

I. Classrooms

- A. The instructor will inform his/her department chairperson prior to sending an invitation.
- B. An instructor may request appropriate facilities and equipment at the Office of Academic Affairs.

II. Club Meetings and Dinners, Etc.

- A. The advisor will inform the Office of Student Affairs prior to sending an invitation.
- B. The advisor may request appropriate facilities and equipment at the Office of Academic Affairs.

III. Free Speech Platform

- A. Any regularly enrolled Rio Hondo student, any faculty member, or any sponsored speaker as defined in V-D, may use the free speech platform at any time.
- B. If any speaker has been refused the use of the free speech platform, he/she may ask the Vice President, Student Affairs to consult the County Counsel for an opinion on the legality of the refusal.

IV. Legality of a Speaker

If there is a question concerning the legality of a speaker or his/her proposed topic, it should be referred by the person(s) raising it to the Vice President, Student Affairs. The Vice President, Student Affairs acts as the legal authority on the Rio Hondo College campus and may refer the question to the County Counsel for an opinion on the legal question.

V. Convocations and General Meetings Open to All Students and Staff

- A. Convocations and general meetings including open speeches, entertainment or other gatherings involving personnel from outside the college or student body may be held only after approval as stated in the following policy.
- B. Purposes of convocations and general meetings:
  - 1. To stimulate thought

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2. To provide a source of new ideas
  3. To provide a common frame of reference for discussions
  4. To broaden student awareness and background
  5. To provide entertainment
- C. During the school year, there should be a balanced program of the various types of convocations. An attempt should be made to balance various viewpoints.
- D. Convocations and general meetings may be sponsored by the college, the Associated Students, the Convocations Committee, students or faculty members individually or in recognized clubs or committees, off-campus service clubs, and community or professional organizations. They may be free, have a stipend or honorarium or be on a paid contract.
- E. Operating Policies:
1. The Convocations Commissioner shall be appointed by the Student Body President for the period of a school year from September to June. His/Her responsibility is to plan those convocations and general meetings sponsored by the Associated Students and paid from Associated Student Body funds from December of his/her appointed year to December of the following year. The Commissioner will select the Convocations Commission consisting of from five to ten students, at least one of whom must be a member of the Associated Student Senate, who will meet about once a month. The Commission shall include faculty and administrative resources. The Commissioner is also a regular member of the College Convocations and Campus Speakers Committee.
  2. The college Convocations and Campus Speakers Committee shall be chosen by the Assistant Superintendent and Vice President, Academic Affairs, as listed in the Faculty Handbook. This committee will consist of faculty members, the Director of Student Affairs (ex officio), the student Convocations Commissioner, a Student Senate representative, and a member of the Community Services Committee.
  3. All convocations and general meetings that are presented to the college by personnel not a part of Rio Hondo College must be approved by the Convocations Committee prior to the convocation. All convocations and general meeting dates must be cleared through the committee.
  4. The Convocations Commissioner is responsible for allocations of Associated Student funds budgeted for convocations.

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5. Upon approval by the groups mentioned above, the sponsoring group has the responsibility to adhere to deadlines for publicity, staging and general college requirements.
  6. Prior to the convocation, the sponsoring group must confer with the stage manager to insure proper arrangements. It should be certain that the lights, curtain, stage set-up and microphone are satisfactory.
- F. Before final approval can be considered by the Convocations Commissioner, the proper forms in the correct numbers must be completed and approved as indicated. Samples of the forms are available in the Student Affairs Office.



The implementation of Board Policy 2104 regarding new, modification, or revision to courses is provided for in the materials that follow detailing Responsibilities for Curricular Actions, the Course Addition/Change Form, and Course Justification Questions.

This is a chart which hopefully will clarify how to route requests for various curriculum changes/additions. Changes in: required hours, unit change, course titles and/or numbers, prerequisites can be expedited by a brief note to Mr. Jenkins stating the exact nature of the change, the reason why and supportive material (if any). Other matters listed on the chart shown below should be submitted on the COURSE ADDITION/CHANGE FORM to the Office of Academic Affairs.

### RESPONSIBILITIES FOR CURRICULAR ACTIONS

The following table has been prepared in an attempt to clarify the responsibilities of the several college groups who are concerned with curriculum. Hopefully, it will also acquaint individual faculty members with the steps one needs to take in making curricular changes. Thus, the table shows the review procedure for various changes to curriculum that may be proposed by any of the several departments. "R" indicates concurrence required, while "I" indicates for informational purposes only.

	<u>CURRICULUM COMMITTEE</u>	<u>ACADEMIC SENATE</u>	<u>ACADEMIC COUNCIL</u>	<u>VP-ACADEMIC AFFAIRS</u>	<u>EXECUTIVE COMMITTEE</u>	<u>BOARD OF TRUSTEES</u>
NEW PROGRAM <sup>1</sup>	R	I	I	R	R	R
PROGRAM DELETION <sup>1</sup>	R	I	I	R	R	R
NEW COURSE <sup>1</sup>	R	I	I	R	R	R
COURSE DELETION <sup>1</sup>	R	I	I	R	R	R
MAJOR COURSE CHANGE <sup>1</sup>	R	I	I	R	I	I
REQUIRED HOURS CHANGE <sup>2</sup>	I	-	-	R	I	-
UNITS CHANGE <sup>2</sup>	R	I	I	R	R	R
PREREQUISITE <sup>2</sup>	I	I	I	R	I	I
TITLE & NUMBER CHANGE <sup>2</sup>	-	-	-	R	-	-
NON-CREDIT COURSE <sup>1</sup>	I	I	I	R	I	I

1- A form is available for this purpose in the Office of Academic Affairs.

2- One need simply indicate what is being proposed and the basis for the proposal (WHY).



## Preface

California Community Colleges are to recognize the need and accept the responsibility for extending the opportunities for community college education to all who may profit therefrom regardless of economic, social and educational status. It is the intent of the Legislature to encourage local community colleges to establish and develop programs directed to identifying those students affected by language, social and economic handicaps to establish and develop services, techniques, and activities directed to the recruitment of such students to and their retention in community colleges and to the stimulation of their interest in community colleges and to the stimulation of their interest in intellectual, educational and vocational attainment.

## Objectives

College courses at off-campus locations shall be offered in order to extend the educational program of the College to all sections of the community. A principal objective is the encouragement of students, who are not currently availing themselves of educational facilities on campus, to enroll in courses at locations generally within neighborhood intermediate school boundaries or community centers.

A secondary objective is to accommodate students in off-campus locations as facilities on campus are utilized to capacity.

## Nature of Programs

The educational programs shall be consistent with the widely recognized and accepted objectives of the Community College: general, occupational, cultural-enrichment education. Transfer-credit courses, and terminal short-term courses will enable students to plan educational programs in relation to their personal and professional aspirations. Standards of instruction and course content will be consistent with classes offered on campus.

In cooperation with the teaching and administrative personnel of the component elementary and high school districts and other recognized community groups or associations, programs for gifted high school students will be planned to provide enriching educational experiences for students through advanced placement (Education Code 76001, 76002).

## Criteria and Procedure for Course Selections

The following criteria and procedures shall apply in the selection of courses for off-campus locations:

1. College-level courses which have been approved by the Board of Trustees will be offered in off-campus locations upon the recommendation and approval of the Vice President, Academic Affairs.

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2. Courses recommended shall be in response to community needs as identified by college staff personnel.
3. Community representatives and/or advisory councils shall be consulted to obtain their recommendations relative to projected off-campus classes.
4. Courses recommended by representative community groups or organizations shall be approved by appropriate department chairpersons and the Vice President, Academic Affairs at least thirty days prior to scheduling.

#### Minimum Class Size

A minimum of eighteen students shall be enrolled in an off-campus class by the end of the second week of the course to assure continuance of the class. Exceptions to the above policies may be made by the Vice President, Academic Affairs.

#### Site Selections

The locations of course offerings will generally be guided by the recommendations of college administrators and instructors. Recommendations of the elementary and high school district superintendents, and other community leaders or representatives who request off-campus courses, will receive serious consideration.

Additionally, courses will be offered in the barrios and in community centers at sites recommended by college and community center staff members.

#### Staff Supportive Facilities

Personnel in the Educational Media Center will devote special effort to assist staff members assigned to off-campus classes. Student Assistants will be employed to facilitate the utilization of audio-visual aids in the instructional program.

With the instructors' cooperation, the manager of the campus bookstore will assign personnel to sell books at the various sites.

#### Registration Procedures

In order to assist students to more readily avail themselves of educational opportunities, instructors will register students in the classroom the first night of instruction. It will be the responsibility of the Vice President, Student Affairs, assisted by the Director of Academic Affairs to orient instructors in registration procedures.

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Student body fees will be collected at the time of registration by aides or student assistants who will be employed to assist instructors with registration and/or other clerical details.

Evaluation of Off-Campus Classes

Evaluation of off-campus instruction shall be the responsibility of the Director of Academic Affairs under the immediate supervision of the Vice President, Academic Affairs.

The off-campus program will be evaluated annually by the Vice President, Academic Affairs.

**COURSE SUBSTITUTION FOR STUDENTS WITH  
A DISABILITY**

Effective: 3/13/96

**CP No.  
2310**

This procedure implement Board Policy 2310, Course Substitution for Students with a Disability.

- I. Nothing in this procedure is intended to impact the integrity of the Associate Degree or to negate program and/or degree requirements.
- II. In seeking a course substitution, the student shall:
  - A. Request the appropriate form (Application for Course Substitution for Students with a Disability) from the Disabled Students Programs and Services (DSP&S) Office.
  - B. Fill out the form completely, indicating the course for which substitution is being requested and the course which is being requested as the substitute.
  - C. Provide supporting documents which include sufficient evidence demonstrating a direct relationship between the student's disability and his/her ability complete the essential requirements of the course or proficiency. This documentation may include evidence of a previous assessment or documentation of the student's disability from an appropriate specialist from an institution other than Rio Hondo College.
  - D. Submit the form to the DSP&S Office no later than the eighth week of the semester prior to the semester in which the proposed substituted course will be taken.
- III. Upon receipt of the student's form and supporting documentation, the Disabled Students Program and Services Office shall coordinate the following activities:
  - A. The DSP&S coordinator or other appropriate, qualified DSP&S specialist will review the application for completeness and accuracy. Further supporting documentation may be requested.
  - B. The DSP&S coordinator or specialist will convene a committee to review the application within twenty work days of its being deemed accurate and complete.
    1. Membership on the committee shall consist of the following:
      - a. The dean and/or program director from the major or certificate program in which the course to be substituted is required;



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- b. A faculty member, representative of the faculty who teach the course for which a substitution is being requested;
  - c. A counselor knowledgeable of the major or program requirements;
  - d. Two representatives of the Academic Senate, one from non-vocational academic field and one from a vocational field;
  - e. The DSP&S coordinator or specialist, serving as a non-voting member.
2. The committee shall review the application and supporting documentation and determine if the course substitution should be approved based on the following criteria:
- a. The student having met the eligibility criteria of a disability
  - b. The student's specific disability having a direct effect upon his/her ability to complete the course or proficiency
  - c. The student having made a good faith effort to complete the required course or proficiency
  - d. Any attempt by the student even to begin the class, with all accommodations and support services, being futile
  - e. The student having availed him/herself of all recommended accommodations and support services available.
  - f. The student having demonstrated academic ability through past b. A faculty member, representative of the faculty who teach the course for which a substitution is being requested;
  - g. The requested substitution not being a requirement for the student's declared major.
3. The committee's decision will be determined by a majority vote. The committee may grant the substitution, deny the substitution, or refer the application back to the DSP&S office for further documentation or clarification before making a final determination.
4. The committee shall forward its decision to the DSP&S Office which shall inform the student, in writing, within twenty work days of the committee's deliberations.



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- IV. If a substitution is granted, the student will be informed in writing that a substitution granted by Rio Hondo College may not be recognized by another educational institution to which the student may attempt to transfer. The student will be required to return a signed acknowledgment that this information has been received before the DSP&S Office shall forward the approval to the Dean of Admissions and Records.
- V. If a substitution is denied, the student will be informed that he/she may appeal the decision to the Vice President of Academic Services whose decision shall be final.



The following procedure shall be followed in processing State and Federal applications.

1. ALL VEA Title VIII applications will be coordinated by the Dean of Occupational Education. The archive copy, along with a log showing the status of each application, will be kept in the Dean's office. One file copy will be sent to the Office of Administrative Affairs, one copy to the college liaison officer (Administrative Intern) and two copies to the President's Office.
2. ALL state and federal applications, other than VEA Title VIII, will be coordinated either by the Office of Academic Affairs or the Office of Student Affairs. Archive copies and the status log will be kept in the office of the vice president initiating the application. One file copy will be sent to the Office of Administrative Affairs, one copy to the Project Liaison Officer, and two copies to the President's Office.
3. Where new funding is involved, all preliminary applications will be submitted to the President of the College in rough draft six weeks prior to the submission deadline. The President will confer with the Executive Council to determine educational desirability and budget feasibility. Processing of the application will proceed after Executive Council approval.
4. Ongoing projects will have a four-week deadline.
5. All administrators concerned will be notified by the Project Application Coordinator as soon as a project number is assigned to an application. All copies in existence are to be identified with the project number as soon as this notification is received.
6. All applications will be submitted to the Board of Trustees for approval after review by the President of the College.
7. Following approval by the Board of Trustees, the Office of Administrative Affairs will process all applications to the appropriate government agency.
8. Where compliance with #3 and #4 are not possible due to constraints by funding sources, provisions will be made for immediate action as dictated by deadlines and communications from government agencies as follows:
  - a. A preliminary prospectus indicating intent of proposal originator, relation to institutional goals and impact on programs and resources.
  - b. Submission of tentative timeline for action and approval.
  - c. The above should be submitted as soon as possible but not later than deadlines in #3 and #4 above.