



ACADEMIC AFFAIRS

Recommended Hiring Timeline for FT Faculty Positions

(Revised May 6, 2014 by VPAA after consultation with President, VPSS, and deans in each academic division to review their fall scheduling needs and to determine the feasibility of summer involvement by their faculty members)

Recommended to hire in Spring/Summer 2014 for Fall 2014 start date:

| Rank | Position |
|-------------|-------------------------------|
| 1 | Library |
| 5 | Fire Technology |
| 6 | Commercial Arts/Digital Media |
| 8 | Nursing |
| 9 | Reading |
| 3 | DSPS Counselor/Specialist |

Recommended to hire in Fall 2014 for Spring 2015 start date:

| Rank | Position |
|-------------|---|
| 2, 11 | History (2 positions) |
| 4 | Astronomy |
| 7 | KDA Instructor/Head Coach Water Polo/Swim Coach |
| 10 | Drafting/Engineering |
| 12 | General Counselor (1 position) |

Recommended to hire in Spring 2015 for Fall 2015 start date:

| Rank | Position |
|-------------|---|
| 13 | Accounting |
| -- | Automatic Replacement – Gen. Counselor (Rivera – Retired 12/13) |
| -- | Automatic Replacement – Math (Esquivel - Retired 12/13) |
| -- | Automatic Replacement – Photography (Mansolino – Resigned 12/13) |
| -- | Automatic Replacement – Math (Hawley – Deceased 2/14) |
| -- | Automatic Replacement – CTE/Auto Collision (Stein – Retired 3/14) |
| -- | Automatic Replacement – Music (Brown – Retired 5/14) |
| -- | Automatic Replacement – CTE/Auto (Anderson – Separated 5/14) |

Rio Hondo College addresses Information Competency (IC) in a variety of ways.

In academic courses Information Competency is infused to effectively teach students:

- Use, organize, analyze, and evaluate library resources to research information for research papers and assignments.
- Use, organize, analyze, and evaluate web resources to research information for research papers and assignments.
- Create appropriate MLA, APA, and/or ASA citation formats.
- Use MS Office software to
 - Create PowerPoint presentations.
 - Develop, track and analyze data using Excel spreadsheets.
 - Write research papers using Word.
- Use specialized software such as: ArcGIS, MyMathLab, and others.
- Use online and print library resources to supplement a course.

In the Library, Information Competency implementation includes:

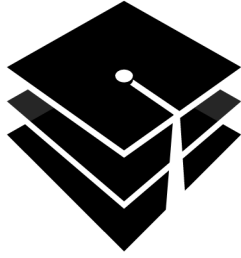
- Library instruction sessions for individual courses
- Library website content, for example:
 - Citation guides
 - Research topics
 - Guides (LibGuides): subject specific, course specific, and guides to use library resources, etc.
- Workshops on specific topics:
 - Evaluating websites for college research
 - MLA, APA, ASA citation formats
 - Using the library catalog
 - Using online databases
 - Avoiding Plagiarism
- Research consultations with a librarian: by appointment for 1/2 hour or more for individual students.
- Credit course: LIB 101 (online and on-campus).

Future: Possibilities for Rio Hondo College

- Stand-alone courses should:
 - Embed Information Competency in the course; such as ENGL 101 and LIB 101 currently do.
 - Meet Information Competency standards set forth by ASCCC or ACRL.
 - Apply rubrics to meet SLOs.
- Linked courses could be:
 - Paired as in a Learning Community with Basic Skills courses
 - Co-requisites. Example: a one-unit Information Competency attached to another three-unit course
- Infused across the curriculum:
 - Identify how the course meets ASCCC or ACRL standard in course outlines via Curriculum committee.
 - Include assessment mechanisms
 - Develop SLOs that show Information Competency has been met.
- Online Information Competency tutorials with assessments (SLOs)
- Assessments to establish a student's Information Competency skills prior to entering Rio Hondo College
 - Credit by taking a Challenge Exam see: [Santa Rosa College](#) for an example. Note that Santa Rosa College has a graduation requirement for Information Competency.

As an institution:

- Reconstitute the Library Advisory committee with an emphasis on Information Competency as the mission of the committee. Rename the committee to reflect this emphasis, such as the Library and Information Competency Advisory Committee.
- Add courses like LIB 101 or ENGL 101 as advisories to courses that require information competency for successful completion. For an example see [Merced College Catalog 2013/14 page 36 and 37.](#)



Associate Degree for Transfer

*A Degree with a Guarantee.*SM

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Merced College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.sb1440.org/>.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Currently, Merced College has eight approved AA-/AS-T Degrees:

- Administration of Justice AS-T
- Business Administration AS-T
- Communication Studies AA-T
- Computer Science AS-T
- Early Childhood Education AS-T
- Geology AS-T
- Mathematics AS-T
- Psychology AA-T

Additional majors are being developed. Please see a counselor and www.mccd.edu for more information.

Competency Requirements

Students must achieve competency in the areas of reading, writing, mathematics, and computer and information literacy through the following:

Reading Competency

Students must receive a grade of "C" or better in ENGL-01A or the equivalent.

Writing Competency

Students must receive a grade of "C" or better in ENGL-01A, or the equivalent.

Math Competency

Students must receive a grade of "C" or better in MATH-C or a grade of "C" or better in any course which has the prerequisite of Math C, or the equivalent.

Computer and Information Literacy

Merced College instituted a competency in Computer and Information Literacy in fall 2000. To meet the competency required in Computer and Information Literacy, students must receive a grade of "C" or better in courses which meet each of the competency requirements A through G listed below.

- A. Name and describe the typical digital computer components and their functions;
- B. Describe common computer applications and related social and ethical problems/impact;
- C. Learn fundamental operation and concepts of word processing, spreadsheet, and/or database software applications;
- D. Understand the difference between information and knowledge;
- E. Understand the links among information centers and the access points available through technology and reference sources;
- F. Understand the basic structure of electronic databases and the strategies used to access them;
- G. Recognize the different levels, types, and formats of information including but not limited to primary vs. secondary, and popular vs. scholarly.

The courses and programs listed in the following grid show the areas of competency covered in a given catalog year. The catalog year in which the course or program is completed determines if a particular competency is met. Competencies met by a specific course or program may change on a yearly basis.

Students should check their completed course work against the competency grid and consult a counselor to identify any specific competency still required.

Computer and Information Literacy competencies catalog rights are determined by the grid listed in the current catalog. Courses are determined to meet the competencies based upon the catalog year in which the student completes the target course, not upon the catalog when the student began attending Merced College.

COMPUTER AND INFORMATION LITERACY 2013-2014

Following are the areas of Computer and Information Literacy that various Merced College courses fulfil.

| CATALOG YEAR | 2009-2010 | | | | | | | 2010-2011 | | | | | | | 2011-2012 | | | | | | | 2012-2013 | | | | | | | 2013-2014 | | | | | | | | | | | | | |
|------------------|----------------------|---|---|---|---|---|---|----------------------|---|---|---|---|---|---|----------------------|---|---|---|---|---|---|----------------------|---|---|---|---|---|---|----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Effective Dates: | 05-30-09 to 05-28-10 | | | | | | | 05-29-10 to 05-27-11 | | | | | | | 05-28-11 to 05-25-12 | | | | | | | 05-26-12 to 05-24-13 | | | | | | | 05-25-13 to 05-23-14 | | | | | | | | | | | | | |
| LVN Program | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G |
| REGN Program | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G |
| RADT Program | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G |
| AGBS-18 | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G |
| CPSC-01 | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | |
| CPSC-24 | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | | | | | | | |
| CPSC-30 | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | |
| CPSC-40A, 40B | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | |
| ELCT-40A, 40B | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | | A | | C | | E | | |
| INDT-38 | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | | A | B | C | D | E | F | |
| LRNR-30 | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G | A | B | C | D | E | F | G |
| OTHER COURSES | 2009-2010 | | | | | | | 2010-2011 | | | | | | | 2011-2012 | | | | | | | 2012-2013 | | | | | | | 2013-2014 | | | | | | | | | | | | | |
| AOM-58 | | | | | | | | | | | | | | | B | | | | F | | | B | | | | F | | | | | | | | | | B | | | | F | | |
| ART-40A | A | | | | | | | A | | | | | | A | | | | | | | A | | | | | | | A | | | | | | | | | | | | | | |
| ART-41A, B, C | A | | | | | | | A | | | | | | A | | | | | | | A | | | | | | | A | | | | | | | | | | | | | | |
| BIOL-31 | | | C | | | F | | | | C | | | F | | | C | | | F | | | C | | | F | | | C | | | F | | | | | | | | | | | |
| BIOL-32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | C | | | F | | | | | |
| COMM-30 | | | | D | | | | | | | D | | | | | | D | | | | | | D | | | | | | D | | | | | | D | | | | | | | |
| CPSC-31A | A | B | C | D | | | | A | B | C | D | | | A | B | C | D | | | A | B | C | D | | | A | B | C | D | | | A | B | C | D | | | | | | | |
| CPSC-32A | | B | C | | | | | | B | C | | | | | B | C | | | | | B | C | | | | | B | C | | | | | B | C | | | | | | | | |
| CPSC-33A | | B | C | D | E | F | | | B | C | D | E | F | | B | C | D | E | F | | B | C | D | E | F | | B | C | D | E | F | | B | C | D | E | F | | | | | |
| CPSC-42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | B | | | | | | | | | |
| CRIM-42ABCD | | | | D | | | | | | | D | | | | | | D | | | | | | D | | | | | | D | | | | | | D | | | | | | | |
| DART-40A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | |
| DART-41A,B,C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | |
| ELCT-51B | A | | | | | | | A | | | | | | A | | | | | | A | | | | | | A | | | | | | A | | | | | | | | | | |
| ENGL-A | | | | | | G | | | | | | G | | | | | | G | | | | | | | G | | | | | | | | | | | | | | | | | |
| ENGL-01A | | | | | | G | | | | | | G | | | | | | G | | | | | | | G | | | | | | | | G | | | | | | | | | |
| ENGL-13, 13H | | | | | | G | | | | | | G | | | | | | G | | | | | | | G | | | | | | | | G | | | | | | | | | |
| ENGR-30 | | | C | | | | | | | C | | | | | | C | | | | | | C | D | | | | | C | D | | | | | C | D | | | | | | | |
| INDT-20 | A | B | | | | | | A | B | | | | | A | B | | | | | A | B | | | | | A | B | | | | | A | B | | | | | | | | | |
| INDT-38 | A | B | C | D | E | F | | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | | | | | |
| PLGL-51 | | | | | | G | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHIL-10 | | | | | | G | | | | | | G | | | | | | G | | | | | | | G | | | | | | | | G | | | | | | | | | |
| PHIL-13, 13H | | | | | | G | | | | | | G | | | | | | G | | | | | | | G | | | | | | | | G | | | | | | | | | |
| PHOT-11A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | B | | | | | | | | | |
| Most SONO | | B | | | | | | | B | | | | | | B | | | | | | B | | | | | | B | | | | | | B | | | | | | | | | |
| SONO-41 | A | B | C | D | E | F | | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | A | B | C | D | E | F | | | | | |

STUDENT CONDUCT PROCEDURES

| |
|------------------------|
| AP No. 5520 |
|------------------------|

Board Reviewed: 2/17/10; 10/9/13

Page 1 of 8

- I. The purpose of these procedures is to provide a prompt and equitable means to address violations of BP 5500 and AP 5500, Standards of Conduct, which guarantee to the student or students involved the Due Process rights guaranteed them by state and federal constitutional protections. These procedures will be used in a fair and equitable manner, and not for purposes of retaliation. They are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

- III. The following definitions should be applied in the context of this administrative procedure:

“District” refers to the Rio Hondo Community College District.

“Student” refers to any person currently enrolled as a student at ~~any~~ **the** College ~~or in any program offered by the District.~~

“Instructor” refers to any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

“Short-term Suspension” refers to exclusion of the student by the Dean of Student Affairs for good cause from one or more classes for a period of up to ten consecutive days of instruction.

“Long-term Suspension” refers to exclusion of the student by the Dean of Student Affairs for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms.

“Expulsion” refers to exclusion of the student by the Board of Trustees from the College for one or more terms.

“Removal from Class” refers to exclusion of the student by an instructor for the day of the removal and the next class meeting.

“Written or Verbal Reprimand” **refers to** an admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct as referenced in BP/AP 5500. Written reprimands may become part of a student's permanent record at the College. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College for a period of up to one year.

STUDENT CONDUCT PROCEDURES

| |
|------------------------|
| AP No. 5520 |
|------------------------|

Board Reviewed: 2/17/10; 10/9/13

Page 2 of 8

“Withdrawal of Consent to Remain on Campus” – refers to withdrawal of consent by the Dean of Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 in which the Dean of Student Affairs has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

“Days”- **refers to the days** during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

IV. Short-term Suspensions, Long-term Suspensions, and Expulsions:

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- A. Notice. The Dean of Student Affairs will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
- the specific section of BP/AP 5500, Standards of Conduct, that the student is accused of violating;
 - a short statement of the facts supporting the accusation;
 - the right of the student to meet with the Dean of Student Affairs, or designee, to discuss the accusation, or to respond in writing;
 - the nature of the discipline that is being considered.
- B. Time Limits. The notice must be provided to the student within thirty (30) days of the date on which the conduct took place, or the date the College became aware of the conduct; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within thirty (30) days of the date on which conduct occurred or the date the College became aware of the conduct which led to the decision to take disciplinary action.
- C. Meeting. If the student chooses to meet with the Dean of Student Affairs, the meeting must occur no sooner than three (3) days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation and must be given an opportunity to respond verbally or in writing to the accusation.
1. **Short-term Suspension.** Within five (5) days after the meeting described above, the Dean of Student Affairs shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Dean of Student Affairs’ decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser disciplinary action. The Dean of Student Affairs’ decision on a short-term suspension shall be final.

STUDENT CONDUCT PROCEDURES

| |
|------------------------|
| AP No. 5520 |
|------------------------|

Board Reviewed: 2/17/10; 10/9/13

Page 3 of 8

2. **Long-term Suspension.** Within five (5) days after the meeting described above, the Dean of Student Affairs shall decide whether to impose a long-term suspension. Written notice of the Dean of Student Affairs' decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed and a copy of this policy describing the procedures for a hearing.
3. **Expulsion.** Within five (5) days after the meeting described above, the Dean of Student Affairs shall decide whether to recommend expulsion to the Vice President of Student Services. Written notice of the Dean of Student Affairs' decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed and a copy of this policy describing the procedures for a hearing.

V. Hearing Procedures:

- A. **Request for Hearing.** Within five (5) days after receipt of the Dean of Student Affairs' decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Dean of Student Affairs, or designee.
- B. **Schedule of Hearing.** The formal hearing shall be held within ten (10) days after a formal request for hearing is received.
- C. **Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.
 1. The Dean of Student Affairs, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College (ASRHC) shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The Dean of Student Affairs shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.
- D. **Hearing Panel Chair.** The Dean of Student Affairs shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

E. Conduct of the Hearing. (current practice)

1. **The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response**

STUDENT CONDUCT PROCEDURES

| |
|----------------|
| AP No. 5520 |
|----------------|

Board Reviewed: 2/17/10; 10/9/13

Page 4 of 8

- provided by the student before the hearing begins. (current practice)
2. The facts supporting the accusation shall be presented by a College representative. The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. (current practice)
 3. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. (current practice)
 4. Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by **substantial the preponderance of the evidence** that the facts alleged are true. (current practice) (CCLC)
 5. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it. (current practice)
 6. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing. (current practice)
 7. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary. (current practice)
 8. The hearing shall be recorded by the **College** by audio recording and shall be the only recording made. No witness who refuse to be recorded may be permitted to give testimony. The hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. **The** audio recording shall remain in the custody of the college at all times, unless released to a professional transcribing service. The

STUDENT CONDUCT PROCEDURESAP No.
5520

Board Reviewed: 2/17/10; 10/9/13

Page 5 of 8

student may request a copy of the audio recording. (current practice)

9. All oral testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written testimonies of witnesses are admissible. ~~under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded is not unavailable.~~ (current practice)
10. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Vice President of Student Services a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. (current practice)

VI. Decision: (current practice)

- A. Long-term Suspension. Within five (5) days following receipt of the hearing panel's recommended decision, the Vice President of Student Services, or designee, shall render a final written decision. The Vice President of Student Services, or designee, may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Vice President of Student Services or designee modifies or rejects the hearing panel's decision, the Vice President of Student Services, or designee, shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Vice President of Student Services, or designee, shall be final. (current practice)
- B. Expulsion. Within five (5) days following receipt of the hearing panel's recommended decision, the Vice President of Student Services, or designee, shall forward a written recommendation to the Board of Trustees. ~~The Vice President of Student Services, or designee, may accept, modify or reject the findings, decisions, and recommendations of the hearing panel. If the Vice President of Student Services or designee modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Vice President of Student Services, or designee's, shall be forwarded to the Board of Trustees.~~ (current practice)

STUDENT CONDUCT PROCEDURESAP No.
5520

Board Reviewed: 2/17/10; 10/9/13

Page 6 of 8

- VII. Board of Trustees Decision: (current practice)**
- A. The Board of Trustees shall consider any recommendation from the ~~Vice President of Student Services~~, Superintendent/President, or designee, for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision. (current practice)**
 - B. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122) (current practice)**
 - C. The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting of the date, time, and place of the Board's meeting. (current practice)**
 - D. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting. (current practice)**
 - E. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session. (current practice)**
 - F. The Board may accept, modify, or reject the findings, decisions, and recommendations of the ~~Vice President of Student Services~~ Superintendent/President or designee and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final. (current practice)**
 - G. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District. (current practice)**
- VIII. Immediate Interim Suspension (Education Code Section 66017): (current practice)**

The ~~Vice President of Student Services~~ Superintendent/President, or designee, may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing in which a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (current practice)

STUDENT CONDUCT PROCEDURES

| |
|----------------|
| AP No. 5520 |
|----------------|

Board Reviewed: 2/17/10; 10/9/13

Page 7 of 8

IX. Removal from Class (Education Code Section 76032): (current practice)

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her division dean who shall notify the the Vice President of Student Services and the Dean of Student Life Affairs. The Dean of Student Life Affairs shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean of Student Life Affairs shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Life Affairs from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. (current practice)

X. Withdrawal of Consent to Remain on Campus: (current practice)

- A. The Dean of Student Life Affairs may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Life Affairs, a written report must be promptly made to the Vice President of Student Services. (current practice)
- B. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions. (current practice)
- C. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. (current practice)
- D. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4) (current practice)

XI. Time Limits: (current practice)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties. (current practice)

XII. Source/Reference: (current practice)

STUDENT CONDUCT PROCEDURES

| |
|------------------------|
| AP No. 5520 |
|------------------------|

Board Reviewed: 2/17/10; 10/9/13

Page 8 of 8

Education Code Sections 66300, 72122, 76030 (current practice), 76032; Penal Code Section 626.4.

WHISTLEBLOWER PROTECTIONAP No.
7700

Board Reviewed: NEW

Page 1 of 3

Note: This procedure is suggested as good practice. Districts may insert their local practice.

- I. Individuals are encouraged to report suspected incidents of unlawful activities by district employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation. (CCLC)

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700, and addressing complaints of retaliation for making such reports. (CCLC)

- II. Filing a Report of Suspected Unlawful Activities

- A. Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students or other third parties. (CCLC)
- B. Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated. (CCLC)
- C. Normally, a report by a district employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the President / Superintendent, the report should be made to the President of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the President / Superintendent who will confer with the President of the board of trustees and/or legal counsel on how to proceed. (CCLC)
- D. Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete. (CCLC)
- E. Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward the report to the President / Superintendent. However, if this process would

WHISTLEBLOWER PROTECTIONAP No.
7700

Board Reviewed: NEW

Page 2 of 3

require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary. (CCLC)

- F. In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately. (CCLC)
- G. In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken. (CCLC)

III. Protection from Retaliation

- A. When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. (CCLC) However, if a whistleblower is found to have committed unlawful activities, the whistleblower will be subject to discipline up to and including termination (current HR practice).
- B. Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their immediate supervisor. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President / Superintendent, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation. (CCLC)
- C. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated. (CCLC)

IV. Whistleblower Hotline

- A. Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Personnel Board. Employees can contact the

WHISTLEBLOWER PROTECTION

| |
|----------------|
| AP No. 7700 |
|----------------|

Board Reviewed: NEW

Page 3 of 3

State Personnel Board with complaints of retaliation resulting from whistleblower activities at (916) 653-1403.

V. Other Remedies and Appropriate Agencies

A. In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency. (CCLC)

VI. Reference:

California Labor Code section 1102.5, Government Code section 53296, Private Attorney General Act of 2004 (Labor Code section 2698). Affordable Care Act (29 U.S.C. 218C)