



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
March 13, 2023
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Policies & Procedures Advisory Committee (PPAC)
Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

I. Welcome & Introductions

Kristina Hannon & Jose Torres, Co-Chairs

II. Approval of Minutes

- A. Confirmation of Quorum
- B. February 13, 2023

III. Approval of New Items for Level 1 | Info Only Review

(approval of items for BOT 1st Read and constituent FYI with notification to Chancellor's Council)

- 2725 Board Member Compensation

IV. Review of Level 2 | Constituent Feedback

(report and discussion of any constituent review; items will continue through process unless the committee votes to take other action)

- 5030 Fees (no feedback received)

V. Level 3 | Constituent & Academic Senate Feedback #2

(report of any further feedback and/or approval of items to be forwarded to BOT 1st Read with notification to Chancellor's Council)

- 4020 Program Curriculum & Course Development

Feedback received from HR team to use current SBCCD acronym of DEIA while the various new acronyms are being reviewed and discussed for possible adoption through the DEIA Committee.

- 5035 Withholding of Student Records (no feedback received)

VI. Updates *(no action necessary)*

P&Ps on March 9 BOT Agenda for 2nd Read & Final Approval

- 2210 Officers (BOT Request)
- 3420 Equal Employment Opportunity
- 3430 Prohibition of Harassment
- 3433 Prohibition of Sexual Harassment Under Title IX
- 3434 Responding to Harassment Based on Sex Under Title IX
- 3435 Discrimination and Harassment Resolution Procedures
- 5030 Fees
- 6320 Investments (Annual Review | No Changes)

VII. Future Topics

A. Annual Review List

B. CCCC Memo ESS 23-10 Emergency Withdrawal and Pass/No Pass

- P&P 4232 Pass/No Pass
- P&P 5075 Course Adds, Drops, and Withdrawals

C. Any PPAC Member requests for the next agenda?

VIII. Next Meeting Date & Adjournment

The next meeting is scheduled for Monday, April 10, 2023, at 3 p.m.



Policies & Procedures Advisory Committee Meeting Minutes – February 13, 2023, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

I. Welcome & Introductions

Jose Torres opened the meeting at approximately 3:00 p.m. Self-introductions were made for the benefit of new members.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from December 12, 2022

Ryan Bartlett made a motion to approve the minutes from December 12, which Davena Burns-Peters seconded. The motion passed by a majority vote with Natalie Lopez abstaining.

III. Level 1 | Info Only

- 2210 Officers (BOT Request)
- 6320 Investments (Annual Review | No Changes)

Committee members reviewed the P&Ps presented. There was no further discussion, and these items were approved for Level 1 by unanimous consent.

IV. Level 2 | Minor Review

- 5030 Fees (Annual Review in Response to State Guidance)

Members reviewed the proposed changes. Mike Strong was on hand to answer any questions. Rejoice Chavira questioned whether a student that purchased a semester permit and then subsequently received the Promise Grant could get a refund. Carmen Rodriguez clarified that the grant is connected to financial aid so the student will know prior to purchasing the permit.

Ray Carlos made a motion, which was seconded by another member, to approve this item for a Level 2 review.

V. Level 2 | Constituent Feedback

- 3420 Equal Employment Opportunity
- 3430 Prohibition of Harassment
- 3433 Prohibition of Sexual Harassment Under Title IX
- 3434 Responding to Harassment Based on Sex Under Title IX
- 3435 Discrimination and Harassment Resolution Procedures

Kelly Goodrich reported that feedback had been received from the SBVC Academic Senate and that they had no issues with the changes. This will be submitted to the BOT for first read in March. Christopher Crew made a motion to approve this item to continue to the Board. Davena seconded the motion which was unanimously approved.

VI. Level 3 | Extensive Review

There were no new items presented for Level 3 review.

VII. Level 3 | Constituent & Academic Senate Feedback

- 4020 Program, Curriculum & Course Development (10+1)
Chapter Lead Response to Feedback

Committee members reviewed changes proposed by the SBVC Academic Senate, which, Davena advised, were a result of input from the Ethnic Studies faculty working through the Curriculum Committee. Chapter Lead Nohemy Ornelas advised that the language looked good to her and had just one suggested revision:

~~*Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity-minded practices.*~~
The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with discipline/instructional faculty to implement equity-minded practices.

PPAC members received agreed this revision was in line with the intent of the previously suggested language. It was confirmed that “Latin-X” is the appropriate terminology. Davena advised that this wording is in line with the standard language being used in the Ethnic Studies curriculum.

- 5035 Withholding of Student Records
No Feedback

Committee members discussed the feedback received from the SBVC Academic Senate to add the comment, “Current SBCCD policy allows students to register for courses with an outstanding financial obligation of less than \$200. Registration is not restricted unless the student owes \$200 or more.” Nohemy suggested that it would be good to include language that guides the student to additional information, however, it would be ineffective to include the exact amount in the AP, as the amount may change. Davena agreed that it would be helpful to include in the AP just a reference to the threshold rather than the current amount.

Based on this discussion, it was agreed to alter the suggested language to read, “For additional information see Board Policy/Administrative Procedure 5030, Fees or visit the campus websites.”

These items will be revised as discussed and will be reviewed by the Academic Senates one more time for a vote of support.

VIII. Updates

A. P&Ps on February 9 BOT Agenda for 1st Read

There are no items going to the February 9 Board for 1st Read.

B. P&Ps on February 9 BOT Agenda for 2nd Read & Final Approval

- 5030 Fees (with changes made after BOT 1st Read)

Committee members were reminded of the deletion of "A. \$4.00 for Replacement of lost card," based on discussion that occurred at their December 2022 meeting.

C. Annual Review List

This item was presented, however, there was no discussion.

IX. Future Topics

Jose dropped a PowerPoint in the chat and encouraged new member Natalie (as well as all the members) to view the presentation, which outlined AP 2410, the process in which P&Ps are reviewed and approved. There was no further discussion or suggestions for future topics.

X. Next Meeting Date & Adjournment

The meeting adjourned at approximately 3:50 p.m. The next meeting is scheduled for March 13, 2023, at 3 p.m.

CHAPTER LEAD RECOMMENDATION

Page 1 of 1

P&P 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

QUORUM: Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
yes	2) One faculty member from each campus		
yes	3) Two persons from each site (CHC, SBVC, DSO)		
yes	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<i>present</i>
2	CSEA (appointed by CSEA President)	Cassie Thomas	<i>absent</i>
3	Management Association	Christopher Crew	<i>present</i>
4	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	<i>absent</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	<i>absent</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>absent</i>
12	Faculty, CHC (appointed by Academic Senate President)	Meridyth McLaren/ Natalie Lopez	<i>present</i>
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
15	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Police Officer's Association	Stephanie Babino Vacant	<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>absent</i>

P&P 2725 Board Member Compensation

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- Change "shall" to "may" as requested trustees are permitted to opt out of receiving a monthly stipend.
- Change language to reflect a 5% increase year over year as allowed by law.

Review Level:
1 | FYI Only

Review Level Approved by PPAC:
4/13/2023

BOT 1st Reading:
5/11/2023

BOT 2nd Reading & Approval:
6/8/2023

BP 2725 Board Member Compensation Changes Redlined

~~(Replaces current SBCCD BP 2230)~~

Members of the Board of Trustees and student trustees who attend all Board meetings ~~shall~~ may receive ~~\$420 per a~~ monthly stipend and the student trustee(s), \$210 per month as allowable by law. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five ~~(5)~~ percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and shall be in accordance with the procedures set forth in Education Code Section 72024.

The SBCCD Board of Trustees will consider the amount of monthly stipend annually at its June Board meeting.

Reference:

Education Code Section 72024

AP 2725 Board Member Compensation No AP

END OF RECOMMENDATION

P&P 5030 Fees

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Chapter Lead response to annual State guidance on student fees received January 25, 2023 (this version anticipates BOT final approval of previous language change on 2/9/2023)

Review Level: 2 Minor Edit (Non 10+1)	Review Level Approved by PPAC: 2/13/2023	Constituent Review: Due 2/27/2023	PPAC Info Item: 3/13/2023
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BOT 1st Read: 3/9/2023	BOT 2nd Read: 4/13/2023
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BP 5030 Fees**FYI Only – No Changes Recommended**

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

P&P 5030 Fees**BP 5030 Fees****FYI Only – No Changes Recommended****Transcript Fees** (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142

Title 5 Sections 51012, 58520, 58629, and 59400 et seq

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

AP 5030 Fees**With Changes Redlined****Required fees include:**

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
As prescribed by state law.
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
 - \$9.50 - CHC
 - \$7.50 - SBVC
 - \$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
 - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
 - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
 - As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
 - \$6.00 - purchased on campus
- F. Credit by Examination
 - \$20.00 plus class unit fee
- G. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
 - minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- H. Enrollment Fee
 - \$46.00/unit
- I. Insufficient Funds Check
 - \$15.00
- J. International Student Application
 - \$25.00 (nonrefundable)
- K. Key Deposit/Replacement
 - \$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
 - \$0.20 - Laser printout: text, black and white printer
 - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 - \$1.00 - Laser printout: graphics and/or text, color
 - \$2.00 - Scan text or graphics to disk, per scan

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined**

- M. Library Fines – SBVC/CHC
 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve
 Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
 \$2.00 - replacement for lost library card
- N. Parking Permit Fees
~~\$108.00~~—~~annual permit~~
~~\$42.00~~~~\$45.00~~ - one semester (~~\$20 BOGG~~~~\$25 Promise Grants~~ student)
 \$24.00 - summer session
 \$3.00 - daily
- O. Parking Violation Fees
 \$ 50.00 - illegal parking
 \$ 50.00 - decal violation
 \$275.00 - handicap violation
- P. Refund Processing Charge
 A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
 \$10.00
- R. Student Health and Accident Insurance
~~\$23.00~~~~\$26.00~~ - per semester (includes \$1.50 accident insurance)
~~\$20.00~~~~\$20.00~~ - summer session (includes \$1.50 accident insurance)
 \$1.50 - accident insurance only
- S. Student Representation
 \$2.00
- T. Supplemental Health Services Fee
 At Cost - TB skin test (one-step test)
 At cost - All Vaccines
 \$25.00 - Physical Exams
 \$50.00 - DMV Physical Exams
 At cost - Prescription medications
 At cost - In-house Lab Tests
 At cost - Lab Test sent to external lab
 At cost - Optional Medical Procedures
 At cost - Optional Medical Supplies
 \$ 8.00 - Vision screening (Titmus vision tester)
 \$ 2.00 per item - Duplication of medical records
 \$10.00 - Hearing Screening (Audiometer)
 At cost - Birth Control Pills

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined****U. Testing Fees**

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

X. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds**A. Designated Fees**

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

P&P 5030 Fees**AP 5030 Fees****With Changes Redlined****B. Conditions**

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class canceled by the college

If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College**a. Enrollment Fee/Nonresident Tuition**

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.**E. Refund Processing Fee**

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for canceled classes or overpayment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

P&P 5030 Fees

AP 5030 Fees
With Changes Redlined

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5
Title 5 Sections 51012, 58520, and 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

END OF RECOMMENDATION

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

Reason for Changes *(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)*

Legal Update 38 | The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

Academic Senate Feedback | [In Turquoise](#)

Additional Academic Senate Feedback | [Green](#)

2023-02-13 PPAC | [Goldenrod](#)

2023-03-13 HR Dept Feedback | [Purple](#)

Review Level: 3 Extensive Review (Subject to 10+1)	Review Level Approved by PPAC: 11/14/2022	Constituent Review Anticipated: 1/31/2023
Academic Senate 1st Review 2/1/2023	Chapter Owner Review of Feedback 2/13/2023	Academic Senate Vote of Support 2/15/2023
PPAC Final: 3/13/2023	BOT 1st Read: 4/13/2023	BOT 2nd Read: 5/11/2023

BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT
With Changes Redlined

(Replaces current SBCCD BP 4020)

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

~~The Board encourages the development and offering of programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

The Board acknowledges that District discipline/instructional faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X ~~[or Mexican American or other term]~~ people. ~~Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity minded practices.~~ The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with discipline/instructional faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT
With Changes Redlined

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9

AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT
With Changes Redlined

(Replaces current SB-Replaces current SBCCD AP 4020)

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations.

~~The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

District Discipline/instructional faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Inclusion, Diversity, Equity, Inclusion, and Anti-Racism (DEIA), and Inclusion Accessibility (IDEAA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X ~~for Mexican American or other term~~ people. Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity-minded practices. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with discipline/instructional faculty to implement equity-minded practices.

Commented [kg1]: Feedback received from HR team to use current SBCCD acronym while the various new acronyms are being reviewed and discussed for possible adoption through the DEIA Committee.

- DEIA – Diversity, Equity, Inclusion, and Anti-Racism (Current Acronym)
- DEIAA – Diversity, Equity, Inclusion, Anti-Racism, and Accessibility
- IDEAA – Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (Used by Academic Senate for -California Community Colleges)
- IDEAAA – Inclusion, Diversity, Equity, Anti-Racism, Accessibility, and Accountability

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)**AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT****With Changes Redlined**

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

Discipline faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course materials and curriculum:

1. Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
2. Address structural and institutional racism, discrimination, oppression, and privilege.
3. Focus on the ten principles of Ethnic Studies:
 - a. Love
 - b. Respect
 - c. Reflection
 - d. Hope
 - e. Solidarity
 - f. Critical Consciousness
 - g. Community
 - h. Interconnection
 - i. Wellness
 - j. Healing
 - k. Transformation

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard II.A;

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.

END OF RECOMMENDATION

P&P 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- The Service updated this policy to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts in an effort to collect a debt.
- Chapter Lead consulted with the VPSSs and verified that students are notified when a hold is placed on their account via email and their @ebadvisor. In addition, special programs notify students depending on the type of hold. Information is also available on the websites.

Academic Senate Feedback | [Turquoise](#)

2023-02-13 PPAC Update | [Goldenrod](#)

Review Level: 3 Extensive (10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Received 2/2/2023
Academic Senate 1st Review 2/1/2023	Chapter Owner Review of Feedback 2/10/2023-2/13/2023	Academic Senate Vote of Support 2/15/2023
PPAC Final: 3/13/2023	BOT 1st Reading: 4/13/2023	BOT 2nd Reading & Approval: 5/11/2023

BP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

With Changes Redlined

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation ~~shall may~~ have ~~grades, diplomas, and~~ registration privileges withheld until the outstanding obligation is paid or otherwise settled.

Reference:

Title 5 Section 59410

AP 5035 WITHHOLDING OF STUDENT RECORDS (10+1)

With Changes Redlined

The Director of Admissions & Records or designee may withhold ~~grades, diplomas, and~~ registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

~~Current SBCCD policy allows students to register for courses with an outstanding financial obligation of less than \$200. Registration is not restricted unless the student owes \$200 or more.~~

For additional information see Board Policy/Administrative Procedure 5030, Fees or visit the campus websites.

Reference:

Title 5 Section 59410

END OF RECOMMENDATION

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	3/13/2023	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Level 3 10+1 Initial Feedback Status	Level 3 10+1 2nd Status	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP	1200	District Mission Statement	Legal Update 38	9/13/2022	9/27/2022	14	No Changes										Complete
BP	2210	Officers	BOT Request	2/6/2023	2/6/2023	0	Minor Edits	BOT 1st Read	Level 1	2/13/2023				3/9/2023	4/13/2023	4/20/2023	Pending
BP	2220	Committees of the Board	Legal Update 38	9/13/2022	11/10/2022	58	Minor Edits/BOT	Complete	Level 1	10/10/2022				11/10/2022	12/9/2022	12/13/2022	Complete
BP	2310	Regular Meetings of the Board	Legal Updates 39 and 40	11/16/2022	11/30/2022	14	No Change	Complete									Complete
BP	2340	Agendas	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	2340	Agendas	No Change; FYI Only	11/16/2022	3/31/2023	135		Under Review									Pending
BP	2345	Public Participation at Board Meetings	Legal Update 38	9/13/2022	10/10/2022	27	Minor Edits/BOT	Complete	Level 1	10/10/2022				11/10/2022	12/9/2022	12/13/2022	Complete
BP	2350	Speakers	Directed by Chancellor	9/11/2022	10/10/2022	29	Minor Edits/BOT	Complete	Level 2	10/10/2022	11/14/2022			12/9/2022	1/12/2023	1/16/2023	Complete
BP	2410	Board Policies and Administrative Procedures	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	2410	Board Policies and Administrative Procedures	No Change; FYI Only	11/16/2022	3/31/2023	135		Under Review									Pending
BP	2435	Evaluation of the Chancellor	Legal Update 38	9/13/2022	10/13/2022	30	No Changes	Complete									Complete
AP	2435	Evaluation of the Chancellor	Legal Update 38	9/13/2022	10/13/2022	30	No Changes	Complete									Complete
BP	2510	Participation In Local Decision-Making	Academic Senate Request	9/13/2022	3/31/2023	199		Under Review									Pending
AP	2510	Participation In Local Decision-Making	Academic Senate Request	9/13/2022	3/31/2023	199		Under Review									Pending
AP	2712	Conflict of Interest Code	Notice from FPPC	11/3/2022	11/14/2022	11	Minor Edits	Complete	Level 1	11/14/2022				12/9/2022	1/12/2023	1/16/2023	Complete
AP	2712	Conflict of Interest Code	DSPS to SAS	9/12/2022	9/12/2022	0	Minor Edits	Complete	Level 1	9/12/2022		10/13/2022		10/13/2022	11/10/2022	11/11/2022	Complete
BP	2720	Communications Among Board Members	Legal Update 38	9/13/2022	10/10/2022	27	Minor Edits	Complete	Level 1	10/10/2022				11/10/2022	12/9/2022	12/13/2022	Complete
BP	2725	Board Member Compensation	To reflect Resolution #2022-07-14-BOT-01	9/11/2022	10/10/2022	29	Minor Edits/BOT	Complete	Level 1	10/10/2022				11/10/2022	12/9/2022	12/13/2022	Complete
BP	2725	Board Member Compensation	To create efficiency in annual BOT compensation process	Mon, 02/27/23	3/7/2023	8	Minor Edits	Approval of Level 1 Review	Level 1	3/13/2023				4/13/2023	5/11/2023	5/18/2023	Pending
BP	2745	Board Self-Evaluation	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
BP	3225	Institutional Effectiveness	Legal Update 38	9/13/2022	11/9/2022	57	Minor Edits	Complete	Level 1	11/14/2022				12/9/2022	1/12/2023	1/16/2023	Complete
AP	3225	Institutional Effectiveness	Legal Update 38	9/13/2022	11/9/2022	57	Minor Edits	Complete	Level 1	11/14/2022				12/9/2022	1/12/2023	1/16/2023	Complete
BP	3300	Public Records	No Change; FYI Only	10/20/2022	3/31/2023	162		Under Review									Pending
AP	3300	Public Records	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	3420	Equal Employment Opportunity	Legal Updates 38 and 39	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
BP	3420	Equal Employment Opportunity	Legal Update 39	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
BP	3430	Prohibition of Harassment	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
AP	3430	Prohibition of Harassment	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
BP	3433	Prohibition of Sexual Harassment under Title IX	Legal Update 40	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
AP	3433	Prohibition of Sexual Harassment Under Title IX	No Change; FYI Only	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
AP	3434	Responding to Harassment Based on Sex Under Title IX	Legal Updates 38 and 39	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
AP	3435	Discrimination and Harassment Resolution Procedures	Legal Updates 38 and 40	10/20/2022	11/29/2022	40	Substantial Edits	BOT 1st Read	Level 2	12/12/2022	2/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
BP	3550	Drug Free Environment and Drug Prevention Program	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	3/13/2023	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Level 3 10+1 Initial Feedback Status	Level 3 10+1 2nd	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
AP	3550	Drug Free Environment and Drug Prevention Program	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
BP	3725	Information and Communications Technology Accessibility & Acceptable Use	Legal Update 38	9/13/2022	3/31/2023	199		Under Review									Pending
AP	3725	Information and Communications Technology Accessibility & Acceptable Use	Legal Update 38	9/13/2022	3/31/2023	199		Under Review									Pending
BP	4010	Academic Calendar	Minor Clerical Edit	10/20/2022	3/31/2023	162		Under Review									Pending
AP	4010	Academic Calendar	Previous Edits for Juneteenth and Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	4020	Program, Curriculum, and Course Development	Legal Update 38	9/13/2022	11/9/2022	57	Minor	Review of Level 3 Feedback 2	Level 3	11/14/2022	2/13/2023	2/13/2023	3/13/2023	4/9/2023	5/11/2023	5/18/2023	Pending
AP	4020	Program, Curriculum, and Course Development	Legal Update 38	9/13/2022	11/9/2022	57	Minor	Review of Level 3 Feedback 2	Level 3	11/14/2022	2/13/2023	2/13/2023	3/13/2023	4/9/2023	5/11/2023	5/18/2023	Pending
BP	4100	Graduation Requirements for Degrees and Certificates	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	4100	Graduation Requirements for Degrees and Certificates	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	4105	Distance Education	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	4105	Distance Education	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	4106	Nursing Programs	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
AP	4106	Nursing Programs	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
BP	4230	Grading and Academic Record Symbols	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	4230	Grading and Academic Record Symbols	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	4235	Credit for Prior Learning	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	4235	Credit for Prior Learning	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	4236	Advanced Placement Credit (Legally Required)	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	4250	Probation, Dismissal, and Readmission	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
AP	4250	Probation, Dismissal, and Readmission	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
AP	5013	Students in the Military	Legal Update 39	11/16/2022	3/31/2023	135		Under Review									Pending
BP	5015	Residence Determination	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	5015	Residence Determination	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	5020	Nonresident Tuition	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
AP	5020	Nonresident Tuition	Legal Update 38	9/13/2022	9/27/2022	14	No Changes	Complete									Complete
BP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Annual Review	1/25/2023	2/6/2023	12	FYI Only	BOT 1st Read	Level 2	2/13/2023	3/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
BP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Legal Update 38	9/13/2022	10/10/2022	27	No Change FYI	Complete	Level 2	10/10/2022	12/12/2022			1/12/2023	2/9/2023	2/13/2023	Complete
AP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Annual Review	1/25/2023	2/6/2023	12	Minor Edits	BOT 1st Read	Level 2	2/13/2023	3/13/2023			3/9/2023	4/13/2023	4/20/2023	Pending
AP	5030	Fees (All Changes Level 2 per 10/10/2022 PPAC)	Legal Update 38	9/13/2022	10/10/2022	27	Minor Edits	Complete	Level 2	10/10/2022	12/12/2022			1/12/2023	2/9/2023	2/13/2023	Complete
BP	5035	Withholding of Student Records	Legal Update 38	9/13/2022	12/6/2022	84	Minor Edits	Review of Level 3 Feedback 2	Level 3	12/12/2022	2/13/2023	2/13/2023	3/13/2023	3/9/2023	4/13/2023	4/20/2023	Pending
AP	5035	Withholding of Student Records	Legal Update 38	9/13/2022	12/6/2022	84	Minor Edits	Review of Level 3 Feedback 2	Level 3	12/12/2022	2/13/2023	2/13/2023	3/12/2023	3/9/2023	4/13/2023	4/20/2023	Pending
BP	5040	Student Records, Directory Information, and Privacy	Legal Updates 39 and 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	5040	Student Records, Directory Information, and Privacy	Legal Updates 39 and 40	11/16/2022	3/31/2023	135		Under Review									Pending

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	3/13/2023	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Level 3 10+1 Initial Feedback Status	Level 3 10+1 2nd Status	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP	5050	Student Success and Support Program	Legal Update 38	9/13/2022	3/31/2023	199		Under Review									Pending
AP	5050	Student Success and Support Program	Legal Update 38	9/13/2022	3/31/2023	199		Under Review									Pending
BP	5055	Enrollment Priorities	DSPS to SAS	9/12/2022	9/26/2022	14	No Change FYI	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
AP	5055	Enrollment Priorities	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
BP	5130	Financial Aid	DSPS to SAS	9/12/2022	9/26/2022	14	No Change FYI	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
AP	5130	Financial Aid	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
BP	5140	Disabled Student Programs and Services	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
AP	5140	Disabled Student Programs and Services	DSPS to SAS	9/12/2022	9/26/2022	14	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
BP	5420	Associated Students Finance	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	5420	Associated Students Finance	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	5520	Student Discipline Procedures	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
AP	5520	Student Discipline Procedures	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
BP	5530	Student Rights and Grievances	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	5530	Student Rights and Grievances	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	5700	Intercollegiate Athletics	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	5700	Intercollegiate Athletics	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	6305	Reserves	CCCCO ECA Requirement	9/11/2022	9/12/2022	1	Change of Content	Complete	Level 2	9/12/2022	10/10/2022			11/10/2022	12/9/2022	12/13/2022	Complete
BP	6320	Investments	Annual Review	2/1/2023	2/6/2023	5	No Changes	BOT 1st Read	Level 1	2/13/2023				3/9/2023	4/13/2023	4/20/2023	Pending
AP	6320	Investments	Annual Review	2/1/2023	2/6/2023	5	FYI Only	BOT 1st Read	Level 1	2/13/2023				3/9/2023	4/13/2023	4/20/2023	Pending
BP	6340	Bids and Contracts	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	6340	Bids and Contracts	Legal Updates 38 and 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	6355	Job Order Contracts	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	6370	Contracts - Personal Services	Legal Update 38	9/13/2022	10/10/2022	27	Citation Change	Complete	Level 1	10/10/2022				11/10/2022	12/9/2022	12/13/2022	Complete
BP	6535	Use of District Equipment	HR Request to update due to new protocols brought on by remote	11/16/2022	3/31/2023	135		Under Review									Pending
AP	6535	Use of District Equipment	HR Request to update due to new protocols brought on by remote	11/16/2022	3/31/2023	135		Under Review									Pending
BP	6540	Insurance	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
AP	6540	Insurance	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
BP	6620	Naming of Buildings and Other Properties	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
AP	6620	Naming of Buildings and Other Properties	Legal Update 39	10/20/2022	3/31/2023	162		Under Review									Pending
BP	6750	Parking	DSPS to SAS	9/12/2022	9/12/2022	0	No Change, FYI	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
AP	6750	Parking	DSPS to SAS	9/12/2022	9/12/2022	0	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
BP	7100	Commitment to Diversity	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
AP	7100	Commitment to Diversity	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete

2022-2023 Policy and Procedure Review List

BP/AP	#	Title	Reason for Review	Review Start Date	Chapter Lead Response Requested	Time Under Review	Nature of Recommendation Changes	3/13/2023	Review Level Assigned	PPAC Approval of Review Level	Level 2 Constituent Feedback Reviewed	Level 3 10+1 Initial Feedback	Level 3 10+1 2nd Status	BOT 1st Read	BOT 2nd & Final Approval	Approved BOT Version Posted Online Date	Status
BP	7120	Recruitment and Hiring	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
AP	7120	Recruitment and Hiring	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
BP	7130	Compensation	Legal Updates 38 & 40	9/13/2022	10/27/2022	44	No Changes	Complete									Complete
BP	7130	Compensation	Legal Updates 38 & 40	9/13/2022	10/27/2022	44	No Changes	Complete									Complete
BP	7150	Evaluation	Academic Senate Request at 11/14/2022 meeting to review	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7150	Evaluation	Academic Senate Request at 11/14/2022 meeting to review	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7160	Professional Development	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
AP	7160	Professional Development	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
BP	7210	Academic Employees	DSPS to SAS	9/12/2022	9/12/2022	0	Minor Edits	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
AP	7210	Academic Employees	DSPS to SAS	9/12/2022	9/12/2022	0	No Change, FYI	Complete	Level 1	9/12/2022				10/13/2022	11/10/2022	11/11/2022	Complete
BP	7230	Classified Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7235	Probationary Period: Classified Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7237	Layoffs	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7250	Educational Administrators	Legal Update 38 & Other Review	9/13/2022	3/31/2023	199		Under Review									Pending
AP	7250	Educational Administrators	Legal Update 38 & Other Review	9/13/2022	3/31/2023	199		Under Review									Pending
BP	7340	Leaves	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7340	Leaves	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7345	Catastrophic Leave	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
AP	7345	Catastrophic Leave	Legal Update 38	9/13/2022	10/31/2022	48	No Changes	Complete									Complete
AP	7347	Paid Family Leave	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7350	Resignations	Legal Update 38	9/13/2022	10/27/2022	44	No Changes	Complete									Complete
AP	7350	Resignations	Legal Update 38	9/13/2022	10/27/2022	44	No Changes	Complete									Complete
BP	7360	Discipline and Dismissal - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7360	Discipline and Dismissal - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7380	Retiree Health Benefits - Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
AP	7380	Retiree Health Benefits: Academic Employees	Legal Update 40	11/16/2022	3/31/2023	135		Under Review									Pending
BP	7600	District Police Department	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
AP	7600	District Police Department	Legal Updates 38 and 40	10/20/2022	3/31/2023	162		Under Review									Pending
BP	7700	Whistleblower Protection	Legal Update 38	9/13/2022	11/14/2022	62	FYI Only	Complete	Level 1	11/14/2022				12/9/2022	1/12/2023	1/16/2023	Complete
AP	7700	Whistleblower Protection	Legal Update 38	9/13/2022	11/14/2022	62	Minor Edits	Complete	Level 1	11/14/2022				12/9/2022	1/12/2023	1/16/2023	Complete