



El Camino College

College Council Minutes
Monday, December 17, 2018
1:30 – 2:30 p.m. Library 202

Attendance

Kristie Daniel-DiGregorio, Dena Maloney, Chris Jeffries, Jesse Mills, Rose Mahowald, David McPatchell, Ann O'Brien, Jean Shankweiler, Brian Fahnestock, Ross Miyashiro, Jane Miyashiro, Joseph Mardesich, Debbie Turano, Edith Gutierrez,

Absent

Erika Solorzano

Presenters/Guests

Greg Toya

Agenda:

1. Welcome/Approval of Minutes

Edith Gutierrez, the new Management representative replacing Irene Graff is reintroduced to College Council.

After review, the minutes from the December 3, 2018 meeting were approved.

2. Board Agenda Review

The order of this month's Board agenda is a little different. Cliff Numark, as presiding Vice President of the Board is slated to moderate the meeting but he must be sworn in as he is newly re-elected. Nilo Michelin is new to the Board. In order for him to participate in Closed Session, he must be sworn in as a Board member. Therefore, the Oath of Office will take place at 4:00pm followed by the election of officers. The Board will then convene to Closed Session and the newly elected President of the Board will run the remainder of the meeting.

Dr. Maloney presented an overview of the agenda for the December 17, 2018 Board meeting

<https://www.boarddocs.com/ca/eccd/Board.nsf/vpublic?open>

The Vice Presidents provided overviews of Consent items and Action items in their Divisions:

Jean Shankweiler
Ross Miyashiro
Brian Fahnestock
Jane Miyashiro

Academic Affairs
Student Services
Administrative Services / Measure E
Human Resources

Topics of Discussion:

- Consent Item 9.11 SS – Agreement with Rachel Brian- Blue Seat Studios. The changes to the orientation video are necessary to update the information provided to the students.
- Action Item 10.1 AA - Horticulture Program. This is being brought back for a second reading.
- A tour of the lighting on campus will take place after the Board meeting to check the status of the repair/replacement of lights. The first tour took place in November 2017. About a hundred lights have been repaired/replaced since then. This course of action directly addresses the issue of safety on campus at night brought up in the Climate Survey.
- The new Music building is in the early design phase. We are hopeful that the state will match the funding on this project.

There are no further comments or questions on the Board agenda.

3. Local Minimum Qualification

Dr. Shankweiler presented the list of Local Minimum Qualifications that were reviewed and Board approved last June. The only change this fall is for Astronomy. The Astronomy Department has requested the local minimum qualifications match the state minimum qualifications set by the state Chancellor's Office. The change has been approved by the Academic Senate.

4. Policy Review

a. AP 3050 - Institutional Code of Ethics

Dr. Shankweiler presented the process of developing procedure AP 3050 (Institutional Code of Ethics). This new procedure went through many revisions and required lots of discussion as it made its way through collegial consultation. After review and discussion, College Council recommended this procedure move forward to the Board as an information item at the January 22, 2019 meeting.

b. BP/AP 5500 - Student Conduct

Dr. Shankweiler presented a thorough overview of the revisions and reorganization of BP/AP 5500 (Student Conduct) shepherded by a task force made up of stakeholders cross campus. After review and discussion, College Council recommended this Board Policy move forward for first reading at the January 22, 2019 meeting; the administrative procedure will also move forward as an information item at the January 22, 2019 meeting.

c. BP/AP 4226 Multiple and Overlapping Enrollments

A new Board Policy and Procedure is being presented to College Council. The procedure was included on the July 2018 Board agenda. The consensus of the Board was the language was confusing. The language has been reorganized to provide more clarity. After review and

discussion, College Council recommended this policy be presented for first reading, and the procedure be presented as an information item, at the January 22, 2019 meeting.

5. Adjournment All

Future Meeting Dates: 1:30 p.m. in Lib. 202

D. Maloney

Reminder only

Spring College Council Meetings

- a. Tuesday, January, 22, 2019 (Board Day)
- b. Monday, February 4, 2019
- c. Tuesday, February 19, 2019 (Board Day)
- d. Monday, March 4, 2019
- e. Monday, March 18, 2019 (Board Day)
- f. Monday, April 1, 2019
- g. Monday, April 15, 2019 (Board Day)
- h. Monday, May 6, 2019
- i. Monday, May 20, 2019 (Board Day)
- j. Monday, June 3, 2019

2018-19 College Council Goals

1. Lead the ECC Governance Evaluation Project and develop recommendations to improve governance processes at ECC.
2. Complete/continue development of legally required policies. Review strategies and tools to improve accessibility of BP/APs and select/implement solution.
3. Support Compton Transition Planning process to conclude partnership by June 7, 2019.
4. Consult collegially to help develop a Strategic Plan, ensuring alignment with the Chancellor's Office *Strategic Vision for Success* and findings from the Climate Survey.
5. Consult collegially to discuss and recommend the topics for the Quality Focused Essay by February 1, 2019.
6. Monitor progress on overarching initiatives, including but not limited to, Guided Pathways, Strong Workforce, and AB705 implementation

El Camino College Local Minimum Qualifications

Board Approved: May 19, 2014

Board Approved Revisions: November 16, 2015; June 18, 2018

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Disciplines Requiring a Master’s Degree

Non-US/Foreign Degrees: Any degree not earned in the United States must be evaluated by a foreign evaluation service approved by El Camino Community College District.

Discipline	Minimum Qualifications
Accounting	Master’s in accountancy or business administration with accounting concentration OR Bachelor’s in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master’s in business, business administration, business education, taxation, or finance OR the equivalent. [Note: A bachelor’s degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1.]
Adapted Computer Technology: Disabled Students Programs and Services	Master’s or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in adapted computer technology

	[Note: This is a paraphrased version of Title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Agriculture	Master's in agriculture, agriculture science, education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture, or other agriculture science) OR the equivalent.
Anthropology	Master's in anthropology or archeology OR the equivalent. [Note: This ECC minimum qualification exceeds the statewide minimum qualification for Anthropology.]
Art	Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Art History	Master's in art history, history of art and architecture, or visual culture/visual studies OR Bachelor's in art history AND Master's in history OR Master's in art with a recorded emphasis or concentration in art history OR the equivalent.
Astronomy	Master's in <u>physics</u> , astronomy or astrophysics OR Bachelor's in either of the above <u>physics or astronomy</u> AND Master's in physics , math, geophysics, engineering, <u>meteorology</u> OR the equivalent.

Biological Sciences	<p>Master's in any biological science</p> <p>OR</p> <p>Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science</p> <p>OR</p> <p>the equivalent.</p>
Business	<p>Master's in business, business management, business administration, accountancy, finance, marketing, or business education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or Juris Doctor or Bachelor of Laws degree</p> <p>OR</p> <p>Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or Juris Doctor or Bachelor of Laws degree</p> <p>OR</p> <p>the equivalent.</p>
Business Education	<p>Master's in business, business administration, or business education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in vocational education</p> <p>OR</p> <p>the equivalent.</p>
Chemistry	<p>Master's in chemistry</p> <p>OR</p> <p>Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, or chemical physics</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Chemistry.]</p>
Chicano Studies	<p>Master's in Chicano Studies or Ethnic Studies</p> <p>OR</p> <p>the equivalent</p>

<p>Child Development/ Early Childhood Education</p>	<p>Master's in child development, early childhood education, human development, family and consumer studies with a specialization in child development/early childhood education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in educational psychology with a specialization in child development, social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, , family life studies, or family and consumer studies</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Child Development/Early Childhood Education.]</p>
<p>Classics</p>	<p>Master's in classics</p> <p>OR</p> <p>Bachelor's in classics AND Master's in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, or classical archaeology</p> <p>OR</p> <p>the equivalent.</p>
<p>Communications Studies (Speech Communication)</p>	<p>Master's in speech, communication studies, speech communication, or organizational communication</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Communication Studies.]</p>
<p>Community College Counselor of Students with Disabilities</p>	<p>Master's degree in rehabilitation counseling,</p> <p>OR</p> <p>a Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family, and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family, and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following: (A) counseling for students with disabilities; or</p>

	<p>(B) counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(a). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Computer Information Systems	<p>Master's in computer science, computer information systems or business administration with an emphasis in computer information systems and two years appropriate work experience</p> <p>OR</p> <p>Bachelor's in any of the above AND 5 years of appropriate work experience</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Computer Information Systems.]</p>
Computer Science	<p>Master's in computer science or computer engineering</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in information science, computer information systems, information systems, mathematics, or engineering</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Computer Science.]</p>
Counseling	<p>Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: A bachelor's degree in the discipline and a license as a Marriage and Family Therapist is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1]</p>
Counseling: Extended Opportunity Programs and Services (EOPS)	<p>Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent;</p> <p>AND EOPS counselors hired after October 24, 1987, shall:</p>

	<p>(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages</p> <p>OR</p> <p>(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages</p> <p>AND In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.</p> <p>[Note: This is a paraphrased version of Title 5 §56264. If there is any conflict between the paraphrased language and the title 5 language, the Title 5 language shall prevail.]</p>
Dance	<p>Master's in dance, physical education with a dance emphasis, or theater with dance emphasis</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music</p> <p>OR</p> <p>the equivalent.</p>
Deaf and Hearing Impaired: Disabled Students Programs and Services	<p>Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in deaf and hearing impaired.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(d)(1) (2)(C). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Dietetics	See Nutritional Sciences/Dietetics.
Drama/Theater Arts	<p>Master's or Master of Fine Arts in drama/theater arts/performance</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Drama/Theater Arts.]</p>
Earth Science	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology

	<p>OR</p> <p>Bachelor's in geology AND Master's in geography, physics, or geochemistry</p> <p>OR</p> <p>the equivalent.</p>
Ecology	<p>Master's in ecology or environmental studies</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Economics	<p>Master's in economics</p> <p>OR</p> <p>Bachelor's in economics AND Master's in finance</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Economics.]</p>
Education	<p>Master's in education</p> <p>OR</p> <p>the equivalent.</p>
Engineering	<p>Master's in any field of engineering OR Bachelor's in any of the above AND Master's in mathematics, physics, computer science, chemistry, or geology</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: A bachelor's degree in any field of engineering and 12 graduate units in engineering with a professional engineer's license is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1. This exceeds the minimum qualification by requiring the 12 graduate units.]</p>
Engineering Technology	<p>Master's in any field of engineering technology or engineering</p> <p>OR</p> <p>Bachelor's degree in either of the above AND Master's degree in physics, mathematics, computer science, biological science, or chemistry</p> <p>OR</p>

	<p>Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license</p> <p>OR</p> <p>the equivalent.</p>
English	<p>Master's in English, literature, comparative literature, or composition</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in linguistics, Teaching English as a Second Language, speech, education with a specialization in reading, creative writing, or journalism</p> <p>OR</p> <p>the equivalent.</p>
English as a Second Language (ESL)	<p>Master's in Teaching English as a Second Language (TESL), Teaching English to Speakers of Other Languages (TESOL), applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis</p> <p>OR</p> <p>Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language</p> <p>OR</p> <p>the equivalent.</p>
Ethnic Studies	<p>Master's in the ethnic studies field</p> <p>OR</p> <p>Master's in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Family and Consumer Studies/ Home Economics	<p>Master's in family and consumer studies, life management/home economics, or home economics education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing</p>

	<p>and textiles, housing/interior design, foods/nutrition, or dietetics and food administration</p> <p>OR</p> <p>the equivalent.</p>
Film Studies	<p>Master's degree in film, drama/theater arts, or mass communication</p> <p>OR</p> <p>Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication</p> <p>OR</p> <p>the equivalent.</p>
Foreign Languages	<p>Master's in the language being taught</p> <p>OR</p> <p>Bachelor's in the language being taught AND Master's in another foreign language</p> <p>OR</p> <p>the equivalent.</p>
Geography	<p>Master's in geography</p> <p>OR</p> <p>Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Gerontology	<p>Master's in gerontology</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Health	<p>Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health</p> <p>OR</p> <p>Bachelor's in any of the above</p>

	<p>AND</p> <p>Master's in any biological science</p> <p>OR</p> <p>the equivalent.</p>
<p>Health Services Director/ Heath Services Coordinator/College Nurse</p>	<p>Master's in nursing and a California Public Health Nurse certificate;</p> <p>OR</p> <p>Bachelor's in nursing, a California Public Health Nurse certificate, and a master's in health education, sociology, psychology, counseling, health care administration, public health, or community health.</p> <p>[Note: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.]</p> <p>[Note: This is a paraphrased version of Title 5 §53411. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
<p>History</p>	<p>Master's in history</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for History.]</p>
<p>Humanities</p>	<p>Master's in humanities</p> <p>OR</p> <p>the equivalent</p>
<p>Instructional Design/ Technology</p>	<p>Master's in instructional design/technology or educational technology</p> <p>OR</p> <p>the equivalent.</p>

Kinesiology	<p>Master's in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercises or adaptive physical education</p> <p>OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration or physical therapy</p> <p>OR</p> <p>the equivalent.</p>
Law	<p>Juris Doctor or Bachelor of Laws degree plus admission to the California Bar and 2 years experience practicing law</p> <p>OR</p> <p>meet qualification in the discipline of the application</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Law.]</p>
Learning Assistance Instructors	<p>Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the instructor is employed;</p> <p>OR</p> <p>Master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.</p> <p>[Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.]</p> <p>[Note: This is a paraphrased version of Title 5 §53415. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Learning Disabilities: Disabled Students Programs and Services	<p>Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in learning disabilities.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(d)(1)(2). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Learning Disabilities: Specialist	<p>Master's degree in learning disabilities, special education, education, psychology, speech language pathology, communication disorders, educational or school psychology, counseling, or rehabilitation counseling AND 15 semester units of upper division or graduate study in the area of learning disabilities, to include, but not limited to, adult cognitive and achievement assessment or the equivalent.</p>

	[Note: This is a paraphrased version of Title 5 §53414(f). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Library Science	Master's in library science, or library and information science OR the equivalent.
Linguistics	Master's in linguistics or applied linguistics OR Bachelor's in linguistics AND Master's in Teaching English to Speakers of Other Languages (TESOL), anthropology, psychology, sociology, English, or any foreign language OR the equivalent.
Management	Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.
Marketing	Master's in business administration, business management, business education, marketing, advertising, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.
Mass Communication	Master's in radio, television, film, mass communication, or journalism OR Bachelor's in any of the above AND Master's in drama/theater arts, communication, communication studies, business, telecommunications, or English OR the equivalent.

Mathematics	<p>Master's in mathematics or applied mathematics</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education</p> <p>OR</p> <p>the equivalent.</p>
Music	<p>Master's in music</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Music.]</p>
Nursing	<p>Master's in nursing</p> <p>OR Bachelor's in nursing AND Master's in health education or health science</p> <p>OR</p> <p>the equivalent.</p> <p>OR</p> <p>The minimum qualifications as set by the Board of Registered Nursing, whichever is higher.</p>
Nutritional Science/ Dietetics	<p>Master's in nutrition, dietetics, or dietetics and food administration</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1.]</p>
Peace Studies	<p>Master's in peace studies, peace and conflict studies, peace and justice studies</p> <p>OR</p> <p>the equivalent.</p>
Philosophy	<p>Master's in philosophy</p> <p>OR</p>

	<p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Philosophy.]</p>
Photography	<p>Master's in photography, fine arts, or art</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in art history or humanities</p> <p>OR</p> <p>the equivalent.</p>
Physical Disabilities: Disabled Students Programs and Services	<p>Master's, or equivalent foreign degree, in the category of the disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in physical disabilities.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(d). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Physical Education	<p>Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy</p> <p>OR</p> <p>the equivalent.</p>
Physical Education (Adapted): Disabled Students Program and Services	<p>Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adapted physical education,</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy</p> <p>OR</p> <p>the equivalent; AND fifteen semester units of upper division or graduate study in adapted physical education.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(b). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Physical Sciences	<p>See Interdisciplinary Studies.</p>

Physics	<p>Master's in physics</p> <p>OR</p> <p>Bachelor's in physics AND Master's in astronomy, astrophysics or engineering</p> <p>OR</p> <p>the equivalent.</p>
Political Science	<p>Master's in political science, government, or international relations</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in economics, history, public administration, sociology social science with an emphasis in political science, any ethnic studies, or Juris Doctor</p> <p>OR</p> <p>the equivalent.</p>
Psychology	<p>Master's in psychology</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Psychology.]</p>
Reading	<p>Master's in education with a specialization in reading or teaching reading</p> <p>OR</p> <p>Bachelor's in any academic discipline AND twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL Teaching English as a Second Language, or psychology</p> <p>OR</p> <p>the equivalent.</p>
Recreation Administration	<p>Master's in recreation administration or physical education</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in dance, gerontology, or public administration</p> <p>OR</p> <p>the equivalent.</p>
Religious Studies	<p>Master's in religious studies, theology, or philosophy</p> <p>OR</p>

	Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Social Science	Master's in social science OR the equivalent OR See Interdisciplinary Studies.
Sociology	Master's degree in sociology OR Bachelor's degree in sociology AND Master's degree in anthropology, any ethnic studies, social work, or psychology OR the equivalent.
Speech Communication	See Communication Studies.
Speech Language Pathology	Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders and sciences, communication sciences and disorders, or education with a concentration in speech pathology; OR the equivalent.
Speech and Language Disabilities (Pathology): Disabled Students Programs and Services	Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; AND Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California. [Note: This is a paraphrased version of Title 5 §53414(c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Theater Arts	See Drama/Theater Arts.
Women's Studies	Master's in women's studies OR the equivalent OR See Interdisciplinary Studies.

Work Experience Instructors or Coordinators	<p>The minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.</p> <p>[Note: This is a paraphrased version of Title 5 §53416. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
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Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience

Discipline	Local Minimum Qualifications
Biotechnology	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering AND two years of full-time related professional experience.
Citizenship: Noncredit Instruction	For a noncredit course in citizenship a bachelor's degree in any discipline, AND six semester units in American history and institutions. [Note: This is a paraphrased version of Title 5 §53412 (d). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Computer Information Systems	Please see the Disciplines Requiring a Master's list.
English as a Second Language (ESL): Noncredit Instruction	For a noncredit course in English as a Second Language (ESL) any of the following: Bachelor's degree in Teaching English as a Second Language (TESL), or Teaching English to Speakers of Other Languages (TESOL) OR Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in TESL, which may be completed concurrently during the first year of employment as a noncredit instructor OR Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in TESL, which may be completed concurrently during the first two years of employment as a noncredit instructor; OR Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL. [Note: This is a paraphrased version of Title 5 §53412 (e). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Health and Safety: Noncredit Instruction	For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; OR

	<p>Associate degree in any of those subjects AND four years of professional experience related to the subject of the course taught.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (f). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Home Economics: Noncredit Instruction	<p>For a noncredit course in home economics a bachelor’s degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles;</p> <p>OR</p> <p>Associate degree in any of those subjects AND four years of professional experience related to the subject of the course taught.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (g). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Interdisciplinary- Basic Skills: Noncredit Instruction	<p>For an interdisciplinary, noncredit basic skills course a bachelor’s in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (a). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Mathematics- Basic Skills: Noncredit Instruction	<p>For a noncredit basic skills course in mathematics a bachelor’s degree in mathematics.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (b). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Older Adults: Noncredit Instruction	<p>For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:</p> <p>(1) A bachelor’s degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or (B) One year of professional experience working with older adults;</p> <p>OR</p> <p>(2) An associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.</p>

	[Note: This is a paraphrased version of Title 5 §53412 (h). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Ornamental Horticulture	Bachelor's in ornamental horticulture, plant science or botany AND 2 years experience in ornamental horticulture OR the equivalent. [Note: This ECC minimum qualification exceeds the statewide minimum qualification for Ornamental Horticulture.]
Parent Education: Noncredit Instruction	For a noncredit course in parent education, a bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; AND two years of professional experience in early childhood programs or parenting education. [Note: This is a paraphrased version of Title 5 §53412 (i). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Pharmacy Technology	Any bachelor's degree AND two years of professional experience OR Any associate degree AND six years of professional experience, OR Any associate degree AND an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience.
Public Safety	Any bachelor's degree AND two years professional experience OR Any associate degree AND six years of professional experience.
Reading – Basic Skills: Noncredit Instruction	For a noncredit basic skills course in reading and/or writing either: Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; OR Bachelor's degree in any discipline AND twelve semester units of coursework in teaching reading. [Note: This is a paraphrased version of Title 5 §53412 (c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Real Estate	Bachelor's in business or finance, California Bureau of Real Estate broker license in good standing or California Bureau of Real Estate Appraisers

	<p>certified appraisal license in good standing AND two years <u>of</u> experience as a broker or appraiser</p> <p>OR</p> <p>Associate's in business, real estate, finance or real estate appraisal, CA BRE Broker license or CA BREA Certified Appraisal license in good standing and 6 years experience as a broker or appraiser.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Real Estate.]</p>
<p>Specialized Instruction (DSPS): Noncredit Instruction</p>	<p>The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following: (1) The minimum qualifications for providing credit instruction for students with disabilities as specified in this section.</p> <p>OR</p> <p>(2) A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.</p> <p>OR</p> <p>(3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.</p> <p>[Note: This is a paraphrased version of Title 5 §53414 (e)(3). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
<p>Specialized Instruction (DSPS) – Vocational: Noncredit Instruction</p>	<p>For noncredit vocational courses an associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.</p> <p>[Note: This is a paraphrased version of Title 5 §53414 (e)(4). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
<p>Vocational (short-term): Noncredit Instruction</p>	<p>For a short term noncredit vocational course, any one of the following:</p> <p>Bachelor's degree; and two years of occupational experience related to the subject of the course taught;</p> <p>OR</p> <p>Associate degree; and six years of occupational experience related to the subject of the course taught;</p>

	<p>OR</p> <p>Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter;</p> <p>OR</p> <p>For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (j). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
<p>Writing- Basic Skills: Noncredit Instruction</p>	<p>For a noncredit basic skills course in reading and/or writing either:</p> <p>Bachelor’s degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism;</p> <p>OR</p> <p>Bachelor’s degree in any discipline and twelve semester units of coursework in teaching reading.</p> <p>[Note: This is a paraphrased version of Title 5 §53412 (c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>

Disciplines Requiring Any Bachelor's or Associate's Degree and Professional Experience

Category 1- Bachelor's degree and five years professional experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years professional experience and any certificate or license required to do that work. The professional experience required must be directly related to the faculty member's teaching assignment.

[Note: The minimum qualification for the disciplines in Category 1 exceed the statewide minimum qualification.]

Discipline:

Administration of Justice
Air Conditioning, Refrigeration, Heating
Architecture
Auto Body Technology
Automotive Technology
Cabinet Making
Carpentry
Construction Technology
Cosmetology
Drafting
Electricity
Electromechanical Technology
Electronics
Emergency Medical Technologies
Engineering Support
Environmental Technologies
Fire Technology
Industrial Technology
Machine Tool Technology
Manufacturing Technology

[Ornamental Horticulture: Please see the list of Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience.]

[Real Estate: Please see the list of Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience.]

Robotics

Telecommunication Technology

Welding

Category 2 3

Any bachelor's degree and two years experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years experience and any certificate or license required to do that work. The professional experience required must be directly related to the faculty member's teaching assignment.

Discipline:

Addiction Paraprofessional Training

Aeronautics

Agricultural Business and Related Services

Agricultural Engineering

Agricultural Production

Animal Training and Management

Appliance Repair

Archaeological Technology

Athletic Training

Aviation

Banking and Finance

Barbering

Bicycle Repair

Bookbinding

Broadcasting Technology

Building Codes and Regulations

Building Maintenance

Business Machine Technology

Cardiovascular Technology

Ceramic Technology

Coaching

Commercial Art

Commercial Music

Computer Service Technology

Construction Management

Court Interpreting

Court Reporting

Culinary Arts/Food Technology

Dental Technology

Diagnostic Medical Technology

Diesel Mechanics

Dietetic Technician

Electromicroscopy

Electronic Technology

Electroplating

Equine Science

Estimating

Fabric Care
Fashion and Related Technologies
Flight Attendant Training
Fluid Mechanics Technology
Folk Dance
Forestry/Natural Resources
Furniture Making
Graphic Arts
Gunsmithing
Health Care Ancillaries
Health Information Technology
Heavy Duty Equipment Mechanics
Hotel and Motel Services
Industrial Design
Industrial Maintenance
Industrial Relations
Industrial Safety
Insurance
Interior Design
Janitorial Services
Jewelry
Labor Relations
Legal Assisting
Library Technology
Licensed Vocational Nursing
Locksmithing
Marine Diving Technology
Martial Arts/Self Defense
Masonry
Materials Testing Technology
Media Production
Medical Instrument Repair
Military Studies

Mining and Metallurgy
Mortuary Science
Motorcycle Repair
Multimedia
Music Management
Music Merchandising
Musical Instrument Repair
Nursing Science/Clinical Practice
Occupational Therapy Assisting
Office Technologies
Photographic Technology/Commercial Photography
Physical Therapy Assisting
Piano Tuning and Repair
Plastics
Plumbing
Printing Technology
Private Security
Prosthetics and Orthotics
Psychiatric Technician
Public Relations
Radiation Therapy
Radiological Technology
Registered Veterinary Technician
Rehabilitation Technician
Respiratory Technician
Respiratory Technologies
Restaurant Management
Retailing
Sanitation and Public Health Technology
Search and Rescue
Sheet Metal
Ship and Boat Building and Repair

Shoe Rebuilding

Sign Language, American

Sign Language/English Interpreting

Small Business Development

Small Engine Mechanics

Stagecraft

Steamfitting

Surgical Technology

Transportation

Travel Services

Upholstering

Vision Care Technology

Watch and Clock Repair

NEW ADMINISTRATIVE PROCEDURE

Administrative Procedure 3050

Institutional Code of Ethics

A. Preamble

El Camino College is comprised of professionals who are dedicated to promoting a climate that enhances the worth, dignity, potential, and uniqueness of each individual within the college community. Although employees work in various settings and positions they are committed to protecting human rights and pursuing academic excellence. While demanding for themselves freedom of inquiry and communication, they accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and the college community; and avoidance of conflicts of interest and the appearance of impropriety.

B. Definition of Ethics

Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced. The consistent exercise of integrity is the cornerstone of ethical behavior.

C. Rationale

The specifications of ethical standards enable the district to clarify the nature of common ethical responsibilities not only for present and future employees, but also for students. As a means of supporting these commitments and responsibilities, members of the El Camino College Board of Trustees, administration, faculty, and classified staff subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to individuals approved, hired and/or paid by the district, including members of the Board of Trustees, full and part-time employees, student employees, and volunteers.

D. Limitations

The following policy is not an attempt to provide comprehensive guidelines regarding ethical issues in education. Nor does it supersede more specific [federal or state laws](#), board policies, [administrative procedures](#), or collective bargaining or other contracts affecting ethical considerations. It is intended to provide general guidelines and expectations for the conduct of individuals at El Camino College as they work toward maintaining ethical standards. Employees are also guided by ethical standards established by professional organizations in their fields, ~~for example:~~

~~The American Association of University Professors, American College Personnel Association, Association of California Community College Administrators, and so on.~~

E. General Responsibilities to the College Community

Recognizing their responsibility to El Camino College, employees will:

1. Model ethically responsible behavior for students and colleagues and expect ethical behavior from others at all times. When the employee and the college encounter disagreements or conflicts concerning ethical behavior, personal values, performance or conduct, both the employee and the college have the responsibility directly and constructively to seek resolution of the conflicts.
2. Have responsibilities to the institution and to individuals they serve. Therefore, employees support the values and the mission of the College.
3. Address issues and work with people without prejudice and therefore refrain from discriminating ~~do not discriminate~~ unjustly against or in favor of any student, employee, or visitor.
4. Avoid inappropriate personal relationships with parties under their ~~your~~ supervision or authority.
5. Accurately represent college goals, services, programs, and policies.
6. Strive to ~~Avoid~~ minimize conflicts of interest between their contractual obligations to the district and private business or personal commitments.
7. Avoid forcing personal values, beliefs, and behaviors on others.
8. Recognize that the shift to an information society gives them access to increasing amounts of data, much of it automated; exercise the privilege of using such data with care and integrity, and actively guard the privacy of individuals.
9. Use sound and defensible methodology when engaged in research. ~~and are knowledgeable and skilled in research technique.~~ Conduct and report investigations in a manner that minimizes the possibility that results will be misleading, inaccurate, and/or ~~deceptively incomplete~~.
10. Accurately represent their experience and credentials, competencies, and limitations to all concerned.

F. Responsibilities to Colleagues

In the interest of maintaining effective working relationships with their colleagues and promoting an environment of collegiality, employees will:

1. Facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to dissent.
2. Avoid intentionally disclosing confidential information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
3. Avoid knowingly making false or malicious statements about colleagues.
4. Make a reasonable effort to protect colleagues ~~the~~ from conditions harmful to health and safety.
5. In supervisory, management and administrative roles, treat those they supervise with respect and integrity and value the well-being of employees as they make decisions about the needs of the institution. Employees will use the power inherent in their positions wisely and with serious regard for individual worth and personal and professional growth.
6. Foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.

G. Responsibility to ~~the~~ Students

In fulfillment of their obligation to ~~the~~ students, employees will:

1. Promote freedom of inquiry and expression in the pursuit of learning.
2. Avoid intentionally suppressing or distorting subject matter relevant to ~~the~~ students' progress.
3. Foster a culture where ~~the~~ students has access to accurate and diverse points of view.
4. Make a reasonable effort to protect ~~the~~ students from conditions harmful to learning or to health and safety.
5. Avoid intentionally disparaging ~~the~~ students.
6. Avoid disclosing information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law and in compliance with the Family Educational Rights and Privacy Act (FERPA).
7. Strive to be sensitive to issues of diversity at the college.

H. Consequences of Violations

~~If the President or designee determines that conduct is in~~ Conduct that is determined to be in direct violation of this procedure ~~the individual found to be in violation~~ may be subject to disciplinary action in accordance with applicable regulations, board policies, administrative procedures, ~~working conditions~~ manuals, and collective bargaining agreements.

Conduct that is alleged to have been in direct violation of this procedure may be subject to further investigation. ~~For faculty, classified staff and police officers,~~ if such a process finds the allegation to be credible, the ~~nominal~~ supervisor of that employee may invoke disciplinary measures outlined in ~~Article 22, Sec. 14~~ of the current, respective faculty contract collective bargaining agreement should the other requirements of the ~~contract agreement~~ be met. ~~For classified non-faculty employees, the nominal supervisor of that employee may invoke disciplinary measures outlined in Article 23 Sections 3-5 of the current classified employee contract.~~ For other district employees, appropriate disciplinary action may be taken in accordance with applicable regulations, board policies, administrative procedures and collective bargaining agreements. ~~working condition manuals.~~

References:

ACCJC Accreditation Standard III.A.13
American Association of University Professors
American College Personnel Association
Association of California Community College Administrators
Family Educational Rights and Privacy Act (FERPA)
National Education Association
Board Policy 2715, Code of Ethics

Intersegmental Committee: 8/29/18
Ed Policies Committee: 10/9/18, 10/23/18
Academic Senate: 11/6/18, 11/20/18, 12/4/18
Council of Deans: 9/20/18, 10/11/18
AS/ECCE/VP conference: 12/13/18
College Council:
Board Approval:

Board Policy 5500

Standards of Student Conduct

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

El Camino College is dedicated to maintaining an optimal learning environment and by supporting the physical safety and emotional well-being of all members of the college community, including but not limited to students, employees, volunteers and visitors. The College insists upon requires academic honesty and adherence to standards of student conduct. To uphold the academic integrity, Students and other all-members of the academic college community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic college community to encourage learning, promote honesty, and act with fairness and consistency.

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College will develop and maintain procedures for Standards of Student Conduct. Standards of student conduct will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Students are expected to adhere to the standards of student conduct. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student. These procedures shall be made widely available to students through the College catalog and other means including electronic communications.

~~The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.~~

~~El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.~~

~~El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.~~

The Board shall consider any recommendation from the Superintendent/President for

expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

See Administrative Procedure 5500 Standards of Student Conduct and Administrative Procedure 5520 Student Discipline Procedures.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09, 6/15/15

Revisions: 12/12/17, 1/16/18 (Student Discipline Task Force), COD 3/21/18

Ed Policies 11/13/18

Senate 12/4/18, 12/11/18

Administrative Procedure 5500

Standards of Student Conduct [CG1]

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media.

Violation of such laws, policies, and procedures ~~or behavior adversely affecting suitability as [WU2] a student,~~ will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct. [CG3]

Students alleged to have violated ~~the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation~~ the Sexual and Gender-Based Misconduct policy (BP/AP 3540) with regards to any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape, sexual violence, sexual harassment, domestic violence, dating violence, and stalking [CG4], will be referred to the Title IX Officer. The Title IX Officer 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 misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

DEFINITIONS: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student:

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.

7. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
8. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
9. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
10. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
11. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
12. Any other action which is not an honest reflection of a student's own academic work.
13. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, or attempting to cause a disturbance, or threatening, or carrying out acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.
4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.

6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.
9. Using any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. [CG5]Disabled students who require this accommodation must inform their instructor(s) prior to recording and provide official documentation from the Special Resource Center[CG6] or the Office of the Dean of Student Support Services .[WU7]
10. Unauthorized [CG8]preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DRUGS, ALCOHOL, CANNABIS, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed federal law Controlled Substances Act (21 U.S.C. §811) or in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in federal law Controlled Substances Act (21 U.S.C. §811)orand in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.—Smoking or using cigarettes, e-cigarettes, vape pens, cigars, cannabis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.[CG9]

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL AND GENDER-BASED MISCONDUCT^[CG10]

1. Committing sexual and gender based misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.

~~2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions~~

2. Other misconduct offenses in violation of the El Camino College Sexual and Gender-based Misconduct Policy.

DISCRIMINATION^[WU11], **HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR**

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.

2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.

3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

~~4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.~~

~~5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.~~

6.5. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).

67. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300, ~~and~~ 66301 and 78907

÷ Accreditation Standards I.C.8 and 10

~~June 15, 2015~~ [Controlled Substances Act \(21 U.S.C. §811\)](#)

[California Health and Safety Code Section 11053](#)

Ed Policies Committee: 3/14/17, [9-25-2018](#)

Deans & VPAA: April 2017; [3/21/18; 5/10/18](#)

Academic Senate: May 2, 2017; passed May 16, 2017; [10/2/18; passed 12/11/18](#)

[Student Discipline Task Force: 1/16/18](#)

College Council:

Board of Trustees:

NEW POLICY

Board Policy ~~4226~~ 4266

Multiple and Overlapping Enrollments

The Superintendent/President shall establish procedures to ensure that students

- 1) do not enroll in multiple sections of the same course at any given time during the term
or
- 2) do not enroll in courses where the meeting times overlap.

Multiple Enrollments

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

Overlapping Enrollments

~~The El Camino Community College District does not permit enrollment~~ A student may not enroll in two or more classes ~~or~~ sections when the meeting times overlap.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

Reference: Title 5 Section 55007

Council of Deans: 11/9/17, 2/8/18
Educational Policies: 2/27/2018, 10/23/18
Academic Senate: 3/6/18, 11/6/18
College Council:
Board Approval:

NEW PROCEDURE

Administrative Procedure ~~4226~~ 4266 Enrollments

Multiple and Overlapping

Multiple Enrollments

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

Overlapping Enrollments

A student may not enroll in two or more classes or sections when the meeting times overlap. An overlap occurs when any part of the meeting time or two or more sections occur on the same day at the same time.

Students may request an exception to this procedure only if the following conditions are met:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule, and;
- The registrar approves the schedule, and;
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Consequences of Violations

Students violating this policy will be notified and directed to drop all but one section of the , course if enrolled in multiple sections or all but one of the overlapping courses. If the student fails to comply, Admissions and Records will drop the student at its discretion. ~~Students violating this policy will be dropped from one section of the course.~~

Reference: Title 5 ~~Sections~~ Section 55007

Council of Deans: 11/9/17, 2/8/18
Educational Policies: 2/27/2018, 10/23/18
Academic Senate: 3/6/18, 11/6/18, 11/20/18
College Council:
Board Approval: