

Board Policy and Procedure Update  
March 4, 2015

COMPLETED

BP 3B: Facilities and Equipment

Multiple language changes and additions to this section. Most recommended language changes from CCLC. Changes specific to KCCD include:

3B1G: Allows each college to establish procedures with regard to restrictions on tobacco or smoking. Cindy Collier has convened a committee to draft procedural language for our college.

3B3E/F: New language with regard to Notice of Completion/Reduce Retention of construction projects. New language centralizes responsibilities with Chancellor or CFO.

3B6: Parking language authorizing College Presidents to establish procedures for the orderly operations.

Recommended changes and additions were accepted at Consultation Council on November 25, 2014. Policy changes and additions adopted by Board on 02/12/15 except 3B7 (see below).

BP 3D: General Management

Policy change adopted by Board on 02/12/15 with BC recommendation to 3D3C (review of records) adding the words “at a minimum, once every three years”.

BP 4A3/AP4A3(c): Matriculation/Priority Registration Procedures

No changes were made to Policy 4A3, changes recommended were in Procedures. (Such changes do not require Board approval.) Recommended changes to priority registration procedures were accepted at Consultation Council on November 25, 2014.

BP 4A8: Student Fees

Changes primarily CCLC recommended language. One proposed section was changed at the Consultation Council meeting on 01/27/15. In 4A8C (Nonresident enrollment fees and tuition) the recommended language, “All nonresident students enrolled in 6 or fewer units” would be exempted was removed. Thus all nonresident students will pay the nonresident fees. As changed this proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

BP 4A8F: Course Audit Fee

Minor language change adding conditions necessary for audit approval. Universally agreed upon at the Consultation Council meeting on 01/27/15. As changed this proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

BP 4B1: Educational Programs

Minor language change for clarity. Change accepted at Consultation Council on 02/24/15. Moves forward to Board for 1<sup>st</sup> read on 03/12/15.

BP 4B2: Courses

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

BP 4B3: Distance Education

Removal of policy section 4B3F due to being required by law. Universally agreed upon at the Consultation Council meeting on 01/27/15. Change proceeded to the Board for a 1<sup>st</sup> read on 02/12/15. Moved to Board approval on 03/12/15.

AP 4B3: Distance Education

Establishment of online and hybrid procedures. At Consultation Council 01/27/15 primary discussion and later consensus focused on defining hybrid courses and clarifying response time to a student's communication. Language defining a hybrid course will be included in the first line. Also added, to 4B3(1), faculty will be responsible to response to students within 48 hours, **Saturday, Sunday (added language)**, non-instructional days and leave days excepted. Procedures do not require Board approval, procedural change will be incorporated into policy.

BP 4B4: Programs

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

BP 4B5: Program Review

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

BP 4B6: Program Discontinuance

The district office has reviewed. No changes suggested, the language is still applicable in terms of Education Code and Title V.

TABLED

BP 3B7: Speech: Time, Place and Manner

Completely new language including the ability of the Chancellor to establish administrative procedures to reasonably regulate the designated public forums. Issue was tabled at the 02/24/15 Consultation Council meeting. Recent e-mails indicate this policy was taken from CCLC and is a mandatory policy. Should be on Consultation Council agenda 03/24/15.

**BP 4B9: Student Field Trips, Excursions and Transportation**

Primarily moving material from policy to procedure with minor language changes. Policy 4B9D1, 4B9E – 4B9J, and 4B9K2 – 4B9L1 recommended to be placed in procedures. Some discussion was held on 4B9K3 as it pertains to “reasonable supervision” and “supervising academic staff member”. Issue was tabled to review Ed. Code. Should be on Consultation Council agenda 03/24/15.

**BP 4C4E: Academic Renewal**

Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. Should be on Consultation Council agenda 03/24/15. At the request of the Academic Senate, Michelle Pena is drafting language based on faculty discussion and recommendations.

**BP 10A: Unrepresented Employees**

Language regarding Chancellor’s powers thoroughly discussed. BC’s attempt to stop the centralization of authority within the Chancellor’s position was met with great resistance. End result, recommended language changes will continue in the process.

As per the language changes regarding College Presidents, BC’s proposed language has been submitted to the Council, no discussion has taken place due to the length of discussion regarding the Chancellor’s powers. Issue was tabled at the 01/27/15 and 02/24/15 meetings. Should be on Consultation Council agenda 03/24/15.

**PIPELINE**

**BP 4B7: Articulation**

Additional language, 4B7H: University Transfer Agreement. This is CCLC recommended language directly from Ed. Code. Appears to be a non-controversial adjustment. Should appear for the first time on Consultation Council agenda 03/24/15.