

The District Credit by Examination Process

~~In order to~~ To permit students to demonstrate that they have met the objectives of a course through experience in the workplace, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/ program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in Counseling.
- Student meets with the department chair or faculty designee further instructions for Credit by

Examination

- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions & Records Office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

Office of Primary Responsibility: Vice President of Academic Affairs

Also see BP 4235 Credit for Prior Learning and AP 4236 Advanced Placement Credit. 2/6/06

Revised: 4/14/08

Revised: 5/14/18

Revised: 2/13/23

DRAFT