

**Board Policy and Administrative Procedure
Tracking Matrix**

League Policy #	League Policy Name	PCCD Policy #	PCCD Policy Name	Admin. Procedure	Admin. Proced. Date	PCCD Admin. Procedure	Assigned	SMT review	P & B review/ action	Board review/ action
Chptr 1 The District		None								
BP 1100	The Peralta Community College District	None	None	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 1200	Mission	1.24	Mission of the Peralta Community College District	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
Chptr 2 Board of Trustees		Chptr 1 The Board of Trustees								
BP 2010	Board Membership	1.01	Membership	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2015	Student Members	1.02	Student Trustees	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2100	Board Elections	1.01	[elections part of] Membership	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2110	Vacancies on the Board	1.01	[vacancies part of] Membership	AP 2110	9/29/11	None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2200	Board Duties and Responsibilities	1.05	Board Duties and Responsibilities	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2210	Officers	1.04	Board Officers and Duties	None		None	Chancellor	7/28/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2220	Committee of the Whole	1.21	Committees	AP 2220	9/29/11	None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2305	Annual Organization Meeting	None	None	None		None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2310	Regular Meetings of the Board	1.10	Meetings of the Board of Trustees	AP 2310	9/29/11	None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2315	Closed Sessions	1.10	[closed sessions part of] Meetings of the Board of Trustees	None		None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2320	Special and Emergency Meetings	1.10	[special and emergency part of] Meetings of the Board of Trustees	AP 2320	9/29/11	None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2330	Quorum and Voting	1.10	[quorum part of] Meetings of the Board of Trustees	None		None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2340	Agendas	1.10	[agenda part of] Meetings of the Board of Trustees	AP 2340	9/29/11	None	Chancellor	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 2345	Public Participation at Board Meetings	1.10	Meetings of the Board of Trustees	AP 2345		None	Chancellor		10/28/11	11/15/11
BP 2350	Speakers and Decorum	1.10	[speakers part of] Meetings of the Board of Trustees	AP 2345		None	Chancellor		10/28/11	11/15/11
BP 2360	Minutes and Recording	1.10	[minutes part of] Meetings of the Board of Trustees	AP 2360		None	Chancellor		10/28/11	11/15/11
BP 2410	Board Policy and Administrative Procedure	1.25	Policy Development	AP 2410		None	Chancellor		10/28/11	11/15/11
BP 2430	Delegation of Authority to the Chancellor	2.01 2.02 2.05 2.07 2.10	Basic Concepts Duties and Responsibilities of M... Chancellor General Counsel College Presidents	AP 2430		None	Chancellor		10/28/11	11/15/11
BP 2431	Chancellor Selection	1.20	Chancellor Selection	None		None	General Counsel		9/23/11	9/27/11
BP 2432	Chancellor Succession	None	None	None		None	Chancellor		10/28/11	11/15/11
Chptr 3 General Institution		Chptr 5 Educational Services								
BP 3280	Grants	5.02	Special Projects	AP 3280		None	Vice Chan. Educ. Ser.		10/28/11	11/15/11
BP 3900	Speech: Time, Place, and Manner	2.30	Orderly Conduct in the Peralta Community College District	AP 3900		2.30	Chancellor			
Chptr 4 Academic Affairs		Chptr 5 Educational Services								
BP 4020	Program, Curriculum, and Course Development	5.11	Review Policy for Instructional Programs	AP 4020 AP 4021 AP 4022		None	Vice Chan. Educ. Ser.		10/28/11	
Chptr 6 Business and Fiscal Affairs		Chptr 6 Business Services								
BP 6300	General Accounting	6.03	Accounting	AP 6300	9/29/11	None	Vice Chan. Finance	8/31/11	8/26/11 9/23/11	9/13/11 9/27/11
BP 6700	Civic Center and Other Facilities Use	6.64	Use of College Facilities	AP 6700		6.64	Vice Chan. Gen. Svc.			
Chptr 7 Human Resources		Chptr 6 Business Services								
BP 7400	Travel	6.39	Conference/Professional Development and Travel	AP 7400		None	Vice Chan. Finance	8/31/11	8/26/11 9/23/11 10/28/11	9/13/11 9/27/11

BOARD POLICY 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board shall provide opportunities for members of the general public to participate in the business of the Board. Any person who wishes to participate shall submit a written request in accordance with Administrative Procedure 2345 prior to the meeting commencing that summarizes the item for discussion, provides his or her name and organizational affiliation, if any.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of the following ways:

- Members of the public may request to address the Board on items on the board meeting agenda to be heard before a vote is called on the item except as public participation is restricted under the Brown Act.
- There will be time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. No action may be taken by the Board on such items.
- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas. The written summary of the item must be signed by the initiator, contain his/her residence or business address, and organizational affiliation, if any..
- Members of the public may also submit written communications to the Board.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this policy, but shall be submitted to the District.

Reference:

Government Code Sections 54954.3 and 54957.5
Education Code Section 72121.5
Administrative Procedure 2345 Public Participation at Board Meetings

Replaces:

Board Policy 1.11 Standing Rules for Public Hearings adopted May 10, 1994 and last revised July 12 2005.
A portion of Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised November 18, 2008

BOARD POLICY 2350 SPEAKERS AND DECORUM

Persons speaking to the Board in accordance with Board Policy 2345 are subject to the following:

- No members of the public may speak without being recognized by the President of the Board or designee.
- Persons may speak to the Board only on an agenda item named or on other non-agenda matters of interest that are within the subject matter jurisdiction of the Board.
- Only persons submitting a written request prior the meeting may speak subject to the regulations and time limits of Administrative Procedure 2345. Substitutes are not permitted.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government code Section 3547.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters. Remarks may not be unduly repetitive.
- Speakers may not discuss in public meetings charges or complaints which the Board has scheduled to consider in closed session.
- Speakers may not use profanity, obscenity and other offensive language or threaten violence directed towards any person or property.

Violations of this policy will be ruled out of order by the presiding officer.

In the event that any meeting is willfully interrupted by actions of one or more persons so to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the premises. Before removal, a warning and request to curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

In the event that activity during a board meeting presents an imminent danger to persons or property, the Board President or the Chancellor may immediately direct Public Safety Personnel to take the necessary measures to secure a safe environment.

Reference:

- Government Code Sections 54950 et seq.; 54954.3(b)
- Education Code Section 72121.5
- Administrative Procedure 2345 Public Participation at Board Meetings

Replaces a portion of:

- Board Policy 1.10 Meetings of the Board of Trustees adopted march 4, 1965 and last revised November 18, 2008

BOARD POLICY 2360 MINUTES AND RECORDING

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

If the Board or the Chancellor causes any audio or video recording of a Board Meeting, the recording shall be subject to inspection by members of the public.

Persons attending an open and public meeting of the Board may, at their own expense, make a video or audio recording and may broadcast the proceedings. However, in the event that any meeting is disrupted or interrupted by the noise, illumination, or obstruction of the recording process, the person responsible shall be directed by the President of the Board to stop. Continued disruption will subject the violators to removal in accordance with Board Policy 2350.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:

Government Code Sections 54953.5, 54953.6, 54957.5,
Education Code Section 72121(a);
Administrative Procedure 2360 Board Minutes and Records

Replaces a portion of:

Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised November 18, 2008

PROBATION

BOARD POLICY 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility the Board is committed to obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative regulations for CEO action under which the District is governed and administered. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 2410 Policy Development Process prior to the meeting at which action is recommended.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:

Education Code Section 70902;
Accreditation Standard IV.BV.1.b & e;
Administrative Procedure 2410 Policy Development Process

Replaces:

Board Policy 1.25 Policy Development adopted September 16, 2008 and last revised March 29, 2011

BOARD POLICY 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/her by the Board including the administration of the colleges, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written Board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Written Information provided to any trustee shall be provided to all trustees. The Chancellor shall endeavor to keep all board members informed on all matters of importance to the District.

The Chancellor shall act as the professional advisor to the Board in policy.

The Chancellor shall issue an administrative procedure delegating authority to his staff.

Reference:

- Education Code Section 70902(d) and 72400;
- Accreditation Standard IV.B.1.j;
- Administrative Procedure 2430 Delegation of Authority to the Chancellor's Staff

Replaces:

- Board Policy 2.01 Basic Concepts
- Board Policy 2.02 Duties and Responsibilities of the Management Staff
- Board Policy 2.05 Chancellor last revised September 16, 2008
- Board Policy 2.07 General Counsel
- Board Policy 2.10 College Presidents last revised September 16, 2008

BOARD POLICY 2432 CHANCELLOR SUCCESSION

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-eight (28) calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Vice Chancellor for Finance and Administration:

The Board shall appoint an acting Chancellor for periods exceeding twenty-eight (28) calendar days.

In the event of a vacancy in the position of Chancellor, an interim Chancellor shall be appointed as soon as possible by the Board of Trustees to serve until Policy BP 2421 Chancellor Selection Process can be implemented. If necessary, the Board President shall schedule a special board meeting to do so. If necessary, an acting Chancellor will serve until the Board meets.

Reference:

Education Code Sections 70902(d); 72400
Title 5 Section 53021(b)

New Policy

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Board Policy 3280 Grants

The Board will be informed about all grant applications made.

When a grant is awarded to the district, The Board will approve the budget before funds are expended. The budget detail will include district matching and in-kind contributions to the grant. Federal and State grants for restricted purposes shall have all benefits, administrative and/or indirect charges assessed to the grant for the maximum amount permitted by federal or state regulations.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds; that the grants directly support the purposes of the District; and that provision is made for all support costs.

Reference:
Education Code Section 70902

Replaces:
Board Policy 5.02 **Special Projects** first adopted May 19, 1969 and last revised May 27, 1997.

October 2014

BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, and evaluated regularly through Program Review and Annual Unit Plan updates 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 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; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions 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. 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.

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 a procedure which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a procedure 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;
California Code of Administrative Regulations Sections 51000, 51022, 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
Administrative Procedure 4020 Program and Curriculum Development
Administrative Procedure 4021 Program Discontinuance

Replaces:

Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.

ADMINISTRATIVE PROCEDURE 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

A. Speaker Cards

Members of the public wishing to address the Board, must obtain and return a completed "Speaker Card" to the Assistant to the Chancellor prior to the Board meeting commencing. Speaker cards are provided at the meeting, and can be submitted prior to the Board's consideration of the respective agenda item or public participation agenda section.

B. Required Information

The following written information is required before a request to address the Board can be honored:

1. A summary description of the topic to be discussed.
2. The designation that either a non-agenda item or a specific agenda item number is to be discussed.
3. The name and organizational affiliation, if any, of the speaker.

C. Time Limitations

Communications by members of the public will be limited to 3 minutes each. Time may be yielded to another speaker up to a limit of six additional minutes provided there are no more than five speakers for the agenda item or in the non-agenda category. At the discretion of the Board President of the Board, total time allowed for speakers for an agenda item or in the non-agenda category may be limited to 15 minutes. In order to limit total time, the Board President may limit individual speakers to 1 or 2 minutes. If more requests are received than can be honored within the meeting's time limit, they will be scheduled for the subsequent meeting in the order received.

D. Public Records

A list of speakers' names and the topics they discussed will be part of the Board meeting public record. Any written materials distributed to the Board during an open session meeting concerning agenda items will become part of the Board meeting public record.

Approved by the Chancellor:

Administrative Procedure 2360 Board Minutes and Records

A. Responsibility

The Assistant to the Chancellor shall be responsible for the keeping Board Minutes and Recordings and the Posting of same. The Chancellor shall approve draft minutes prior to their presentation to the Board of Trustees for adoption.

B. Minutes Posting

Draft Minutes shall be posted to the district web site 72 hours prior to the board meeting scheduled for their approval. The approved minutes shall be posted to the district web site. A permanent paper record shall be retained in the Chancellor's office.

C. Video Recording Posting

The video recording of Board Meetings shall be posted to the district web site.

D. Electronic Records Duration

The Chancellor may determine, from time to time, to purge old electronic records due to practical issues especially related to changes in technology. In no event shall electronic records be purged less than 30 days subsequent to their posting.

E. Minutes Content

Minutes shall include the disposition and description of every agenda item including the recording of all votes taken. Amendments to proposed agenda items shall be recorded along with any associated vote. The board meeting minutes shall include a listing of all participants including a summary of their role. Any written materials distributed to the Board during an open session concerning agenda items will become part of the Board public meeting record.

Approved by the Chancellor:

Administrative Procedure 2410 Policy Development Process

A. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

B. Planning and Budget Council

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

C. The Board of Trustees

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

D. Strategic Management Team (SMT)

The Strategic Management Team (SMT) will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

E. Administrative Procedures

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

F. Implementation

After a favorable vote on Policy by the Board and/or approval of Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

G. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

H. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

I. Educational Employment Relations Act

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7)
California Code of Regulations Sections 53200 (Academic Senate), 51023.5 (staff), 51023.7 (students)

Approved by the Chancellor:

Administrative Procedure 3280 **Grant Applications and Awards**

A. Application Development

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must:

1. Prepare a Concept Paper addressing:
 - a. the problem or need that the grant would address;
 - b. a description of the project;
 - c. the mission and goals of the project
2. Provide funding and support required including:
 - a. federal, state, local, or private revenue
 - b. matching funds requirements and source
 - c. federal and state grants for restricted purposes shall have all administrative and/or indirect charges assessed to the maximum amount permitted by federal or state regulations.
 - d. district support such as facilities space, equipment, furniture, retrofit, or utilities;
 - e. proposed total budget.
3. Detail the performance period including extension provisions.
4. Name the Project Director and Administrator.
5. Provide any other relevant characteristics or requirements that may impact the decision to submit the grant application.
6. Comply with whatever requirements are imposed by the granting agency.

B. Approval

The application material described above must be submitted for approval to the college President and the Chancellor prior to submission to the granting agency. Sufficient lead time must be allowed prior to agency deadlines to obtain the necessary approvals.

C. Award

When notification of a grant award is received, the President shall prepare and submit to the Department of Finance and the Department of Educational Services a board agenda item requesting acceptance of funding. The agenda item must include:

1. Background information in support of the grant.
2. A detailed activity budget.
3. Project management and evaluation budget
4. A budget resolution establishing the grant budgets from District funding sources if applicable.

D. Implementation

Upon Board approval, the project may be implemented.

Approved by the Chancellor:

ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The Chancellor directs The Peralta Community College District comply with and use the *California Community Colleges Program and Course Approval Handbook* (3rd edition, 2009).

I. Work Flow

The Peralta Community College District and the curriculum committees of the four colleges (Alameda, Berkeley City, Laney, and Merritt) (under the purview of the Academic Senate) use the curriculum management system, CurricUNET, for program, curriculum, and course development, and serves as a database for all curriculum documents.

- A. Each of the colleges has in place an approval process for courses and programs in the CurricUNET system, which includes distance education and student learning outcomes. Faculty have primary responsibility for curriculum management.
- B. Once curriculum actions have been finalized by the individual college curriculum committees, those actions are forwarded to the district Council on Instruction, Planning, and Development (CIPD) for review and approval. Because the district/ four colleges use uniform course numbering, there are instances when consultation between colleges or among the colleges must occur (see below). That consultation must happen prior to actions being sent to CIPD.
- C. All curriculum and program actions once approved by CIPD are forwarded to the Board of Trustees for approval.
- D. All courses and programs approved are reported to the California Community Colleges Chancellor's Office.
- E. All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.

II. Goals for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

- A. program integrity
- B. appropriate use of district resources
- C. program delivery to students in convenient locations
- D. adequate enrollment in all programs at all colleges

III. Description of a Good Faith Effort at Consultation

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

IV. Consultation is Required among Colleges regarding the following Curriculum Issues:

- A. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- B. Substantive change to existing UCN course
- C. New single course which overlaps courses offered as part of an approved program at another college
- D. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- E. Borrowing a course

V. For purposes of federal financial eligibility, a "credit hour" shall be not less than:

- A. 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 the equivalent amount of work over a different amount of time; or
- B. 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.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
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

Approved by the Chancellor:

ADMINISTRATIVE PROCEDURE 4021 PROGRAM DISCONTINUANCE**I. Background and Philosophy**

- A. In accordance with Title 5, Section 51022, College districts are required by current regulation and statute to develop a process for the modification, continuance or discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs.
- B. The Academic Senate for California Community Colleges (ASCCC) recommended (Spring, 1998) that local senates create a process for program appraisal/discontinuance that takes into account the following issues:
1. Impact on student learning, goals, and needs;
 2. effect on the balance of the college curriculum;
 3. impact on educational and budget planning;
 4. regional economic and training issues;
 5. changes in regional economic and training conditions; and
 6. collective bargaining issues.
- C. In its Spring, 1998 paper, "Program Discontinuance: A Faculty Perspective," the ASCCC outlines issues and criteria to consider in creating this process. In addition, it states, "The development of a program discontinuance process should be considered within the context of the college mission statement and should be linked with the college educational master plan and the department's goals and objectives." In formulating this process, all recommendations of the ASCCC have been considered. Fundamentally, the spirit of access and equity for students as well as the interest and concerns of faculty must be considered throughout.
- D. The Program Review process, annual unit plans, and other strategic planning activities should be referenced and considered among sources of data and direction in this process, but it is important to emphasize that their primary purpose and use is not to target programs for discontinuance. It is also important to note that program discontinuance should occur only after serious deliberation and after recommended intervention strategies have been implemented but still result in a program that falls outside the college's mission or master plan or the division's or department's goals and objectives.
- E. It is imperative to state that the purpose of a program appraisal/discontinuance process is to have criteria in place to guide a discussion in the event that the process is needed. The presence of a process should not be construed as an inducement to look for programs to discontinue or as a reason to avoid honest participation in an academic process such as Program Review.
- F. This procedure shall be evaluated for effectiveness within one year after the conclusion of the first program appraisal/discontinuance process and periodically reevaluated by the Academic Senate in a shared governance environment.
- G. This process document shall be filed, if required, with the Office of the Chancellor of California Community Colleges. (Title 5, §51022.)

II. Program Appraisal/Discontinuance Evaluation Process**A. Initial Considerations**

This procedure will be used to review the continuance, modification, or discontinuance of programs.

1. **Definition of Program.** For purposes of this document, a *Program* is defined as an organized sequence or grouping of courses or other educational activities leading to a defined objective such as a major, degree, certificate, career certificate, job career goal, license, the acquisition of

selected knowledge or skills, or transfer to another institution of higher education. The term Program also applies to Library Services, Health Services, and Student Services as defined above. The scope of the program under consideration will be clearly delineated at the outset of this process.

2. Vocational or occupational programs shall be reviewed every two years by Management Information Systems data (Cal. Educ. Code § 78016) and every three years by Departments in a formal written review (i.e., Program Review). All other programs shall be reviewed every three years with an annual program update, except when continued with qualification within the program appraisal/discontinuance process.
3. Role of Curriculum Committee. The Curriculum Committee, a committee of the Academic Senate, must have a fundamental and integral role in any discussion or appraisal of program continuance or discontinuance, recognizing the district's policy to rely primarily on the Academic Senate in academic matters as set forth in Title 5 Section 53200(C) and Section 53203.
4. Conditions for Discontinuance. The following conditions may cause a program to be recommended to the Curriculum Committee for discontinuance: (based on quantitative and qualitative data)
 - a. Program Review and analysis trends
 - b. Degree and Certificate completion
 - c. Changes in demand in the workforce
 - d. Changes in requirements from transfer institutions
 - e. Availability of human resources
 - f. Budget concerns and lack of sufficient funding

B. Initiating a Discussion on Program Discontinuance

1. Program discontinuance discussions can be initiated by administration or the affected divisions and departments.
2. The instructor(s) and the department chair of the program being considered for discontinuance should be given the semester in which they are notified to do research and provide documentation related to the reasons and conditions that were provided for consideration of discontinuance of their program and what action, if any, should be taken.
3. The Academic Senate in and through the Curriculum Committee, must have a fundamental and integral role in any discussion of program discontinuance, recognizing the district's policy to rely primarily on the Academic Senate's advice in academic matters.
4. The instructor(s) and the department chair of the program being considered will have the opportunity to present the program's relevance at the college council level.

C. Discussion Criteria

For each affected Program, both qualitative and quantitative factors shall be discussed in order to have a fair and complete review leading to an eventual decision to continue, continue with qualification, or discontinue a program.

1. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:

- a. Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry, and the community;
 - b. Ability of students to complete their educational goals of obtaining a certificate or degree, or transferring;
 - c. Balance of college curriculum (for example, ensuring the non-elimination of all of one type of program, such as all foreign languages);
 - d. Effect on students of modifying or discontinuing the program;
 - e. Uniqueness of the program;
 - f. Replication of programs in the surrounding area and their efficacy;
 - g. Potential for a disproportionate impact on diversity at the college.
 - h. Necessity of the program in order to maintain the mission of the College;
 - i. Source of funding for the program (outside vs. general funds);
 - j. Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified;
 - k. Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified; and
 - l. Impact on articulated programs.
2. Quantitative factors are based primarily on the Program Review where applicable. Factors that may be considered include but are not limited to:
- a. Program Review results showing:
 - b. A sustained downward trend in FTES generated, load, enrollment, number and composition of sections offered, productivity, FTES composition, retention, and persistence, or
 - c. Sustained increase in expense or annual cost/FTES
 - d. Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers
 - e. Projected demand for the program in the future
 - f. Changes in class offerings
 - g. Frequency of course section offerings
 - h. Availability of human resources
 - i. FTES generated/FTEF
 - j. Enrollment trends
 - k. Operating cost per FTES
 - l. Capital outlay costs/year
 - m. Labor market demand: vocational vs. a vocational
 - n. Data from the PCCD Course Ranking Index tool

D. Discussion Guidelines

1. Discussion of program appraisal/ discontinuance shall include all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community (i.e., CTE Community Advisory Committee)
2. Discussion of program appraisal/ discontinuance will be conducted in public, open meetings. The dates, times and locations of these meetings will be published using all means of college communications including in print and electronically.
3. Discussions will be conducted using the best practices for meeting facilitation, including agreed upon ground rules, and recording and publishing outcomes of discussions.
4. Discussions will include both qualitative and quantitative indicators. Sources of data for all indicators will be referenced and cited.

5. Deliberations and conclusions shall rely primarily on the advice of the Academic Senate in and through the Curriculum Committee per district policy.

III. Possible Outcomes of Program Discontinuance Discussion

There are three potential outcomes of the Program Discontinuance process. A program may be recommended to continue, to continue with qualification, or to discontinue.

A. Recommendation to Continue

A program recommended to continue will do so when after full and open consideration it is decided that it is in the best interest of the college, its students, and the larger community to do so. The conclusions resulting in this recommendation will be documented in writing, maintained by the Academic Senate and the Curriculum Committee and forwarded to the Vice President of Instruction or Vice President of Student Services as information. No further action is required.

B. Recommendation to Continue with Qualifications

A program may be recommended to continue with qualifications. These qualifications may include specific interventions designed to improve the viability and responsiveness of the program. A specific timeline will be provided during which these interventions will occur and expected outcomes will be outlined in advance. All interventions and timelines will be published in writing by an agreed upon party, maintained by the Academic Senate and the Curriculum Committee and forwarded to the Vice President of Instruction or Student Services as information. After the specified qualification period is completed the program will be reviewed again.

C. Recommendation to Discontinue

A recommendation to discontinue a program will occur when, after a full and open discussion, it is concluded that the program falls outside the college's mission, values, and strategic goals and/or the department's goals and objectives. Any recommendation for program discontinuance will include the following:

1. The criteria used to arrive at the recommendation, verified by an agreed upon neutral party.
2. A detailed plan and timeline for phasing out the program with the least impact to students, faculty, staff, and the community. Due consideration will be given to approaches to allow currently enrolled students to complete their programs of study. Students' catalog rights will be maintained and accounted for in allowing them to finish the program.
3. A plan for the implementation of all requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities to retrain.
4. This recommendation and discontinuance plan will be documented in writing by agreed upon parties, which will include the signatures of the College President, Vice President of Instruction or Student Services (dependent on the program), department chair, Dean, the Curriculum Committee Chair, and the Academic Senate President. The final recommendation will be maintained locally by the Academic Senate and documented by the Curriculum Committee, forwarded to the Council on Planning, Instruction, and Development (CIPD), and presented to the Board of Trustees for approval as a curriculum action.

References:

Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998
Title 5 Section 55130, Approval of Credit Programs
Title 5 Section 51022, Program Discontinuance
Title 5 Section 53200, 53203, Role of the Academic Senate
Title 5 Section 55000(g), Definition of educational program
Education Code Section 78016, Review of program: Termination
CCCCO Program and Course Approval Handbook (3rd edition)
ACCJC Standard II.A.6.b

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
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

Approved by the Chancellor:

COPIES

ADMINISTRATIVE PROCEDURE 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

A. Speaker Cards

Members of the public wishing to address the Board, must obtain and return a completed "Speaker Card" to the Assistant to the Chancellor prior to the Board meeting commencing. Speaker cards are provided at the meeting, and can be submitted prior to the Board's consideration of the respective agenda item or public participation agenda section.

B. Required Information

The following written information is required before a request to address the Board can be honored:

1. A summary description of the topic to be discussed.
2. The designation that either a non-agenda item or a specific agenda item number is to be discussed.
3. The name and organizational affiliation, if any, of the speaker.

C. Time Limitations

Communications by members of the public will be limited to 3 minutes each. Time may be yielded to another speaker up to a limit of six additional minutes provided there are no more than five speakers for the agenda item or in the non-agenda category. At the discretion of the Board President of the Board, total time allowed for speakers for an agenda item or in the non-agenda category may be limited to 15 minutes. In order to limit total time, the Board President may limit individual speakers to 1 or 2 minutes. If more requests are received than can be honored within the meeting's time limit, they will be scheduled for the subsequent meeting in the order received.

D. Public Records

A list of speakers' names and the topics they discussed will be part of the Board meeting public record. Any written materials distributed to the Board during an open session meeting concerning agenda items will become part of the Board meeting public record.

Approved by the Chancellor:

Administrative Procedure 2360 Board Minutes and Records

A. Responsibility

The Assistant to the Chancellor shall be responsible for the keeping Board Minutes and Recordings and the Posting of same. The Chancellor shall approve draft minutes prior to their presentation to the Board of Trustees for adoption.

B. Minutes Posting

Draft Minutes shall be posted to the district web site 72 hours prior to the board meeting scheduled for their approval. The approved minutes shall be posted to the district web site. A permanent paper record shall be retained in the Chancellor's office.

C. Video Recording Posting

The video recording of Board Meetings shall be posted to the district web site.

D. Electronic Records Duration

The Chancellor may determine, from time to time, to purge old electronic records due to practical issues especially related to changes in technology. In no event shall electronic records be purged less than 30 days subsequent to their posting.

E. Minutes Content

Minutes shall include the disposition and description of every agenda item including the recording of all votes taken. Amendments to proposed agenda items shall be recorded along with any associated vote. The board meeting minutes shall include a listing of all participants including a summary of their role. Any written materials distributed to the Board during an open session concerning agenda items will become part of the Board public meeting record.

Approved by the Chancellor:

Draft October 12, 2011

Administrative Procedure 2410 Policy Development Process

A. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

B. Planning and Budgeting Council

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

C. The Board of Trustees

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

D. Strategic Management Team (SMT)

The Strategic Management Team (SMT) will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

E. Administrative Procedures

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

F. Implementation

After a favorable vote on Policy by the Board and/or approval of Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

G. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

H. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

I. Educational Employment Relations Act

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7)
California Code of Regulations Sections 53200 (Academic Senate), 51023.5 (staff), 51023.7 (students)

Approved by the Chancellor:

Draft October 28, 2011

ADMINISTRATIVE PROCEDURE 3280 GRANT APPLICATIONS AND AWARDS**A. Application Development**

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must:

1. Prepare a Concept Paper addressing:
 - a. the problem or need that the grant would address;
 - b. a description of the project;
 - c. the mission and goals of the project
2. Provide funding and support required including:
 - a. federal, state, local, or private revenue
 - b. matching funds requirements and source
 - c. federal and state grants for restricted purposes shall have all administrative and/or indirect charges assessed to the maximum amount permitted by federal or state regulations.
 - d. district support such as facilities space, equipment, furniture, retrofit, or utilities;
 - e. proposed total budget.
3. Detail the performance period including extension provisions.
4. Name the Project Director and Administrator.
5. Provide any other relevant characteristics or requirements that may impact the decision to submit the grant application.
6. Comply with whatever requirements are imposed by the granting agency.

B. Approval

The application material described above must be submitted for approval to the college President and the Chancellor prior to submission to the granting agency. Sufficient lead time must be allowed prior to agency deadlines to obtain the necessary approvals.

C. Award

When notification of a grant award is received, the President shall prepare and submit to the Department of Finance and the Department of Educational Services a board agenda item requesting acceptance of funding. The agenda item must include:

1. Background information in support of the grant.
2. A detailed activity budget.
3. Project management and evaluation budget
4. A budget resolution establishing the grant budgets from District funding sources if applicable.

D. Implementation

Upon Board approval, the project may be implemented.

Approved by the Chancellor: