

General Institution

**BP 3200 ACCREDITATION**

**References:**

Title 5 Section 51016  
ACCJC Accreditation Eligibility  
Requirement 21; and ACCJC  
Accreditation Standards I.C.12 and 13  
IV.B.1.i

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges ~~an approved accrediting agency~~ and of other District programs that seek special accreditation.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

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**Date Adopted:** November 17, 2015

**General Institution**

**BP 3720 COMPUTER AND NETWORK USE**

**Reference(s):**

Education Code Section 70902;  
Government Code Section 3543.1(b);  
Penal Code Section 502;  
Cal. Const., Art. 1 Section 1;  
17 U.S. Code Sections 101 et seq.

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

The computing facilities of the Chabot-Las Positas Community College District are provided for the use of students, faculty, and staff in support of the programs of the Colleges and District. The computer systems of the District are provided solely for the following purposes:

1. use by authorized employees and agents of the Chabot-Las Positas Community College District for District business;
2. use by authorized employees of the Chabot-Las Positas Community College District for professional activities related to the employee's job function;
3. use by registered students or authorized employees of the Chabot-Las Positas Community College District for instructional activities; or
4. public access to approved District or College information resources via the public telephone and data networks.

The District acquires a substantial portion of its computer software from vendors under license agreements which restrict the use of the software to specific computer systems and which require the District to limit the use and copying of the software. It is District policy to comply with the terms of these licenses and with copyright law. Use of District

computer resources in violation of copyright restrictions or software license terms is prohibited.

The District's computer systems, including hardware, software, and all computerized information and data are owned by the District or are licensed from vendors under license agreements. Except as provided in Board Policy pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain, even if the employee or student entered the information into these systems. Employees may use this information only as directed in the legitimate business of the Colleges and District and only as prescribed by Board Policy 5540.

In order to facilitate proper and responsible use of computers, the Chancellor shall establish rules and regulations for all users of District computing facilities. All users must comply with these rules and procedures; violations may result in revocation of system access privileges and may have additional consequences including termination or expulsion. Such rules and procedures would include, but are not limited to, tampering, interference, damage and unauthorized access to lawfully created computer data and computer systems.

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**Adopted:** August 18, 2015

*(This new policy replaces the CLPCCD Policy 2311)*

**General Institution**

**AP 3720 COMPUTER AND NETWORK USE**

**Reference(s):**

15 U.S. Code Sections 6801 et seq.;  
17 U.S. Code Sections 101 et seq.;  
Penal Code Section 502, Cal. Const., Art. 1 Section 1;  
Government Code Section 3543.1 subdivision (b);  
16 Code of Federal Regulations Parts 314.1 et seq.;  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer and Network systems are the sole property of the Chabot-Las Positas Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work-related purposes only.

This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

**Conditions of Use**

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

**Legal Process**

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

**Copyrights and Licenses**

Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

**Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

**Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

#### **Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

**Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

**Unauthorized Use** - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

**Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

**Unauthorized Access** - Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

**Abuse of Computing Privileges** - Users of District information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

**Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

**Usage** - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

**Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

**Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Public discussion groups may be designated for selling items by and may be used appropriately, according to the stated purpose of the group(s).

**Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals** - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

**User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Political, Personal, and Commercial Use** - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

**Political Use** - District information resources must not be used for political activities where prohibited by federal, state, or other applicable laws.

**Personal Use** - District information resources should not be used for personal activities not related to District functions, except in a purely incidental manner. If the District otherwise grants access to the District's email system for personal use, employees may use the District's email system to engage in protected concerted activity during non-work time.

**Commercial Use** - District information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

### **Nondiscrimination**

All users have the right to be free from any conduct connected with the use of the Chabot-Las Positas Community College District network and computer resources which discriminates against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

### **Disclosure**

**No Expectation of Privacy** - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

**Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

**Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Public Records** - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network or computers must be disclosed if requested by a member of the public.

**Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

### **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

### **Computer and Network Use Agreement (Sample Language)**

I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, \_\_\_\_\_, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State or Federal law.

### **Title IV Information Security Compliance**

- A designated employee or employees to coordinate the entity’s information security program.
- Identification of reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of the entity’s operations, including:
  - (1) Employee training and management;
  - (2) Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and
  - (3) Detecting, preventing and responding to attacks, intrusions, or other systems failures.



- Design and implementation of information safeguards to control the risks the entity identifies through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.
- Oversee service providers, by:
  - (1) Taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue; and
  - (2) Requiring the entity's service providers by contract to implement and maintain such safeguards.
- Evaluate and adjust the entity's information security program in light of the results of the testing and monitoring required; any material changes to the entity's operations or business arrangements; or any other circumstances that the entity knows or has reason to know may have a material impact on the entity's information security program.

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**Approved:** NEW

**General Institution**

**BP 3725 INFORMATION AND COMMUNICATIONS TECHNOLOGY  
ACCESSIBILITY & ACCEPTABLE USE**

**Reference(s):**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information  
Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the informational materials or ICT at the same time as an individual without a disability, and instructional materials within a specified timeline.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

The Chancellor shall also establish administrative procedures to enable the District to lawfully manage its use of third-party social media platforms and communication to the general public via third-party social media and other education platforms.

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**Approved: NEW**

General Institution

AP 3725 INFORMATION AND COMMUNICATIONS TECHNOLOGY  
ACCESSIBILITY & ACCEPTABLE USE

**Reference(s):**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information  
Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

**Definitions**

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as possible as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs and abilities.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines,

telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Instructional Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses, learning technology integrations (LTIs), publisher provided content, PDF content and other 3<sup>rd</sup> party materials. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Social Media:** Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability, and instructional materials within a specified timeline

### **ICT and Instructional Material Accessibility Standard Statement**

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing, or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff as well as contractors and professional experts, or any other person working under the auspices of the college.

### **Social Media Policy**

The District may use social media as a method of effectively informing the public about District services, issues, and other relevant events. District employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

## **Authorized Users**

Only employees authorized by the Chancellor or designee may utilize social media on behalf of the District. Authorized users shall use only District-approved equipment during the normal course of duties to post and monitor District-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chancellor or designee may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information on District social media by employees who are not authorized to post should be made through the employee's supervisor.

Posted content shall be on behalf of the District and created and selected by employees, supervisors, and others as part of their official duties for the District, and not as the speech or expression of those individuals on behalf of themselves or any other group or organization.

## **Authorized Content**

Only content that is appropriate for public release, that supports the District mission and conforms to all District policies may be posted. Examples of appropriate content include:

- Announcements.
- Requests that ask the community to engage in projects that are relevant to the District's mission.
- Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- Press releases.
- Recruitment of personnel.

## **Prohibited Content**

Content prohibited from posting includes, but is not limited to:

- Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- Any information that violates individual rights, including confidentiality and privacy rights and those provided under state and federal law and District policies and procedures.
- Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the District or its employees.
- Any information that could compromise the safety and security of District operations, employees, students, or the public.
- Any content posted for personal use.
- Any content that has not been properly authorized by this policy or a supervisor.

Any employee who becomes aware of content on the District's social media site that he/she/they believes is unauthorized or inappropriate should promptly report such

content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

### **Monitoring Content**

The Chancellor or designee will review, at least annually, the use of District social media and on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

### **Retention of Records**

The Custodian of Records shall establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

### **Training**

Authorized users should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on District sites.

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**Approved:** NEW

Academic Affairs

BP 4105 DISTANCE AND CORRESPONDENCE EDUCATION

**Reference:**

Title 5 Sections 55200 et seq.

The District offers quality distance and correspondence education to its students.

Distance education ~~allows students who are separated by time or distance and interact through the assistance of technology to pursue their educational goals. uses~~ technologies to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor(s), either synchronously or asynchronously through the District approved Learning Management System (LMS).

Correspondence education allows students who are separated from the district, college, and instructor to correspond through provided instructional course materials by mail or electronic transmission, including examinations on the materials. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student.

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**Adopted:** February 18, 2014

**Board Reviewed** November 17, 2020, enter new date here

Academic Affairs

**AP 4105** DISTANCE AND  
CORRESPONDENCE EDUCATION

**References:**

[Education Code Sections 66700 and 70901 et seq.;](#)

Title 5 Sections [55002](#), [55200](#), [55204](#), [55208](#) et seq.;

[Title 5 Sections 55260 et seq.;](#)

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.1

**Definition**

~~Distance education means instruction in which the instructor and student are separated by time or distance and interact through the assistance of communication technology. Distance Education classes, where fifty-one percent (51%) or more required instructional time is geographically separated instruction, shall be considered online classes for evaluation purposes.~~

**Distance Education:** Distance Education means:

(1) Education that uses one or more of the technologies listed in paragraphs 2(a) through (d) to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor(s), either synchronously or asynchronously through the District approved Learning Management System (LMS).

(2) The technologies may include:

a) the internet;

b) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

c) audioconferencing; or

d) other media used in a course in conjunction with any of the technologies listed in paragraphs (a) through (c).

**Correspondence Education:** Correspondence Education means education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular



and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

A student is considered to be “enrolled in correspondence courses’ if correspondence courses constitute 50 percent or more of the courses in which the student is enrolled during a financial aid award year.

In order for a correspondence education student to be considered a full-time student at the District, at least half of the student’s coursework must be made up of non-correspondence coursework that meets one-half of the District’s requirement for full-time students.

### **Course Approval**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. (Ref. FA Contract Article 10D.1.j.)

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance or correspondence education. The addendum must be approved according to the curriculum approval procedures and must address the following:

- How course outcomes will be achieved in a distance or correspondence education mode;
- For distance education, hHow the portion of instruction delivered via distance education provides regular and substantive interaction ~~effective contact~~ between instructors and students; ~~and~~
- For correspondence education, how the portion of instruction delivered via correspondence education documents and facilitates learning progression through a cycle of assignment submission and feedback; and
- ~~—~~How the portion of instruction delivered via distance education and correspondence education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

**Duration of Approval:** All distance and correspondence education courses approved under this procedure will continue to be in effect unless there are substantive changes made to the course outline.

## Certification

When approving distance and correspondence education courses, the college curriculum committee will certify the following:

- **Course Quality Standards:** The same standards of course quality ~~is~~are applied to the distance and correspondence education courses as are applied to ~~traditional classroom courses~~in-person classes.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance and correspondence education course were made with the full involvement of the college curriculum committee approval procedures.

## Instructor Contact

- **Distance Education:** Each section of the course that is delivered through distance education will include ~~regular effective contact~~ regular and substantive interaction between instructor and students, as well as among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. (Ref. FA Contract Article 10F.3.e)
- **Correspondence Education:** Each section of a course conducted through correspondence education will be established through a cycle of assignment submissions and comprehensive, responsive feedback, as determined by college curriculum committee. Instructors will be responsible for ensuring that each student will receive ongoing support toward making meaningful academic progress.

Students who participate in correspondence education will have access to student support services, including counseling, library searches, research assistance, and tutoring or other learning support through mail, email, telephone or in-person contact, as determined by the Chief Instructional Officer.

## Faculty Selection and Workload

Instructors of distance and correspondence education shall be prepared to teach in a distance education delivery method and modality consistent with the requirements of local district policies, and negotiated agreements.

Instructors of course sections delivered through distance or correspondence education will be selected using the District or college's same procedures for determining all instructional assignments.

## Quality

Distance education in the District will include, but shall not be limited to, the following attributes:

1. The same standards of quality instruction as ~~in-on-campus~~in-person classes

2. Comparable student support services as offered on campus
3. Regular and substantive interaction, ~~effective contact~~ between instructor and students and among students
4. Adherence to federal regulations and state Title 5 regulations ~~and the California Community Colleges Chancellor's Office Distance Education Guidelines.~~
5. Faculty oversight of all curriculum issues
6. Evaluation of instruction as per the agreement between the District and the Chabot-Las Positas Faculty Association
- 6-7. Course peer review processes at the colleges to ensure quality teaching and learning for student success
- 7-8. Instructor access to ~~training~~ professional learning and support
- 8-9. Student readiness ~~training~~ preparation and support
- 9-10. Student adherence to the ~~District Standards of Student Conduct, including~~ academic honesty statements at the colleges
- 10-11. Adherence to the ~~requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973. California Community Colleges Chancellor's Office Distance Education Accessibility Guidelines for Students with Disabilities~~
- 11-12. Adherence to federal Copyright Law.

### **Authentication and Verification of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, an acknowledgement of elements related to student success including: access to a device with internet access, time requirements equal to in person classes, verification that the student is the one to complete and turn in work, as well as requirement to abide by the Standards of Student Conduct. ~~statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.~~

The District provides a secure web-based student verification processes by way of a single authentication system which includes the student registration, student web portal, and the supported Learning Management System (LMS). As part of the initial registration process, all student users are assigned a unique "W" Identification Number (W ID) and password. Students and their assigned W ID are systematically uploaded to courses in the LMS for which they are enrolled. Students who have access to the LMS only have access to the course(s) for which they are registered.

Students are responsible for complying with college and district regulations related to authentication & academic honesty. Board ~~Policies~~ Policy and Administrative Procedure 5512-5500 (Standards of Student Conduct and Due Process) and 2311 (Computer Use) addresses issues related to ~~authentication &~~ academic honesty. Unauthorized activities include, but shall not be limited to, the following examples: use of passwords or accounts of another user and/or misrepresentation of oneself, allowing someone else access to your secure online classroom to complete assignments or portions of assignments, or using unauthorized materials or concealed information during an exam.

On the instructional level, faculty are advised to include a statement on academic integrity on their syllabus and discuss it early in their course(s). Faculty are also advised to develop and employ various instructional strategies and technologies to promote student verification of student identity. Those include, but are not limited to, use of multiple assessment techniques in place of high stakes exams, greater reliance on written assignments and threaded discussions, use of randomized ~~text-test~~ banks & timed test delivery, in-person writing samples, and proctored exams.

Also see BP and AP 5040 Student Records, Directory Information, and Privacy

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**Date Approved:** February 18, 2014

**Board Reviewed:** October 20, 2020, [enter new date here](#)

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Academic Affairs

**BP 4230** GRADING AND ACADEMIC RECORD SYMBOLS

**Reference:**

Title 5 Section 55023, ~~and 55024~~, [and 55050 et seq.](#)

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in college catalogs and made available to students.

The grading system shall include a notation for credit earned through successful completion of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline and class for which credit for prior learning is earned. The notation will be stated below the named class and state: "Credit for Prior Learning."

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**Adopted:** February 18, 2014

**Board Reviewed:** January 19, 2021, [enter new date here](#)

Academic Affairs

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**Reference:**

Title 5 Section [55051](#), [55052](#), [55052.5](#), 55023 and 55024

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols.

**Evaluative symbols:**

A – Excellent – grade point of 4

B – Good – grade point of 3

C – Satisfactory – grade point of 2

D – Passing (Less than satisfactory) – grade point of 1

F – Failing – grade point of 0

P – Passing (At least satisfactory) – units awarded not counted in GPA

NP – No Pass (Less than satisfactory, or failing) – units not counted in GPA

SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

The Academic Grade Point Average is an index of the quality of a student's work.

To enable the calculation of grade point average, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form. The grade point average (G.P.A.) is calculated by dividing total grade points by total units attempted:

$$\text{G.P.A.} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

**Non-Evaluative symbols:**

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military withdrawal

EW – Excused Withdrawal; Withdrawal for Extenuating Circumstances [used to denote withdrawal in accordance with Title 5 Section 55024. \(Ref. FA Contract Article 9L.2\)](#)

## "I" – Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons may result in an "I" symbol being entered by the instructor on the student's permanent record. The following documentation shall be maintained in writing by the responsible Admissions and Records Administrator or designee:

- The condition(s) stated by the instructor for removal of the "I."
- The letter grade to be assigned when the stipulated work has been completed or the letter grade to be assigned if the work has not been completed within the designated time limit.

The "I" shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but it will require the approval of the Chief Instructional Officer or designee, and the instructor of record if available.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

## ~~Administrative Symbol "IP" – In Progress~~

~~The administrative symbol "IP" is established to indicate coursework "in progress-" only in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course. Its use is limited to mastery learning courses. It may be used only for a student who is making satisfactory progress toward the completion of a course but who has not completed all of the modules by the end of the semester or session.~~

~~The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit, grade-point average, or grade point balance. Only one symbol "IP" may be received by a student for any one mastery learning class; therefore, the class must be completed within two academic terms (semester or session). The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.~~

## ~~Administrative Symbol "RD" - Report Delayed~~

~~The administrative symbol "RD" may be assigned by the responsible Admissions and Records Administrator or designee only. It is to be used only when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible.~~

"RD" shall not be used in calculating grade point averages.

#### **Administrative Symbol "I" – Incomplete**

~~Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The following documentation shall be maintained in writing by the responsible Admissions and Records Administrator or designee:~~

- ~~• The condition(s) stated by the instructor for removal of the "I."~~
- ~~• The letter grade to be assigned when the stipulated work has been completed or the letter grade to be assigned if the work has not been completed within the designated time limit.~~

~~The "I" shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but it will require the approval of the Chief Instructional Officer or designee, and the instructor of record.~~

~~The "I" symbol shall not be used in calculating units attempted nor for grade points.~~

#### **Administrative Symbol "W" – Withdrawal**

The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less).

~~Withdrawals from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) can occur upon petition of the student or representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.~~

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to Title 5 Section 55024.

A student may withdraw and receive a "W" symbol on record no more than three times in the same course. In this case, to re-enroll for the same course, a student would need to petition with approval by the Chief Instructional Officer to enroll again in a course after having reached the limit on the authorized number of "W" symbols in the same course in colleges within the district.

#### **Administrative Symbol "MW" - Military Withdrawal**

The Military Withdrawal ("MW") symbol ~~is part of the Academic Record Symbols and Grade Point Average regulations to assist students who are members of an active or reserve military service, and who receive orders compelling withdrawal from courses.~~may



be used to denote military withdrawal in accordance with Title 5 Section 55024. The "MW" symbol shall not be used in calculating units attempted for grade points or progress.

~~Upon verification of such orders, this symbol shall be assigned at any time after the No-Grade of Record (NGR) period—end of second week of classes.~~

The "MW" shall not be counted in progress probation and dismissal calculations. Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Upon petition of a student who receives an order compelling a withdrawal from courses, the District shall refund the entire enrollment fee unless academic credit is awarded.

### **Administrative Symbol "EW" - Excused Withdrawal**

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting course completion in accordance with Title 5 Section 55024. These events ~~and~~ may include an accident or illness, ~~job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action,~~ or other circumstances making course completion impracticable. Upon consultation with the course faculty and verification of ~~these conditions or reviewing documentation substantiating the condition, circumstances beyond the control of the student,~~ an excused withdrawal symbol may be assigned. The withdrawal symbol so assigned shall be an "EW." Excused withdrawal shall not be counted in progress probation and dismissal calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

### **Credit for Prior Learning Notation**

A notation is used for credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the Colleges determine that such prior learning satisfies the standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

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**Approved:** February 18, 2014; Edited August 21, 2018

**Board Reviewed:** December 15, 2020, [enter new date](#)

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**Academic Affairs**

**AP 4236     ADVANCED PLACEMENT CREDIT**

**Reference:**

Education Code Section 79500

[Title 5 Section 55052](#)

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP list. If there is no General Education area that fits the AP Examination, the District may award elective credit.

[A student's academic record will be annotated to reflect credit earned through an AP examination.](#)

The District shall post its Advanced Placement Credit procedure on the college website.

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**Approved:**     December 15, 2020

Business and Fiscal Affairs

BP 6340 Formal Bids and Contracts

Reference:

Education Code Sections 81641 et seq.;  
Public Contract Code Sections 20650 et seq.;  
Government Code Section 53060;  
ACCJC Accreditation Standard II.D.16;  
2 Code of Federal Regulations Part 200.318  
Title 5 Sections 59130 et seq.

**NOTE:** *This policy is legally required*

Expenditures shall not exceed the approved appropriation as itemized in the official budget unless specifically authorized by action of the Board.

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are approved or ratified by the Board according to the bidding thresholds.
- ~~Contracts for work to be done, or services to be performed,~~ or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code 20651, the Board shall award each such contract to the lowest responsive and responsible bidder who meets the bidding document requirements and specifications or rejects all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance AP 6340. The bidder shall give such security as the Board requires and may reject all bids.

- When the Chancellor, in consultation with appropriate senior administrators, determines that the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office College Buys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the District may proceed with the contract without conducting a formal bidding process.

Public work contracts that meet the bidding threshold shall be made pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA), found in the California Public Contract Code Sections 22000 et. Seq. The Board has adopted the Uniform Public Construction Cost Accounting Procedures as set forth in the applicable Board Resolutions.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements. (Also see AP 6345 titled Bids and Contracts – UPCCAA).

The Board, in accordance with Education Code Section 81655, has approved the following policy sections:

- The Chancellor shall authorize procurement of goods and services under the current purchasing dollar limit threshold in advance of action by the Board. The Chancellor shall report a summary of expenditures on the agenda of the next regularly scheduled public meeting of the Board of Trustees.
- For contract thresholds under the current UPCCAA limits according to adopted Board Resolution 02-1112 the Chancellor shall report such action for ratification by the Board at a subsequent meeting as part of the approval of the commercial warrants register. For contract thresholds within the current UPCCAA limits according to Board Resolution 02-1112, the Chancellor shall be authorized to award contracts in advance of action by the Board. The Chancellor shall report such action for ratification by the Board at a subsequent meeting as part of the approval of the commercial warrants register.
- For contracts that exceed the current UPCCAA thresholds according to adopted Board Resolution 02-1112, a formal bidding process is initiated. In those instances in which compliance with the State and Federal regulations require that contracts be made by means of advertised bids, the Chancellor shall comply with such regulations. (Also see AP 6340 titled Bids and Contracts)

- If the best interests of the District will be served by a contract or lease through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

Also see BP/AP 6330 titled Purchasing, AP 6340 titled Bids and Contracts, and AP 6345 titled Bids and Contracts – UPCCAA.

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**Date Adopted:** April 1, 2014; Edited November 2016.

Business and Fiscal Affairs

AP 6340 FORMAL BIDS AND CONTRACTS

Reference:

Education Code Section 81641 et seq.;

Public Contract Code Sections [20103.72600](#), [201122600.5](#), ~~20650 et seq~~[20103.7.](#), [20650 et seq.](#), and 22000 et seq.;

Labor Code Sections 1770 et seq.

[Government Code Section 53060](#);

[ACCJC Accreditation Standard III.D.16](#)

[2 Code of Federal Regulations Part 200.318](#);

[Title 5 Sections 59130 et seq.](#)

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in in the Public Contract Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

**NOTE:** The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651 subdivision (d); the 1/1/~~18~~[21](#) adjustment increased the minimum for materials or supplies to \$~~970,620~~[970,620](#). The current bid minimum can be found at [on the CCCCO website: http://extranet.cccco.edu/Portals/1/CFFP/Facilities/FPU\\_Memos/2017/FP%2017-27%202018%20Bid%20Threshold%20Adjustment.pdf.](#)

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction,

and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified. Additionally, when the use of a skilled and trained workforce to complete a contract or project is required, the bid documents and construction contracts shall state that the project is subject to the skilled and trained workforce requirement.

### **Notice Calling for Advertised Bids**

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Vice Chancellor, Business Services or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Vice Chancellor, Business Services or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Vice Chancellor, Business Services or designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

The Vice Chancellor, Business Services or designee shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

### **Awarding of Bids and Contracts Awards**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials and services purchased based on its judgment as to which bid substantially complies with the quality required by the specifications.
- Selection and Award Based on Best Value
  - For the purpose of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value.
  - "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
  - The District will consider all of the following in a best value selection and award:
    - Price and service level proposals that reduce the District's overall operating costs, including end-of-life expenditures and impact.
    - Equipment, services, supplies, and materials standards that support the District's strategic acquisition and management program direction.
    - A procedure for protest and resolution in the request for proposal.



- The District may also consider any of the following in a best value selection and award:
- The total cost to of its purchase, use, and consumption of equipment, supplies, and materials.
- The operational cost or benefit incurred by the District.
- The added value to the District, as defined in the request for proposal, of vendor-added services.
- The quality and effectiveness of equipment, supplies, materials, and services.
- The reliability of delivery and installation schedules.
- The terms and conditions of product warranties and vendor guarantees.
- The financial stability of the vendor.
- The vendor's quality assurance program.
- The vendor's experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.
- The consistency of the vendor's proposed equipment, supplies, materials, and services with the District's overall supplies and materials procurement program.
- The economic benefits to the local community, including, but not limited to, job creation and retention.
- The environmental benefits to the local community.
- The District will award a contract to the lowest responsible bidder, whose proposal offers the best value to the District based solely on the criterial set forth in the request for proposal. The District shall document its determination in writing.
- The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
- The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
- The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, does not occur in the award and performance of contracts.

### **Purchasing without Advertising for Bids**

The Vice Chancellor, Business Services or designee is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Vice Chancellor, Business Services or designee may, without advertising for bids within the same District, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice Chancellor, Business Services or designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Vice Chancellor, Business Services or designee may make purchases through the CollegeBuys Program for the Procurement of Goods and Services for Community College Districts, without conducting an independent local bidding process, if the District determines that doing so would result in a lower contract price upon the same terms, conditions and specifications.

### **Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

### **Emergency Repair Contracts without Bid**

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice Chancellor, Business Services or designee may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

### **Unlawful to Split Bids**

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

### **Records Retention**

The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

### **~~Kindergarten–University Public Education Bond Act Projects~~**

~~For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice Chancellor, Business Services or designee will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7.~~

~~The program will include:~~

- ~~• Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.~~
- ~~• A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements~~
- ~~• Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.~~
- ~~• The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Vice Chancellor, Business Services or designee or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code Section 1771.7.~~
- ~~• If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.~~
- ~~• The Vice Chancellor, Business Services or designee shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations or any successor agency that is responsible for the oversight of employee wage and work hour laws.~~

The formal bidding opportunities are posted on the District's Business Services/  
Purchasing website under the Bidding Opportunities Header

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**Date Approved:** March 18, 2014 Edited August 21, 2018

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Business and Fiscal Affairs

**BP 6620 NAMING OF BUILDINGS**

Reference: N/A  
No references

All recommendations for naming, [removing of names from, and renaming](#) buildings, facilities, [grounds](#), and/or memorials shall be submitted to the Board by the Chancellor for action.

The Board of Trustees has the final responsibility for the naming of any facility, i.e. all buildings; portions of buildings; college streets or roads; stadium and athletic fields and courts and other areas of major assembly; plazas, malls, and other large areas of campus circulations; and all other highly visible facilities and properties, or memorials within the Chabot–Las Positas Community College District. The Board also has the final responsibility for altering, changing, removing or renaming any building, facility, [grounds](#), or memorial.

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**Adopted:** April 1, 2014

*(This new policy replaces the current CLPCCD Policy 2313)*

**Business and Fiscal Affairs**

**AP 6620 NAMING OF BUILDINGS, FACILITIES, AND MEMORIALS**

**Reference:**

~~No specific references~~N/A

The following purposes are appropriate for naming any District building or facility constructed with public funds:

1. To designate the function of the building or facility.
2. To reflect natural or geographical features.
3. To reflect a traditional theme of the College or the District.
4. To honor a living or deceased person(s), business or corporation, who has directly contributed to the District in an exceptional way through service or monetary contributions. Proposals shall be submitted no earlier than one year following the retirement or death of the individual to be honored.
  - a. If no major gift is involved, it must honor a person who has made an extraordinary contribution to the college or community;
  - b. If a monetary gift is involved, the Board will take into consideration the significance and amount of the proposed gift in relation to the development of completion of a facility or to the enhancement of the facility's usefulness to the District. For an amount to be considered significant, it shall either cover the total cost of the facility to be named or provide funding for that portion of the total cost which would not have been available from any other source;
  - c. No gift shall be considered or accepted by the Board which contains conditions related to District operations, the curriculum, faculty, or any College or District program. However, the Board may consider accepting a gift that enables the District to establish a program, if the program is deemed appropriate and useful;
  - d. The following are examples of other District memorials that may be appropriately named:
    - i. Endowed chairs of subject-matter disciplines.
    - ii. Endowed positions of classified service.
    - iii. Endowed curricula or educational programs.
    - iv. Endowed offices, institutes, conservatories or centers.

Requests for naming buildings, facilities, or memorials are to be submitted to the Chancellor. All are to include the following:

1. A rationale for requesting the naming of the building, facility, or memorial.
2. A description of the proposed memorial, if appropriate.
3. Evidence of support for the naming.
4. Specifics of the gift or donation, including maintenance, if appropriate

Requests shall be reviewed by a committee from the college requesting the change consisting of two representatives each from the Associated Students, the Classified Union, the Classified Senate, the Faculty Senate, Faculty Association and the Administrative Staff. The appropriate College President will also serve. The Chancellor will chair the committee, and the committee will make a recommendation to the Board of Trustees.

### **Removal of Names from Donor-Named Buildings, Facilities, and Grounds**

The District may, in its sole discretion, change a name, or remove a name from a donor-named building, facility, ground or other space if the building, facility, grounds, or other space is destroyed or razed, or must be substantially remodeled or rebuilt for any reason. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility, grounds, or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building, facility, ground, or other space and rename it as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor-named building, facility, ground or other space and rename it as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business, will damage the District's reputation or goodwill in the community.

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**Date Approved:** March 18, 2014

*(This is a new procedure recommended by the Policy and Procedure Service)*