

The District Board of Trustees

BP ~~4300~~2510 COLLEGIAL CONSULTATION PARTICIPATION IN DISTRICT AND COLLEGE GOVERNANCE

Reference(s):

Education Code Sections 70902, 70901.2
Code of Regulations 51023.5, 51023.7, 53200-53206
Accreditation Standards IV.A and IV.D.7

It is the belief of the Chabot-Las Positas Community College District Board of Trustees that participatory governance is both a philosophy and a process, which assures the mutual respect of all district and college constituencies by providing them the right to participate effectively in district and college governance. Although the Board of Trustees has the ultimate responsibility in decision making in those areas assigned to it by state and federal laws, the Board recognizes that the best decisions for the district can be made by relying upon the collective knowledge and expertise of the district and college communities and by ensuring that each constituency has the opportunity to express its opinions and provide advice and counsel.

The Board is committed to participatory governance and shall ensure faculty, classified professionals, and students participate as required by law in the decision-making processes of the District as follows:

Faculty

The Board shall consult collegially upon the advice and judgement of each Academic Senate independently on college matters and the two senates jointly on District matters. District matters should be of sufficient importance that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies.

“Rely primarily” means that the recommendations of the Academic/Faculty Senate will be forwarded to the Board through the Chancellor will normally be accepted by the Board. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate. In instances

where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale, which puts the explanation for the decision in an accurate, appropriate, and relevant context.

The Board elects to rely primarily on the Academic Senate in the following academic and professional matters:

- a) Curriculum, including establishing prerequisites and placing courses in disciplines;
- b) Degree and certificate requirements;
- c) Grading policies;
- d) Faculty roles and involvement in accreditation processes including self-study and annual reports.

The Board elects to reach mutual agreement with the Academic Senate on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the College President and Academic Senate as defined in separate local policies for each. (See Chabot College Participatory Governance & Collegial Consultation Process and Las Positas College Participatory Governance Handbook.) On District matters, mutual agreement will be reached between the Chancellor and the Academic Senates through the Chancellor's Council. Mutual agreement means that the Board and the Academic Senate shall each approve such policies or procedures before they are put into effect. If such agreements are not approved by both parties, existing policies and procedures will remain in force unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

The Board elects to reach mutual agreement with the Academic Senates in these academic and professional matters:

- a) Educational program development;
- b) Standards or policies regarding student preparation and success;
- c) District and college governance structures as related to faculty roles;
- d) Policies for faculty professional development activities;
- e) Process for program review;
- f) Process for institutional planning and budget development.

g) Process for the development and design of the district and colleges facilities master plans.

The selection of faculty to serve on district or college task forces, committees, or other groups shall be made by the Academic/Faculty Senates and, as set forth in the Faculty Contract, the faculty collective bargaining unit. The Academic Senates and the faculty collective bargaining unit each design and administer their own processes for assigning representation to district and college task forces, committees, and other groups where designated.

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Classified Professionals

Classified professionals, defined as all employees in classified positions exclusive of those who are designated as management, shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration.

Classified professionals shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on classified professionals, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on classified professionals. The Board recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals.

Students

Students shall be provided the opportunity to participate effectively in district and college governance, and the opportunity to express their opinions at both the campus and district level with these opinions being given every reasonable consideration. Students shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that have or will have a significant effect on students. The Board recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students.

The selection of students to serve on district or college task forces, committees, or other groups shall be made by the Student Senates, which design and administer

their own processes for assigning representation to district and college task forces, committees (including hiring committees), and other groups where designated.

Except for unforeseeable, emergency situations, the Board shall not take any action on matters significantly affecting faculty, classified professionals, and students until the affected constituent group or groups have been provided the appropriate opportunity to participate in the formulation and development of those matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of all constituencies before such action is taken.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3450 et seq.

4. ~~Rely Primarily~~

~~The Board of Trustees shall "rely primarily" upon the advice and judgment of each Academic Senate independently on selected college matters and the two senates jointly on selected District matters. College and District matters will be distinguished as described in the section below on the Chancellor's Council.~~

~~"Rely primarily" means that all recommendations in the areas specified below will be forwarded to the Board through the Chancellor by the Academic Senate(s) and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate(s). If such recommendations are not accepted, existing policies and procedures will remain in force.~~

~~The Board will "rely primarily" on the Academic Senates in these "academic and professional" matters:~~

- ~~a. Curriculum, including establishing prerequisites and placing courses in disciplines;~~
- ~~b. Degree and certificate requirements;~~
- ~~c. Grading policies;~~
- ~~d. Faculty roles and involvement in accreditation processes including self study and annual reports.~~

2. Mutual Agreement

"Mutual agreement" shall be reached between the Board of Trustees or its designee and the Academic Senates on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the college president and senate as defined in separate Board policies for each college. On District matters, mutual agreement will be reached between the Chancellor and the senates as defined in the section on the Chancellor's Council. "Mutual agreement" means that the Board of Trustees and the Academic Senate(s) shall each ratify such policies or procedures before they are put into effect. If such agreements are not ratified by both parties, existing policies and procedures will remain in force.

The Board will reach "mutual agreement" with the Academic Senates in these "academic and professional" matters:

- a. Educational program development
- b. Standards and policies regarding student success
- c. District and college governance structures as related to faculty roles
- d. Policies for faculty professional development activities
- e. Process for program review
- f. Process for institutional planning and budget development

3. District Councils and Committees

District Curriculum Committee

Curriculum, including establishing prerequisites and placing courses in disciplines.

Degree and certificate requirements
Grading policies
Educational program development

District Matriculation Council

Standards or policies regarding student success

District Institutional Planning Council

Process for program review
Process for institutional planning

District Budget Study Group

Process for budget development

~~College Governance Process (see College Policies)~~

~~Faculty roles and involvement in accreditation processes including self study and annual reports;~~

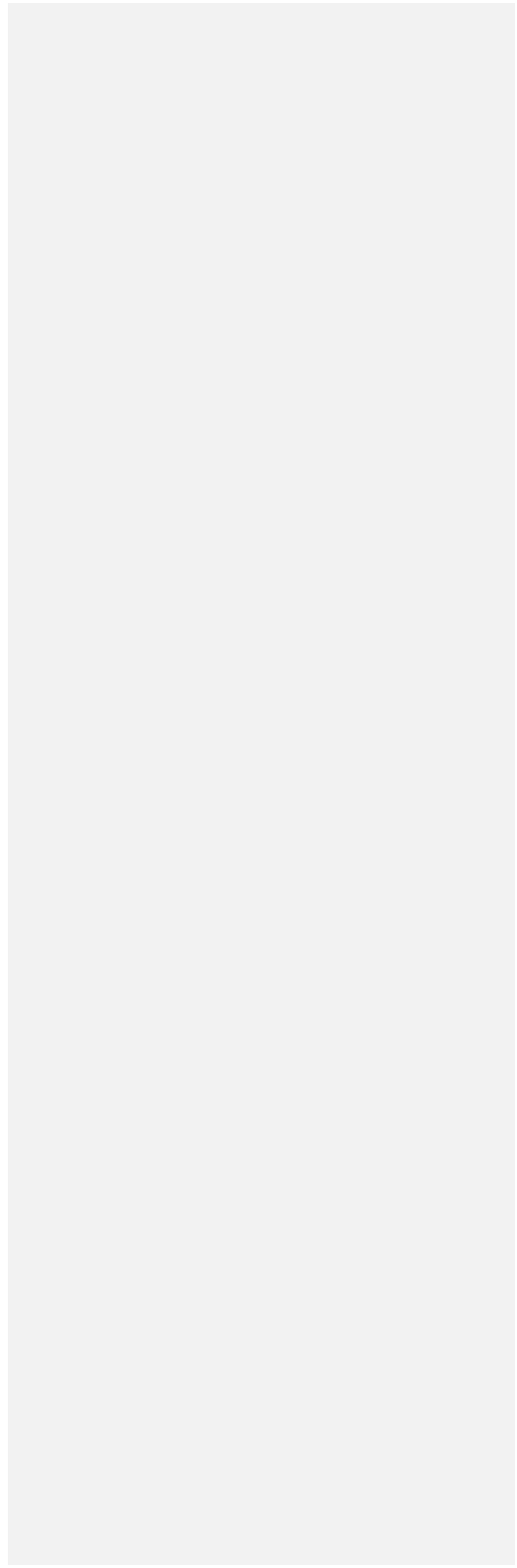
~~College governance structures as related to faculty roles;
Policies for faculty professional development activities.~~

~~Chancellor's Council (Exclusively District Issues)~~

~~District governance issues:~~

- ~~a. To provide a means for the colleges to communicate, with one another and to their constituents, the district and college developed recommendations in the above ten areas of collegial consultation;~~
- ~~b. To serve as a vehicle for identifying and resolving District matters. Should there be issues on which college developed recommendations are in conflict or require a joint effort, such issues shall be identified as district matters. Prior to Board presentation, such District matters will be referred to the Chancellor's Council for resolution. District matters should be of sufficient import that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies. The Chancellor's Council will develop a recommended resolution which will be ratified by the Chancellor and by each college President and senate following the processes established in the separate college governance policies. Typically, such a recommendation will be developed by the appropriate council. The administrative procedures for the council are located in the Administrative Rules and Procedures.~~
- ~~c. To serve as a vehicle for the Chancellor to identify the need for policies and procedures in any of the ten areas of academic and professional matters, the Council will be asked for direction on the development of these policies and refer such issues to the colleges or district councils for creation of such policies~~
- ~~d. The composition of the Council shall be jointly agreed upon by the Chancellor and Academic Senates.~~
- ~~e. The membership for the District Curricular Committee, the District Matriculation Council, the District Institutional Planning Council, the District Budget Study Group, and the Chancellor's Council is located in the Administrative Rules and Procedures~~

Adopted: January 16, 1996



Board of Trustees~~The District~~

AP 13002510 ~~COLLEGIAL CONSULTATION~~PARTICIPATION IN
DISTRICT AND COLLEGE GOVERNANCE

Reference(s):

Education Code Sections 70902

Code of Regulations 51023.5, 51023.7, 53200-53206

Accreditation Standards IV.A and IV.D.7

The Board of Trustees is committed to participatory governance. This administrative procedure is intended to ensure that faculty, classified professionals, and students have the right and opportunity to participate effectively in district and college governance. This procedure also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of academic and professional matters.

The Board and its designee receive advice and recommendations from faculty, classified professionals, and students through the district and college participatory governance systems, collegial consultation, and mutual agreement with constituent groups, and the drafting or revising of written policy and procedures.

Chancellor's Council

The Chancellor's Council coordinates and supervises the District governance system. As the final district-wide policy recommending body, Chancellor's Council solicits, involves, and utilizes the opinions of faculty, classified professionals, students, and administrators, and provides an opportunity for constituent groups to inform and advise each other on policy matters. It shall ensure that district-wide participatory governance committees do not misconceive their purpose or overlap their function, and that any policy recommendation emanating from one group but affecting other groups be reviewed by appropriate committees and constituent groups before reaching final approval and being submitted to the Board.

The composition of the Chancellor's Council shall be as follows: Chancellor, College Presidents, Academic/Faculty Senate Presidents, Classified Senate Presidents, Student Senate Presidents, President of the faculty exclusive representative, and President of the classified exclusive representative, and one representative from the Administrative Association. Changes to this composition must be jointly agreed upon

by the Chancellor and the Academic, Classified, and Student Senates.

District and College Participatory Governance Systems

- Faculty, classified professional, student, and administrator participation in District participatory governance system is outlined in the Chabot-Las Positas Community College District Integrated Planning & Budget Model.
- Faculty, classified professional, student, and administrator participation in the Chabot College participatory governance system is outlined in the Chabot College Participatory Governance and Collegial Consultation Process.
- Faculty, classified professional, student, and administrator participation in the Las Positas College participatory governance system is outlined in the Las Positas College Participatory Governance Handbook.

Collegial Consultation with Academic/Faculty Senates

The Board recognizes the Academic/Faculty Senates of the colleges as the bodies that represent the faculty in collegial consultation related to academic and professional matters. “Academic and professional matters” means the following policy development and implementation matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

See Board Policy 1300.

Collegial Consultation with Classified Professionals

The District recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals. The District shall ensure that the Classified Senates are provided the opportunity to

actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- a) Standards, policies, and procedures regarding student support and success, as related to classified professional roles;
- b) College and district governance structures, as related to classified professional roles;
- c) Standards, policies, and procedures regarding implementation and integration of technology systems, as related to classified professional roles;
- d) Professional development policies and activities;
- e) Processes for program review, as related to classified professional roles;
- f) Processes for institutional planning and budget development;
- g) Classified professional roles and involvement in accreditation processes;
- h) Classified professional roles and involvement in program planning, development, and staffing;
- i) Classified professional roles and involvement in facilities planning and development;
- j) Any other district or college policy, procedure, or related matters that have or will have a significant effect on classified professionals.

Except for unforeseeable, emergency situations, the District shall not take any action on these matters until the Classified Senate has been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Classified Senate before such action is taken.

Collegial Consultation with Student Senates

The District recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students. The District shall ensure that the Student Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies;
- Curriculum development;
- Courses or programs which should be initiated or discontinued;
- Processes for institutional planning and budget development;
- Standards and policies regarding student preparation and success;
- Student services planning and development;
- Student fees within the authority of the district to adopt; and
- Any other district and college policy, procedure, or related matter that the district

governing board determines will have a significant effect on students.

Except for unforeseeable, emergency situations, the Board shall not take any action on these matters until the Student Senate have been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the District will make every effort to communicate with the leaders of the Student Senate(s) before such action is taken.

~~1. District Curriculum Council~~

~~Charge~~

~~Each college in the district has a Curriculum Committee, a subcommittee of the Academic Senate, which is responsible for ensuring and preserving the academic integrity and quality of all courses and programs at that college. Specifically, the College Curriculum Committees are primarily responsible for curriculum, degree and certificate requirements, grading policies, education program development, and standards or policies regarding student preparation and success.~~

~~The District Curriculum Council shall not usurp any of the responsibilities with which the College Curriculum Council shall be responsible for~~

- ~~• Facilitating communication and cooperation between the two colleges on all matters charged to the College Curriculum Committees~~
- ~~• Working to achieve mutual agreements on curriculum shared by the two colleges and making recommendations about curriculum matters to the Academic Senates at both colleges~~
- ~~• Recognizing areas where the two colleges have different environments, cultures, and educational needs, and acknowledging the colleges' needs for local control of curriculum in those areas~~
- ~~• Analyzing and formulating recommendations for district-wide curriculum matters for referral back to the College Curriculum Committees for analysis, revision, and possible adoption~~
- ~~• Providing a forum to discuss curriculum related matters that may have a district-wide impact~~

~~Group Reports to College Academic Senates and Chancellor~~

~~As set forth in AB 1725, Education Code Sections 53200 and 53203, and District Policies 2014, 2015, and 2016, the College Academic Senates have as a primary function to make recommendations with respect to academic and professional~~

~~matters. Specifically, the College Academic Senates have power to make recommendations to the Board of Trustees with respect to all matters concerning curriculum, and the Board of Trustees must “rely primarily” on those recommendations.~~

~~As set forth District Policy 2012, “[T]he Chancellor shall maintain over all review of all college operations to avoid duplication, encourage coordination, increase efficiency, and execute Board policies [...including ensuring that...]. Policies relative to students shall be uniform throughout the District with respect to admission, scholarships standards, and graduation requirements “ [...and...] “ In order to provide for district-wide coordination and to enhance communications, the Chancellor shall organize and establish coordination devices.”~~

~~With these roles in mind, all matters which the District Curriculum Council considers will return to the College Academic Senates for approval or disapproval. If either or both of the College Academic Senates disapprove, the District Curriculum Council will facilitate discussions that must lead to referral of revisions back to the Academic Senates.~~

Membership and Leadership

Chair: Vice Chancellor of Educational Services

Voting Members	Ex – officio Members
2 Academic Senate Presidents (CC and LPC) 2 Curriculum Committee Chairs (CC and LPC) 4 Faculty at Large (2 CC and 2 LPC), Appointed by Academic Senate Presidents, including one Vocational Faculty from each college, if possible 2 Counselors, Appointed by Academic Senate Presidents (CC and LPC) 2 Faculty Articulation Officers (CC and LPC) 2 Vice Presidents of Academic Services (CC and LPC)	1 Vice Chancellor of Educational Services (votes only in case of a tie) 2 Administrators from Student Services (CC and LPC) 2 Instructional Deans (CC and LPC) 2 Institutional Researchers (CC and LPC) 2 Students (CC and LPC) 2 Faculty Association Representatives (CC and LPC)

~~While all members of the Council take seriously the charge of the Council, the voting members have a special duty to develop expertise in curriculum matters, to attend all meetings of the Council, to thoroughly review all matters presented to the Council~~

~~before voting, and to abstain from voting in situations where the Council member is not adequately prepared to make an informed decision.~~

~~Appointments By~~

~~Academic Senate, Administration, Associated Students, and Faculty Association.~~

~~Term~~

~~Two years. It is expected that voting members will serve for a minimum of two years, and may serve longer if so selected by their constituency.~~

~~2. Chabot College~~

~~(see Chabot College Shared Governance and Collegial Consultation Process)~~

~~3. Las Positas College~~

~~Introduction~~

~~The governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituent groups in recommending policies and regulations (exclusive of collective bargaining issues) to the President, Chancellor and Board of Trustees.~~

~~The governance process is based upon the shared belief and tradition that the development of college policies, procedures and recommendations is made by consensus built upon campus-wide involvement of administration, faculty, classified and students. This belief is founded on the premise that while each group has unique responsibilities and authority, many issues, because of their effect on the operation of the college as a whole, are not exclusive. Through this involvement of all constituent groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.~~

~~This process is in concurrence with the recognition by the Board of Governor's of the California Community Colleges and the Board of Trustees of the Chabot-Las Positas Colleges (Policy 2015) that all key parties participate jointly in college/district governance in accordance with Title 5, Sections 53200-53206, 51024 and 51025.~~

Purpose of the Governance Process

The purpose of the Las Positas College governance process is to develop a method for collegial consultation that appropriately involves all staff and students in the planning and operation of the college.

This inclusion brings with it the responsibility and obligation on the part of all staff to fully participate in and be open to the collegial process. This means a willingness on the part of all to actively contribute to the decision-making process and to accept ownership for the development and creation of a college environment based on these decisions.

This process attempts to guide appropriate representation and authority for each constituent group, and to delineate committee responsibilities and reporting relationships. It will be reviewed and refined as needed with the goal of enhancing and improving collegial consultation.

Final authority for governance of Las Positas College rests with the Board of Trustees. The Board has delegated authority, through the Chancellor to the President who will, as appropriate, share that authority through the process of collegial consultation.

I. Governance Process – Constituent Groups

The essential constituent groups that make up the Las Positas College consultation process are: a.

a. **the Academic Senate**, which represents the faculty in collegial consultation related to specific "academic and professional" matters as defined in AB 1725. On these selected matters, the Board of Trustees will "rely primarily" upon the advice and judgment of the Academic Senate.

"Rely primarily" means that all recommendations in the areas listed below will be forwarded to the Board by the Academic Senate, after consultation with the President and Chancellor, and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision shall be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the Senate. If

~~such recommendations are not accepted, existing policies and procedures will remain in force.~~

~~The Board of Trustees shall "rely primarily" upon the advice and judgement of the Senate in the following areas: curriculum, including establishing prerequisites and placing courses in disciplines~~

- ~~• degree and certificate requirements~~
- ~~• grading policies~~
- ~~• faculty roles and involvement in accreditation processes including self study and annual reports~~

~~Should there be recommendations developed by the college Academic Senate that are in conflict with the Chabot College Academic Senate and need joint resolution, these issues shall be referred to the District Governance Council.~~

~~The senate, jointly with other governance groups, will also participate in the formulation and development of policies and procedures in the following areas:~~

- ~~• student preparation and success~~
- ~~• college/district governance structures~~
- ~~• professional development activities~~
- ~~• institutional planning~~
- ~~• budget planning and development~~
- ~~• regulations and procedures relating to physical safety~~

~~b. **the Classified Senate**, which represents the classified staff in recommending, reviewing and developing all non-collective bargaining college policies and procedures. The classified staff, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:~~

- ~~• curriculum~~
- ~~• degree and certificate requirements~~
- ~~• grading policies~~
- ~~• classified roles and involvement in accreditation processes including self study and annual reports~~

- ~~student preparation and success~~
- ~~college/district governance structures~~
- ~~professional development activities~~
- ~~institutional planning~~
- ~~budget planning and development~~
- ~~regulations and procedures relating to physical safety~~

~~c. **the Associated Students**, which represents the student body in recommending, reviewing and developing college policies and procedures. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:~~

- ~~curriculum~~
- ~~degree and certificate requirements~~
- ~~grading policies~~
- ~~student roles and involvement in accreditation processes including self study and annual reports~~
- ~~student preparation and success~~
- ~~college/district governance structures~~
- ~~institutional planning~~
- ~~budget planning and development~~
- ~~regulations and procedures relating to physical safety~~

~~d. **the Administrative Staff** which recommends, develops and reviews all policies and procedures and ensure their timely implementation. The administration, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:~~

- ~~curriculum~~
- ~~degree and certificate requirements~~
- ~~grading policies~~
- ~~administrative roles and involvement in accreditation processes including self study and annual reports~~
- ~~student preparation and success~~
- ~~college/district governance structures~~
- ~~professional development activities~~
- ~~institutional planning~~

- ~~budget planning and development~~
- ~~regulations and procedures relating to physical safety~~

~~II. Committee Structure~~

~~The vehicle by which the consultation process shall function and be organized is the Standing Committee structure. Committees are designed to formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the college.~~

~~a. Rely Primarily~~

~~Listed below are the areas of responsibility of the Standing Committees of the Academic Senate. The Board of Trustees will "rely primarily" upon the advice and judgment of the Academic Senate in these matters. The Senate may present its concerns and recommendations on these areas directly to the Board of Trustees, if appropriate.~~

~~1) Area of Responsibility: Curriculum, including establishing prerequisites and placing courses within disciplines.~~

~~Committee: Curriculum (Subcommittee of the Academic Senate)~~

~~Membership: Voting Members:
10 Faculty Representatives
2 Students
Ex-Officio Members:
Vice President, Academic Services
Articulation Officer
Evaluator
Vice President of Student Services~~

~~2) Area of Responsibility: Degree and Certificate Requirements~~

~~Committee: Curriculum (Subcommittee of the Academic Senate)~~

~~Membership: Voting Members:
10 Faculty Representatives~~

_____ 2 Students
_____ Ex-Officio Members:
_____ Vice President, Academic Services
_____ Articulation Officer
_____ Evaluator
_____ Vice President of Student Services

3) Area of Responsibility: _____ Grading Policies

_____ Committee: _____ Curriculum (Subcommittee of the
_____ Academic Senate)

_____ Membership: _____ Voting Members:
_____ 10 Faculty Representatives
_____ 2 Students
_____ Ex-Officio Members:
_____ Vice President, Academic Services
_____ Articulation Officer
_____ Evaluator
_____ Vice President of Student Services

_____ Appointments by: _____ Academic Senate
_____ Associated Students
_____ Administration

4) Area of Responsibility: _____ Faculty roles and involvement in
_____ accreditation processes, including self-
_____ study and annual reports. —

_____ Committee: _____ Academic Senate

_____ Membership: _____ Faculty Officers:
_____ 1 President
_____ 1 Vice President
_____ 1 Secretary
_____ 1 Treasurer
_____ Faculty Representatives:
_____ 2 from each Area
_____ 2 from Student Services/Counseling
_____ 1 Part-time

_____ 1 Student Representative

_____ Appointment by: _____ Faculty Elections
_____ Associated Students

5) ~~Area of Responsibility: _____ Standards regarding student preparation
_____ and success.~~

_____ Committee: _____ Academic Senate

_____ Membership: _____ Faculty Officers:
_____ 1 President
_____ 1 Vice President
_____ 1 Secretary
_____ 1 Treasurer
_____ Faculty Representatives:
_____ 2 from each Area
_____ 2 from Student Services/Counseling
_____ 1 Part-time
_____ 1 Student Representative

_____ Appointment by: _____ Faculty Elections
_____ Associated Students

b. Mutual Agreement

~~The definition of the process by which "mutual agreement" on college policies and procedures for Las Positas College shall be reached has been deliberately expanded to be inclusive of all constituent groups on campus.~~

~~The principal vehicle for the discussion and resolution of all major items of institutional concern (outside the scope of the collective bargaining process) to be reached by "mutual agreement" will be the College Cabinet, a representative body of the college.~~

CHARGE OF THE COLLEGE CABINET:

- ~~• to serve as a forum for articulating and discussing issues of major institutional concern;~~

- to convey to the President the views of the campus community on issues that directly effect the day to day functioning of the college;
- to share in decision-making by advising the President regarding the formulation and modification of policies and procedures affecting the entire campus;
- to review the overall planning process for the fiscal and physical resources of the college;
- to assist in determining the appropriate College committee, office, or personnel to review and make selected recommendations to the Cabinet;
- to assist in disseminating and interpreting policies and procedures to appropriate constituent groups.

~~MEMBERSHIP OF THE COLLEGE CABINET:~~

~~Faculty~~

- ~~Academic Senate President or designee~~
- ~~Four other members selected from the Areas and ratified by the Academic Senate~~

~~Classified~~

- ~~Classified Senate President or designee~~
- ~~Three members appointed by Classified Senate~~

~~Students~~

- ~~Associated Students President or designee~~
- ~~Three members appointed by Associated Students~~

~~Administration~~

- ~~President~~
- ~~Vice President of Academic Services~~
- ~~Vice President of Student Services~~
- ~~One member selected by Administrative Staff~~

~~Ex officio Members~~

- ~~CLPFA representative~~
- ~~SEIU, Local 790 representative~~

~~c. Academic and Professional Areas~~

~~Listed below are additional "academic and professional areas" as defined in AB 1725 with specific standing committee assignment and reporting delineation:~~

- ~~1) Area of Responsibility: Educational Program Development~~

(initiated in appropriate area or discipline.)

Committee: Curriculum

Charge of Committee: Responsibility for reviewing curriculum and making recommendations to the President for action by the Board of Trustees. All new courses, as well as changes in current course content, structure, or credit, must be reviewed by this committee.

Reporting Relationship: Academic Senate

Membership: 10 Faculty Representatives

2 Students

Ex-Officio Members:

Vice President, Academic Services

Articulation Officer

Evaluator

Dean of Students

Appointments by: Academic Senate

Associated Students

2) Area of Responsibility: Policies regarding student preparation and success.

Committee: Student Success

Charge of Committee: Planning and implementation of programs and services that fosters student retention and enables students to complete their educational goals. Evaluates computing needs for all student services, establishes goals, and develops (in coordination with Instructional Computing Committee)

~~plans to meet those needs, to include
Distance Education.~~

~~Reporting Relationship: Academic Senate~~

~~Membership: 4 Administrative Representatives
7 Counselor Representatives
10 Faculty Representatives
8 Classified Representatives
2 Student Representatives~~

~~Appointments by: Academic Senate
Classified Senate
Associated Students
Administration~~

~~3) Area of Responsibility: College and District Governance
Structures~~

~~Committee: Academic Senate
Classified Senate
Associated Students~~

~~Reporting Relationship: College Cabinet~~

~~4) Area of Responsibility: Policies regarding student preparation
and success.~~

~~Committee: Student Success~~

~~Charge of Committee: Planning and implementation of
programs and services that fosters
student retention and enables students
to complete their educational goals
Evaluates computing needs for all
student services, establishes goals, and
develops (in coordination with
Instructional Computing Committee)
plans to meet those needs, to include
Distance Education.~~

Reporting Relationship: Academic Senate

Membership: 4 Administrative Representatives
7 Counselor Representatives
10 Faculty Representatives
8 Classified Representatives
2 Student Representatives

Appointments by: Academic Senate
Classified Senate
Associated Students
Administration

5) Area of Responsibility: Process for Institutional Program Review

Committee: Program Review Committee

Charge of Committee: Develop process and timeline for review of academic programs.

Reporting Relationship: Academic Senate

Membership: Vice President of Academic Services
Dean of Instruction
Dean of Vocational and Technical Programs
4 Faculty Representatives (one from each Area)
1 Classified Representative

Appointments by: Academic Senate
Classified Senate
Administration

6) Area of Responsibility: Process for institutional planning and budget development

Committee(s): Institutional Planning

College Budget Study

Charge of Committee(s): Institutional Planning:
Reviews the college's mission statement and coordinates the college's goals and priorities as submitted by each of the college's areas, develops reviews report on Institutional Effectiveness; ensures through liaison with the College Budget Study Committee that goals and priorities of the college are linked to the budget development process; reviews and recommends the development of the construction or renovation of facilities and grounds.

College Budget Study:
Develops and recommends budget process for the college; identifies, prioritizes and recommends the expenditures; ensures through liaison with the Institutional Planning Committee that goals and priorities of the college are linked to the budget development process; responsible for presenting budget recommendations of the College to the District Budget Study Committee.

Reporting Relationship: College President

Membership: Institutional Planning:
President
Vice-Chancellor for Planning and Research (District)
Vice-President of Academic Services
Vice-President of Student Services
Director of Administrative & Fiscal Services (Liaison to College Budget Study Committee)

~~_____ Institutional Researcher
_____ 4 Faculty Representatives
_____ 3 Classified Representatives
_____ 2 Student Representatives~~

~~_____ College Budget Study:
_____ President
_____ Vice President of Academic Services
_____ Vice President of Student Services
_____ Director of Fiscal & Administrative
_____ Services (Liaison to Institutional
_____ Planning Committee)
_____ Academic Senate President
_____ 3 Faculty Representatives
_____ Classified Senate President
_____ 3 Classified Representatives
_____ 2 Student Representatives~~

~~_____ Appointments by: _____ Academic Senate
_____ Classified Senate
_____ Administration
_____ Associated Students~~

~~d. Other Academic and Professional Matters~~

~~The following standing committees have been developed to address
"other academic and professional matters":~~

~~1) INSTRUCTIONAL RESOURCES, COMPUTING AND TECHNOLOGY:~~

~~Evaluates needs for computers, library resources and related
technology for all academic areas; establishes goals, and develops
long-range plans for these areas, to include Distance Education.~~

~~Reporting Relationship: _____ Academic Senate College President~~

~~Membership: _____ Vice President, Academic Services
_____ Vice President, Student Services or
_____ designee~~

~~_____ Dean of Academic Service, Learning
Resources~~

Appointments by: _____
_____ Academic Senate
_____ Classified Senate
_____ Administration
_____ Associated Students _____

2) ~~BOOKSTORE COMMITTEE:~~

~~Studies, reviews, recommends, and advises on all policies and general areas involving the bookstore; recommends process by which co-curricular funds will be distributed.~~

Reporting Relationship: _____ To President through College Cabinet

Membership: _____
_____ Co-chaired by Vice President of
Students and Director of Administrative
and Fiscal Services
_____ Bookstore Manager or Designee
_____ 2 Faculty Representatives
_____ 2 Classified Representatives
_____ 2 Student Representatives

Appointments by: _____
_____ Academic Senate
_____ Classified Senate _____
_____ Administration
_____ Associated Students

3) ~~FOOD SERVICE:~~

Reporting Relationship: _____ To President through College Cabinet

Membership: _____
_____ Chaired by Vice President, Student
Services
_____ Registrar

- _____ Director of Fiscal & Administrative Services
- _____ 1 Representative from M & O and Grounds Bookstore Manager or Designee
- _____ 2 Faculty Representatives
- _____ 2 Classified Representatives
- _____ 2 Student Representatives

- Appointments by: _____ Academic Senate
 _____ Classified Senate
 _____ Administration
 _____ Associated Students

4) ~~GRADUATION:~~

~~Planning the yearly commencement program for the college.~~

Reporting Relationship: _____ To College President through College Cabinet

- Membership: _____ Chaired by Vice President, Student Services
 _____ Registrar
 _____ Director of Fiscal & Administrative Services
 _____ 1 Representative from M&O and Grounds
 _____ Bookstore Manager or Designee
 _____ 2 Faculty Representatives
 _____ 2 Classified Representatives
 _____ 2 Student Representatives

- Appointments by: _____ Academic Senate
 _____ Classified Senate
 _____ Administration
 _____ Associated Students

5) ~~SAFETY:~~

~~Studies, reviews and recommends regulations and procedures relating to the physical safety (to include environmental and physical hazards of staff and students.~~

~~Reporting Relationship: To College President through College Cabinet~~

~~Membership: Chaired by Director of Fiscal and Administrative Services
Area Chair, Technology, Science and Mathematics Supervisor
Security Designee
DSPS Coordinator
1 Representative from M & O
2 Faculty Representatives
2 Classified Representatives
1 Student Representative~~

~~Appointments by: Academic Senate
Classified Senate
Administration
Associated Students~~

~~6) SCHOLARSHIP:~~

~~Evaluates and selects scholarship applications; plans annual Student Recognition Ceremony.~~

~~Reporting Relationship: Academic Senate~~

~~Membership: Vice President, Student Services
Financial Aid Specialist
4 Faculty Representatives
1 Counseling Faculty Member
2 Classified Representatives~~

~~Appointments by: Academic Senate
Classified Senate
Administration
Associated Students~~

~~7) STUDENT SUPPORT:~~

~~Assists students with alcohol or drug problems that affect their ability to successfully complete their academic goals.~~

~~Reporting Relationship: _____ To College President through College Cabinet~~

~~Membership: _____ Self-selected Faculty, Classified, Administrators and Students~~

~~8) DIVERSITY:~~

~~Develops and plans programs designed to celebrate the cultural diversity of all students and staff.~~

~~Reporting Relationship: _____ To College President through College Cabinet~~

~~Membership: _____ Chair, Dean of Academic Services/
Affirmative Action Officer
_____ Vice President, Student Services
_____ 3 Faculty Representatives
_____ 3 Classified Representatives
_____ 3 Student Representatives~~

~~Appointments by: _____ Academic Senate
_____ Classified Senate
_____ Administration
_____ Associated Students~~

~~9) TRANSFER COMMITTEE:~~

~~Reviews, recommends and advises on procedures and on and off campus events involving transfer students.~~

~~_____ Reporting Relationship: _____ To Academic Senate through Student Success~~

~~_____ Committee Membership: _____ 4 Faculty Representatives
_____ 1 Representative from Admissions and Records~~

_____ 1 Representative from Counseling
Faculty
_____ Transfer Center Specialist
_____ Articulation Officer
_____ Dean of Matriculation and Student
Services

_____ Appointments by: _____ Academic Senate
_____ Classified Senate
_____ Administration Associated Students

~~This document only addresses the current standing committees of the college. For a committee to have standing status and thus be part of the college governance process, there must be a charge, reporting relationship, and membership delineated. In keeping with current practice, specialized ad-hoc committees may still be formed as needed.~~

Approved: January 16, 1996
Revised: April 18, 2006; July 22, 1997

General Institution

BP 3250 INSTITUTIONAL PLANNING

Reference(s):

Accreditation Standard ~~I.B.~~I.B.9; III.B.4; III.C.2; III.D.2; IV.B.3; and IV.D.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, and
55510, and 56270 et seq.;
BP 1200, BP 2510, and BP 3110

Note: This policy is legally required.

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

Program review, planning, and resource allocation will be part of an integrated process that leads to accomplishment of the mission, sustained financial stability, and continuous improvement of academic quality and institutional effectiveness.

The following plans shall be renewed at least every six years:

- District Strategic Plan
- College Educational Master Plan
- District Facilities Master Plan

These plans shall inform District and College priorities and activities, as well as resource allocations.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

District Comprehensive Plan

The District Budget is aligned with the Comprehensive Plan. The District's Comprehensive Plan will be comprised of the District Strategic Plan, the Chabot College Educational Master Plan, and the Las Positas College Educational Master Plan. The

District also maintains a Comprehensive Facilities Master Plan, ~~which includes the~~ and a District Technology Master Plan.

The Comprehensive Plan will include goals and objectives for meeting the mission, sustained financial stability, and continuous improvement of quality and effectiveness. The goals will align with the systemwide goals identified in the Vision for Success, which were adopted by the Board of Governors of the California Community Colleges in 2017. Strategic priorities will be identified from the goals and objectives, to serve as areas of focus for the Colleges and District.

College Educational Master Plan

Each College will complete an Educational Master Plan (EMP) that aligns with the District Strategic Plan, and includes College long term goals and measurable objectives. The EMP will contain plans for instructional programs, student support services, and learning support services, including but not limited to degree programs, transfer programs, career technical programs, noncredit courses and programs, remedial and developmental programs, online education, library services, counseling, placement, and financial aid. The plan will examine current and future enrollments, and will integrate goals and activities from student equity plans, student success and support programs, and strong workforce plans.

Program Review

Comprehensive Program Reviews will be conducted regularly at least once every three years by operational service areas at the colleges and District, and by instructional, student service, and learning support service programs. The Program Review will provide a program-level assessment of progress in meeting strategic priorities, goals and objectives included in the Educational Master Plan and District Strategic Plan. The Program Review will also evaluate the effectiveness of core functions of the program, impact on academic quality and institutional effectiveness, future plans and resource needs. Student learning outcomes will be included in Program Reviews.

A College-Wide Program Review Summary at each college and a District Office Program Review Summary will be completed following the completion of comprehensive Program Reviews, for use in the annual budget development and resource allocation processes.

Program Review Updates will be completed by programs during any year that a comprehensive Program Review is not required.

District Facilities Master Plan and District Technology Master Plan

The District Facilities Master Plan serves as the long-term capital plan for physical resources of the District and the Colleges, including facilities, equipment, land, and other assets. The District Technology Master Plan addresses the technology aspects of facilities and equipment planning for the District and Colleges. The District Technology Master Plan aligns with the Facilities Master Plan, though it is completed separately from the Facilities Master Plan.

The District Facilities Master Plan will support the goals of the District Strategic Plan and the College Educational Master Plans. It will address access, safety, security, healthful learning and working environments, utilization, and maintenance, using data and analysis of future needs.

Implementation of the District Facilities Master Plan will reflect projections of the total cost of ownership and be consistent with the District Total Cost of Ownership Plan, which includes expenses associated with deploying, using, and retiring facilities and equipment, including operating costs for ongoing and deferred maintenance, and personnel costs, both administrative and direct staffing.

On an annual basis, progress toward achievement of the District Facilities Master Plan and District Technology Plan will be assessed, and short term facility, equipment, and maintenance needs will be evaluated as a part of Program Review.

Other Plans Required by Law

Other plans required by law, regulation, funder, or policy will be completed in accordance with their separate requirements, including, but not limited to:

- Equal Employment Opportunity Plan
- ~~EOPS Plan~~
- Emergency Preparedness Plan
- Work Experience Plan - as mentioned in AP 4103
- EOPS Plan – as mentioned in BP/AP 5150
- Student Equity Plan - as mentioned in BP/AP 5300
- Student Success and Support Program Plan - as mentioned in BP/AP 5050
- Transfer Center Plan - as mentioned in BP/AP 5120

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

Adopted: November 17, 2015, Edited August 21, 2018

Academic Affairs

BP 4027 TRAVEL STUDY PROGRAMS

Reference:

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration by to the college Vice-President for Academic Services. ~~Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on campus classes.~~

Travel Study Program Approval

- a. ~~Board Approval~~ — Each travel study program shall be approved by the Board of Trustees. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. ~~Contract Approval~~ — All program arrangements shall be included in a written contract prepared by the college Office of Academic Services and approved by the Vice Chancellor of Business Services.

Program Release Forms

All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.

Students Returning Independently

Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

Fiscal Components

Funding of Programs

Travel study programs may be funded by several means:

- ~~• Credit classes may be funded as part of the college's budget allocation for FTES generation. Such provisions shall be included in the executed contract between the District and contractor.~~
- ~~• Fee-based classes will be funded entirely by student fees.~~
- ~~• Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and the contractor.~~

Contracting Agencies

~~Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.~~

Contractor Insurance and Liability

~~Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District with a valid certificate of insurance for each course or program naming the District as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Business Services Office. The certificate shall be submitted with the executed contract to the Vice Chancellor of Business Services prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.~~

Also see [AP 4027 Travel Study Programs](#); BP/AP 4300 ~~titled~~ Field Trips and Excursions

Adopted: February 18, 2014

(This policy replaces current CLPCGD Policy 6217)

Academic Affairs

AP 4027 TRAVEL STUDY PROGRAMS

Reference:

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration to the college Vice-President for Academic Services.

College credit travel study programs

Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic college credit travel study programs shall offer classroom type instruction with equivalent standards as those offered in other locations and modalities.. Study abroad and travel study courses shall be taught using a course syllabus that follows the syllabus policy.

Fee-based travel study programs

Feebased travel conducted through Community Services and offered to the community at large for personal enrichment must obtain Board approval of travel company vendors.

Travel Study Program Approval

- a. **Board Approval** - All travel study programs shall be approved by the Board of Trustees. International fee-based travel requires Board approval consistent with all international travel from the District. Authorization of travel outside the US may be revised in time of war or regional conflict.
- b. **Contract Parameters** - The college shall also be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage of no less than \$10,000 for each trip participant. Additionally, the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible of no greater than \$100) for each trip participant. The cost of this coverage shall be included in the cost paid by the students, faculty staff, or others who are participating in the trip. For the purposes of the study abroad programs, evidence must be provided that the vendor possesses general comprehensive liability insurance of no less than \$1,000,000 combined single limit and the vendor shall provide a certificate of insurance naming Chabot-Las Positas Community College District as "additional insured." In addition, the vendor shall make available to participating students trip cancellation and baggage loss insurance.
- c. **Contract Approval** - All travel study program arrangements shall be included in a written contract prepared by the college Office of Academic Services and

approved by the Vice Chancellor of Business Services, who will verify that the contract parameters are met.

No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those travel study programs which have been officially approved as outlined. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those travel study programs which have been officially approved as outlined.

Program Release Forms

All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.

Students Returning Independently

Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

Funding Travel Study Programs

Travel study programs may be funded by several means:

- : Credit classes may be funded as part of the college's budget allocation for FTES generation. Such provisions shall be included in the executed contract between the District and contractor.
- : Fee-based classes will be funded entirely by student and/or trip participant fees.
- : Contractors may provide traveling and living expenses for instructors. Such provisions shall be included in the executed contract between the District and the contractor.

Contracting Agencies

Contracting agencies must meet criteria established by the District in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.

Field trips conducted as part of a campus-based or online class are excluded from this policy.

Also see BP 4027 Travel Study Programs; BP/AP 4300 Field Trips and Excursions

Adopted: Date goes here

Academic Affairs

BP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Auditing of courses is ~~not~~ permitted, and in accordance with the College Catalog. The College Vice President of Academic Services will oversee course auditing options.

Individuals may audit courses by petition only and with the stipulations described in AP 4070 Auditing and Auditing Fees.

The fee for auditing courses shall be \$15 per unit, and remain in compliance with Education Code Section 76370. Students enrolled in ten (10) or more semester units shall not be charged a fee to audit a three, or fewer, unit course per term.

No student auditing a course shall be permitted to change enrollment to earn credit for the course.

Enrollment priority shall be given to students enrolling in the course for credit toward a degree or certificate.

Students with the maximum allowable attempts of a repeatable course or a family of courses may be permitted to audit.

Also see: AP 4070 Auditing and Auditing Fees; BP 5030 and AP 5030 Fees

Adopted: February 18, 2014

Revised:

~~(This is a new policy recommended by the
Policy and Procedure Service)~~

Academic Affairs

AP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Auditing of courses is permitted, as stipulated in the College Catalog. If auditing is determined permissible by the College President, the College Vice President of Academic Services will publish a list of courses available to audit. The schedule of classes will contain the procedures for auditing a course and identify sections eligible for audit.

Auditing students must complete an application to the College and receive a unique student identifier (W#) prior to the ability to audit. Requests to audit petitions must be for courses approved by the College Vice President of Academic Services and the particular section approved by the class course instructor prior to being submitted to the college Admissions and Records Office.

The fee for auditing courses shall be \$15 per unit, and remain in compliance with Education Code Section 76370. Auditing fees are non-refundable except in the case where an audit student is dropped from a course in order to make way for a regularly enrolled student. Auditing students must also pay the Health Fee and related student fees. Students enrolled in ten (10) or more semester units shall not be charged a fee to audit a three, or fewer, unit course per term.

Enrollment priority shall be given to students enrolling in the course for credit toward a degree or certificate. The College Vice President of Academic Services will oversee which courses are eligible for audit and the point in which a student may enroll as an auditing student. No student auditing a course shall be permitted to change enrollment to earn credit for the course.

Students with the maximum allowable attempts of a repeatable course or a family of courses may be permitted to audit.

Enrollment as an auditing student carries no privilege other than to attend classes. Students do not receive credit for an audited course. Instructors have no obligation to

grade tests or other class assignments submitted by an auditing student; however, an instructor may permit an auditing student to participate in class discussions.

Classroom attendance of individuals auditing a class shall not be included in computing apportionment or determining class size.

Students wishing to audit should be aware that audited classes will not appear on an official transcript.

Audited classes do not count toward units for any purpose, e.g., financial aid, veteran's benefits, full-time student status.

Also see: BP 4070 Auditing and Auditing Fees; BP and AP 5030 Fees

Adopted: **NEW**