AGENDA

1. Minutes Dated 5/1/2014  (Page 3)

NEW BUSINESS

1. BP/AP 2710 Conflict of Interest (Page 7)
   a. Review policy changes and current procedure

2. AP 2712 Conflict of Interest Code Committee (Page 11)
   a. Review procedure changes

3. BP/AP 4100 Graduation Requirements for Degrees and Certificates  (Page 18)
   a. Review new policy and procedure

4. BP/AP 4220 Standards of Scholarship  (Page 21)
   a. Review new policy and procedure

5. BP/AP 5120 Transfer Center  (Page 24)
   a. Review policy changes and draft procedure

6. BP/AP 5200  Student Health Services  (Page 26)
   a. Review policy changes and draft procedure

7. BP/AP 5300 Student Equity (Page 28)
   a. Review policy and procedure changes

8. BP 5530 Student Complaints (Page 31)
   a. Review policy changes and current procedures

9. Sunset Proposals  (Page 32)
   a. BP/AP 4024 Course Outlines
      (Not legally required and is covered in the Curriculum Committee and Accreditation Standard II)
   b. BP/AP 4041 Tutorial Services
      (Not legally required and not recommended by CCLC)
   c. BP 4221 Examinations and Grading
      (Covered in BP 4220)
   d. BP 5041 Privacy of Students
      (Information is included in BP/AP 5040)
e. BP 5111 Testing and Counseling
   (Not legally required)
f. BP 5560 Graduating Requirements
   (Replaced by BP/AP 4100)

OLD BUSINESS:

1. BP/AP 5050 Student Success and Support Program (Page 44)
   • Revisit

2. BP/AP 3830 Conservation of Art Collections / Permanent Art Collections and
   Sculpture Garden Advisory Committee (Page 49)
   • Review Constituent Feedback

3. AP 3835 Redwoods Collection of Native American Baskets and Objects
   Advisory Committee (Page 51)
   • Review Constituent Feedback

4. AP 5055 Enrollment Priorities (Page 52)
   • Review Constituent Feedback

5. BP/AP 7384 Emeritus Title and Status (Page 54)
   • Review Constituent Feedback
REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Thursday May 1st 2014

MEMBERS PRESENT
Bob Brown, Mark Renner (phone), Peter Blakemore, Mohamad Alnakhlawi, Debbie Topping, Kathy Smith, Lee Lindsey, Keith Snow Flamer, Rory Johnson

MEMBERS ABSENT
Wendy Choate, Steve Sandeen, Ahn Fielding, Cheryl Tucker

CALL TO ORDER
Kathy Smith called the meeting to order at 2:50 p.m.

MINUTES DATED 3/31/2014
A motion was made by Mohamad Alnakhlawi and seconded by Debbie Topping to approve the minutes from the 3/31/2014 College Council meeting. A vote was taken and Council voted unanimously to approve the 3/31/2014 College Council meeting minutes as presented.

NEW BUSINESS

STUDENT EQUITY PLAN COMMITTEE UPDATE
Tracey Thomas, co-chair of the Student Equity Plan Committee, presented and reviewed the Committee’s Executive Summary as well as a progress report.

Council members reviewed the Executive Summary and Progress Report handouts.

Council member suggested making the language more consistent in the progress report.

REVIEW POLICY AND PROCEDURE TEMPLATE
Council members reviewed the new proposed policy and procedure template.

The new template includes the addition of the College seal as well as a proposed outline format for all policies and procedures to follow.

Council member suggested changing the format slightly to allow for policies with more complicated outlines.

Council members discussed what needs to be included in the policy/procedure footer. It was decided that it will include the date the policy/procedure was originally adopted and the most recent review/revision date. A more detailed summary of all review/revision dates will be kept in the President’s office.
BP/AP 3830 CONSERVATION OF ART COLLECTIONS / SCULPTURE GARDEN ADVISORY COMMITTEE

There were no proposed changes to BP 3830 Conservation of Art Collections.

Council reviewed the proposed changes to AP 3830 Sculpture Garden Advisory Committee.

Council member stated that the language “Art Department Chair” needs to be removed.

Council member suggested replacing bullet #1 language with the language from AP 3835.

“Two representatives of the College of the Redwoods Art Department, selected by the Art Department Chair.”

“The President/Superintendent of College of the Redwoods, or designee, who shall serve as chair”

Council member stated that the last sentence in bullet #6 needs to be an independent statement.

A motion was made by Mohamad Alnakhlawi and seconded by Peter Blakemore to send BP/AP 3830 Conservation of Art Collections/Sculpture Garden Advisory Committee out for a 30 day constituent review contingent upon the aforementioned changes.

ACTION A vote was taken and Council voted unanimously to send BP/AP 3830 Conservation of Art Collections/Sculpture Garden Advisory Committee out for a 30 day constituent review.

AP 3835 REDWOODS COLLECTION OF NATIVE AMERICAN BASKETS AND OBJECTS ADVISORY COMMITTEE

Council members reviewed the procedure changes.

Council member suggested adding the word “professional” to number 5 so that it reads “At least one professional conservator and/or curator.”

A motion was made by Keith Snow Flamer and seconded by Lee Lindsey to send AP 3835 Redwoods Collection of Native American Baskets and Objects Advisory Committee out for a 30 day constituent review contingent upon the aforementioned changes.

ACTION A vote was taken and Council voted unanimously to send AP 3835 Redwoods Collection of Native American Baskets and Objects Advisory Committee out for a 30 day constituent review contingent upon the aforementioned changes.
AP 5055 ENROLLMENT PRIORITES

Changes to AP 5055 Enrollment Priorities reflect the legal changes that are going to take place on July 1st.

Council member stated that there will be a push for priority registration for Student Athletes.

A motion was made by Mohamad Alnakhlawi and seconded by Peter Blakemore to send AP 5055 Enrollment Priorities out for a 30 day constituent review.

ACTION A vote was taken and Council voted unanimously to send AP 5055 Enrollment Priorities out for a 30 day constituent review.

OLD BUSINESS

AP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

There was no constituent feedback on AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies.

A motion was made by Peter Blakemore and seconded by Keith Snow-Flamer to send AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies to the Board for a first read.

ACTION A vote was taken and Council voted unanimously to send AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies to the Board for a first read.

BP/AP 7384 EMERITUS TITLE AND STATUS

Council member asked why Emeritus faculty can’t have access to their employee email.

Council member asked if that could be added as an Emeritus privilege.

Council member suggested asking IT if it would be possible to retain a college email address and not be included in district wide emails.

Council member suggested changing “Managers Council” to “Management Council.”

A motion was made by Mark Renner and seconded by Peter Blakemore to table this policy and procedure for 30 days so that IT can be contacted to discuss possible solutions for the request for Emeritus Email.

ACTION A vote was taken and council voted unanimously to table BP/AP 7384 Emeritus Title and Status until the next College Council meeting so possible solutions can be discussed in more detail.
AP 4105 DISTANCE EDUCATION

Council reviewed AP 4105 Distance Education and discussion ensued.

A motion was made by Peter Blakemore and seconded by Mark Renner to table AP 4105 Distance Education until after ASPC meets at which time an email vote will take place.

ACTION

A vote was taken and council voted unanimously to table AP 4105 Distance Education until after the ASPC meeting at which time an email vote will take place.

ADJOURN

President Kathy Smith adjourned the meeting at 4:25 p.m.
CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members. **Board members shall avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.**

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. **In order to assist Board Members in this disclosure requirement, Board members shall be provided with the names of the principals in any contract under consideration.** The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the President/Superintendent shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members **and all designated employees identified by Administrative Procedure 2712** shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District’s legal advisor in every case where any question arises.

See Administrative Procedures AP 2710 and AP 2712.

Reference: Government Code Sections 1090, et seq., 1126, 87200, et seq.; Title 2, Sections 18930 et seq.

Adopted by Board of Trustees: 9/11/05
CONFLICT OF INTEREST

Incompatible Activities (Government Code Section 1126)
Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member’s duties as an officer of the District.

Financial Interest (Government Code Section 1090 et seq.)
Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees.

A board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))
An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching outside the college and who also is employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Section 87100 et seq.)
If a board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. A board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
• Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)
Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term “honorarium” does not include:

• Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

• Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Reference: Government Code Sections 87105, 87200-87210; Title 2, Section 18700 et seq.
Approved: 9/11/05
CONFLICT OF INTEREST CODE

I. ADOPTION - In compliance with the Political Reform Act of 1974, California Government Code 81000 et seq., the Redwoods Community College District hereby adopts this Conflict of Interest Code, which shall apply to all governing board members and designated employees of this district, as specifically required by California Government Code 87300.

II. DESIGNATED EMPLOYEES - Employees of the Redwoods Community College District, including governing board members, who hold positions which involve the making, or participation in making, of decisions which may foreseeably have a material effect on any financial interest shall be designated employees. All persons who hold the positions enumerated in Exhibit "A" are designated employees.

III. DISCLOSURE STATEMENT – FILING

A. Each designated employee, including governing board members, shall file annual statements at the time and in the manner prescribed in this Code, disclosing reportable interests in real property, investments in business entities, and income, which might foreseeably be affected materially by the operations of the District.

B. It has been determined that it is foreseeable that the types of investments, interests in real property, and income listed in the disclosure categories in Exhibit "B" may be affected materially by decisions made or participated in by the designated employee by virtue of his or her position. Such interests are reportable if held by the designated employee.

C. Initial statements shall be filed by each designated employee within 30 days after the effective date of this Conflict of Interest Code disclosing investments and interests in real property.

D. Annual statements shall be filed by April 1 disclosing investments, interests in real property, and income held or received in the period since the closing date of the employee's previously filed statement.

E. Leaving office statements shall be filed by every person who leaves a designated position specified in Exhibit "A" within 30 days after leaving the position, disclosing his or her reportable investments, interests in real property, and income during the period since the closing date of the previous statement filed pursuant to this Code. The statement shall include any investments in business entities, interests in real property, and income held or received at any time during the period covered by the statement, whether or not they are still held at the time of filing.
F. Employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after the date of assuming the position.

G. The statements shall be filed with the Redwoods Community College District.

IV. DISCLOSURE STATEMENT - CONTENTS - Disclosure statement shall be made on forms supplied by the Redwoods Community College District.

A. Contents of Investment and Interest in Real Property Reports: When an investment or interest in real property is required to be disclosed, the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held and a general description of the business activity in which the business is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in the real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000); or exceeds one million dollars ($1,000,000);

5. If the property or investment was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

B. Contents of Income Reports:

1. When income is required to be reported under this Code, the statement shall contain the following:

   a. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

   b. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

   c. A description of the consideration, if any, for which the income was received;
d. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

e. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

2. When the filer's pro rata share of income to a business entity, including income to a sole proprietorship, is required to be reported under this article, the statement shall contain:

   a. The name, address, and a general description of the business activity of the business entity;

   b. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000) during a calendar year.

C. Contents of Management Position Reports: When management positions are required to be reported, a designated employee shall list the name and address of each business entity not specified above in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee’s position with the business entity.

V. DISQUALIFICATION - No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonable foreseeable material financial effect, distinguishable from its effect on the public generally, on the official, or a member of his or her immediate family, or on:

   A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

   B. Any real property in which the designated employee has a direct or indirect interest worth two thousand ($2,000) or more;

   C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

   D. Any business entity is which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $320 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that a vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

VI. DEFINITION OF TERMS - Except as otherwise provided, the definitions contained in the Political Reform Act of 1974, Government Code 82000 et seq., the Regulations to the Act and Regulations, shall be incorporated into this Conflict of Interest Code.
EXHIBIT "A"

DESIGNATED EMPLOYEES

I. Persons* occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit "B":

- Board of Trustees
- President/Superintendent
- Senior Vice President, Chief Instructional Officer
- Vice President, Chief Business Officer
- Administrative Services
- Vice President, Chief Student Services Officer
- Instruction and Student Development
- Director, HR/Professional Development
- Campus Vice President, Mendocino Coast
- Campus Vice President, Director, Del Norte Center
- Director, Facilities and Grounds

II. Persons* occupying the following positions are designated employees and must disclose financial interests defined in categories 2 and 3 of Exhibit "B":

- Deans
- Director, Fiscal Services
- Controller
- Manager, Information Technology Services
- Bookstore Manager

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The President/Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President/Superintendent determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.
EXHIBIT "B"
DISCLOSURE CATEGORIES

CATEGORY 1
a. Interest in real property which is located in whole or in part (1) within the boundaries of the District, (2) within two miles of the boundaries of the District, or (3) within two miles of any land owned by the District, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than $2,000.

b. Investments and Business positions in business entities or income, including gifts, loans, and travel payments, from sources that engage in building construction or design within the District.

c. Investments and Business positions in business entities or income, including gifts, loans, and travel payments, from sources that engage in the acquisition or disposal of real property within the jurisdiction.

CATEGORY 2
Investments and Business positions in business entities or income, including gifts, loans, and travel payments, from sources which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director.

CATEGORY 3
Investments and Business positions in business entities or income, including gifts, loans, and travel payments, from sources, which are contractors or sub-contractors, engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director.

(1) A time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

(2) Assets whose fair market value is less than $2,000.

1 Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.

2 (A) Investments include:
(1) Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership interest or other ownership interest;

(2) A pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, or beneficially, a ten percent interest or greater.

(B) Investment does not include:

3 No source of income is reportable unless the income received by or promised to the public official aggregates $500 in value during the preceding 12 month reporting period.

Reference: Title 2, Section 18730; Government Code Sections 87103(e), 87300-87302, 89501, 89502, 89503

Approved: 9/11/05
Revised: 7/11/06
Former Policy #607: “Conflicts of Interest Code;” Adopted by Board of Trustees: 6/19/78
Amended: 2/1/93, 12/4/01
Former Administrative Regulation #607.01: “Exhibit “A,” Designated Employees;” Revised: 2/1/93, 9/2/94, 7/11/00, 12/4/01, 8/5/03
GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

References:
Education Code Section 70902(b)(3);
Title 5 Sections 55060 et seq.

Revised 8/07, 2/08

Current BP 5560—sunset

GRADUATION REQUIREMENTS

In order to be a candidate for the Associate Degree, a student should have the required Petition to Graduate form filed with the Admissions and Records Office by the published deadline, have or expect to have a "C" average in 60-64 units of work (dependent upon the associate degree pattern), and be enrolled or have projected enrollment in courses that shall complete all requirements for graduation.

The Board of Trustees will adopt specific graduation requirements upon the recommendation of the Academic Senate. These requirements will be reviewed periodically to determine their appropriateness and to determine if they meet current legal requirements.

All such requirements shall be officially listed in the College catalog.
GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work.

A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges “Taxonomy of Programs.”

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
Certificates for which California Community Colleges Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

References:
Title 5 Sections 55060 et seq.
STANDARDS OF SCHOLARSHIP

The President/Superintendent shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the [District] catalogs.

References:
- Education Code Section 70902(b)(3);
- Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

EXAMINATIONS AND GRADING

The Board recognizes that a system of examining and grading student achievement can help the student and his/her instructor better assess his/her progress toward his educational goals and assist in the implementation of that progress.

Grading and testing shall be that system of measuring and recording student progress and achievement which enables the student and instructors to:
- a. learn his/her strengths and weaknesses
- b. plan an educational future in the areas of the greatest potential for success

Grades shall measure the student's progress against both his/her own potential for achievement and the achievements of others in his/her class as appropriate to the grade level and subject matter.

The Board directs that the instructional program of the College include a system of grading which is consistent with the educational goals of the District.

The President shall develop procedures for grading which include the following:
1. Each student should know what behavior and achievements are expected of him/her at the outset of any course of study.
2. Each student should be kept informed of his/her progress during the course of the unit of study.
3. Methods of grading shall be appropriate to the course of study.
4. Provision shall be made for a credit/no-credit option where it is appropriate.
5. Students should be encouraged to evaluate their own achievement.
6. All grading systems are subject to continual review and revision, the better to serve the purposes of grading established by the Board of Trustees.
7. Staff and students should be involved in the continuing program of grading review.

Therefore, the Board directs the establishment of a system of recording student progress which shall include written reports of class grades, conferences with students as needed, and which shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.
STANDARDS OF SCHOLARSHIP - DELEGATION

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the CIO and the Academic Senate as described in the policies and procedures on participation in local decision-making.

Reference:
   Education Code Section 70902(d)
References:
Education Code Sections 66720 – 66744;
Title 5 Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The President/Superintendent shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

The Board of Trustees recognizes transfer as one of its primary missions and places priority emphasis on the preparation and transfer of underrepresented students in the transfer process. The Board directs the Administration and the Academic Senate to develop, adopt, and maintain a Transfer Center Plan describing the activities of the Transfer Center and the services to be provided to students, including these basic standards:

1. Increase the number of transfer applications for underrepresented students compared to the number of transfer students in general.
2. Develop a plan in consultation with personnel at four-year colleges and universities.
3. Develop a plan of institutional research for ongoing internal evaluation of the effectiveness of the district's transfer efforts and the achievement of the Transfer Center Plan.
4. Develop a Transfer Center Plan with the minimum program standards as a guide only.

Former Board of Trustees Policy No. 535, number change only on July 10, 2012

Adopted by the Board of Trustees: October 3, 1994
The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Center plans are maintained and updated annually by the Counseling/Advising Center Director.
STUDENT HEALTH SERVICES

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

The Board of Trustees recognizes the value of providing health services to students on campus, and believes in the concept that good health is essential to the learning process, therefore, the overall goals of the Student Health Services should be to promote the student's ability to maintain health, adjust to the college environment, develop and strengthen health habits which will be of lasting value to the individual.

Reference:
Education Code Section 76401

Former Board of Trustees Policy No, 523, number change only on July 10, 2012
Adopted by Board of Trustees
August 15, 1977
STUDENT HEALTH SERVICES

Any information of a personal nature disclosed by a student (or the parent or guardian of a patient 12 years of age or older) in the process of receiving care from a health professional is confidential with exceptions as dictated by law.

Clinical services providing short-term basic care and services necessary for the treatment of acute illnesses and injuries; immunization and testing, health promotion, and personal risk management.

Personnel employed in Student Health Services shall meet minimum qualifications.

Information concerning a patient shall be furnished in compliance with a court order or a lawfully issued subpoena. A reasonable effort shall be made to notify the patient in advance of compliance with a lawfully issued subpoena.

Medical treatment records shall be stored in compliance with state and federal guidelines.

Student Health Services may provide medical services for a fee.

Reference:
   Education Code Section 76401
STUDENT EQUITY

The Board is committed to assuring student equity in educational programs and college services. The President/Superintendent shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

The Board of Trustees, in order to promote student success for all students, directs the administration to develop a Student Equity Plan for the district. This plan should include, at minimum:

- campus-based research on institutional barriers to equity and campus climate;
- goals for access, retention, degree and certificate completion, ESL and basic skills completion, and transfer for each of the historically underrepresented groups as appropriate;
- sources of funds for activities in the plan; and
- a schedule and process for evaluation.

Student equity outcomes should be reported annually to the Board of Trustees.

References:
- Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
- Title 5 Section 54220
STUDENT EQUITY

The District has a student equity plan. The plan is filed as required to the California Community Colleges Chancellor’s Office, following approval by the Board.

The plan is reviewed and updated annually.

The District’s Student Equity Plan will include:

- the active involvement of the groups on campus
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups
- campus-based research as to the extent of student equity
- institutional barriers to equity
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs
- sources of funds for the activities in the plan
- a schedule and process for evaluation of progress towards the goals
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the CSSO.

The District’s Student Equity Plan will include:
- Recommended formats for active involvement of constituent groups on campus;
- Activities to involve appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups;
- Campus-based research on student equity indicators based upon operational definitions provided by the Chancellor’s office and additional indicators operationally defined by the SEP;
- Identification of institutional barriers to equity;
- Specific data-based goals for access, retention, degree and certificate completion, course success, English as a Second Language (ESL) and basic skills completion, campus climate and transfer for each historically underrepresented group;
A framework for implementation of the Student Equity Plan;
Research based activities proven effective to attain data determined goals;
Suggested funding sources for the activities in the plan;
Responsible parties for engaging activities;
A schedule and process for evaluation of progress towards the goals;
An executive summary that describes the groups for whom goals have been set, the goals, the
initiatives that the District will undertake to achieve the goals, the resources budgeted for that
purpose, and;

The District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan. The Student
Equity Plan will be updated every three years. The Student Equity Plan Committee will provide
direction to the program, will identify internal and external funding sources, prioritize activities,
and assess progress towards achieving specified goals and implementing activities.

The Student Equity Plan Committee reports on the progress of the SEP annually to the Board of
Trustees, the Academic Senate and College Council. The Student Equity Plan Committee Chair
shall be appointed by the President/Superintendent from the membership as stipulated in the
Plan:

- The President/Superintendent;
- College Council Representative;
- Chief Instructional Officer;
- Chief Student Services Officer;
- One Senator of the Academic Senate;
- One Multicultural and Diversity Committee Representative;
- One representative from the Institutional Research Office;
- One Instructional Dean;
- One ASCR representative.

References:
Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220
BP 5530 Student Complaints

References:
   Education Code Section 76224(a);
   Title IX, Education Amendments of 1972

Students may initiate grievance procedures when they believe they have been subject to unjust action or the denial of rights as stipulated in published District policies/procedures, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as outlined in the Student Complaint Procedure.

The Board of Trustees authorizes the administration to develop regulations and procedures to equitably resolve a student's complaint that his/her legal rights, status, or privileges as a student have been adversely affected by a College decision or action.

The regulations and procedures developed by the administration will follow these general principles:

1. A complaint cannot be anonymous, and the complaint must be filed within one month of the incident addressed in the complaint.

2. This procedure has no jurisdiction over complaints for which separate legal processes are in existence as provided by law.

3. The intent of the process is that all participants shall respect the rights of all other parties, maintain confidentiality of the participants and nature of the complaint, and refrain from indiscriminate or inappropriate discussion of the case. Such discussion might endanger due process as well as the integrity of all participants by fostering rumor and prejudice.

It is not the intent of this policy to infringe upon the academic freedom or legal right of the faculty member or the student.
COURSE OUTLINES

Current course outlines as approved are required to be on file in the Offices of Instruction for all offerings of the College of the Redwoods. Because these course outlines play a significant role in the determination of the image of the College they should support the educational program of the College and the California Community College System.

Education Code: 78200-78208

Former Board of Trustees Policy No. 105, number change only on May 1, 2012
Adopted by Board of Trustees: August 15, 1977
COURSE OUTLINES

Course outlines are required to be on file in the Office of the Executive Vice President, Academic and Student Services, for all offerings at College of the Redwoods. These course outlines frequently play a significant role in the determination of the image College of the Redwoods presents to other agencies. They may be used to support approval of educational programs by the Board of Governors of the California Community Colleges, to determine that the course is parallel to one offered at a four-year institution, to achieve the best in articulation and coordination of instruction on the main and branch campuses, to aid new instructors in their preparation, for research which deals with curricular development, for accreditation reports, and for instructional assistance to other colleges.

All course outlines are to be reviewed and updated annually. All major course revisions must be reflected in a revised course outline approved by the division and the college Curriculum Committee.

Current course outline forms and directions for completing them are contained in Guidelines for Curriculum Development, published by the Instruction Office.

Former Administrative Regulation No. 105.01, number change only on May 1, 2012
Approved: 06/88
Number Update only from Board of Trustees Policy No. 525

TUTORIAL SERVICES

Recognizing the fact that some students may need special assistance with their academic endeavor, the Board of Trustees hereby authorizes the establishment of a tutorial program. The College will maintain a tutorial center, develop a program for employing tutors to assist qualified students and actively seek funds to provide tutoring services at the main campus, as well as branch locations, providing the administration demonstrates its economic feasibility and imposes a realistic spending limit annually.

The program will be designed to provide academic support, help develop self-confidence in students, assist in the development of study skills and help create an atmosphere that assists students to adjust to College.

Former board of Trustees Policy No. 525, number change only on July 10, 2012
Adopted by the Board of Trustees
August 15, 1977
TUTORIAL SERVICES

1. All tutoring will take place under authorized supervision. The tutorial center will be used for all tutoring unless otherwise approved by the tutorial office. On branch campuses, supervision will be arranged through the resident coordinator.

2. All students seeking tutorial services must complete a request for tutorial assistance form, have it signed by a faculty member, and return the form to the Student Support Service office (T-90).

3. All prospective tutors must complete a tutor recommendation by instructor form and return the form to Student Support Services office (T-90).

4. An interview will be conducted with the tutor and tutee and only then will the tutoring schedule be approved. Students shall have the written approval prior to commencing the tutoring. Branch campus students may receive this approval at the branch office.

5. Time cards shall be initialed by the tutorial center supervisor or clerk after each tutoring session. At the end of each month the card shall be returned to the Student Support Services office (T-90), after being signed by the tutor.

6. All tutorial programs, district, vocational, veteran, E.0.P.S., etc., must comply with the previously listed regulations.

7. The tutor may not be a member of the tutee's family or household.

Former Administrative Regulation No. 525.01, number change only on July 10, 2012
EXAMINATIONS AND GRADING

The Board recognizes that a system of examining and grading student achievement can help the student and his/her instructor better assess his/her progress toward his educational goals and assist in the implementation of that progress.

Grading and testing shall be that system of measuring and recording student progress and achievement which enables the student and instructors to:

a. learn his/her strengths and weaknesses

b. plan an educational future in the areas of the greatest potential for success

Grades shall measure the student's progress against both his/her own potential for achievement and the achievements of others in his/her class as appropriate to the grade level and subject matter.

The Board directs that the instructional program of the College include a system of grading which is consistent with the educational goals of the District.

The President shall develop procedures for grading which include the following:

1. Each student should know what behavior and achievements are expected of him/her at the outset of any course of study.
2. Each student should be kept informed of his/her progress during the course of the unit of study.
3. Methods of grading shall be appropriate to the course of study.
4. Provision shall be made for a credit/no-credit option where it is appropriate.
5. Students should be encouraged to evaluate their own achievement.
6. All grading systems are subject to continual review and revision, the better to serve the purposes of grading established by the Board of Trustees.
7. Staff and students should be involved in the continuing program of grading review.

Therefore, the Board directs the establishment of a system of recording student progress which shall include written reports of class grades, conferences with students as needed, and which shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.

Former Board of Trustees Policy No. 503, number change only on July 10, 2012
Adopted by Board of Trustees
August 15, 1977
GRADING REGULATIONS AND PROCEDURES

The academic record symbols and grade point average definitions used at College of the Redwoods are summarized in the table below. The grade recorded for a student in any course is determined by the faculty member; and in the absence of error, fraud, bad faith, or incompetence, is considered final. A student who believes that a grade has been assigned on the basis of error, fraud, bad faith, or incompetence may appeal that grade to the faculty member who assigned it and then, if necessary, to the appropriate academic dean or campus vice president. The decision of the dean or campus vice president may be appealed by the student or the faculty member to the Board of Trustees.

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>GRADE POINTS PER UNIT</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
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<td>F</td>
<td>0.0</td>
<td>Failing</td>
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<td>I</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>-</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>-</td>
<td>No Credit</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>Official Withdrawal</td>
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<tr>
<td>MW</td>
<td>-</td>
<td>Military Withdrawal -See Administrative Procedure AP 5013</td>
</tr>
<tr>
<td>RD</td>
<td>-</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>IP</td>
<td>-</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
INCOMPLETE GRADE

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an Incomplete symbol being entered in the student's record. The conditions for removal of the Incomplete symbol should be stated in writing by the faculty member and given to the student with a copy sent to the Office of Enrollment Services. A final grade will be assigned when the missing work has been completed and evaluated. An Incomplete symbol that is not removed by the end of the spring or fall term immediately following the term in which the grade was received reverts to the alternate grade authorized by the faculty member. An Incomplete symbol is not used in computing a student's grade point average.

CREDIT/NO CREDIT

Some courses may be taken on a Credit or No Credit basis. Upon completion of these courses, the symbol CR or NC is entered on the student's academic record. Up to 14 semester units earned in courses approved to be recorded as CR may be applied to the student's graduation requirements. Neither CR nor NC grades are used in computing a student's grade point average. A CR grade indicates completion of a course with a satisfactory performance; an NC grade indicates a performance level less than satisfactory. Grades of NC are considered in progress probation and dismissal procedures. A student may repeat a course in which an NC grade was received, according to college regulations on repetition of courses. A student must elect by no later than the end of the first 30 percent of the term whether the basis of their performance evaluation in a given course is to be by Credit/No Credit designation or by letter grade.

OFFICIAL WITHDRAWAL

In a fall or spring term, a student may officially withdraw from a class through the end of the tenth week of classes. If the withdrawal is processed before the end of the second week of classes, no entry is made for the class on the student's permanent academic record; a withdrawal processed after that date results in a W being entered on the student's record. The withdrawal dates for shorter-term classes are prorated on the basis of the fall and spring term regulations. In extenuating circumstances a student may appeal for a withdrawal after the official deadline. Students who cease attending classes without officially withdrawing are subject to receiving a failing grade. Withdrawals are not used in computing a student's grade point average, but excessive Withdrawals are considered in progress probation and dismissal procedures.

MILITARY WITHDRAWAL

See Administrative Procedure AP 5103.
REPORT DELAYED

The Report Delayed symbol is assigned by the Director of Enrollment Services when there is a delay in reporting a grade due to circumstances beyond the student's control. It is a temporary notation, to be replaced by a permanent symbol.

IN PROGRESS

The In Progress symbol is entered at the end of a regular term for classes that extend beyond the normal ending date of that term. It indicates that the class is still in progress and that the assignment of a final grade must await its completion. The appropriate grade symbol and credit are entered on the student's record when the course is completed. The In Progress symbol is not used in computing a student's grade point average.

Former Administrative Regulation No. 503.01, number change only on July 10, 2012
Approved: August 15, 1977
Revised: June 6, 1994; March 7, 2000; April 2, 2002; May 6, 2008; 6/08
PRIVACY OF STUDENTS

The Board recognizes that an integral part of its responsibility for the students entrusted to its care is the safeguarding of information about those students.

The President shall instruct staff members that with respect to students, they occupy a position of trust and must respect the need for confidentiality that inheres in that relationship. The activities, remarks, problems of student in the College are not fit subjects for conversation outside of the College or with anyone not directly related to the welfare of those students.
Number Update only from Board of Trustees Policy No. 504

TESTING AND COUNSELING

The Board of Trustees believes that evaluation by tests of student aptitude, abilities and achievements can be a vital tool for increasing the effectiveness of the educational program for each student. While the Board believes that a testing program is a valuable tool, it also believes that the program should be voluntary and optional for the student.

The College shall employ only those tests which serve to diagnose the strengths and weaknesses of each student so that the student may be provided with the educational program that best meets his/her needs.

Tests administered to the students of this College may include those which measure:

a. general and specific aptitude
b. mental ability
c. vocational inventories
d. personal adjustments
e. achievement in specific subject areas

Former Board of Trustees Policy No. 504, number change only on July 10, 2012
Adopted by Board of Trustees
August 15, 1977
GRADUATION REQUIREMENTS

In order to be a candidate for the Associate Degree, a student should have the required Petition to Graduate form filed with the Admissions and Records Office by the published deadline, have or expect to have a "C" average in 60-64 units of work (dependent upon the associate degree pattern), and be enrolled or have projected enrollment in courses that shall complete all requirements for graduation.

The Board of Trustees will adopt specific graduation requirements upon the recommendation of the Academic Senate. These requirements will be reviewed periodically to determine their appropriateness and to determine if they meet current legal requirements.

All such requirements shall be officially listed in the College catalog.

Former Board of Trustees Policy No. 508, number change only on July 10, 2012
Adopted by the Board of Trustees: August 15, 1977
Amended: October 3, 1994
STUDENT SUCCESS AND SUPPORT PROGRAM
MATRICULATION

The district shall provide a student success and support program matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student’s educational goal through the district’s established programs, policies, and requirements.

The President/Superintendent shall establish procedures to assure implementation of the student success and support program matriculation services that comply with the Title 5 regulations.

References: Education Code Sections 78210 et seq.; Title 5 Section 55500

Adopted by Board of Trustees: 5/6/08
Former Policy #530, “Matriculation,” Adopted by the Board of Trustees: 11/4/91
STUDENT SUCCESS AND SUPPORT PROGRAM
(formerly Matriculation)

The Student Success and Support Program is a process that brings the District and a student into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study through the District’s established programs, policies, and requirements. The Student Success and Support Program has been aligned with the provisions of the Seymour-Campbell Student Success Act of 2012, as codified in Education Code sections 78210, et seq., which recognizes that student success is the responsibility of the institution and student, supported by well-coordinated and evidence based student and instructional services to foster academic success. The purpose of the Student Success and Support Act of 2012 is to implement the Student Success and Support Program to increase California community college student access and success through the provision of core matriculation services, including orientation, assessment and placement, counseling, advising, and other education planning services. The goal of this program is to provide students with the support services necessary to assist them in achieving their education goal and identified course of study. “Student Success and Support Program Services” are those services listed in section 55520 below.


Required Services § 55520
At a minimum, the District will provide students, except as exempted pursuant to section 55532, with all of the following Student Success and Support Program services:

- Orientation designed to provide to students, on a timely basis, information concerning college procedures, academic expectations, financial assistance, and any other appropriate matters pursuant to section 55521;
- Assessment to determine student competency in computational and language skills for appropriate course placement pursuant to section 55522;
- Counseling, advising, and other education planning services pursuant to section 55523;
- Assistance in developing a student education plan pursuant to section 55524 which identifies the student’s education goal, course of study, and the courses, services, and programs used to achieve them;
- Follow-up services, pursuant to section 55525, to evaluate the academic progress of, and provide support services to students in the following at-risk categories:
  - are enrolled in basic skills courses,
  - have not identified an education goal and course of study, or
  - are on academic or progress probation or facing dismissal.
- Referral of students to:
  - support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care
services, tutorial services, foster youth support services, veterans support services, and Disabled Students Programs and Services; and

- curriculum offerings which may be available, including but not limited to, basic skills, noncredit programs, and English as a Second Language.

**Student Rights and Responsibilities § 55530**

All students shall be required to:

- Identify an education and career goal;
- Diligently engage in course activities and complete assigned coursework; and
- Complete courses and maintain progress toward an education goal and completing a course of study.

Nonexempt first time students shall, within a reasonable period of time, be required to:

- Identify a course of study
- Be assessed to determine appropriate course placement
- Complete orientation activity provided by college
- Participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school.

Nonexempt students who have completed the services identified above shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit coursework or prior to the end of the 3rd semester of enrollment, or shorter period if required by district or program policy.

Failure to fulfill the required services listed above may result in a hold on a student’s registration or loss of registration priority pursuant to section 58108 until the services have been completed.

**Exemptions § 55532**

Students may be exempt from Student Success and Support Program services if they:

- have completed an associate degree or higher;
- have enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
- have completed these services at another community college within a time period identified by the district;
- have enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.
- have enrolled at the college as a special admit student pursuant to Education Code section 76001.
Students who were previously exempt from Student Success and Support Program services shall be notified and may be given the opportunity to participate in those services.

Appeals § 55534
Redwoods Community College District shall establish written procedures by which students may challenge any alleged violation of the provisions of this subchapter. The District shall investigate and attempt to resolve any such challenges and complaints in a timely manner. Procedures may be consolidated with existing student grievance procedures by action of the governing board. Records of all such complaints shall be retained for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.

When a challenge contains an allegation that the District has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327 (See Redwoods Community College District AP 5055 and/or AP 5530).

References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.
• Processing of the application for admission
• Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
• Assessment and counseling, which shall include, but not be limited to, all of the following:
  • Administration of assessment instruments to determine student skill level in computational and language skills
  • Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
  • Evaluation of student study and learning skills
  • Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services; programs that teach English as a second language; and disabled student services
  • Advisement concerning course selection
  • Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

References: Education Code Sections 78210 et seq.; Title 5 Section 555002

Approved: 5/6/08
Former Administrative Regulation #530.01, “Student Success and Support Program Assessment,” Adopted: 11/4/91
Former Administrative Regulation #530.02, “Student Success and Support Program Exemptions,” Approved: 11/4/91
Revised: 9/92
Former Administrative Regulation #530.03, “Student Success and Support Program Rights and Responsibilities,” Adopted: 11/4/91
CONSERVATION OF ART COLLECTIONS

The College has received donations of many valuable fine art objects and has a duty to conserve and protect the collections. To fulfill this obligation, it is desirable that college and community experts and interested persons become involved to give advice about future donations and the care and display of pieces of art currently in possession. Decisions concerning the details of carrying out these stewardship responsibilities will be made with the input of advisory committees, which will provide advice to the college President, or designee, and the administrator who exercises immediate supervision over the Art Department. The advisory committees will also develop guidelines to implement the day to day operation of conserving and protecting.

Board of Trustees Policy No. 710, number change only on June 4, 2012
Adopted, Board of Trustees: May 3, 1999
PERMANENT ART COLLECTIONS AND SCULPTURE
GARDEN ADVISORY COMMITTEE

The purpose of the committee is to give guidance to the College regarding the collections, including decisions about new donations and acquisitions, installation and ongoing display and relocation of works, cataloging, documentation, publicity, and disposal of fine art pieces in the collection. The committee will meet periodically, as needed, to conduct its business in a timely manner. The committee will provide advice to the College about issues involving the use of individual pieces of work in the collection as an educational resource. Lastly, the committee will make recommendations about the appropriateness of subject matter.

Committee membership shall be comprised of the following categories:

1. Two representatives of the College of the Redwoods Art Department, selected by the Art Department Chair
2. One instructional administrator who supervises the Art Department, or designee
3. The College President, or designee
4. One artist, selected by the Art Department Chair, who resides within the boundaries of the District and whose work is included in the collection
5. One community representative, selected by the Art Department Chair, who is actively involved with and is recognized to be a supporter of the Fine Arts
6. One art student, selected by the Art Department Chair

The Advisory Committee shall develop guidelines to implement the day to day operation of this administrative regulation.

Former Administrative Regulation No. 710.01, number change only on June 4, 2012
Approved: May 3, 1999
REDWOODS COLLECTION OF NATIVE AMERICAN
BASKETS AND OBJECTS ADVISORY COMMITTEE

The purpose of the committee is to give guidance to the college regarding the collection, including promoting respect for the collection and sensitivity for cultural concerns, the acceptance of new additions to the collection, on and off-campus educational opportunities, and the conservation of the collection. The committee will make recommendations to the appropriate instructional Dean or Administrator about requests for use of individual pieces for tribal purposes, the display off-campus of all or a portion of the collection, and the disposal of objects within the collection.

Committee membership shall be comprised of the following categories:

1. The President/Superintendent of College of the Redwoods, or designee, who shall serve as chair
2. At least three tribal representatives chosen from local tribes, including: Karuk, Hoopa, Yurok, Tolowa, Wiyot, and Tsnungwe. Whenever possible, one of these representatives shall be a College of the Redwoods student.
3. At least one additional representative of the College of the Redwoods
4. At least one Native American basket weaver
5. At least one professional conservator and/or curator.

The college shall appoint the initial committee membership after consultation with the Indian Tribes. The college will appoint future members after consideration of the recommendation of the advisory committee. The individual leaving the committee membership will give advice and make a recommendation to the advisory committee of an individual with appropriate credentials to represent the membership category.

The Advisory Committee shall develop guidelines to implement the day to day operation of this administrative regulation.

Former Administrative Regulation No. 710.02, number change only on June 4, 2012
Approved May 3, 1999
Enrollment in courses and programs may be limited to students meeting properly established prerequisites 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

Priority Registration days and times for any semester will be assigned as follows for students who have completed orientation, assessment, developed student education plans, are in good academic standing and have completed fewer than 100 units:

1. Documented member or former member of the Armed Forces of the United States within fifteen years of leaving active duty and foster youth/former foster youth, and students participating in the CalWORKS program, documented eligible students actively participating in Disabled Student Programs and Services (DSPS), students participating in Extended Opportunity Programs and Services (EOPS) who have completed orientation, assessment, and developed student education plans and are in good academic standing.
   a. "Foster youth" means a person who is currently in foster care, and "former foster youth" means a person who is an emancipated foster youth and who is up to 24 years of age. Foster youth are are exempt from the requirements of having good academic standing and completion of fewer than 100 units.

2. Documented eligible students actively participating in Disabled Student Programs and Services (DSPS) or in Extended Opportunity Programs and Services (EOPS) who have completed orientation, assessment, and developed student education plans and are in good academic standing.

3. In descending order, continuing students who have completed orientation, assessment, and developed student education plans and are in good academic standing, and: attempted or completed 0.5 units but fewer than 100 units.

4. a. completed 45 or more but less than 100 units at College of the Redwoods;
5. b. completed between 30 and 44.5 units at College of the Redwoods;
6. e. completed between 15 and 29.5 units at College of the Redwoods;
7. d. attempting or completed between 0.5 and 14.5 units at College of the Redwoods;
8.

9.3. New and returning students. (includes transfer students) who have completed orientation, assessment, and developed student education plans;

10. Returning students who have completed orientation, assessment, and developed student education plans, are in good academic standing and have not exceeded 100 units;

11.4. Continuing students and returning students who have completed orientation, assessment, and developed student education plans, and are in good academic standing who have exceeded 100 units (not including units in basic English, math or English as a Second Language);

12.5. All other continuing students who do not meet the above criteria. without a student education plan and/or less than a 2.00 cumulative grade point average;

13.6. Concurrently enrolled high school students.

A student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. A written appeal may be submitted to the Registrar and must have documentation of the extenuating circumstances.

References: Title 5 Sections 56232, 56026, 58106, 58108; Education Code Sections 66025.8, 66025.9, 66025.91, 66025.92, 76001

Approved: 8/7/07
Amended: 1/15/08; 04/06/10; 01/03/2012; 4/2/2013; 12/10/2014
Former Policy #500, “Priority Registration,” Adopted by the Board of Trustees: 6/3/91
Amended: 6/5/95; 8/7/07
EMERITUS TITLE AND STATUS

Emeritus status is an honorary designation conferred upon retirees to recognize their accomplishments and contributions to the Redwoods Community College District.

An emeritus title for retired personnel shall be awarded by Board action upon the recommendation of the President.

Former BOT BP 342 adopted March 4 1991 (number change only 8/12)
Amended December 2, 1996

Reviewed/revised by Academic Standards and Policies Committee February 2014
EMERITUS TITLE AND STATUS

Emeritus status is an honorary designation conferred upon retirees to recognize their accomplishments and contributions to the Redwoods Community College District.

An emeritus title for retired administrative personnel shall be awarded by Board action upon the recommendation of the President.

Members of the faculty shall be awarded an emeritus title by the Board of Trustees upon the recommendation of both the Academic Senate and the President.

Members of the classified staff shall be awarded an emeritus title by the Board of Trustees upon the recommendation of both the Classified Senate and the President.

Members of the classified management staff and the classified confidential staff shall be awarded an emeritus title by the Board of Trustees upon the recommendation of the President.

Former BOT BP 342 adopted March 4, 1991 (number change only 8/12)
Amended December 2, 1996
Reviewed/revised by Academic Standards and Policies Committee November 2013
EMERITUS TITLE AND STATUS

Eligibility

1) The candidate must have performed at least ten years of full-time service to the District or the equivalent in part-time service.
2) The employees seeking the emeritus title shall submit a written request to their Supervisor. An employee may also be nominated for emeritus status by a colleague from the District, with the consent of the nominated employee.

Process

1) Each nomination for emeritus status shall include a brief narrative summary citing the professional accomplishments and record of District service.
2) The Supervisor will verify eligibility and forward the nomination(s) as follows:
   a. Faculty nominations go to the Academic Senate for approval; once approved, the Academic Senate forwards the nominations to the President.
   b. Manager nominations go to the Manager’s Council for approval; once approved, the Manager’s Council forwards the nominations to the President.
   c. Classified employee nominations go to the Classified Executive Board for approval; once approved, the Classified Executive Board forwards the nominations to the President.
   d. Administrator and Confidential employee nominations go directly to the President.
3) The President will submit all employee nominations with the President’s recommendation to the Board of Trustees for final approval.

Privileges

1) A Certificate of Emeritus status awarded at the time of retirement.
2) A permanent ID card indicating emeritus status.
3) Complimentary admission to College events.
4) Authority to use emeritus title in professional work.
PROCESS FOR DETERMINING EMERITUS STATUS

Classified Staff

Members of the classified staff who are retired or are about to retire may be nominated by their colleagues by means of a letter to the Classified Senate setting forth the reasons for the nomination and signed by at least ten members of the permanent, classified staff. Members of the classified management staff and the classified confidential staff shall be awarded an emeritus title by the Board of Trustees upon the recommendation of the President. The Classified Senate and the President shall use the following criteria in determining whether to recommend a candidate for emeritus status:

1. The candidate must have performed at least ten years of full-time service to the District or the equivalent in part-time service.
2. The candidate's service must be distinguished and exemplary as reflected in evaluations and in the opinion of colleagues from administration, faculty, and staff.
3. The candidate must have made a significant, positive contribution to the District, performing services well beyond the minimum required by the job.

A list of classified staff designated as "emeritus" will be maintained by the Classified Senate and the Human Resources Office. Emeritus staff will be listed in the catalog, will be regularly included in appropriate campus functions, and, upon their request, will be granted the following at no charge:

1. Library cards,
2. Staff parking permits,
3. Athletic event passes, and
4. Use of the pool and athletic facilities.

It is the intent of the District that emeritus classified staff be continuously recognized for the excellence of their service and their many contributions and that they be included to the greatest extent possible in the life of the College.

Former Administrative Regulation No. 342, number change only on August 7, 2012
Approved: December 2, 1996