



Academic Senate of El Camino College 2021-2022

April 5, 2022

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday, April 5, 2022 via Zoom

Agenda Item	Page Numbers
A. Call to Order	
B. Approval of Minutes	6-13
C. Unfinished Business: a. Sunsetting Webadvisor Gradebook- Crystle Martin and Moses Wolfenstein b. Call for nominations, Senate President Elect- Senate Executive Board	14
D. New Business: a. AP 5520, Student Discipline Procedures b. AP 5070, Attendance Accounting- Camila Jenkin and Moses Wolfenstein	15-38 39-43
F. Information Items – Discussion a. HyFlex implementation- Moses Wolfenstein and Crystle Martin b. FACCC Educational Legislation Update- Wendy Brill-Wynkoop	44-55 56-57
F. Officer Reports a. President – Darcie McClelland b. Chair, Curriculum – Janet Young c. VP Educational Policies – Camila Jenkin d. VP Equity, Diversity, and Inclusion- Analu Josephides e. VP Faculty Development – Stacey Allen f. VP Finance – Josh Troesh g. VP Academic Technology – Stephanie Burnham h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan	58-59
G. Special Committee Reports a. ECC VP of Academic Affairs – Jackie Sims b. ECC VP of Student Services – Ross Miyashiro	
H. Future Agenda Items: a. ECC Connect Syllabus Statement b. Strong Workforce Update c. AP 4105, Distance Education	
I. Public Comment	
J. Adjourn	

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

<http://www.elcamino.edu/academics/academicsenate/agenda.asp>. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, dmcclelland@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.



April 5, 2022

Academic Senate of El Camino College 2021-2022

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Zoom information for Academic Senate Meeting 4/5/2022

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96066759172>

Or iPhone one-tap (US Toll): +16699006833,96066759172# or +12532158782,96066759172#

Or Telephone Dial:
+1 669 900 6833 (US Toll)

Meeting ID: 960 6675 9172

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to academic senate@elcamino.edu by noon on Tuesday, April 5. In the subject line, please put Academic Senate Meeting 4/5 comment/question so that I can easily find it. Comments and questions can also be typed into the chat during the meeting.



Academic Senate of El Camino College 2021-2022

April 5, 2022

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	Darcie McClelland	VP Finance & Special Projects	Josh Troesh
VP Academic Technology	Stephanie Burnham	VP Instructional Effectiveness	Kevin Degnan
VP Ed. Policies/Pres-Elect	Camila Jenkin	Curriculum Chair	Janet Young
VP Faculty Development	Stacey Allen	Secretary	Maria Garcia
VP Equity, Diversity, and Inclusion	Analú Josephides	Parliamentarian	TBA

Part-Time (One-year terms)

Sanda Oswald

Selene Torres

Behavioral & Social Sciences

Stacey Allen 22/23

Yun Chu 23/24

Kristie Daniel-DiGregorio* 22/23

Orion Teal 23/24

Hong Herrera Thomas 23/24

Business

Kurt Hull 21/22

Philip Lau*^R 21/22

Josh Troesh 21/22

Counseling

Maria Garcia 23/24

Anna Brochet*^R 21/22

Rocio Diaz 22/23

Library Learning Resources

Analú Josephides* 21/22

Gary Medina 23/24

Camila Jenkin 23/24

Fine Arts

Jonathan Bryant 21/22

Joseph Hardesty 23/24

Russell McMillin*^R 21/22

Joanna Nacheff 21/22

Laura Almo 21/22

Health Sciences & Athletics/Nursing

Andrew Alguliar 20/21

Dina Mauger 22/23

Shiney Johnson 22/23

Tom Hazell 23/24

Eric Villa 23/24

Humanities

Sean Donnell 21/22

Brent Isaacs 21/22

Elayne Kelley 21/22

Stephanie Burnham 23/24

Anna Mavromati 21/22

Industry & Technology

Charlene Brewer-Smith^R 21/22

Ross Durand* 21/22

Dylan Meek^R 21/22

Renee Newell 21/22

Jack Selph 21/22

Mathematical Sciences

Susana Acuna-Acosta 22/23

Diaa Eldanaf 22/23

Robert Eleuteri 21/22

Greg Fry 23/24

Ronald Martinez 21/22

Natural Sciences

Shimonee Kadakia 21/22

Darcie McClelland 22/23

Mia Dobbs 21/22

Shanna Potter*^R 22/23

Jwan Amin 22/23

Academic Affairs & Student Services

Jackie Sims

Ross Miyashiro

Associated Students Organization

Anisah Moutra

President/ Superintendent

Brenda Thames

Ex-officio positions

Janet Young CCC Chair
Kevin Degnan ALC Chair
Kelsey Iino ECCFT

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three-year term, for example 21/22 = 2021/2022.

*Denotes longest-serving division senator (i.e., the "senior senator"). ^R Denotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – [COLLABORATION](#) - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays, 1-2:30 p.m., Distance Education Conference Center (DE 166).

FALL 2021: September 7 & 21, October 5 & 19, November 2 & 16, December 7.

SPRING 2022: February 15, March 1 & 15, April 5 & 19, May 3 & 17, June 7.

SENATE COMMITTEES:

Academic Technology. Chairs: Stephanie Burnham & Marlow Lemons. 2nd Thursday, more details TBA.

Assessment of Learning. Chairs: Kevin Degnan & Catherine Shultz-Roman. 9/9, 10/14, 11/18, 11/25 (tentative), 2:30-4 pm, Communications 109.

Academic Program Review. Chairs: Kevin Degnan & TBA. Thursdays, 12:30-2pm, Library 202 or Communications 109.

College Curriculum. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.

Distance Education Advisory Committee. Chair: Moses Wolfenstein. D.E. Liaison: Mary McMillan. 4th Thurs, 1:30-2:30, Lib 202.

Educational Policies. Chair: Camila Jenkin. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.

Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:

Accreditation. Chair: Jackie Sims. Faculty Co-Chair: TBA. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.

Board of Trustees. Chair: Nilo Michelin. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Alondra.

Calendar. Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Ali Ahmadpour. Meets annually or as needed.

College Council. Chair: Brenda Thames. Senate Rep: Darcie McClelland. 1st & 3rd Mondays, 1:30-2:30, Library 202.

Council of Deans. Chairs: Jackie Sims & Ross Miyashiro. Senate Rep: Darcie McClelland, 2nd Thurs., 8:30-10:30, Alondra.

ECC Technology Committee. Chairs: Crystle Martin & Marlow Lemons. Senate Rep: S. Burnham. 3rd Tuesdays, 2-3, Library 202.

Enrollment Management. Chair: Jackie Sims. Senate reps: TBA, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.

Facilities Steering Committee. Chair: Jorge Gutierrez. Senate Rep: TBA, 1st Monday, 2:30, Library 202.

Guided Pathways. Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Sims, J. Simon, C. Wells. 1st Tues, 2:30-3:30 DE 166.

Planning & Budgeting (PBC). Chairs: Ann Tomlinson and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 1st & 3rd Thurs, 1- 2, LIB 202.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
GP	Guided Pathways
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEA	Student Equity and Achievement
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)

Sanda Oswald

unexcused: Selene Torres

Behavioral Social Sciences

Stacy Allen

Yun Chu

Kristie Daniel Di-Gregorio

Hong Herrera-Thomas

Orion Teal

Business

Kurt Hull

Phillip Lau

Josh Troesh

Counseling

Anna Brochet

Rocio Diaz

Maria A. Garcia

Fine Arts

Jonathan Bryant

Joe Hardesty

Russell McMillin

Joanna Nachev

Health Sciences & Athletics

unexcused: Andrew Alvillar

Tom Hazell

Shiney Johnson

Dina Mauger

Eric Villa

Humanities

Stephanie Burnham

Sean Donnell

Brent Isaacs

Elayne Kelley

Anna Mavromati

ITEC

Charlene Brewer-Smith

Ross Durand

Dylan Meek

Renee Newell

unexcused: Jack Selph

Library

Camila Jenkin

Analu Josephides

Gary Medina

Mathematics

Susana Acosta-Acuna

Diaa Eldanaf

Robert Eleuteri

Greg Fry

Ronald Martinez

Natural Sciences

Jwan Amin

Mia Dobbs

Excused: Shimonee Kadakia

Darcie McClelland

Shanna Potter

ASO

Anisha Moutra

Curriculum Chair

Janet Young

Academic Affairs

Jackie Sims

Student Services

Ross Miyashiro

President/Superintendent

Brenda Thames

ECC Federation

☒ Kelsey Iino

Institutional Research

☒ Josh Rosales

Dean's Reps/Guests/Other Officers:

☒ Ali Ahmadpour

☒ Anna Mavromati Duncan

☒ Crystle Martin

☒ Ethan Cohen

☒ Jeff Bumunk

☒ Keiana Daniel

☒ Kevin Degnan

☒ Laila D.

☒ Laura Almo

☒ Linda Cooks

☒ Maeve Lee

☒ Melissa Fujiwara

☒ Moses Wolfenstein

☒ Nancilyn Burruss

☒ Robin Dreizler

☒ Salvador Navarro

ACADEMIC SENATE MINUTES Tuesday, March 15, 2022

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

A. Call to Order

- Senate President called meeting to order at 1:02pm

B. Approval of Minutes (p. 6-13)

- Senate President requested motion to approve meeting minutes. Moved by A. Josephides, seconded by S. Allen.
- No comments/questions
- Approved. 0 No's. 0 abstentions.

C. Unfinished Business:

a. Resolution Affirming The Rights and Lives of our Transgender and Gender Non-Conforming Students Matter 2nd reading and vote- Salvador Navarro and Hong Herrera Thomas (p. 14)

- Academic Senate President requested motion to review 2nd reading. Motioned by A. Josephides. Seconded by Y. Chu.
- Authors of resolution took into consideration previous feedback and first paragraph was revised.
- Added non-binary language throughout the resolution.
- Added "employees", removed Academic Senate and replaced it with El Camino College
 - Academic Senate President suggested put back in Academic Senate since this resolution is coming from AS.
- Reviewed terms: transgender, non-binary and non-conforming.
- Discussion:
 - Support around resolution by Senate body.
 - Suggested not to mention state/spaces. Others responded that it is important to be direct in our language just like we were with BLM/George Floyd resolution
 - Discussion around colleges needing to be more supportive around supporting LGBTQI population
- Academic Senate President requested move to amend resolution. No movement voiced by Senators.
 - Approved. 0 no's, 0 abstention.
- College Council will read/adopt similar resolution.

b. Call for nominations, Senate President Elect- Senate Executive Board

- No nominations at this time.
- If you plan to nominate someone else, please make sure the person you nominate is willing to serve if elected.

D. New Business:

a. Sunsetting Web advisor Gradebook- Crystle Martin and Moses Wolfenstein (p. 15)

- Background:
 - Online and Education Advisory Committee recommended to replace web advisor by end of sp 22 and transition to Canvas/Colleague to support grade reporting
 - Webadvisor is outdated software and has many technical issues
 - Canvas Gradebook is available and Passback feature between Canvas/Colleague will be ready to implement by spring break.
 - Workshops will be available for those who are still utilizing Webadvisor Gradebook and would like to transition to Canvas Gradebook
 - Canvas makes it easier for students to view grades
 - Questions:
 - Canvas does not do well at providing accurate grades (example: Canvas does not consider extra credit provided to students) so how will this affect Passback?
 - Passback does not automatically pass grades to Colleague without pairs of eyes and approval.
 - Web advisory gradebook will be gone but can still access class schedule will be available which is helpful for counseling sessions.
 - Counseling Senators Suggested to get rid of ed plan/program piece if possible so students don't get confused about educational plan.
 - Moses will confirm with department if it's possible.
 - Faculty Self-Service feature may be a place where we counselors can access "real-time" class schedule in the future if Webadvisor is done away with altogether.
 - Have there been any discussions about the Canvas "pass back" with colleague eliminating the need for instructors to send grade documentation to A&R at the end of the semester?
 - Met with Lilian and exploring new ways to use Passback features to do "no show" reports and gradebook through Passback vs sending it to A&R.
 - Gradebook functions for instructors to do grades however they want?
 - Statewide workgroup will be explore new ways of using Gradebook to meet needs of instructors
 - **SENATE REPORTERS: BE SURE TO CONNECT WITH DEPARTMENT AND MAKE SURE FACULTY ARE AWARE. PLEASE BRING BACK FEEDBACK FOR NEXT MEETING.**
 - 2nd reading and vote at next meeting

F. Information Items – Discussion

a. Noncredit program update- Darcie McClelland

- Senate President met with ECC President and expressed concerns around the issue. ECC President was receptive and agreed this needed to go through consultation. She agreed this was an issue and could not move forward without support of faculty. She agreed to pause non-credit for now, reflect and come up with a game-plan to get buy-in from all constituents and will revisit fall 22.
- Comments:
 - Members thanked Senate and ECC President for pausing to make sure consultation process happens around this issue

b. Request for feedback on mask mandate- Darcie McClelland

- Covid task force will vote on Friday, March 18th on mask mandate
- Senators reach out to faculty and provide feedback on how groups feel about mask mandate and submit to Senate President by Thursday, March 17th so she can provide feedback to Covid task force
- Questions:
 - Did the district poll students?
 - Doesn't seem like the students were asked about mask mandate. Suggested to poll students in classrooms and provide feedback to Senate President and/or Federation President
 - If you poll students please provide as much information (# of students polled, # of students responded, etc.)
 - ASO representative mentioned they are working on gathering feedback from students via social media and word of mouth
 - If mask mandate is lifted, can instructors mandate students to wear masks?
 - Not likely. Will bring up to Covid Task Force
 - Any feedback emailed pleas include the word "mask" in subject to make it easier to track

c. ASCCC Spring Plenary Resolutions- Darcie McClelland (p. 16-38)

- Please look through resolution packet pages 16-68 resolutions and send feedback to Academic Senate President by Friday, March 18th.
- If you don't have feedback on resolutions and want to provide positions on how to vote please let her know by April 9th.

G. Officer Reports

a. President – Darcie McClelland

- Formal partnership between Journalism Department to have student journalist to attend Academic Senate meeting and set them up to talk with AS speakers at later time

- Send any questions/feedback to Senate President or Secretary
- Need two more committees?
- Senate Elections:
 - Business 3, Counseling 1, Library and Learning Resources, Fine Arts 4, Humanities 5, Industry and Tech 5, Natural Sciences 2
 - Please make sur elections happen. Advertise to division and give people a chance to run.

b. Chair, Curriculum – Janet Young

- New Courses Possibly Similar to Existing Courses Training
- Hyflex Distance Education Delivery Method Presentation by M. Wolfenstein
 - This modality of teaching is in the beginning stages
 - Allow students to attend course from home or on campus in real time
 - Will bring this topic to Academic Senate April 5th

c. VP Educational Policies – Camila Jenkin

- Concluded work on AP 5520
 - More updates later
- 5070 Distance Education will be reviewed soon

d. VP Equity, Diversity, and Inclusion- Analu Josephides

- Task force formed to develop ideas on ways to honor ECC students and employees working on EDI initiative.
 - Email with subject “EDI Honoring” to help identify email
- Continue to review Faculty Racial Equity PD Flex credit with VP of FDC
- Reviewed Resolution Affirming the Rights and Lives of our Transgender, Non-Binary and Gender Non-Conforming Students Matter
- Discussed Mental Health Issues affected by students of color, black and African American and other minoritized populations. Resolutions forthcoming supporting
- Working with FDC

e. VP Faculty Development – Stacey Allen (p. 39-40)

- No longer need to submit external credit for any chancellor’s office offered trainings. Registering through Cornerstone will automatically put on transcripts
- Flex credit daily limit will now be 8 hours vs 6 hours to accommodate for long day conferences
- If you want to join FDC fall 22 planning meeting please respond by
- Conversations with Colleagues 3/23 1:30-2:30pm
- Faculty Book Club 3/25 11am-12pm
 - Engaging African American Males in Community Colleges partnership with Brian Mims Project Success
- Informed and Inspired: Designing and Teaching for Excellence 3/31 1:15-2:15pm and 10am-12pm
 - Becoming a Warm Demander

f. VP Finance – Josh Troesh

- No report

g. VP Academic Technology – Stephanie Burnham

- ATEC Conference:
 - Some hyflex options will be available
 - Hyflex definition will be flushed out soon
 - <https://docs.google.com/document/d/1ai5mNvhbeWwv273xODhxwr39R5by1xbY0uXeFwI326g/edit>
 - https://docs.google.com/document/d/1E8s-hReLNSDuJ7nGvRq_UZXgHWmmMRaAY0tshP1xMBw/edit

h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

- SLO results due Math 4th. Completion rate right now: 60.2%
- PLO due March 18th. Enter in Nuventive
- Workshop for support with PLO and SLO entry via Zoom tomorrow 3/16 at 2:30pm. Register through Cornerstone
- Trainings slightly revised process for sharing information between ALC and Curriculum coming soon
- On track to assess handful of courses this term using Canvas Outcomes to get and act on disaggregated data and meet accreditation requirements. Training coming soon.

H. Special Committee Reports

a. ECC VP of Academic Affairs – Jackie Sims

- Strategic Enrollment management Plan (Adult Pathways)
- Guided Pathways (REACH)
- Dual Enrollments and Early College
- CTE
- Consistency Across Departments
 - Evaluation, contracts, etc.

b. ECC VP of Student Services – Ross Miyashiro

- Social Justice Center Coordinator Monica Delgado
 - Activity plans: Round table discussions, dialogue, art exhibition, performances, mentorships, etc.
 - If faculty want to get involved please
- Black Student Success Center Coordinator Keiana Daniels
 - Outcome: build community and connect students with faculty and staff and other students
 - Tutoring focused on college level math and writing component
 - Supplement the expansion of Project Success into this center.
 - Student leadership program being developed
 - Project Success IS NOT being relocated to center

I. Future Agenda Items:

- a. ECC Connect Syllabus Statement
- b. Strong Workforce Update
- c. AP 4105, Distance Education

J. Public Comment

- Be more alert and proactive around issues surrounding marginalized communities.

K. Adjourn

- Meeting adjourned 2:31pm

The Online and Digital Education Advisory Committee is recommending that El Camino College sunset the Webadvisor Gradebook and Grade submission module before the end of the semester. Webadvisor is an outdated piece of software that needs to be replaced as soon as possible due to technical issues. Canvas Gradebook is already available as a digital gradebook solution for all faculty, and the Grade Passback feature between Canvas and Colleague will be ready to implement by Spring Break. Workshops will be available for the rest of the semester for those who are still using the Webadvisor Gradebook and would like to transition to Canvas Gradebook. One-on-one help is also available from the Online and Digital Education Department via the Distance Education Faculty Coordinator and Instructional Designer. If you use Webadvisor Gradebook, switching to Canvas Gradebook will make it easier for your students to see their grade progress as they are already familiar with Canvas. This transition also helps the college streamline the technology it maintains by allowing ITS to end support for a difficult to maintain piece of software.

Administrative Procedure 5520 Student Discipline Procedures

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

The Administrative Procedure is 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 and will not be used to punish expression that is protected.

DEFINITIONS

1. District - El Camino Community College District. Student discipline sanctions imposed on students at El Camino College will also apply to all instructional sites of the El Camino Community College District.
2. Student - Any person who has applied for admission or currently enrolled as a student in any program offered by the College District.
3. Instructor - Any academic employee of the College District in whose class a student subject to sanction 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.
4. Complainant - A person who submits a charge alleging that a student has violated the College District's Student Code of Conduct.
5. Accused Student - A student who has been accused of violating the Student Code of Conduct by a College District employee, student, or visitor.
6. Advisor - An advisor is anyone other than the complainant or accused student. An advisor may include, but is not limited to, another student, family member, College personnel, or community member. The advisor's role is to observe, provide counsel, or support the complainant or accused student. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing. Attorneys may serve as a student's advisor only when long-term suspension, expulsion and/or parallel criminal charges are being considered.
7. Business Day - Unless otherwise provided, a business day shall mean a day during which administrative offices at the District are open for business excluding Saturdays, Sundays, and public holidays.
8. District Property - Property under the control of the El Camino Community College District or any place that is the site of a College District approved activity or function.

JURISDICTION OF THE COLLEGE

Sanctions for violations of the Student Conduct Code may be imposed for conduct, which occurs on the District premises, in or out of the classroom setting, while using District technology, at off-campus

instructional sites, during off-campus District-sponsored events and for off-campus including online conduct which materially and substantially interferes with the College's operational and educational programs.

FILING A COMPLAINT

Any person may allege a violation of the Student Conduct Code by completing an online Incident Report and Referral Form and submitting it to the Student Development Office. The District reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator. The complainant should file a complaint within a reasonable amount of time not to exceed thirty (30) business days from the date of the incident.

OVERVIEW OF DISCIPLINE PROCESS

9. Each student is responsible for reading and complying with the Standards of Student Conduct, which is made available on the El Camino College website on the Student Development Office page or from the Student Development Office located in the Student Development Office, and the College Catalog.
10. Any member of the College community can initiate an accusation of an alleged violation.
11. Initial Notification - A student accused of an alleged violation, will receive written notice of the conduct warranting discipline via El Camino College issued e-mail account with delivery notification. Before or on the day the student is notified, the complainant will be notified that the student will receive written notice, copied to the complainant's manager if applicable. The notice may include a request for a review meeting and will include:
 - a. A short statement of the facts supporting the accusation.
 - b. The specific code violation(s).
 - c. The right of the student to meet with the Director of Student Development or designee.
 - d. Reference to the Standards of Student Conduct outlining the process and rights of students.
 - e. The nature of the sanctions being considered.
12. Time Limits - The notice must be provided to the student within forty (40) business days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) business days of the date on which conduct occurred which led to the decision to take disciplinary action.
13. Meeting - If the student chooses to meet with the Director of Student Development or designee, the student must contact the Student Development Office to schedule the meeting no later than ten (10) business days after the notice is sent. 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.

a. Both the complainant and the accused student may be accompanied by an advisor to any meetings, interviews, or hearings. The advisor's role is to observe, provide counsel, or support the complainant or accused student. An advisor may not speak on behalf of the complainant or accused student or speak to the Director of Student Development or designee. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing.

b. Attorneys may serve as a student's advisor only when long-term suspension, expulsion and/or parallel criminal charges are considered.

14. Upon completion of the review meeting, the student shall be provided the following:

a. A summary of findings by the Director of Student Development or designee

b. The specific policies and procedures relevant to the case. The sanctions imposed, if found in violation of the Standards of Student Conduct

c. An opportunity to accept or deny responsibility

d. An opportunity to request a hearing of the Disciplinary Hearing Panel should the student disagree with the finding(s) and sanction(s) of a long-term suspension or expulsion by the Director of Student Development or designee

e. Information about the right to request a copy of their student conduct file.

15. Notification of Outcome

a. Student. Within five (5) business days after

- i. the student meets with the Director of Student Development or designee or
- ii. the conclusion of the investigation,

the student shall receive written notice of the case outcome which may include sanctions. The notice will include the right of the student to request a formal hearing for sanctions of longterm suspension and/or expulsion.

b. Complainant. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

16. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. The standard used to determine whether a violation of the Standards of Student Conduct has occurred will be a preponderance of evidence (more likely than not). Due process within these procedures, assures timely written notice, a hearing before an objective decision-maker or panel (should one be requested) and a process for appeal.

17. Students continue to be subject to city, state, and federal laws while at El Camino College and allegations, charges, or violations of those laws may also constitute violations of the Standards of Student Conduct. In such instances, El Camino College may proceed with disciplinary action under the Standards of Student Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Standards of Student Conduct

even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

18. No student will be found in violation of El Camino College Standards of Student Conduct without information showing by preponderance of the evidence that a policy violation has occurred. At El Camino College's sole discretion, sanctions will be proportionate to the severity of the violation(s).
19. If a student is found responsible for one or more violations of the Standards of Student Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior.
20. Students who take accountability by admitting to the behaviors leading to the violation of the Standards of Student Conduct may voluntarily participate in a restorative justice conference with others involved in the case. The purpose of the conference is to discuss the impact of the student's actions, repair relationships, and re-integrate the student into the College community. The conference process may only occur if others who were impacted by the violation also voluntarily agree to participate.

DETERMINATION OF SANCTIONS

While sanctions are applied equitably and fairly, each case is unique. The following factors may be considered in determining which sanctions are appropriate in a particular case.

21. The nature and/or severity of the violation(s)
22. Prior violations and disciplinary history
23. Mitigating circumstances surrounding the violation
24. The student's motive or purpose for engaging in the behavior
25. Sanctions which have been imposed in similar cases in the past
26. Removal from Class/Facility/College District Entity - Any instructor or Academic administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident or the day the infraction was discovered, whichever is later, and one additional instructional day. The instructor or Academic administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean or Associate Dean. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.

POSSIBLE SANCTIONS IMPOSED BY FACULTY MEMBERS, STUDENT DEVELOPMENT OFFICE, POLICE DEPARTMENT, OR OTHER ADMINISTRATIVE OFFICES

Multiple sanctions may be imposed including, but not limited to:

27. Written or Verbal Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District.

28. Educational Sanctions - An educational sanction may include additional work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignment.
29. Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any Standards of Student Code during the probationary period. It may include restriction from contact with specified individuals, College activities, services, offices, or designated areas. Probation shall not be imposed for a period longer than two (2) academic years or until the student graduates with a degree or certificate.
30. Restitution - A payment to compensate an injured party for financial harm in cases involving misconduct including, but not limited to, theft, destruction of property, or deception.
31. Removal from Class/Facility/College District Entity - Any instructor or division administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident or the day the infraction was discovered, whichever is later, and one additional instructional day. The instructor or division administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean or Associate Dean by completing the on-line Incident Report and Referral Form. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.
32. Withdrawal of Consent to Remain On-Campus - The District's Campus Police Department 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, they must promptly leave or be escorted off-campus. If consent is withdrawn, a written report must be promptly made to the Superintendent/President or designee.
 - a. 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 ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.
 - b. 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)
33. No Contact Order - An issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non-verbal communication.
34. Short-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes and/or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.
 - a. Within five (5) business days after
 - i. the student meets with the Director of Student Development or designee or
 - ii. conclusion of the investigation, the Director of Student Development or designee shall decide whether to impose a short-term suspension, whether to impose some lesser sanction, or whether to close the case without sanction. Written notice of the Director or designee's

decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser sanction. The Director of Student Development or designee's decision on a short-term suspension shall be final.

iii. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

9. Long-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes for the remainder of the school term and/or from all classes and activities of the District for the remainder of the current term with a maximum of two (2) academic years.

- b. Within five (5) business days after
 - i. the student meets with the Director of Student Development or designee,
 - ii. or conclusion of the investigation,

the Director of Student Development or designee shall, pursuant to a recommendation from the Director of Student Development or designee, decide whether to impose a long-term suspension. Written notice of the 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.

- iii. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

b. Students who receive long-term suspensions are permitted on-campus to conduct student business, but must receive permission from the Director of Student Development or designee prior to coming to campus and must arrange a police escort with the District's Campus Police Department while on campus. Permanent notification will appear on the student's El Camino College official transcript.

10. Immediate Interim Suspension (Education Code Section 66017) - The Director of Student Development or designee may order immediate interim suspension of a student if they conclude the actions are necessary because of any of the following:

- a. That the student poses a threat to the safety and/or well-being of members of the District community or preservation of District property.
- b. That the student poses a threat to the student's own physical or emotional safety and well-being.
- c. That the student poses an immediate threat, disruption of, or interference with the normal operations of the College District.
- d. That the student has been accused of a severe violation, including Academic Dishonesty, and cannot be located and/or does not participate in the conduct process.

In cases where an interim suspension has been ordered, the time limits contained in this administrative procedure shall not apply, and all hearing rights, including the right to a formal hearing

where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of the decision to impose an interim suspension.

11. Expulsion -Expulsion is the permanent separation of a student from El Camino College by action of the Board of Trustees for good cause when other means of correction fail to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the safety of others. The student is prohibited from District property, functions, events, and activities. Permanent notification will appear on the student's El Camino College official transcript.

Within ten (10) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Director or designee's 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 disciplinary hearing.

EXPULSION PROCEDURE

The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety and/or well-being of others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development or designee, Dean of Student Support Services or designee, Registrar or designee, Vice President of Student Services or designee, Superintendent/President or designee, and El Camino College Campus Police Department.

Recommendation for Expulsion:

Vice President Student Services

If the Vice President of Student Services or designee determines that, the student should be expelled;

35. The Vice President of Student Services shall deliver a written recommendation for the student's expulsion to the Superintendent/President.
 - A copy of the Vice President of Student Services or designee's recommendation shall be provided to the student or, if the student is a minor, to his or her parent or guardian.
36. The Vice President of Student Services or designee's recommendation for expulsion shall contain a statement of the charges against the student that provides the basis for his or her request that the student be expelled.
 - The statement of charges shall include a factual description of the conduct upon which the charges are based, the action(s) taken by the Director of Student Development or designee and the recommendation of the Student Disciplinary Hearing Panel.

Board of Trustees

The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision.

37. The student shall be notified in writing, by registered or certified mail or by personal service, and via El Camino College issued e-mail account with delivery notification at least five (5) business days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting.
38. The Board shall consider any 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).
39. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting. 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 a closed session.
40. The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President. 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.
41. The Vice President of Student Services or designee shall notify the student in writing within five (5) business days of the decision made by the Board of Trustees. The decision of the Board of Trustees shall be final. The final action by the Board of Trustees on the expulsion shall be taken at the public meeting, and the result of the action shall be a public record of the District.

DISCIPLINARY HEARING PROCEDURES

1. Request to Schedule a Disciplinary Hearing

Within five (5) business days after the receipt of the letter from the Director of Student Development or designee's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The student's request must be made in writing to the Dean of Student Support Services or designee.

- c. The Dean of Student Support Services or designee will coordinate and confirm with the student the hearing date and time by registered or certified mail or by personal service, and via El Camino College issued e-mail account with delivery notification at least five (5) business days prior to the hearing date (or unless other arrangements were mutually agreed upon in writing). The notice will enclose a description of the procedures to be followed at the hearing and confirmation of accommodations, if necessary. On the day the student is sent notification, the complainant will be notified as well.

- d. The formal hearing shall be held no sooner than ten (10) and no later than twenty (20) business days (unless another date is mutually agreed upon by both parties) after a formal written request for hearing is received by the Dean of Student Support Services or designee.
- e. The student and the District have the right to receive copies of all documents that are to be presented to the Disciplinary Hearing Panel.
- f. The Disciplinary Hearing Chair shall provide the student copies of all documents to be presented to the panel. The Chair shall make such documents available to the student as soon as practical before the hearing but not less than two (2) business days before the hearing.
- g. If the student intends to present any documents to the Disciplinary Hearing Panel they shall provide copies of the same to the Disciplinary Hearing Chair no less than two (2) business days prior to the hearing.
- h. If a student who has been given notice does not appear for the hearing, the information in support of the alleged violation(s) will be presented and considered in the student's absence. A student will be considered absent fifteen (15) minutes after the time the hearing was scheduled to convene.

2. Disciplinary Hearing Panel

- a. The Hearing Panel shall consist of the Dean of Student Support Services or designee as the Disciplinary Hearing Chair and one representative from each of the following groups: (1) Academic Senate; (2) Classified Employees; (3) Associated Student Organization; and (4) District Management, which may include District supervisors.
- b. An affirmative vote of three members of the Disciplinary Hearing Panel shall be required to determine responsibility and sanctions.
- c. The Superintendent/President or designee, the president of the Academic Senate or designee, the president of the Classified Employees bargaining unit or designee, and the president of the Associated Student Organization (ASO) or designee shall each, at the beginning of the academic year, establish a list of at least five (5) persons from each area who will serve on the Student Disciplinary Hearing panels for a term of at least one academic year. The Disciplinary Hearing Panel Members will receive training on annual basis or as needed. No administrator, faculty member, classified staff 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 Disciplinary Hearing Panel.
- d. The decision of the Chair of the Disciplinary Hearing Panel shall be final on all matters relating to the location, time, date and conduct of the hearing unless there is a vote by other members of the panel to the contrary.

3. Disciplinary Hearing Process

All hearings shall be held in closed session and are confidential; they are not open to the public.

a. The members of the disciplinary hearing panel shall be provided with a copy of the complaint(s) against the student and any written response provided by the student before the hearing begins.

b. The facts supporting the accusation shall be presented by a College representative who shall be the Director of Student Development or designee.

c. The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

d. Formal rules of evidence shall not apply. The standard of proof for Student Disciplinary Hearings will be a preponderance of evidence.

e. Unless the disciplinary 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 preponderance of evidence that the facts alleged are true.

f. The student has the right to be assisted in the hearing by an advisor. The advisor may provide counsel or support to the student, but is not permitted to speak to the panel or participate directly in the hearing. Advisors who do not observe this restriction can be removed from the hearing by the Chair of the Disciplinary Hearing Panel.

g. If the student is a minor, the student's parent(s) or legal guardian must accompany them to the disciplinary hearing and may act on his or her behalf.

h. The student and the Dean of Student Support Services or designee may arrange for witnesses to present pertinent information to the Disciplinary Hearing Panel. Witnesses will provide information to and answer questions from the Disciplinary Hearing Panelists. All questions and responses are to be directed to the Panel, preferably the Chair, not between witnesses, complainant, and accused student. Witnesses shall not be present at the hearing when not testifying.

i. If the complainant is unable to attend the hearing, his or her written statement will stand as his or her testimony.

j. The student and his or her advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility or sanctioning.

k. Should a student have an attorney present to advise them, the student must notify the Dean of Student Support Services or designee in writing at least five (5) business days prior to the Disciplinary Hearing of his or her intent to bring an attorney.

The student discipline process is an administrative process, not a court-like trial or proceeding. Attorneys are allowed to serve as advisors in meetings, interviews, or hearings but may not speak on behalf of the complainant or accused student or speak to the Dean of Student Support Services or designee during the meeting, interview, or hearing. If complainants or accused students bring an attorney to a meeting, interview, or hearing, College personnel may request legal assistance.

l. In hearings that involve more than one student in the same incident, the Dean of Student Support Services or designee may permit the hearings concerning each student to be conducted jointly.

m. Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Chair. Prior student conduct violations may be considered in a hearing for determination of sanctions.

n. The Chair will determine whether additional information will be considered. All procedural questions are subject to the final decision of the Chair.

o. The Panel will determine whether the student is responsible for violating each section of the Standards of Student Conduct which the student is accused of violating. The Panel's determination will be made on the basis of whether it is more likely than not (a preponderance of evidence) that the student is responsible for violating the Standards of Student Conduct. The panel's decision will be determined through majority vote. The Panel will then determine what sanctions are appropriate.

p. Hearings (excluding deliberations) will be audio-recorded and made a part of the student's conduct file.

q. The Chair will prepare a written report detailing the findings, the vote, the information cited by the Panel in support of its findings, any information the Panel excluded and why, and any recommended sanctions. Panel members will sign the letter to indicate agreement. The Chair will then forward this document to the Director of Student Development or designee within five (5) business days upon the conclusion of the hearing.

Additionally:

a. Complainants are to be notified within five (5) business days when written notice of the allegation is delivered to the accused student.

b. All parties to an allegation have a right not to face questions or discussion of their history or character unless the Hearing Panel Chair determines that such information is relevant to determining whether the policy has been violated.

c. Each party has the right to be present for all testimony and questioning. However, if requested, the Hearing Panel must make arrangements so that the complainant and accused are not in the same room at the same time.

d. The College must not require a complainant to be present as a prerequisite for the hearing to proceed or sanctions imposed.

e. Neither party is allowed to cross-examine each other or witnesses. All questions must be submitted to the Hearing Panel Chair.

f. Both parties have the right to appeal the decision of the panel to the Vice President of Student Services within five (5) business days of the receipt of written notification of the hearing outcome.

g. The hearing shall be recorded by the College District by audio recording, and shall be the only recording made. Witnesses who refuse to be recorded will not 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 District at all times, unless released to a professional transcribing service.

4. Notice of the Decision

The Dean of Student Support Services or designee shall provide the student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student by certified mail, return receipt requested, or receipted for personal delivery or via El Camino College issued e-mail account with delivery notification, within five (5) business days of the written findings and decision of the Student Disciplinary Hearing Panel. In cases alleging gender-based or sexual misconduct, the complainant will receive comparable notice of the relevant findings and sanctions from the Title IX Coordinator or designee. In all other cases the complainant will be notified of the case outcome by the Director of Student Development or designee as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

The written notice to the student shall include:

- a. The specific provision of the Standards of Student Conduct that was violated.
- b. The sanction(s) imposed and the date(s) on or periods for which they are in effect.
- c. A statement of the student's right to appeal in writing to the Vice President of Student Services.
- d. A statement that the failure to file a request for such an appeal within the time provided shall be deemed a waiver of the right to an appeal.
- e. The complainant will be notified of the hearing panel outcome (as permissible by FERPA)

5. Appeals to the Vice President of Student Services

An appeal to the Vice President of Student Services or designee as a result of a Student Disciplinary Hearing Panel may be filed on the following grounds:

- a. Proper procedures were not followed
- b. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s)
- c. The evidence does not clearly support the finding(s)
- d. The sanctions are inappropriate relative to the violation
- e. Discrimination as defined in Board Policy 3410 and Administrative Procedure 3410

In cases alleging a violation of gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the findings of responsibility and/or sanctions based on the above criteria.

An appeal must be submitted in writing to the Vice President of Student Services or designee within five (5) business days of receiving written notification of the hearing decision. The Vice President or designee will review the appeal and the hearing findings and may make a decision to uphold, reverse, revise, or modify the decision and sanctions imposed on the student.

The Vice President or designee will notify the student in writing by certified mail, with registered receipt, or via El Camino College issued e-mail account with delivery notification within ten (10) business days following receipt of the request for appeal of his or her decision.

The decision of the Vice President of Student Services or designee shall be final, except in the case of expulsion.

PROVISIONS

General Provisions

1. Failure of Student to Participate

Student conduct procedures under this policy may proceed or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate after having been properly notified of the proceeding as provided herein.

2. Technical Departures from this Policy

Technical departures from this policy shall not be grounds to void the College District's right to take disciplinary action against a student; unless the technical departure or error prevented a fair determination of the issues.

Special Provisions for Crisis Prevention

Students in distress may also be directed to the Assessment, Intervention, and Management of Safety (AIMS) Team for assistance.

Special Provisions for Sexual and Gender-Based Misconduct

Cases of alleged sexual and gender-based misconduct as defined in Board Policy 3540 and Administrative Procedure 3540 will be directed to the Title IX Coordinator for review and investigation. The Title IX Coordinator will work in coordination with the Director of Student Development or

designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual and/or gender-based misconduct as outlined below.

Sexual and gender-based misconduct includes, but is not limited to:

1. Bullying
2. Dating Violence
3. Discrimination
4. Domestic Violence
5. Intimidation
6. Retaliation
7. Sexual Assault
 - a. Non-consensual sexual contact
 - b. Non-consensual sexual intercourse
8. Sexual Exploitation
9. Sexual Harassment
 - a. Hostile environment caused by sexual harassment
10. Stalking
11. Threatening or causing abuse including physical and verbal
12. Violence between those in intimate/dating relationships to each other

Provisions for Discrimination

Cases of alleged discrimination as defined in Board Policy 3410 and Administrative Procedure 3410 will be directed to the Office of Staff and Student Diversity for review and investigation.

TIME LIMITS

Any times specified in this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.

Student Discipline Data Reporting

The Superintendent / President shall develop and provide to the Board for annual review a report of the number of students who were disciplined pursuant to this

procedure. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

References:

Education Code Sections 66300, 72122, 76120 and 76030 (Reviewed and approved by the Academic Senate – October 2015)

Family Educational Rights and Privacy Act 20U.S.C. section 1232G:34CFR part 99

Association of Student Conduct Administrators: An Attorney's role in the conduct process

Ed Policies: 11/13/18, 11/26/18, 2/26/19, 3/12/19, **3/14/22**

Senate Approved 4/16/19

College Council 5/3/19

Reviewed and accepted by the Board of Trustees: 12/14/15

Amended: 5/20/19



POLICY & PROCEDURE SERVICE

AP 5520 Student Discipline Procedures

References:

Education Code Sections 66017, 66300, 72122, 76030, and 76030 et seq.;
Penal Code Section 626.4

NOTE: *This procedure is **legally required**, except as specifically noted. Local practice may be inserted, but it must comply with the standards of due process reflected in this example.*

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This administrative procedure is specifically 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.

For discipline resulting from a sexual harassment complaint under Title IX, the procedure in AP 3434 Responding to Harassment Based on Sex under Title IX, must be used.

Definitions

District – The [**insert name of district**].

Student – Any person currently enrolled as a student at any college or in any program offered by the District who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.

Instructor – 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 – Exclusion of the student by the [**CEO**] for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

Long-term Suspension – Exclusion of the student by the [**CEO**] 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 – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. 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.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the [**designate authority**] for any person to remain on campus in accordance with California Penal Code Section 626.4 where the [**designate authority**] has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

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:

- **Notice** – The [**designated position**] will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - the specific section of the Standards of Student 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 [**designated position**] or designee to discuss the accusation, or to respond in writing.
 - the nature of the discipline that is being considered.
- **Time limits** – The notice must be provided to the student within [**number of days**] of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within [**number of days**] of the

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

date on which conduct occurred which led to the decision to take disciplinary action.

- **Meeting** – If the student chooses to meet with the [**designated position**], the meeting must occur no sooner than [**number of 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.

Short-term Suspension – Within [**number of days**] after the meeting described above, the [**CEO**] shall, pursuant to a recommendation from the [**designate position**], 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 [**CEO's**] 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 [**CEO's**] decision on a short-term suspension shall be final.

Long-term Suspension – Within [**number of days**] after the meeting described above, the [**CEO**] shall, pursuant to a recommendation from the [**designated position**], decide whether to impose a long-term suspension. Written notice of the [**CEO**] 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 AP 5520 Student Discipline Procedures describing the procedures for a hearing.

Expulsion – Within [**number of days**] days after the meeting described above, the [**CEO**] shall, pursuant to a recommendation from the [**designated position**], decide whether to recommend expulsion to the Board of Trustees. Written notice of the [**CEO's**] 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 AP 5520 Student Discipline Procedures describing the procedures for a hearing.

Hearing Procedures – Request for Hearing.

NOTE: *Timelines may be locally determined. Five days is usually the minimum notice time accepted by courts.*

Within [**number**] days after receipt of the [**CEO's**] decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the [**CEO**] or designee.

Schedule of Hearing – The formal hearing shall be held within [**number**] days after a formal request for hearing is received.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

NOTE: *The Board of Trustees may hear these matters itself, or it may use the services of a hearing officer or a panel. If the hearing panel format is adopted, the following is suggested.*

Hearing Panel – The hearing panel for any disciplinary action shall be composed of **[insert composition, such as one administrator, one faculty member and one student.]**

The **[CEO]**, the president of the Academic Senate, and the Associated Students president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The **[CEO]** 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.

Hearing Panel Chair – The **[CEO]** 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.

Conduct of the Hearing

NOTE: *The hearing must comply with principles of due process, including the right to confront and cross examine witnesses. The following language is legally advised.*

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

The facts supporting the accusation shall be presented by a college representative who shall be the **[designate position]**.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

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/her/their evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

The student may represent himself/herself/themselves, and may also have the right to be represented by a person of his/her/their choice. **[Suggested language: except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five 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 with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.]**

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 **[number of days]** prior to the date of the hearing.

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.

The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, 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. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

Within **[number]** days following the close of the hearing, the hearing panel shall prepare and send to the **[CEO]** 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 Student 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 matter 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.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

[**CEO's**] Decision:

Long-term suspension – Within [**number of days**] following receipt of the hearing panel's recommended decision, the [**CEO**] shall render a final written decision. The [**CEO**] may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the [**CEO**] modifies, or rejects the hearing panel's decision, the [**CEO**] 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 [**CEO**] shall be final.

Expulsion – Within [**number of days**] following receipt of the hearing panel's recommended decision, the [**CEO**] shall render a written recommended decision to the Board of Trustees. The [**CEO**] may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the [**CEO**] modifies, or rejects the hearing panel's decision, he/she/they shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The [**CEO's**] decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision: The Board of Trustees shall consider any recommendation from the [**CEO**] for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

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.)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

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.

The Board may accept, modify, or reject the findings, decisions and recommendations of the [**CEO**] 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.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

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.

Immediate Interim Suspension (Education Code Section 66017): The [**CEO**] may order immediate suspension of a student where he/she/they 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 where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

Removal from Class (Education Code Section 76032): Any instructor may order a student removed from his/her/their class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the [**CEO**] and the [**designated position**]. The [**designate position**] shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the [**designated position**] 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 [**designated position**] from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

Withdrawal of Consent to Remain on Campus: The [**designate position**] 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/she/they must promptly leave or be escorted off campus. If consent is withdrawn by the [**designate position**] a written report must be promptly made to the [**CEO**].

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 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.

In no case shall consent be withdrawn for longer than [**number of days, no more than 14 days**] from the date upon which consent was initially withdrawn.

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).

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

NOTE: *The following paragraph is Optional.*

Student Discipline Data Reporting

The [**CEO**] shall develop and provide to the Board for review [**specify annual or other interval**] report of the number of students who were disciplined pursuant to this procedure. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

Revised 6/13, 4/14, 4/15, 10/15, 10/20, 4/21

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*

Administrative Procedure 5070 - - - Attendance Accounting

Pursuant to California Education Code section 84040, Title 5 section 58000 et seq., the Department of Finance, the Auditor General, and the California Community College Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the District.


Attendance accounting requirements include the following:

1. Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
2. Selection of a single primary term length for credit courses.
3. Reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and an "annual" report (between July 1 and June 30).
4. Compliance with census procedures prescribed by the California Community College Chancellor's Office for all courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
5. Preparation of census day procedure tabulations.
6. Preparation of actual student contact hours of attendance (commonly referred to as positive attendance) procedure tabulations.
7. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
8. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
9. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.
10. Maintenance of the college and center in the District for at least 175 days during the fiscal year.

Student Enrollment, Attendance, Withdrawal, and Drop

To document and verify information submitted to the State Chancellor's Office, the Admissions and Records Office shall process and maintain records of student registration, class enrollment, attendance, withdrawals, drops, and grades. Documents and records that support apportionment claims shall be maintained by the Office of the Vice President, Academic Affairs, the Admissions and Records Office and

the Office of Information Technology. At the end of each semester instructors shall submit attendance rosters to the Admissions and Records Office.

1. Attendance Roster - Instructors shall maintain accurate attendance rosters and it is the responsibility of the instructor to verify their roster online to ensure accuracy in enrollment. After census day, only students who are enrolled in the course or have completed the proper auditing procedure may attend. The Admissions and Records Office shall distribute, collect, and input attendance rosters for courses coded as positive attendance.
2. Waiting List – If instructors choose to add students on the first day of class, instructors must add students in the order in which they appear on the waiting list before they add any students who do not appear on the waiting list. After the first day, instructors may add students at their discretion.
3. Student Adds – If space is available, students who have completed the college application may add a class by securing permission of the instructor and an add code. It is the responsibility of the student to fulfill all requirements to add a course and to add the course online by the add deadline in accordance with college procedures. Adds will not be processed beyond the add deadline, except for documented extenuating and mitigating circumstances.
4. Reinstatements - Instructors may reinstate students who were previously enrolled and dropped, but continue to attend, [or in the case of fully asynchronous online courses if the student contacts the instructor within a reasonable amount of time.](#) 
5. No Show Reports - Students who enroll in a class but do not attend the first scheduled class meeting may be dropped from the roster and their places given to waiting list students. For [fully asynchronous online](#) distance education classes, students who do not engage in the first required interaction of the academic term by the instructor's deadline or within the first 5 days of the term if no other deadline is provided may be dropped from the roster and their places given to waiting list students. A required interaction in a distance education course is any non-optional activity (e.g., discussion forum post, assignment submission, quiz, etc.) administered through the Learning Management System (LMS). [For hybrid classes, students may be dropped from the roster and their places given to waiting list students if they do not attend the first live class meeting or if they do not engage in the first required interaction if the deadline for that interaction is prior to the first class meeting.](#) If illness or emergency prevents a student from attending the first class session or completing the first required interaction, the student must contact the instructor. Instructors must submit the No Show Report online by the deadline. The

No Show Report may not be processed prior to the start of the class section and it may be filed only once. If an instructor failed to drop a student who did not show in the No Show Report, the instructor must drop the student on the Active Enrollment report.

6. Active Enrollment Report - The Active Enrollment Report is an audit document that is used for determining federal and state funding. It must reflect the enrollment of the class as of census. In preparation for submitting the report, Instructors must review their rosters to verify that students who were given permission to add appear on the roster. Students who failed to officially enroll are asked to leave the class. In the Active Enrollment Report, Instructors drop students who are no longer participating in the course as of the last date of attendance.
7. Withdrawal by Instructor - After the Active Enrollment Report deadline, Instructors may use the active enrollment link online to drop a student anytime during the term up until the deadline to drop with a W. Instructors may withdraw students [from on campus and Live Online classes](#) whose absences exceed 10% of the scheduled class meeting. Likewise for [fully online](#) distance education classes, instructors may withdraw students who do not continue to complete required regular substantive interactions by the assigned due dates specified in the syllabus. Substantive interactions include (but are not limited to) submission of an academic assignment, submission of an exam, participation in tutorials or computer-assisted instruction, and discussion forum or study group participation. Students cannot be dropped for lack of consecutive log-ins alone. Instructors must clearly state their attendance and withdrawal policies in the syllabus (which must be visibly posted on the course site), and instructors must document the student's work up until the point of withdrawing the student. [For hybrid and Live Online courses with reduced class meetings, instructors may withdraw students whose combined live meeting absences and required interactions planned in lieu of attendance exceed 10% of the total instructional hours.](#) A student may also be withdrawn as a result of disciplinary action taken pursuant to law or to the student code of conduct.
8. Withdrawal by Student - The Admissions and Records Office and the Office of Information Technology shall provide students with the ability to withdraw prior to the deadline to withdraw with a W and the Admissions and Records Office shall have a process for students to petition to withdraw after the deadline for documented extenuating circumstances. It is the responsibility of the student to officially drop a class by the deadline date. If a student fails to drop by the deadline, the student may be subject to a substandard grade or a withdrawal "W" and incur all relevant fees.

References:

Title 5 Sections 55000 et seq; 5800 et seq.; 59112; 59118; and 59020 et seq.

Education Code section 84040

State Chancellor's Office Student Attendance Accounting Manual

[Reviewed by Educational Policies Committee 3-22-22](#)



POLICY & PROCEDURE SERVICE

AP 5070 Attendance

References:

Title 5 Sections 58000 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted, but it must reflect the requirements of Title 5 and the Budget and Accounting Manual regarding attendance accounting. Requirements include the following broad areas:*

- Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)
- Compliance with census procedures prescribed by the California Community College Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she/they served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

Disclaimer: *This document is provided as a benefit to Community College League of California’s Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District’s specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*



Hyflex Courses

A quick primer for evaluating implementation at
El Camino College

What Hyflex Is *Not*

1. Hyflex is not the same as Hybrid
2. Hyflex is not a panacea for classroom social distancing
3. Hyflex is not just teaching with a camera on the teacher streaming and/or recording
4. Hyflex is not easier to design and deliver than a fully online or hybrid course

What is Hyflex?

“A type of teaching in which some students are *physically present in class* and *others* join the same class *at the same time from a distance*, using the internet. HyFlex is short for hybrid flexible.”

[Cambridge Dictionary](#)

What is Hyflex in the CCC System?

“HyFlex means that you can ***attend your classes remotely from wherever you are*** as long you have a working camera, microphone, and internet connection. We use Zoom to allow students to synchronously and remotely join classes. This means that ***each week you may choose to attend class in person (face-to-face) or to attend class remotely*** using Zoom. The weekly Zoom link is provided through Canvas, the online Learning Management System. Access to Canvas is provided at the start of the term and only to students enrolled in the course.”

[College of the Canyons Water Systems Technology Program](#)

But Wait, There's More...

“A true hyflex class will offer **three different modalities simultaneously** and allow the learner to choose between those modalities on a session-by-session basis (Whalley et al., 2021). The three modalities Beatty suggests are **asynchronous** or fully online, **synchronous engagement** via a mobile streaming platform like Zoom, **and face-to-face** instruction.”

[ASCCC, Erin Heasley Reedley College ID](#)

Brian Beatty's 4 Principles for Hyflex

1. Learner Choice: Provide meaningful alternative participation modes and enable students to choose between participation modes weekly (or topically).
2. Equivalency: Provide equivalent learning activities in all participation modes.
3. Reusability: Utilize artifacts from learning activities in each participation mode as learning resources (“learning objects”) for all students.
4. Accessibility: Equip students with technology skills and enable full access to instructional resources and activities in all participation modes.

[Four Fundamental Principles for HyFlex – The Pillars](#)

What Will Hyflex Be At El Camino?

1. Flexible attendance: In-person or Live Online?
or
2. All three modalities as choices?

What Does Hyflex Require?

1. Instructional design practices for equivalent experiences in 2 or 3 modes
2. Pedagogical practices for equivalent experiences in 2 or 3 modes
 - a. Delivery of instruction
 - b. Student-to-teacher interaction
 - c. *Student-to-student interaction***
3. Rooms with sufficient technology
4. Live support (i.e. teaching assistants or equivalent)
5. Program/student selection for this format (i.e. targeting programs to give students access or students who can succeed better in this format)

What About DE Addenda?

How do we approach Hyflex in relation to DE Addenda/Course Outlines of Record?

- The CCC has decided that courses will need new addenda to be taught in this format.
- COoRs will not need to be fully revised.

What About Training?

HyFlex is a DE format. ODE believes that DE Certification should be mandatory to teach HyFlex.

Once the course format is finalized, ODE believes there should be an additional mandatory training which our department would provide.

What About Staffing?

ODE believes that HyFlex courses should either be co-taught or have a TA so that there is a person dedicated to supporting remote participation in the classroom.

Questions & Discussion



Which bills should you be following?

[FACCC Legislative Update Google Slide deck](#)

[Legislation FACCC is currently tracking](#)

This presentation will be updated throughout the legislative session.

- [AB 1705 Talking Points & Actions](#)

As of March 18, 2022 FACCC has not taken a position on this bill. We are currently seeking amendments from the author.

How do I meet with my legislators?

FACCC / ASCCC Legislative & Advocacy Training Webinar

- April 26, 6-8 pm [Register here](#)
- May 24, 6-8 pm [Register here](#)

If you can't make it to the live webinar:

[FACCC/ASCCC February's Advocacy Webinar recording](#)

[Advocacy Webinar presentation materials](#)

How do I contact my legislators?

- [Find my legislators](#)
- Checkout the representative's website
 - [California Assembly](#)
 - [California Senate](#)
- [Spreadsheet of Legislators with staff contacts](#)

A group of faculty who want to learn about advocacy - can you come to our meeting?

- Yes! FACCC is happy to attend any local senate, union, or faculty meeting to discuss advocacy and upcoming legislation.
- Invite us to new faculty orientations - this is a great place to start faculty as advocates.
- Please email Wendy Brill-Wynkoop president@faccc.org

FACCC partners with ASCCC and they have wonderful resources too:

- Each local senate should have a [local legislative liaison](#)
- Sign up for the [ASCCC Legislative Liaison Listserv](#)
- [Legislative Updates](#)

Please help grow this advocacy list. Send this to faculty friends and ask them to join.

Join our free advocates list-serve by sending email to:

FACCCadvocates+subscribe@googlegroups.com

You will receive an automatic email, follow the link, click join

Are you a member of FACCC? We need you!

<https://www.faccc.org/members>

Faculty Development Committee Meeting

Minutes for Tuesday, March 22, 2022

Via Zoom: <https://elcamino-edu.zoom.us/j/976617707981:15-2:15> pm

Present	Name		Division
X	Stacey Allen*	SA	Behavioral & Social Sciences
X	Erica Brenes	EB	Humanities
X	Anna Brochet	AB	Counseling
X	Rose Ann Cerofeci	RC	Humanities
X	Linda Cooks	LC	Library & Learning Resources
	Amy Herrschaft	AH	Counseling
	Amy Himsel	AJH	Behavioral & Social Sciences
X	Lars Kjeseth	LK	Mathematical Sciences
X	Crystle Martin	CM	Library & Learning Resources
X	Arturo Martinez	AM	Mathematical Sciences
	David Moyer	DM	Fine Arts
X	Jackie Nolasco	JN	Library & Learning Resources
	Jason Suárez	JS	Behavioral & Social Sciences
	Evelyn Uyemura	EU	Humanities

*Committee Chair

Mission Statement: *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

Fall 2021 Meetings: September 14 & 28, October 12 & 26, November 9 & 23

Spring 2022 Meetings: February 22, March 8 & 22, April 26, May 10 & 24

College Book Club (formerly known as Faculty Book Club)

LC announced that upon suggestion from the President's Advisory Committee on Race and Equity, the Faculty Book Club will now be the College Book Club. The intention is to create a more welcoming and inclusive environment for all ECC employees interested in joining the book club. This semester, the club will read chapters from *Engaging African American Males in Community Colleges*, edited by Ted N. Ingram and James Coaxum III. Meetings will take place 11:00-12:00 via Zoom on March 25th, April 22nd, May 20th, and June 3rd. Faculty, staff, and managers are invited to join anytime. Attendance at all sessions is not mandatory and unlimited access to the e-book is available via the Schauerman Library.

Informed & Inspired (I&I)

EB provided an update on plans for the upcoming I&I sessions. She is collaborating with AM to lead *Becoming a Warm Demander* which will take place virtually on Thursday, March 31st, 1:15-2:15 and Friday, April 1st, 10:00-12:00. Featured panelists include Analu Josephides, Amy Herrschaft, Michael Jacobson, Barry Goldenberg.

LK recommended that we offer future I&I sessions in both online and in-person modalities. *Creating Community and Centering Cultural Capital* will take place Thursday, April 28th, 1:15-2:15 and Friday, April 29th, 10:00-12:00.

Fall 2022 PD Day

SA reported that the Fall 2022 PD Day Planning Committee held its first meeting on March 21st. The committee is hoping Jeremiah and Rachel Sims will serve as keynote speakers on PD Day which will take place on Thursday, August 25th. RC reported the theme will center on the 75th anniversary of the college, a reflection on accomplishments, and aspirations for the future. The committee is hoping to spotlight some of the great work by our Land Acknowledgement Taskforce as part of the general session. LC explained that efforts are underway for an exhibit in the library that will display a variety of historical documents and artifacts related to the history of the land El Camino College occupies. The display will open on May 12th and will be preceded by *The History We Stand On: Re-inserting the African American Experience into the South Bay History of Los Angeles County*, a presentation by Dr. Alison Rose Jefferson on April 21st.

Cornerstone Updates

JN announced that PD sent an email to the faculty listserv on Monday, March 21st to provide information regarding improvements to Cornerstone. Faculty no longer need to submit external trainings for workshops listed on the Cornerstone Event Calendar unless the training is hosted by an outside source. In addition, faculty do not need to submit an external training for online courses on Cornerstone listed under the "Learner Home" page. JN has added a section on the faculty welcome page that highlights upcoming workshops which qualify for antiracist/racial-equity flex credit which is updated regularly. Faculty are encouraged to share suggestions to enhance Cornerstone with JN. SA thanked JN for her constant dedication to improving the faculty experience in Cornerstone.

Conversations with Colleagues

LK began promoting the upcoming Conversations with Colleagues last week. Unfortunately, registration on Cornerstone is lower than anticipated. LK has received several inquiries about holding these sessions face-to-face rather than online. Hybrid sessions are under consideration for April and May. Tomorrow's session will take place from 1:30 to 2:30 on Zoom; faculty will gather to talk about their experiences transitioning back to the classroom.

SITE Report

AM reported that SITE will host *Accountability for Advancing Racial Equity* on April 21st, 2:15-4:15. This is the last of the forums from the USC e-convenings; however, AM, RC, and LK will likely host one or two other forums this spring to summarize what has been learned over the last two semesters from the e-convenings. In addition, LK will host five Equitable Grading Gatherings (EGGs) this semester. The next session will be April 1st, 12-2pm, *Equity Grading for the Warm Demander Educator*, building on the theme for this month's Informed & Inspired.

Spring 2022 PD Day Evaluation Results

The committee briefly reviewed quantitative results from the Spring 2022 PD evaluation survey. CM offered to analyze the qualitative results and share them with the committee in our next meeting.

Adjourned 2:17

SA/3.31.22