



## AGENDA

**IMPERIAL VALLEY COLLEGE COUNCIL**  
**Wednesday, August 24, 2016 – 12:50 to 1:50 p.m.**  
**Administration Building Board Room**

### Mission Statement

*The IVC College Council ensures that all students, faculty, staff, and administrators have equal opportunity to express their opinions and ideas at the campus level. Its members work to facilitate decisions that support student learning and improve institutional effectiveness. All recommendations by this Council are directed to the Superintendent/President.*

### MEMBERSHIP

Efrain Silva, Administrative Representative  
Tina Aguirre, Administrative Representative  
David Zielinski, Administrative Representative  
Vacant, Alternate Administrative Representative  
Vacant, Alternate Administrative Representative

Aaron Edwards, Faculty Representative  
Ric Epps, Faculty Representative  
Lilia Sandoval, Faculty Representative  
Cathy Zazueta, Alternate Faculty Representative  
Caroline Bennett, Alternate Faculty Representative  
Mike Palacio, Jr., Alternate Faculty Representative

Yethel Alonso, Classified Representative (Chair)  
Melody Chronister, Classified Representative (Vice Chair)  
Erika Aguilar, Classified Representative  
Silvia Murray, Alternate Classified Representative  
Claudia Aguilar, Alternate Classified Representative  
Jose Torres, Alternate Classified Representative

Lisa Seals, CMCA Representative  
Jose Carrillo, CMCA Representative  
Vacant, CMCA Representative  
Liz Cantu, Alternate CMCA Representative  
Rick Webster, Alternate CMCA Representative

Christine Bermudez, Student Representative  
Vacant, Student Representative  
Vacant, Student Representative  
Vacant, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

### PUBLIC COMMENT

### ACCEPTANCE OF MINUTES

1. May 25, 2016

**CHAIR REPORT – Yethel Alonso**

**WRITTEN REPORTS**

No reports submitted.

**ACTION ITEMS**

None.

**DISCUSSION AND INFORMATION ITEMS**

1. Board Policies for Chapter 4 Academic Affairs - (Attachment A)
2. College Council Representative for CART Committee
3. Review of College Council Bylaws (Attachment B)
4. IV Transit Bus Routes
5. College Council Meeting for November
6. College Council Subcommittee Self-Evaluations
7. Fall 2016 Instructional Council Retreat – Dr. Nicholas Akinkuoye
8. Part-Time Faculty Orientation – Dr. Nicholas Akinkuoye
9. Convocation: 14 New Faculty Added to IVC – Dr. Nicholas Akinkuoye
10. Enrollment Management Presentation and its Outcome – Dr. Nicholas Akinkuoye

**ADJOURNMENT**

**2016-2017 College Council Meeting Schedule  
at 12:50-1:50 p.m. in the Board Room**

<b>2016</b>	<b>2017</b>
August 24	February 22
September 28	March 22
October 26	April 26
<b>November TBD</b>	May 24



## UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL  
Wednesday, May 25, 2016 – 12:50 to 1:50 p.m.  
Building #2100 - #2131

Chair Alonso called the meeting to order at 12:56 p.m.

### MEMBERSHIP

- Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- Ted Ceasar, Alternate Administrative Representative
- David Zielinski, Alternate Administrative Representative
  
- ✓ Aaron Edwards, Faculty Representative
- ✓ Ric Epps, Faculty Representative
- Lilia Sandoval, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Caroline Bennett, Alternate Faculty Representative
- ✓ Mike Palacio, Jr., Alternate Faculty Representative
  
- ✓ Yethel Alonso, Classified Representative (Chair)
- ✓ Melody Chronister, Classified Representative (Vice Chair)
- Erika Aguilar, Classified Representative
- Silvia Murray, Alternate Classified Representative
- Claudia Aguilar, Alternate Classified Representative
- Jose Torres, Alternate Classified Representative
  
- Lisa Seals, CMCA Representative
- ✓ Jose Carrillo, CMCA Representative
- Vacant, CMCA Representative
- Liz Cantu, Alternate CMCA Representative
- Rick Webster, Alternate CMCA Representative
  
- ✓ Edalaine Joy Tango-an, Student Representative
- ✓ Aimee Galeana, Student Representative
- ✓ Benjamin Barajas, Student Representative
- Karen Villa, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Angie Gallo

Others Present: John Lau

### PUBLIC COMMENT

Director Jose Carrillo stated he will be establishing a taskforce for Multiple Measures implementation and if anyone is interested to please contact him.

### ACCEPTANCE OF MINUTES

1. April 27, 2016

M/S/C Tango-an/Chronister to accept the minutes of April 27, 2016.  
Motion carried.

### **CHAIR REPORT – Yethel Alonso**

Chair Alonso thanked Melody Chronister for sending out notices regarding website pages needing update to the respective people. She stated that she hopes to meet with Vice Chair Chronister over the summer to review and ensure the webpages are up-to-date as requested and to review the process for submitting self-evaluation reports to help ensure committees submit them as requested.

The webpage updates are important for accreditation purposes. There are some committees/subcommittees that have not updated information since 2014. Chair Alonso indicated it is the responsibility of the committees' recording secretary to make sure information on the webpage is current.

### **WRITTEN REPORTS (Attachment A)**

There were no questions or comments on the reports.

### **ACTION ITEMS**

There were no action items.

### **DISCUSSION AND INFORMATION ITEMS**

Chair Alonso indicated the need to amend the agenda to include Dean Silva's Assessment of SPOL – room for improvements (added as discussion item #4).

#### **1. Chapter 3 Administrative Procedures (Attachment B)**

Discussion on AP 3200 regarding the membership composition of CART. Previously the membership was left to attend on an as-needed basis. Due to the lack of participation, the membership has been change back to include all those listed as regular members of CART.

Chair Alonso indicated BP 3255 was tabled at the last meeting due to issues with the duties indicated for union presidents based on the procedures. Chair Alonso pointed out that 3255 was not included in the attachments for review so it is not approved although it is listed as it should have been. Committee proceeded with the rest of the policies listed.

The Organizational chart still has a few errors. Question whether math & sciences should be listed together or if they should be separate.

#### **2. Budget and Fiscal Planning Committee Letter – Melody Chronister**

Vice-chair Chronister displayed and read the letter from the Budget & Fiscal Planning Committee addressed to President Jaime. The Budget & Fiscal Planning Committee voted unanimously to send the letter forward as a recommendation to the President. The letter asks the President to create a taskforce to allow for transparent discussion about a number of issues that could impact the campus's financial stability.

#### **3. Update on College Council Subcommittee Websites – Melody Chronister**

Vice-chair Chronister indicated College Council still needs a CMCA representative to fill the vacant spot. Facilities & Environmental Improvement Committee was merged at the end of 2015 with the Health & Safety Committee to create Facilities, Environmental Health & Safety Committee. Chair Alonso has been working with Omar Ramos to merge the information from both webpages into one. Public Relations and Media Committee needs update to include membership names on the webpage. Campus Hour & Professional Development needs to be updated as well. Public Relations & Media Committee has a new recording secretary who will

work on updating the webpage information. College Council and Athletics committees are up to date.

**ADJOURNMENT**

Chair Alonso adjourned the meeting at 1:40 p.m.

Board Policies  
**Chapter 4**  
 Academic Affairs

BP 4010	Academic Calendar
BP 4020	Program, Curriculum, and Course Development
BP 4025	Philosophy and Criteria for Associate Degree and General Education
BP 4030	Academic Freedom
<b>BP 4040</b>	<b><i>Library and Learning Support Services</i></b>
BP 4050	Articulation
BP 4060	Delineation of Functions Agreements
<b>BP 4070</b>	<b><i>Course Auditing and Auditing Fees (NEW POLICY)</i></b>
BP 4100	Graduation Requirements for Degrees and Certificates
BP 4106	Nursing Programs
BP 4110	Honorary Degrees
BP 4220	Standards of Scholarship
BP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollment
<b>BP 4230</b>	<b><i>Grading and Academic Record Symbols</i></b>
BP 4231	Grade Changes
BP 4235	Credit by Examination
BP 4240	Academic Renewal
<b>BP 4250</b>	<b><i>Probation, Disqualification Dismissal, and Readmission</i></b>
BP 4260	Pre-requisites and Co-requisites
BP 4300	Field Trips and Excursions
BP 4400	Community Service Programs
BP 4800	Intercollegiate Athletics

Legend:

***Changes to the BP (or title)***

~~Strikeout to current language~~

Highlight for new language

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4010 Academic Calendar**

Reference:

Education Code Section 70902(b)(12)

The CEO shall, in consultation with the CCA/CTA/NEA and other appropriate groups, develop and submit an academic calendar to the Board.

See AP 4010

## **IMPERIAL COMMUNITY COLLEGE DISTRICT BP 4020 Program, Curriculum, and Course Development**

### Reference:

Education Code Section 70901(b), 7092(b) and 78016;  
Title 5, Sections 51000, 51022, 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under the Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Section 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

The program 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 ~~CEO Superintendent/President~~ shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures 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 vocational and occupational programs;
- development of a general catalog and announcement of courses.

All new programs and program ~~deletions~~ ~~discontinuances~~ shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges 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. Nondegree-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.

The Board delegates the authority for all other actions to the ~~CEO Superintendent/President~~.



### **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 ~~CEO Superintendent/President~~ will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The ~~CEO Superintendent/President~~ shall establish procedures to assure that curriculum and the District complies with the definition of “credit hour” or “clock hour,” where applicable. The ~~CEO Superintendent/President~~ shall also establish procedures 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.

See AP 4020

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4025 Philosophy Criteria for Associate Degree and General Education**

Reference:

Title 5 Section 55061

ACCJC Accreditation Standard II.A (formerly II.A.3)

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:

The awarding of an associate degree at Imperial Valley College represents more than an accumulation of units. The General Education program is a series of courses designed to lead students through patterns of learning experiences that will allow them to develop a breadth of knowledge to gain a command of subject areas and methods of inquiry that characterize the liberally educated person.

Through general education, students are encouraged to increase their skill level and expand their understanding of the physical world and the complex inter-relationships of individuals and groups within their social environments; understand the various modes of inquiry of the major and certificate disciplines; deepen appreciation of artistic and cultural heritages, and become aware of other cultures and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them daily.

The CEO shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See AP 4025

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4030 Academic Freedom**

Reference:

Title 5 Section 50123;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

The CEO shall:

- a. adopt policy statement on academic freedom which shall be made available to faculty and be filed with the Chancellor;
- b. adopt administrative procedures which are consistent with the provisions of Sections 53200-53206, regarding the role of academic senates and faculty councils and are filed with the Chancellor;
- c. substantially comply with District adopted policy and administrative procedures adopted pursuant to subsections (a) and (b).

See AP 4030

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4040 Library and Learning Support Services**

Reference:

Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II

The District shall provide library and learning support services that are an integral part of the institution's educational program consisting of materials and services that support the overall curriculum, and will comply with requirements of the Reader Privacy Act.

See AP 4040

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4050 Articulation**

Reference:

Education Code Sections 66720-66744;

Title 5 Section 51022(b)

ACCJC Accreditation Standard II.A.10

The CEO shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

See AP 4050

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4060 Delineation of Functions Agreements**

Reference:

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for non-credit continuing education programs is required by law, the CEO shall present an appropriate memorandum of understanding to the Board for approval.

See AP 4060

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4070 Course Auditing and Auditing Fees**

Reference:  
Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be ***no more than \$15.00 per unit***. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

No AP

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4100 Graduation Requirements for Degrees and Certificates**

Reference:  
Education Code Section 70902(b)(3);  
Title 5 Sections 55060 et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average for all degree-applicable courses attempted at all colleges or universities attended, met residency and competency requirements as set forth in Title 5 regulations, and met all financial obligations to the college.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 units of degree-applicable coursework designed as a pattern of learning experience develop specific capabilities that may be oriented to career or general education.

The CEO shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the Curriculum and Instruction Committee. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

See AP 4100



## IMPERIAL COMMUNITY COLLEGE DISTRICT BP 4106 Nursing Programs

### References:

Education Code Sections 66055.8, 66055.9, 70101- 70107~~6~~, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq., 55521;  
Health and Safety Code: Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The District shall consider all of the following when screening nursing students:

- ~~(A)~~ Academic degrees or diplomas, or relevant certificates, held by an applicant;
- ~~(B)~~ Grade-point average in relevant coursework;
- ~~(C)~~ Any relevant work or volunteer experience;
- ~~(D)~~ Life experiences or special circumstances of an applicant; ~~and~~
- ~~(E)~~ Proficiency or advanced level coursework in languages other than English.

~~Should the District have a nursing instructor that successfully applies for a position and qualifies for a State Nursing Assumption Program of Loans for Education (SNAPLE) the following will act as the minimum criteria:~~

Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption awarded. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis. Loan assumptions payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing students at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participants' undergraduate and graduate's degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

- Pregnancy;
- Serious illness;
- Natural causes; or
- Being called to military active duty status

In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.

See AP 4106

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**BP 4110 Honorary Degrees**

Reference:  
Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

See AP 4110

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4220 Standards of Scholarship**

Reference:

Education Code Section 70902(b)(3);

Title 5 Sections 55020 et seq., ~~55030~~ 55031 et seq., and 55040 et seq.

The CEO shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the District's catalogs.

See AP 4220

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4225 Course Repetition**

Reference:

Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat courses in which substandard grades (less than "C") were earned. The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

See AP 4225

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4226 Multiple and Overlapping Enrollment**

Reference:  
Title 5, Section 55007

The CEO shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The CEO shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, Section 55007.

See AP 4226

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4230 Grading and Academic Record Symbols**

Reference:  
Title 5, Section 55023

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

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

See AP 4230

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4231 Grade Changes**

Reference:

Education Code Sections 76224 and 76232;

Title 5 Section 55025

The CEO shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

See BP 3310 Records Retention and Destruction

See AP 4231 Grade Changes

See BP/AP 5040 Student Records



**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4235 Credit by Examination**

Reference:  
Title 5, Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The CEO shall establish administrative procedures to implement this policy.

See AP 4235

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4240 Academic Renewal**

Reference:  
Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The CEO shall establish procedures that provide for academic renewal.

See AP 4240

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**BP 4250 Probation, Disqualification Dismissal, and Readmission**

Reference:

Title 5, Section 55030, 55031, 55032, 55034; Education Code Section 70902(b)(3)

**Probation**

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the CEO.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

**Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student provides evidence of extenuating circumstances or show significant improvement in academic achievement.

**Readmission**

A student who has been dismissed may request reinstatement for the spring semester by meeting with a counselor and completing the Petition for Reinstatement after Dismissal.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The CEO shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

See AP 4250

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4260 Pre-requisites and Co-requisites**

References:

Title 5 Sections 55000 and 55003

The CEO is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

See AP 4260

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4300 Field Trips and Excursions**

Reference:

Title 5 Section 55220

The CEO shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

See AP 4300

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4400 Community Services Programs**

Reference:  
Education Code Section 78300

The District shall maintain a community services program that shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract, or with contributions or donations from individuals or groups.

Minors shall be required to submit a community service application for admission signed by a parent or legal guardian. Students below grade 11 must also submit an endorsement letter from the student's principal, school official, or community service class instructor stipulating that the class will provide a benefit to the student. Youth camps shall be exempted from this requirement.

No AP

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 4800 Intercollegiate Athletics**

Reference:

Education Code Sections 78223, 66271.6, 66721.8, and 67360 et seq.;  
20 U.S. Code Sections 1681 et seq.;  
ACCJC Accreditation Standard II.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law. ~~The program shall not discriminate on the basis of gender in the availability of athletic opportunities.~~

The CEO shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution and Sport Championship Handbooks Guides, and appropriate Conference Constitution regarding student athlete participation.

See AP 4800



# IMPERIAL VALLEY COLLEGE

## Standing Rules of the College Council

*Access to the College Council is available to all members of all constituencies*

*Board Approval December 11, 1996, Resolution No. 11062*

*Revision Approval June 19, 2004, Resolution No. 13010*

*Revision Approval June 21, 2005, Resolution No.13281*

*College Council Revision Approval May 8, 2006*

*College Council Revision Approval March 23, 2009*

*College Council Revision Approval November 28, 2011*

*College Council Revision Approval November 18, 2013*

*College Council Revision Approval March 24, 2014*

*College Council Revision Approval May 12, 2014*

*College Council Revision Approval May 18, 2015*

### MEETINGS

Meetings are held on the 4<sup>th</sup> Wednesday of the month.

### AGENDA

1. The College Council will generate its agenda from items submitted by a College Council member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Consultation Council and distributed to the Council members 72 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

### OPERATIONS

1. A quorum must be present to hold a meeting. For this Council, a quorum is eight members, with at least one individual from each representative group.
2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.

4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

## **TERMS OF OFFICE**

1. The Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The election shall take place in odd-numbered years on the last regular meeting of that year. The term shall commence July 1<sup>st</sup> of that calendar year.
2. The Vice Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
3. If the Chair is unable to complete his or her term, then the Vice Chair will assume the duties of the Chair, and a new Vice Chair shall be elected for the remainder of the two-year term.
4. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
5. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

## **PROCEDURES**

Since the Board of Trustees has established the College Council to ensure that faculty, classified staff, students, administrators, and classified managers/confidential staff have the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (faculty, classified staff, students, administrators, and classified managers/confidential staff). In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
4. The views and opinions of the College Council will be expressed in written form to the College President.
5. When the views and opinions by the members of the College Council are not accepted by the College President, a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.

6. College Council will serve as the final recommending body to the President on committee recommendations in activities, projects, programs, and plans that have been developed or are being developed by constituent groups and administration. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

## **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the 15 College Council members.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510/PROCEDURES SECTION 2510 – SHARED GOVERNANCE**

## **COLLEGE COUNCIL**

### **PHILOSOPHY**

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible, the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

The College Council is the final recommending body on non-academic matters that go to the President and Board of Trustees, while the Board of Trustees relies primarily on the Academic Senate for academic matters as defined by AB1725.

## **PURPOSE**

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.
- To ensure that faculty, staff, students, and administrators have the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

## **FUNCTIONS**

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make final recommendations to the College President on which college committees or task forces are needed.
- To make final recommendations on proposed college policies developed by the College President or other policy-recommending college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President and Board of Trustees or other policy-making college committees.
- To recommend action to the President on all committee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

## **STRUCTURE**

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, classified managers/confidential, and administrators.
2. The permanent members of the College Council are:
  - Three faculty members appointed by the Academic Senate, with one of them being the Academic Senate President or designee.
  - Three classified members appointed by CSEA, with one of them being the CSEA President or designee.

- Three members of the Classified Managers/Classified Confidentials appointed by CMCA.
  - Three students appointed by the Associated Student Government, with one of them being the ASG President or designee.
  - Three administrators appointed by the Administrative Council.
  - The College President/Superintendent will be an ex-officio member.
  - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for two years.
  - Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. The College Council may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.

### **AGENDA COMMITTEE**

The agenda for all general, regular, and special meetings shall be prepared by the College Council Agenda Committee.

1. The Chair and Vice Chair of the College Council will represent their respective areas on the Agenda Committee. If the Chair and Vice Chair are from the same area, they will both attend, but only one will be designated as the representative from that area.
2. The Superintendent/President will be the administrative representative.
3. All members of the Agenda Committee must be current members or ex officio members of the College Council.
4. The committee will consist of the following members:
  1. The Academic Senate President or designee.
  2. The CSEA President or designee.
  3. The ASG President or designee.
  4. One member from CMCA.
  5. The Superintendent/President of the college.
  6. The recording secretary.
5. The Chair of the College Council will have final say in the order and inclusion of agenda items at the end of the meeting.
6. The Agenda Committee will meet the week before the College Council meeting at a time amenable to the members of the Agenda Committee.

## **REVIEW AND REVISION**

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees, if necessary.