

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday, March 28, 2017 -- 1:00-1:50 SOCS 123

Spring Meetings from 1-1:50 pm in SOCS 123: Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

Members:

Chair: Christina Gold (BSS)

BSS: Karl Striepe

Business:

Counseling: Lori Suekawa

Deans Rep: Linda Ternes (Math)

Federation: Chris Jeffries (& Counseling)

Fine Arts:

HSA:

Humanities:

IT: Mark Fields

LLR: Gary Medina

Math:

Natural Sciences: Darcie Descalzo

CEC: Vanessa Hayes

I) BP/AP 3504 Children and Visitors in the Classroom (Information Item)

This is not a voting item for the Academic Senate but we are invited to provide feedback. Chris will share what she learned from consultation with child development faculty and from ASCCC publications.

II) Minimum Qualifications

Our committee is responsible for ensuring we stay up-to-date with our state minimum qualifications. We will review this process.

III) Educational Policies Committee Orientation

Chris Gold will conduct an orientation for new members (and any "old" members who like to stay and join us). This is also an opportunity to update our committee description.

EPC Packet

1. BP 3504 Children and Visitors in the Classroom (ECC – EPC 3/28/17)
2. AP 3504 Children and Visitors in the Classroom (ECC – EPC 3/28/17)
3. Academic Senate for California Community Colleges Recommendations Regarding Minors on Campus
4. ECC Concurrent Enrollment Application
5. Mira Costa Minors in the Classroom Materials
6. Antelope Valley College BP 3504
7. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (CCLC)
8. Educational Policies Committee Description

NEW BOARD POLICY

Comment [CG1]: This is an information item for the Academic Senate. Any edits are just advisory.

Board Policy 3504

~~Children and Visitors in Classroom~~ Minors on Campus

Comment [CG2]: This broader title, drawn from the ASCCC publication, seems more inclusive of what the policy and procedure cover.

It is the goal of the El Camino Community College District to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty, staff and administrators. Therefore, all children must be accompanied by an adult while on campus, unless enrolled in a college sponsored program or activity or part of the scheduled classroom curriculum. Children may not be present at an employee’s worksite.

Comment [CG3]: The term “minor” seems more appropriate and is used in the ASCCC materials. A definition of “minor,” or “child” would be helpful in the BP.

Reference:

Education Code 76000, 76001, 76002
Academic Senate for California Community Colleges, *“Minors on Campus: Underage Students at Community Colleges” (2006).*

Comment [CG4]: Should the Concurrent Enrollment policy be referenced?

El Camino College:

Council of Deans: 3/9/17

EPC: 3/38/17

Academic Senate:

Adopted:

NEW ADMINISTRATIVE PROCEDURE

Administrative Procedure 3504 ~~Children and Visitors in Classroom~~ Minors on Campus

This procedure addresses the presence of children on the campus and provides guidance for District students and employees.

In order to ensure a proper environment for learning, no individual will be permitted to bring any non-enrolled visitor or child into the classroom setting at the college unless the visitor is a scheduled part of the curriculum.

At no time may any child who is not a currently enrolled student or part of a college sponsored event be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or adults responsible for children considered disruptive or unsupervised will be asked to leave campus immediately.

Definitions:

For the purposes of this procedure, the definition of a child is any person under the age of 18 years of age. Adult refers to a responsible person 18 or over or an emancipated minor.

Exceptions:

It is understood that by their very nature, campus facilities might be attended by children or visitors. It is assumed, however, that children in these facilities or attending these activities are under the supervision of a district employee or adult. Children found to be left unsupervised will be referred to campus police for safety and contacting the responsible adult or guardian.

Other exceptions include:

- Children enrolled in the Child Development Center, or other instructional programs in the district.
- Children attending public events, campus sponsored events or fee-based programs within the district.
- Children participating in classes as part of the scheduled curriculum.
- Children attending an employee worksite as part of an authorized or sponsored event.

Reference:

Education Code 76000, 76001, 76002

Academic Senate for California Community Colleges, *“Minors on Campus: Underage Students at Community Colleges” (2006).*

El Camino College:

Council of Deans: 3/9/17

EPC: 3/28/17

Academic Senate:

Adopted:

Comment [CG5]: This broader title, drawn from the ASCCC publication, seems more inclusive of what the policy and procedure cover.

Comment [CG6]: Including visitors in general seems out of place in a policy about children. Can this fit in another procedure? I think the purpose here is to say that parents cannot accompany minors class – we could just say that. Also, in terms of visitors in general, if this is left in, we may want to allow the flexibility for a student to visit a class for a day to see if they find it interesting and if it's a class they'd like to take in the future. Also, faculty members and Deans "visit" classrooms as well. Maybe "visitor" needs to be defined if you keep it?

Comment [NR7]: What if unsupervised and we ask them to leave? What is our liability? Or do we take them somewhere. We need to place something in the AP.

Comment [CG8]: Consider using the term "minor," in lieu of "child."

Comment [CG9]: Does our field trip policy say anything about minors? What about a 15 year old who is enrolled in a geology class that is going on an overnight field trip?

Comment [CG10]: Our center closed.

Comment [CG11]: Maybe the Concurrent Enrollment policy should be referenced somewhere in the body of the procedure.

MINORS ON CAMPUS: UNDERAGE STUDENTS AT COMMUNITY COLLEGES

Academic Senate for California Community Colleges Resolution - Fall, 2006

In addition to recommendations regarding the involvement of faculty in developing board policies related to the admission and enrollment of minors, this paper includes recommendations for mandated reporter training regarding child abuse for all faculty and clear notification of faculty when there are minors in their courses. The Academic Senate should work with the System Office for legal clarification on issues of liability related to having minors enrolled on campus and bring the work of the 2003 Minors in Higher Education Task Force to the Consultation Council for review and consideration of further action.

RECOMMENDATIONS:

1. The Academic Senate for California Community Colleges should bring to the Consultation Council the recommendations of the 2003 Minors in Higher Education Task Force for review and consideration of further action (see Appendix B).
2. The Academic Senate should continue to work with the System Office on a legal advisory to clarify issues of liability related to having minors enrolled on campus.
3. **Districts should ensure that faculty are informed as to minors enrolled in their courses.**
4. **Districts should provide mandated reporter training regarding suspected child abuse to all faculty.**
5. **Local senates should ensure that faculty are aware of current board policy regarding enrollment of minors and the authority of the instructor in the classroom.**
6. **Local Senates should work with the governing boards of their colleges to develop clear policies for the enrollment of high school students and other minors in college courses. Such policies should make clear the possible limitations on enrollment, the right of the instructor to refuse to accept a minor in the course, rights of the parent to student records, and the fact that the minor is entering an adult environment and that curriculum and college processes will not be changed to accommodate the minor.**



El Camino College

11th and 12th Grade

Concurrent Enrollment Application

El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506-0001
Admissions Office: 310-660-3414
The El Camino Community College District is committed to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam-era status.

◆ PLEASE PRINT ALL INFORMATION CLEARLY ◆

Section I: Student Information

Semester: Summer Fall Winter Spring Year: _____

Name _____ Birth Date ____/____/____ Age ____
Last First MI

Address _____ Email _____

City: _____ State: _____ Zip: _____ Phone # _____

El Camino College ID # or Social Security # - -

I have read and understand the expectations and responsibilities section on page the back of this application.

Signature _____ Date _____

(Students enrolled in a Home Study Program must provide proof that the

Name of School: _____ Home Study Program is registered with the State of California).

At the time of ECC enrollment, I will be in grade 11/12 (circle one) and in the HS Graduating Class of 20 _____

Section II: Parent Consent

I have read and understand the expectations and responsibilities on page 2 this application and agree to all the conditions. I hereby give my consent to my son/daughter to attend El Camino College and enroll in the classes for which a recommendation has been made. ***She/he does does not need accommodations at El Camino College due to disability.** (*Students who need accommodations due to disability should make arrangements for these through their school districts in consultation with the Special Resource Center at El Camino College).

Parent Signature _____ Print Name _____ Date _____

Section III: Principal or Designee Course Recommendation

I recommend that the above named student enroll in the course(s) listed below. **For summer only: I certify the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance, and his/her participation does not cause our school to exceed the 5 percent statutory limit.** (Enrollment is limited to 2 classes. Written permission from your school is required, along with approval from El Camino College's Director of Admissions, to enroll in more than two classes).

Course #1 _____ Course #2 _____

Authorized Signature _____ Print Name _____ Date _____

Section IV: Additional Approvals if Required

Director of Admissions / Designee Approval Required To Enroll in More Than Two Classes

Date _____
Director of Admissions or Designee

Division Dean Approval for Special K/10 Admits

Date _____

Date _____

Date _____

ECC Admissions Office Use

White Copy - El Camino College

Yellow Copy - Student

Pink Copy - High School

Concurrent Enrollment Expectations and Responsibilities

Student, Parent or Guardian and principal or designee, by signing this Concurrent Enrollment Application you acknowledge that you have read and understand the following:

1. Before deciding to concurrently enroll at ECC, students should review course offerings in the schedule of classes and current ECC Catalog noting dates, prerequisites, locations and times of class(es). Courses with a credit/no-credit grade option only, such as English A, B, R and 2R, may not be used for high school credit.
2. **Applying for concurrent enrollment does not guarantee a seat in a class!**
3. Enrollment fees are waived for California residents. Non-residents, out-of-country and out-of-state students will pay the appropriate tuition. Please consult a current class schedule for tuition requirements.
4. **PROCESS TO ENROLL and REGISTER** – Complete the Application for Admission and this 11/12 Concurrent Enrollment Application and submit both forms to the Admissions Office at El Camino College located on the first floor of the Student Services Center. Applications may be submitted online but the 11/12 Concurrent Enrollment Application must still be submitted to the Admissions Office. Apply early, the applications for the winter and spring are accepted beginning Sept. 1 and the applications for the summer and fall are accepted beginning March 1. **It is the student's responsibility to register for classes either online or by phone.**
5. It is the student's responsibility to take care of any prerequisites and/or arrange for assessment and testing if necessary.
6. Review the Registration Information section of the current class schedule to find out how and when to register for classes.
7. Students will register **only** for the approved class(es). Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
8. Enrollment is limited to 2 classes. Written permission from your school is required along with approval from El Camino College's Director of Admissions to enroll in more than two classes.
9. Students not attending the first day **may** be dropped from the class.
10. Students must conduct themselves in a responsible and appropriate manner for a college environment (ECC Board Policy 5138).
11. All students are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures.
12. Students attending El Camino College are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (or their family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student.
13. Ensure that the student meets all academic deadlines outlined in the semester calendar located in the ECC Schedule of Classes – add and drop deadlines, and deadlines for withdrawing from a class with a "W" on the transcript.
14. Students must request transcripts if the high school requires transcripts for allowing high school credit. This can be completed at the Records Window in the Student Services Center.
15. Students must apply for concurrent enrollment each semester. Concurrently enrolled students do not receive continuing student status.
16. **Student's grade(s) will become part of their permanent academic record.** Classes are taught at the college level – ensure that your maturity level and academic preparation is appropriate to the level of the class.
17. Ensure that the student has access to a parent, adult (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, black-out or any non-planned event.
18. Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.
19. Health Center fees are not charged and therefore students are not eligible for Health Center services.
20. Students are required to purchase textbooks and/or other materials required in the course syllabus or outline. Parking permits are also required if students intend to park on campus.
21. Content in some classes may not be suitable for minors. El Camino College reserves the right and has the responsibility to restrict 11/12 concurrent enrollment if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of the course, preparedness of the student, seat availability, registration priority, or college policy.
22. All documents submitted to El Camino College become the property of El Camino College.

White Copy - El Camino College

Yellow Copy – Student

Pink Copy – High School

HIGH SCHOOL STUDENTS

9th-10th Grade Concurrent Enrollment Restrictions

To be considered for concurrent enrollment, 9th-10th grade students need the permission of the El Camino College dean of the division of the course they wish to enroll. Many deans require a copy of your school transcripts (unofficial is OK), a letter from the high school principal, and a letter from the parent explaining how the student will benefit from enrolling in an El Camino College course.

Division approval does not guarantee a seat in a class. Students must still complete the registration process. Please view the [9th-10th Grade Steps for Concurrent Enrollment](#) for complete instructions.

Division	9th-10th Grade Restrictions	11th-12th Grade Restrictions
Behavioral & Social Sciences 310-660-3735	The Behavioral & Social Sciences Division limits concurrent enrollment only to students who have completed the 10 th grade.	Division dean approval is not required for 11 th and 12 th grade students except for PE. Students are considered in 11 th grade when enrolling for the summer following 10 th grade. All K-12 students are responsible for clearing prerequisites prior to registration.
Business 310-660-3770	The Business Division limits concurrent enrollment only to students who have completed the 10 th grade.	
Fine Arts 310-660-3715	The Fine Arts Division limits concurrent enrollment only to students who have completed the 10 th grade.	
Health Sciences & Athletics 310-660-3545	The Health Sciences and Athletics Division does not allow K-12 concurrent enrollment in any Boxing, Self-Defense, or Contemporary Health course. HS&A does not allow K-12 concurrent enrollment in any Physical Education activity course taught during the summer or winter sessions. All other K-10 concurrent enrollment approval is determined on a case-by-case basis. Please contact the division regarding specific class requirements.	
Humanities 310-660-3316	The Humanities Division limits concurrent enrollment only to students who have completed the 10 th grade.	
Industry & Technology 310-660-3600	K-10 enrollment approval is determined on a case-by-case basis. Contact the division office regarding specific class requirements.	
Mathematical Sciences 310-660-3200	Procedures for all concurrent enrollment students in Mathematical Sciences courses can be found at www.elcamino.edu/academics/mathsciences/highschool.asp	
Natural Sciences 310-660-3343	K-10 enrollment approval is determined on a case-by-case basis. Contact the division office regarding specific class requirements.	



SURE ONLINE ED LIBRARY A-Z INDEX Q ☰

MINORS ON CAMPUS

Each term MiraCosta College enrolls approximately 800 minors. Most often minor students will attend a community college for advanced scholastic or vocational work. For the most part these students blend into the campus community without notice and require very few accommodations. There are, however, a few issues that need to be considered when interacting with minors. These issues include: child abuse laws, enrollment regulations and procedures and curriculum standards.

The child abuse laws are the most significant concern related to minors on campus. The designation of faculty and staff as mandated reporters of suspected child abuse is a critical responsibility that all faculty and staff need to know and understand.

Enrollment procedures for minors are regulated by Education Codes. These codes guide the Board of Trustees of community colleges as well as school districts in defining which minor students would benefit from advanced scholastic or vocational work as well as other issues surrounding the admission of minors.

With regard to curriculum standards, minors and their parents are reminded during the enrollment process that community college classes are designed for adults. The student's status as a minor should not influence an instructor's curriculum standards or activities within the classroom.

For questions or comments regarding this page, please contact [Gilbert Hermosillo](#) at x6893.

- + ABOUT MINORS ON CAMPUS
- + ENROLLMENT OF MINORS-HOW HIGH SCHOOL STUDENTS APPLY & ENROLL
- + MINORS AND CURRICULUM ISSUES
- + MINORS AND THE LAW
- + REPORTING CHILD ABUSE
- + FREQUENTLY ASKED QUESTIONS



SURF ONLINE ED LIBRARY A-Z INFO

MINORS ON CAMPUS - MINORS AND CURRICULUM ISSUES

- + ABOUT MINORS ON CAMPUS
- + ENROLLMENT OF MINORS-HOW HIGH SCHOOL STUDENTS APPLY & ENROLL
- + **MINORS AND CURRICULUM ISSUES**
- + MINORS AND THE LAW
- + REPORTING CHILD ABUSE
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- + [ASCCC Report-Minors on Campus: Underage Students at Community Colleges](#)
- + [Concurrent Enrollment Forms for Minors \(PDF\)](#)

In the Fall of 2006, the Academic Senate for California Community Colleges published the report [Minors on Campus: Underage Students at Community Colleges](#). This publication explores the concerns of faculty with regard to minors on campus. These concerns include regulatory requirements, curricular issues, authority to limit enrollment of minors, whether or not faculty function as loco parentis, health and safety issues and the role of the local academic senate.

The education codes give authority to community college Board of Trustees to regulate enrollment of minors. Faculty should work with their discipline, departments and local academic senate to recommend board policies regarding enrollment of minors.

On a pragmatic level, many faculty are concerned about whether or not having a minor in their class should influence the content of their curriculum or classroom activities. The answer here is a resounding no. Minors are enrolled with the understanding that they are ready for college level work.

Faculty are not expected to act in loco parentis. Parents are informed via our letter entitled [Notice to Minor Students and Their Parents and Guardians](#) that faculty:

- + may not notify students if the class is cancelled at the last minute
- + will not stay with the minor student to wait for the parents to arrive
- + will not provide notification if the class is dismissed early (see letter for wording).

The letter also informs parents that students may be exposed to frank discussions, graphic materials and have access to local student health services which allow access to pregnancy and HIV testing and condoms.

MINORS ON CAMPUS - REPORTING CHILD ABUSE

During any given term there are approximately 800 minor students enrolled at MiraCosta College. Therefore, the most important issue that faculty and staff must understand is their responsibility as mandated reporters of suspected child abuse.

The law requires that all mandated reporters read and understand [Penal Codes 11165.7, 11166, 11167 and 11172](#) which stipulate that mandated reporters understand the following:

- + [Who is a mandated reporter](#) (PDF)
- + [Their reporting responsibilities](#) (PDF)
- + [The risk of criminal or civil prosecution for failure to report suspected child abuse/neglect](#) (PDF)
- + [What is reasonable suspicion](#) (PDF)
- + [How to make a report of suspected child abuse/neglect](#) (PDF)
- + [The protection from criminal and civil prosecution of mandated reporters](#) (PDF)
- +

Faculty and staff must sign a statement that they have received and have knowledge of the above Penal Codes.

Why Is This Important To Faculty?

- + Your position makes you a mandated reporter as required by Penal Code, § 11165.7 subd. (a)
- + Your status as a mandated reporter, requires you to report suspected child abuse (Penal Code, § 11165.7 subd. (a))
 - (If you have contact with students under the age of 18, you will be notified by the Registrar of a student's status as a Minor.)*
- + Mandated reporters are protected both civilly and criminally. However, there are penalties if you do not report suspected child abuse. (Penal Codes, § 11172(a) and 11166.01 subd. (c))

Types of Child Abuse

There are four types of child abuse:

1. Sexual Abuse

- + *A sexual assault on, or the sexual exploitation of, a minor.*
- + *See Penal Code 11165.1 for a more explicit description of acts that constitute sexual abuse.*



Notice to Minor Students/Parents/Guardians

When a minor student becomes a student at any college all rights accorded to, and consent required of, parents transfer to the student (section 99.5 of the *Family Educational Rights and Privacy Act*). Parents do not have the right to inspect the minor student's records or gain access to information related to their attendance at MCC.

Minor students and their parents/guardians must also understand that student is entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus in general, and of classrooms in particular, will frequently reflect an adult population.

Students should be aware that:

- Courses may have frank discussions about sensitive topics
- Audio-visual presentations may be graphic in their content
- Students may be exposed to vulgar language outside of the classroom
- Students may have access to pregnancy and HIV testing and condoms through the student Health Services.
- Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors are not responsible for underage students while they wait for pick up.

This is not meant to create undue concern – only to serve as a precaution to allow minor students and their parents/guardians to understand what a college setting is like so that they can have a safe, positive educational experience at MCC.

If MCC units are required for high school graduation, at the end of the current semester the student will need to request that an official transcript be sent to the high school. Students may view their enrollment and final grades through our online registration system known as *SURF*.

Rights and Responsibilities of Students

Student rights and responsibilities are outlined in the MiraCosta College catalog. The catalog is available online through the college website www.miracosta.edu and includes course information and college policies such as grading, course repetition, enrollment procedures and course transfer. All students are directed to read the sections on *Academic Standards and Policies*, *Student Support Programs and Services*, *Student Rights and Responsibilities* and *Standards of Conduct*.

For more information you may contact the Admissions and Records Office:

MiraCosta College 1 Barnard Drive Oceanside, CA 92056 PH (760) 795-6620 /FAX (760) 795-6626
MiraCosta College 3333 Manchester Ave Cardiff, CA 92007 PH (760) 634-7870 /FAX (760) 634-7875

05/2015 jan

Antelope Valley College

BP 3504 Minors on Campus

References:

Welfare Institutions Code 625

Students, faculty, and staff are not permitted to bring minors on campus or other District facilities, except as follows:

- Minors enrolled in the Child Development Center or other instructional programs in the District
- Minors attending public events
- Minors accompanying an adult accessing student services, library facilities, or other services district wide.
- Minors participating in classes (at the request or with the approval of the instructor)

Occasional exceptions to this policy may be made for employees with good cause and with the approval of the employee's supervisor or instructional Dean. The employee shall provide adequate supervision for such minor(s) and ensure that there is no disruption of services as a result of their being on site.

Visitors to any District facilities are subject to all relevant District policies and regulations.

Parents and guardians must be aware that the ultimate responsibility for the safety of the minors in their care rests with them. No liability will be accepted by the District nor any of its agents or staff for the consequences of minors being on campus.

Minors are defined as any individual under the age of 14 and must be accompanied by an adult at all times.

Adopted: 3/8/10

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

References:

Education Code Sections 87001, 87003, and 87743.2;
 Title 5 Sections 53400 et seq.;
 ACCJC Accreditation Standard III.A.2-4

NOTE: *This procedure is **legally required**. Local practice may be inserted. The following is provided as an illustrative example only. The equivalency examples are provided in some detail, but in any event must be developed and jointly agreed upon by representatives of the District and the academic senate.*

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Governing Board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Governing Board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the academic senate equivalency committee before candidates are notified of interviews. The equivalency committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.
- **[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend

the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note; all semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above Sections (#1 - #3), and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the academic senate equivalency committee chair as deemed "equivalent" for that discipline.

Revised 4/15

Educational Policies Committee

The Educational Policies Committee is a subcommittee of the Academic Senate chaired by the Senate Vice President of Educational Policy. It works with the Vice President of Academic Affairs and the Deans to develop drafts and revisions of Board Policies and Academic Procedures in the areas of Senate purview in academic and professional matters. The committee consults with other groups and individuals as necessary, including the ECC Federation of Teachers and the Director of Admissions and Records.

What are Board Policies (BP) and Administrative Procedures (AP)?

Board policies are usually broad statements of how a college and district is organized and functions.

Administrative procedures are longer statements that explain how Board policies are implemented. Often, they explain the process to complete the work described in the Board policy.

Our Board Policies and Procedures are posted on the ECC College website.

(<http://www.elcamino.edu/administration/board/policies.asp>) Often there is a related Academic Procedure for a Board Policy, but not always. For instance, BP 4050 Articulation has a related AP, whereas BP 4030 Academic Freedom does not. There are some AP's that are not linked to a BP, such as AP 4150 Distance Education.

BPs and APs are divided into seven series that are numbered in the thousands:

- 1000s The District
- 2000s Board of Trustees
- 3000s General Institution
- 4000s Academic Affairs**
- 5000s Student Services
- 6000s Business and Fiscal
- 7000s Human Resources

What is the role of the Academic Senate in developing and revising BPs and APs?

By California law, Academic Senates are given the primary responsibility for making recommendations in "academic and professional" matters described as the "ten plus one". The Board will "normally accept" the recommendations of the Academic Senate in these areas. The Academic Senate works primarily with the BP/APs in the 4000 series, although sometimes we are asked for feedback on other BP/APs. According to local policy, the Senate works in "mutual agreement" with our Board of Trustees when working in any of the ten plus one areas. This means that the Senate and the designee of the Board (usually the VPAA) must both agree before change may be implemented (unless there is an urgent fiscal or legal matter).

The “Ten Plus One” Responsibilities of Academic Senates

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. Process for program review
10. Other academic and professional matters mutually agreed upon between the Board of Trustees and the Academic Senate.

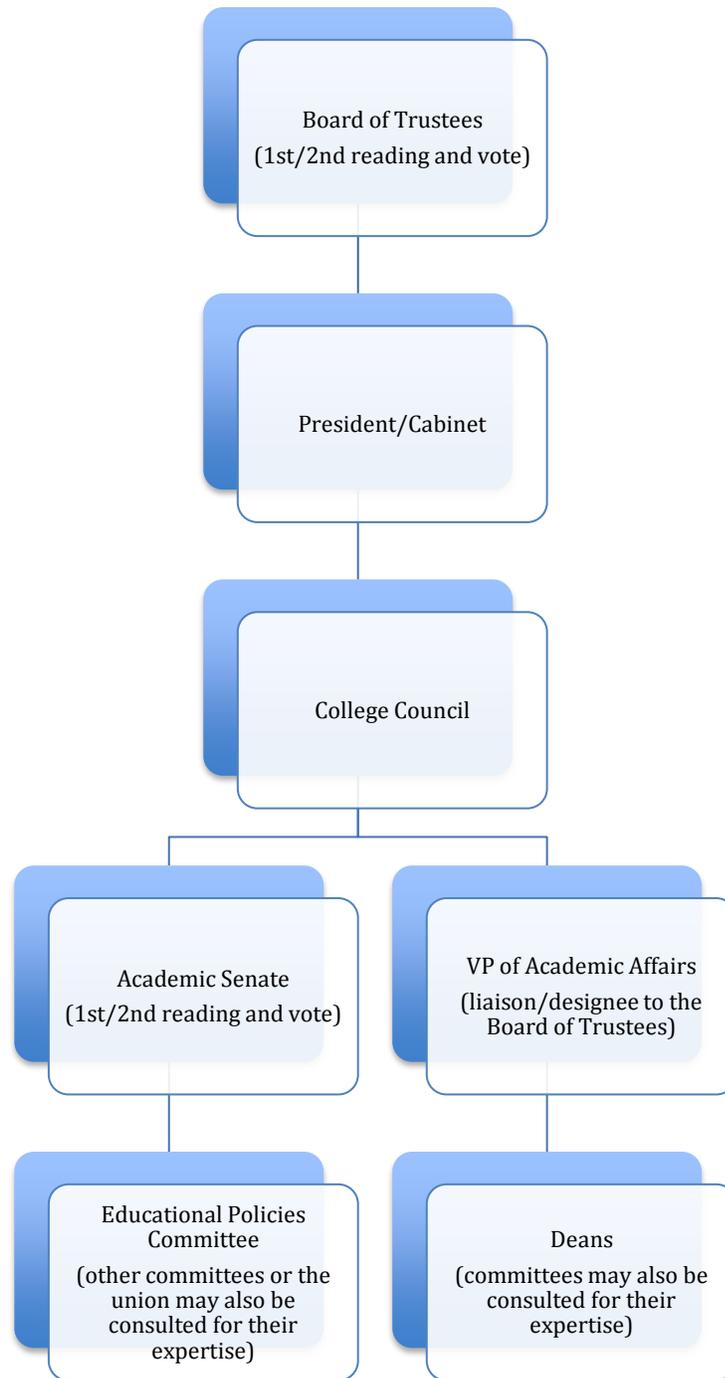
How are BPs/APs in the 4000 series developed and revised?

The Senate works with the Vice President of Academic Affairs and the Deans to develop and revise BPs/APs. Sometimes work begins in one group, like the Educational Policies Committee or the Deans Council, and is then taken to the other group for feedback and discussion. A policy may go back and forth a while before agreement is reached. A more efficient approach is the use of a joint task force of Deans and Senators to begin the process of development and revision so that there is mutual agreement on the large issues before work begins. BP/APs involving curriculum, degrees and certificates will typically go through the Curriculum Committee as well.

Once the Educational Policies VP and Committee determine that a BP/AP is ready, it is presented to the Academic Senate for at least two readings and a vote. By law, the Academic Senate is bound to the requirements of the Brown Act which regulates the conduct of public meetings to ensure that the public is given a full opportunity to participate. Consequently, there is always a “first reading” of a BP/AP in which any general questions are answered and issues are raised. Senators are directed to bring it back to their divisions for discussion. Any necessary revisions are made to the BP/AP and it is brought back to the Senate for a “second reading”, further discussion and potentially a vote. A BP/AP may need more than two readings before the Senate is ready to vote.

Once a BP/AP has passed through the Senate and has the agreement of the VPAA it is brought to College Council and the President’s Cabinet for final consideration and potential revision. If the revisions are substantive, the BP/AP may need to go back to the Senate for further discussion and agreement. Once every group is in agreement, the BP/AP is brought to the Board for consideration. The Board is also held to the requirements of the Brown Act and must hold at least two readings and hear any public input before voting.

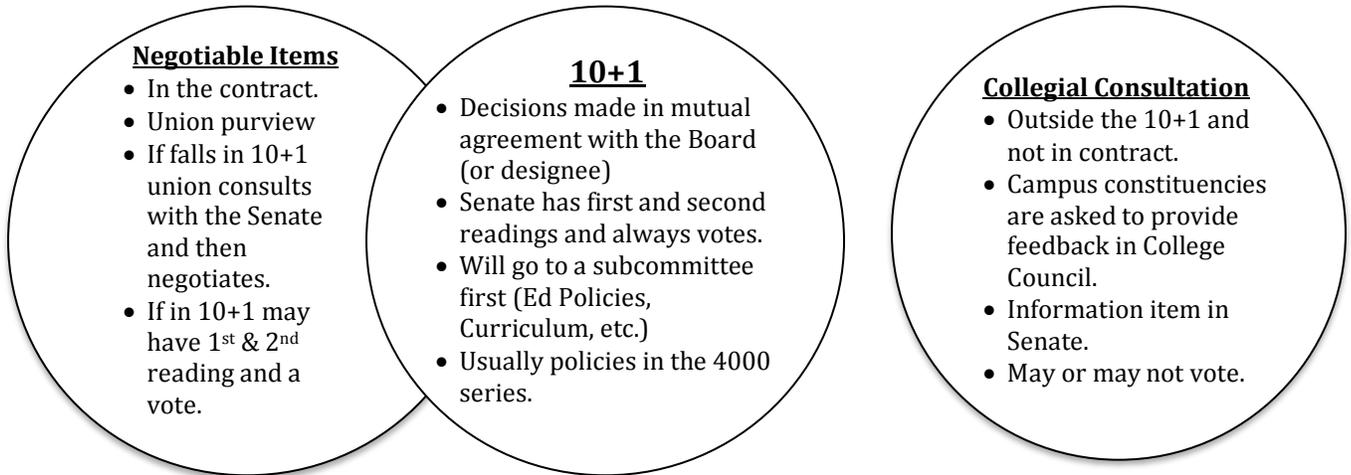
Process for Developing and Revising BP/APs



Mutual Agreement: According to BP2510 the Board (or its designee) must reach mutual agreement with the Academic Senate before a BP/AP in the 10+1 area can be revised or added. If mutual agreement cannot be reached, a change can only be made if there is a compelling fiscal or legal reason.

Senate Consultation on BPs and APs

The Senate is sometimes asked to consult on policies and procedures that do not fall within its 10+1 purview or are negotiable items in the 10+1 purview.



Considerations in the development and revision of BP/APs

