



Academic Senate of El Camino College 2021-2022

April 19, 2022

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

Office location: Schauerman Library, Room 273

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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.



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Zoom information for Academic Senate Meeting 4/19/2022

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 19. In the subject line, please put Academic Senate Meeting 4/19 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

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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	Analu 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** 21/22

Josh Troesh 21/22

Counseling

Maria Garcia 23/24

Anna Brochet** 21/22

Rocio Diaz 22/23

Library Learning Resources

Analu Josephides* 21/22

Gary Medina 23/24

Camila Jenkin 23/24

Fine Arts

Jonathan Bryant 21/22

Joseph Hardesty 23/24

Russell McMillin** 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* 21/22

Ross Durand* 21/22

Dylan Meek* 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** 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"). **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
FTE/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
- Selene Torres

Behavioral Social Sciences

- Stacey 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
- Unexcused: Russell McMillin
- Joanna Nacheff

Health Sciences & Athletics

- unexcused: Andrew Alvillar
- Tom Hazell
 - Shiney Johnson
- Unexcused: Dina Mauger
- Eric Villa

Humanities

- Stephanie Burnham
- Excused: Sean Donnell
- Brent Isaacs
 - Elayne Kelley
 - Anna Mavromati

ITEC

- Charlene Brewer-Smith
 - Ross Durand
 - Dylan Meek
- Excused: Renee Newell
- 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
- 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

Anette Owens

Brenda Threatt

Crystle Martin

Dr. Russell Serr

E. Yates

Herlim Li

Jenny Simon

Karen Preciado

Kevin Degnan

Laura Almo

Linda Cooks

Maeve Lee

Maureen Linzaga

Melissa Fujiwara

Moses Wolfenstein

Nancilyn Burruss

Peter Reonisto

W. Carter

Wendy Brill-Wynkoop

ACADEMIC SENATE MINUTES

April 5, 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 Darcie McClelland called the Academic Senate meeting to order on Tuesday, April 5th at 1:02pm.

B. Approval of Minutes 6-13

Motioned by S. Allen, seconded by J. Troesh.

- Comments or questions? None.
- yes, 0 nos, 0 abstentions. APPROVED.

Today's Dean Rep: Dr. Crystle Martin. Division has grown a lot—PD and SRC have joined. Have a mix of academic support and traditional/instructional classes.

D. McClelland: Formal partnership with Journalism program. Today's student journalist is Maureen Linzaga. Our student journalists have been trained that they are not participating, they will be observing and taking notes. If you are on today's agenda, may ask you for an interview and our Senate would kindly ask that you grant that interview.

C. Unfinished Business:

a. Sunsetting Webadvisor Gradebook- Crystle Martin and Moses Wolfenstein (p. 14)

- Motioned to approve by Josephides, seconded by K. Daniel-DiGregorio
- Questions, comments?
- D. McClelland? Canvas gradebook much more user-friendly and there will be trainings
- yes, 0 nos, 0 abstentions. APPROVED.
- Our job to forward message to our colleagues that Webadvisor Gradebook is going away shortly, and to attend Canvas Gradebook trainings

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

D. New Business:

a. AP 5520, Student Discipline Procedures (p. 15-38)

- C. Jenkin: one piece of new language "Student Discipline Data Reporting". This will come back for a second reading.
- D. McClelland: Did a very extensive review previously. Was a suggestion from CCCCCO that data be reviewed regularly.
- Comments or questions? None.

b. AP 5070, Attendance Accounting- Camila Jenkin and Moses Wolfenstein (p. 39-43)

- C. Jenkin: Several edits from ODEAC
- M. Wolfenstein: last time we reviewed we did not consider hybrid or live online courses. We want to have as clear as possible guidance on how to handle attendance in these courses
- 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
- 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
- We needed something more specific that mirrored our in-person policy; make as simple as possible
- K. Daniel-DiGregorio: the required wouldn't be underlined and bolded in final version'
- D. McClelland: your record keeping is extremely important; document every time a student doesn't do a required assignment or doesn't show up to class
- Y. Chu: If miss beginning of semester and drop on MyECC, also get dropped on Canvas. Do we keep record of that somewhere else? MW: Record is not deleted and Gema can assist in case that is necessary
- S. Burnham: that was essentially my question as well. When we reinstate students, record pops up. MW: As long as you are communicating to students in advance of withdrawal by instructor, you have also captured that in an email or other communication. If we need to go into record in Canvas, we can. But to make it as simple as possible, that would be my recommendation.
- B. Threatt: A concern and call to your attention-when veteran students drop, it can affect their income. Is it possible to contact us to help us resolve problem in case that happens? DM: I usually try to reach out to students. We as faculty don't have access to that information unless student tells us that they are a veteran or an international student.
- S. Kadakia: Have been taking attendance in Canvas. Is that attendance record also kept? MW: Yes.
- DM: Certain populations have mandatory progress reports, e.g. EOPS. Can we do something similar for other populations such as veterans? Difference whether it is optional or required. ECC Connect incredibly time consuming, some faculty esp PT faculty will only fill out for mandatory groups. Maybe we can talk to Ross or Dipte about adding Veterans to list of mandatory groups.
- A. Ahmadpour: Be mindful of not being too protective and may not receive same level of support at university

F. Information Items – Discussion

a. HyFlex implementation- Moses Wolfenstein and Crystle Martin (p. 44-55)

- M. Wolfenstein: What hyflex is not: not the same as hybrid; not a panacea for classroom social distancing; not just teaching with a camera on the teacher streaming and/or recording; is not easier to design and deliver than a fully online or hybrid course
- Hyflex is short for hybrid flexible. To get more specific, attend classes remotely from wherever you are; each week you may choose to attend class in person or online.
- Hyflex requires instructional design practices for equivalent experiences in 2 or 3 modes; pedagogical practices for equivalent experiences in 2 or 3 modes. Need to include student-to-student interaction, sufficient technology, some form of live support (i.e. teaching assistants or equivalent). Too much to teach class live in classroom and keep bead on online students. Also need program/student selection for this format.
- Courses will need new addenda to be taught in this format but COoRs will not need to be fully revised
- ODE believes DE certification should be mandatory to teach HyFlex and additional mandatory training which our dept would provide
- Questions/comments:
 - S. Burnham: could individual departments decide not to offer Hyflex? DM: Would just not apply for addenda. At discretion of discipline/faculty. J. Young: be careful if you do DE addenda that says okay for Hyflex, doesn't say you have to do it. Sitting there for someone who wants to do it.
 - DM: Joint purview item, would also provide feedback to Kelsey and Federation team
 - H. Herrera-Thomas: Would love to see Hyflex for meeting; would love to see this piloted in terms of Academic Senate and other meetings. MW: The set up of the rooms across campus to be able to do Hyflex is something that is in process and should be in place to pilot in Fall. Also huge for accessibility concerns in case student needs to access class remotely
 - J. Escalante Troesh: Already tons of websites in order to take classes online, people are paying lots of money for these types of courses.
 - C. Martin: Put in a large amount of money for pilot rooms (LS 130, MBA 103, and DE 166) and will then expand to other rooms on campus. Hyflex capability will come along
 - A. Ahmadpour: USC has done this before COVID. E.g. many engineering classes are offered Hyflex. I think we should definitely consider this
 - K. Iino: From counselor hat, make it very clear to students what this means because we already have difficult time with language with scheduling
- ODE will bring formal proposal to Senate

b. FACCC Educational Legislation Update- Wendy Brill-Wynkoop (p. 56-57)

- W. Brill-Wynkoop: [2022 Leg & Advocacy One-Pager Link Tree](#)
- First link is what we will cover today

- FACCC is a professional membership association representing faculty members from the CCC with a mission to inform, educate, empower, and advocate for faculty in service to students and the communities of CA.
- Timeline: for past 12 years, legislative mandates that have impacted community colleges. Goal here is to increase transfer, which is great, but transfer is not the only thing we do. The other thing is special interest groups with over simplified solutions.
- AB 1705 is current piece of legislation. Will back up and talk about AB 705 (Irwin). Give students a chance to complete English and Math in one year, and that the BOG should establish regulations to achieve this. Title 5 55522 has details on AB 705.
- AB 1705: bill currently working through the state legislature beginning in the Assembly in February. If it passes the Assembly by May it will move onto the Senate. Would codify (make law) many of the details in Title 5 and CCCCO guidance memos making revisions to the implementation requiring an act of the legislature.
 - Title 5 language goes through shared governance process and can theoretically change Title 5 regulations within a matter of months.
 - We really need faculty advocates. If this passes Assembly, need to communicate to Senators in summertime.

**AB 1705 (Irwin) - AB 705 "Clean-Up" Language
as of 3/21/22**
FACCC has not taken a position on this legislation

Would be codify much of Title 55522 in statute

- Placement and enroll all students into transfer-level English and math and authorize colleges to offer or require students to enroll in concurrent supports. **The rules force transfer-level enrollment for the vast majority of our students, no matter their specific educational needs.** Must complete in the first year.
- A student may opt-out of transfer-level math if they have an educational goal other than transfer, and the degree or certificate program has a specific math requirement that is not met with transfer-level coursework.
- **Creates transfer-level English requirements for every program**, which is unnecessary and harmful.
- This bill would **prohibit colleges from requiring students** to enroll in pre-transfer level math coursework except under **very limited circumstances**

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- - Would place and enroll students in English and Math no matter if the program requires English and Math
 - Should only be in transfer pathways. Authors' response is that all certificates should be stackable and lead to transfer. Intent of legislators and special interest groups backing this that all pathways lead to transfer. Impacts career education and can lead student to for-profit programs.
- We have time to effect this:

There is strong political support for this bill from special interest groups, faculty ADVOCACY is essential

Now is the time to advocate with your state representatives

- Introduced in Assembly February 2022
- Moves through policy committee: **April 26, 1:30 PM**
 - Call in with your comments
- Full vote in Assembly in **end May**
- If it passes the Assembly, it moves onto the Senate **through summer 2022**
- Full Senate vote would be in September, then onto the Governor in October
- Has enormous support from Campaign for College Opportunity, CAP. These groups determining language.

There is strong political support for this bill from special interests groups, faculty ADVOCACY is essential

Talking points ([link to AB 1705 Talking Points, amendments, and list of actions](#)):

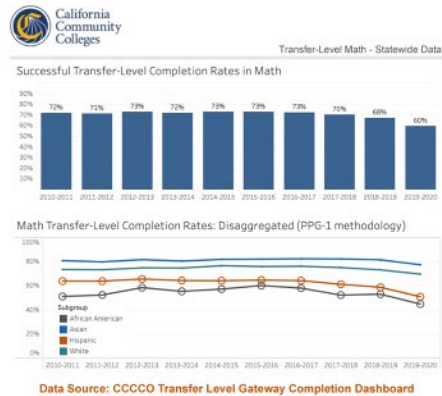
- **KEY:** Acknowledge that many of our previous placement practices created lengthy remedial pathways that were a barrier to students. (*Attempting to undo AB 705, which is the law, while discussing this new bill AB 1705 is unlikely to be effective.*)
- Eliminating access to pre-transfer courses has and will continue to negatively affect student success and enrollment.
- **Demand the bill explicitly allows districts to offer pre-transfer in our mission.** Colleges should not eliminate pre-transfer level courses as a whole to address any issues regarding placement.
- **Emphasize student access:** Students should have access to the courses that best meet their academic needs and educational program goals;
- Students enrolled in CTE programs and other programs that do not require transfer-level English or math should be explicitly exempt from this bill. Not all programs should lead to transfer.
- **The success of AB 705 should be measured by more than “throughput”**

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- There is some rumors out in Capitol that pre-transfer coursework also includes disciplines outside of English and Math, meaning no funding for any courses that do not lead to transfer (non-transferable courses)
- Throughput means that we put more students in transfer bucket. But success is going down in these courses and equity gap is growing:

Math – Success is declining, Equity gaps are increasing

Student Success is More than Throughput



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- Throughput is what they are measuring, but if we look at success, it is going down and equity gaps are growing
- Same case for English
- Ask: Talk to legislators-we need to make sure students have access but doesn't mean we need to get rid of all pre-transfer coursework. Take a look at talking points and amendments
- C. Smith: Question about intent for career education students. WBW: All students must be placed and enrolled in transfer English and transfer Math, unless there is a college course that meets this requirement. Vast majority of students regardless of Math and English requirement, will be placed and ENROLLED in transfer level Math and English.
- As faculty should be meeting with our elected representatives, we are experts in this area. We have this window between now and April 26th to make sure we get to as many assembly members as possible. In CA CC mission, we should be offering remedial courses for students who choose to take them. This legislation would get rid of them.
- DM: If interested in writing a resolution by April 15th, will agendize on the 19th and get it to the right place.

F. Officer Reports

a. President – Darcie McClelland

- Please attend VPAS forums tomorrow 4/6 and submit your feedback
- Agendas are filling fast. If you have something you want on the agenda this semester please let Darcie know immediately.
- Thanks to ITEC for being the first division to have elections for 22/23
- Will be changing the title of the secretary/webmaster to VP of Communications and Logistics.

b. Chair, Curriculum – Janet Young

c. VP Educational Policies – Camila Jenkin

d. VP Equity, Diversity, and Inclusion- Analu Josephides (p. 58-59)

- Will continue to work on a pathway that honors faculty, staff, students, etc working on EDI
- Organizing Land Acknowledgement Toolkit workshops, partnering with fall PD flex day showcasing the LA toolkit

e. VP Faculty Development – Stacey Allen

- Faculty Book Club now the College Book Club
- Join us for next Informed and Inspired at the end of this month

f. VP Finance – Josh Troesh

- Annual planning reviewed
- Exploring how to remove costs for planning requests from faculty responsibility
- Technology request costing can be supported by IT

g. VP Academic Technology – Stephanie Burnham

- Thank you to Stephanie and Marlow for hard work on Academic Technology conference

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

- Campus completion rate for SLOs from Fall 2021 is 62.1%
- Trainings on Canvas Outcomes and Nuventive at end of term
- PLO completion rate is 34.2%

G. Special Committee Reports

a. ECC VP of Academic Affairs – Jackie Sims

- Career Education Updates
- In process of submitting ACCJC Annual Report Submission
- April Board meeting- celebrate Student Success presentation. Attend via zoom for chance to hear what is happening in our various divisions. Also plan to invite students to attend meeting in person so they are recognized by BOT
- Black Student Success Week: week of April 25th-29th. Initiated by CCCCCO. Daily webinars, daily discussions. ECC is planning to host a viewing room on campus, and tying to opening of Black Student Success Center. Put motivational messages in VIP packages.

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

Meeting adjourned at 2:34pm
RD/ECC Spring 2022

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.

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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

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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.

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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.

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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.

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[**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.

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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).

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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

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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.

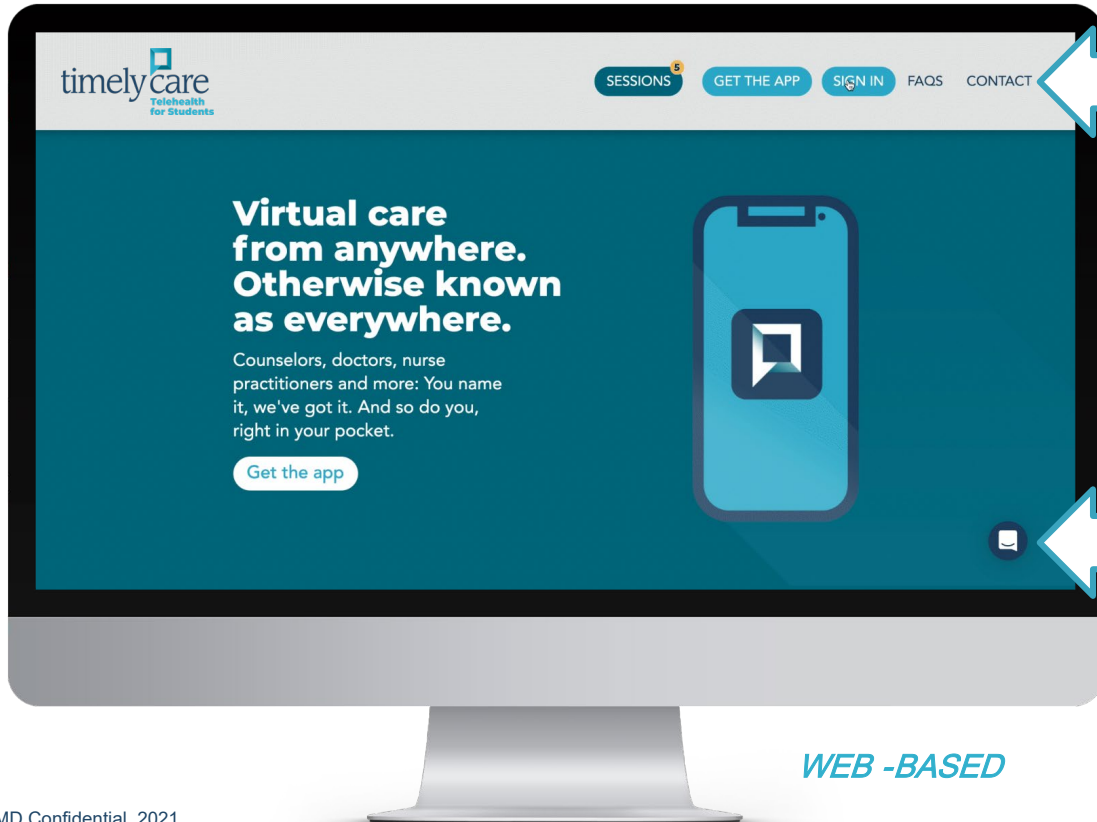
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HOW TO START A VISIT?

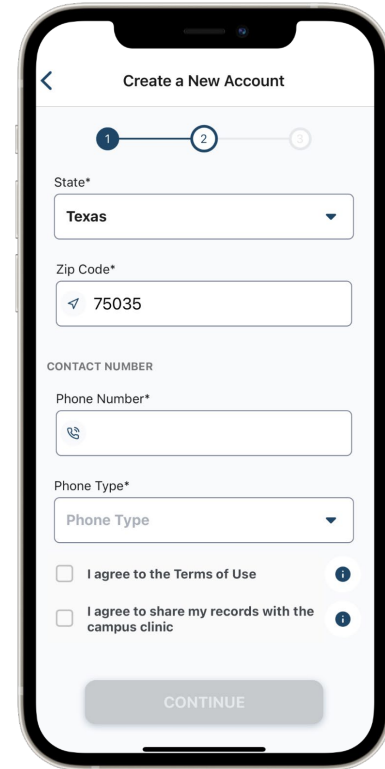
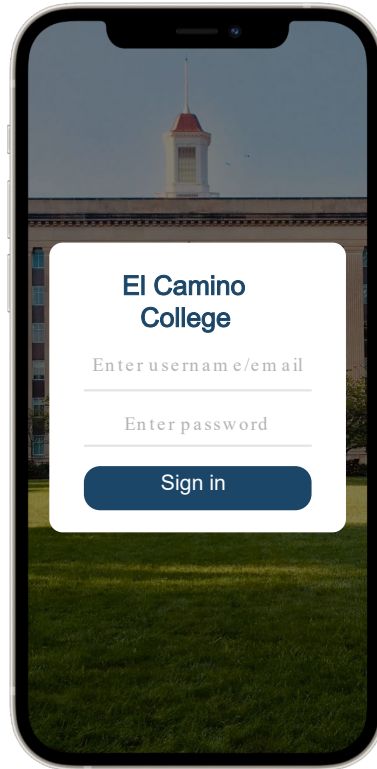
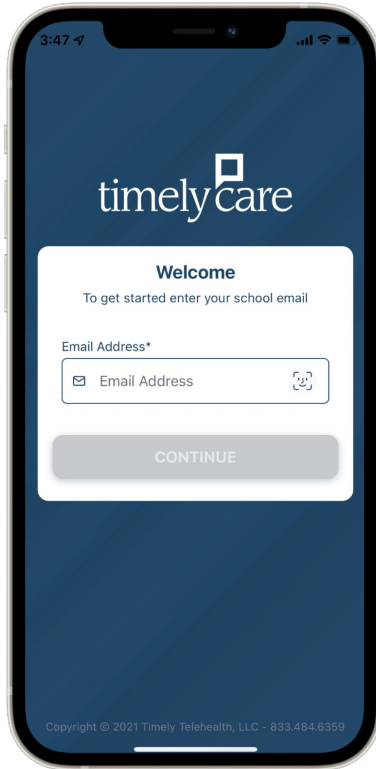


Click "Sign In" to get to the TimelyCare App

Chat for Technical Support

WEB -BASED

HOW DO I LOGIN?



TALKNOW



Emotional Support When Students Need It

- Unlimited 24/7, on-demand triage mental health support, coaching services, and crisis management by behavioral and health professionals.
- Provides support for a variety of issues, including critical situations.
- Eliminates the possible days or weeks of wait time for a student to get emotional support.
- Removes possible stigma of a student walking into clinic seeking mental health resources.
- Helps manage demand for counseling center services with virtual visits.

TALKNOW

My roommate ate my Cheetos and I'm really upset about it.

I'm homesick and it's making me feel depressed.

I have a big test tomorrow. I'm anxious and worried that I'm not prepared.

I'm having suicidal thoughts. I need help.

My girlfriend broke up with me. I just need to talk to someone.

I'm so stressed. I don't know how to handle it.



SCHEDULED COUNSELING



Counseling Services That Fit in Students' Schedules

- Access to licensed counselors in the state in which the student is located.
- Students select the day and time that fits best with their schedules, along with their providers of choice.
- Helps manage demand for counseling center services with virtual visits.
- Provides support for a variety of issues, including critical situations.

BASIC NEEDS



Basic Needs when Students need it most

- Leveraging care coordination resources to connect students with free or reduced-cost community resources such as food, housing, transportation and more.
- Informed by multiple sources to ensure students have access to all available resources
- Ability to incorporate campus-specific resources

FACULTY & STAFF SUPPORT



Faculty and staff support to help students thrive.

Our team of providers will collaborate with members of your faculty and staff on how they can best look out for the interests of students. This may include referring them to your school's telehealth program or other campus resources.

- 24/7 support line for faculty and staff.
- Designed to assist faculty and staff in helping students achieve a sense of well-being and healthy lifestyles.
- Faculty or staff can access the service if:
 - They are concerned about a student's well-being.
 - They are concerned about a student's grades or other declining performance.

TIMELYCARE DISCUSSIONS

Group sessions **NEW**

TimelyCare now offers online virtual group sessions!
Join a variety of classes, for free. All levels welcome.

YOGA

- Beginner Slow Flow Yoga
- Stretch & Lengthen Yoga

These sessions not only help you gain flexibility, but it will destress your mind and body, leaving you calm and relaxed.



GUIDED MEDITATION

- Morning Meditation
- Calming Meditation

Meditation will bring more peace, better focus and overall productivity to your day.



SIGN UP TODAY

Find classes and register today at [timelycare.com](https://www.timelycare.com).



Students who address health and stress issues early perform better academically.

That's why we introduced free, virtual events and classes so students can take charge of their own well-being.

EMOTIONAL AND MENTAL WELL-BEING. WHAT'S THE DIFFERENCE?



We're more comfortable than ever talking about mental health. But how does it impact your emotional well-being?

SEPT. 24TH @ 2PM CT

LEARN THE SIGNS OF SUICIDE AND SAVE LIVES.



An important discussion providing information and resources on suicide prevention.

sign up today

SUN	MON	TUE	WED	THU	FRI	SAT
						
3	4	5	6	7	8	9
	Morning Meditation 7:00 - 7:15 AM Beginner Slow Flow Yoga + Calming Meditation Combo 3:30 - 4:15 PM Athletic Yoga 5:00 - 5:30 PM	Stretch & Lengthen Yoga 8:00 - 8:30 AM Beginner Slow Flow Yoga 3:00 - 3:30 PM		Beginner Slow Flow Yoga 8:00 - 8:30 AM		Athletic Yoga 9:00 - 9:30 AM
	11	12	13	14	15	16
	Morning Meditation 7:00 - 7:15 AM Beginner Slow Flow Yoga + Calming Meditation Combo 3:30 - 4:15 PM Athletic Yoga 5:00 - 5:30 PM	Stretch & Lengthen Yoga 8:00 - 8:30 AM Beginner Slow Flow Yoga 3:00 - 3:30 PM		Beginner Slow Flow Yoga 8:00 - 8:30 AM		Athletic Yoga 9:00 - 9:30 AM
	18	19	20	21	22	23
	Morning Meditation 7:00 - 7:15 AM Beginner Slow Flow Yoga + Calming Meditation Combo 3:30 - 4:15 PM Athletic Yoga 5:00 - 5:30 PM	Stretch & Lengthen Yoga 8:00 - 8:30 AM Beginner Slow Flow Yoga 3:00 - 3:30 PM		Beginner Slow Flow Yoga 8:00 - 8:30 AM		Athletic Yoga 9:00 - 9:30 AM
24	25	26	27	28	29	30
	Morning Meditation 7:00 - 7:15 AM Beginner Slow Flow Yoga + Calming Meditation Combo 3:30 - 4:15 PM Athletic Yoga 5:00 - 5:30 PM	Stretch & Lengthen Yoga 8:00 - 8:30 AM Beginner Slow Flow Yoga 3:00 - 3:30 PM		Beginner Slow Flow Yoga 8:00 - 8:30 AM		

THANK YOU!

- ❖ In-person MH visits available in Student Health Center
- ❖ \$250 Amazon Gift Card Opportunity Drawing if Registered with TimelyCare by April 30th

