



**COLLEGE OF THE DESERT
COLLEGE PLANNING COUNCIL MEETING**

Friday, April 22, 2016
10:00 a.m. to 12:00 p.m.
Cravens MPR

Agenda

Committee Members: Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Rick Rawnsley, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer, Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez, Mary Lisi, Minerva Montane, Jose Rodriguez, John Ramont, Diaman Amsler, Leslie Young, Annebelle Nery, Jessica Enders, Sheri Willis, Diane Wirth, Lisa Howell, Pam Hunter, Daniel Martinez, Bert Bitanga, Carlos Maldonado, Jeff Baker4

1. Approval of Minutes of April 8, 2016 – *Action Item*

DISCUSSION ITEMS:

2. Green Council Committee Update L. Howell

ACTION ITEMS:

3. Enrollment Management Committee Charter – Revision J. Kinnamon
 - a. Postponed action from 4/8/16 meeting
4. Approve Deactivation of Gender Equity in Athletics Committee A. Phillips
 - a. Carried over from 4/8/16 meeting
5. Matriculation Advisory Committee Description A. Phillips
 - a. Carried over from 4/8/16 meeting
6. Faculty Prioritization Task Force Process and Rubric Recommendations A. Phillips
 - a. 1st Reading
7. AP 6325 Payroll – 2nd Reading L. Howell
8. AP 3200 Accreditation – 2nd Reading J. Kinnamon

Mission Statement

College of the Desert provides excellent educational programs and services that contribute to the success of our students and the vitality of the communities we serve.

Our Vision for the Future

College of the Desert will be a center of collaborations educational enrichment, economic development and quality of life in the Coachella Valley and surrounding communities.

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| 9. | IEPI Goals – 1 st Reading | D. Martinez |
| 10. | 2017-2018 Academic Calendar – Draft 1B | J. Kinnamon |
| 11. | Policy/Procedure Review – 1 st Reading | J. Kinnamon |
| | a. BP 1100 Desert Community College District – <i>CCLC update</i> | |
| | b. BP 2010 Board Membership – <i>CCLC update</i> | |
| | c. BP 2710 Conflict of Interest – <i>previously pulled from 4/8/16 agenda due to CCLC update</i> | |
| | d. BP 3520 Local Law Enforcement – <i>CCLC update</i> | |
| | e. AP 3518 Child Abuse Reporting | |
| | f. AP 5130 Financial Aid | |
| | g. AP 3250 Institutional Planning | |

NEXT MEETING: May 13, 2016, PSA

Mission Statement

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COLLEGE PLANNING COUNCIL

MINUTES

APRIL 8, 2016

10:00AM – 12:00PM

CRAVENS MPR

ATTENDEES	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Rick Rawnsley, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer, Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez, Mary Lisi, Minerva Montane, Jose Rodriguez, John Ramont, Diaman Amsler, Leslie Young, Annebelle Nery, Jessica Enders, Sheri Willis, Diane Wirth, Lisa Howell, Pam Hunter, Daniel Martinez, Bert Bitanga, Carlos Maldonado, Jeff Baker
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Recorder: Angela Walton

10:00 AM

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: Faculty Prioritization Surveys, Enrollment Management Committee Charter Revision, Diversity and Equity Council Description, Gender Equity in Athletics Committee Description, Matriculation Advisory Committee Description, Budget Subcommittee Charter, Facilities Advisory Committee Charter, AP 6200 Budget Preparation, AP 6400 Financial Audits, AP 6325 Payroll, AP 3200 Accreditation, Various Board Policies and Administrative Procedures

Agenda topics

1. APPROVAL OF MINUTES OF MARCH 11, 2016

DISCUSSION	None. The minutes were approved as presented with no corrections noted.		
CONCLUSIONS	Minutes were approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

DISCUSSION ITEMS

2. ASSESSMENT OF PLANNING & OUTCOMES (APO)

- Faculty Prioritization Surveys

A. NERY

DISCUSSION	Dr. Nery provided copies of two surveys for faculty equipment and staff, and the second being the survey results for faculty prioritization for voting faculty members. Dr. Nery reported that the Task force members for APO have been identified and they have been working with the committee, and the results will be posted to the portal. Amanda Philips reported that a list is being developed so that previously-approved indicators can be approved by the Academic Senate and CPC. This is necessary to know which goals the college will select and where the benchmarks will be set. Dr. Hall commented that it is important to have a shared interest goal for the college in addition to goals of interest to faculty, student success and student completion. The goals due by June; setting the goals for student completion is a large undertaking.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

3. MATRICULATION/
SSSP ADVISORY
COMMITTEE -
UPDATE

A. PHILLIPS

1. None.		
DISCUSSION	Ms. Phillips reported that the committee met to go over a form designed to help design an open process for assigning priority for groups who request higher prioritization for registration. Do not want to continue with current process unless necessary. The form will be utilized, and the hope is to have the process completed prior to Fall registration. The form will be disseminated campus-wide and is open to all COD groups. Denise Diamond asked how it is known what is legislatively approved as a priority for COD. Ms. Phillips commented that this is partly addressed in the application for assigning priority for these groups, and that responsibility of the group to not impact registration.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

4. FACILITIES
ADVISORY
COMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported the committee met yesterday. The committee received updates on areas that will undergo renovation, including Carol Meier Hall, Music 2 and South Annex. The plan for Pollock renovations has been put on hold as the project is more complex than originally thought. VP Howell also reported that the McCarthy Child Development Center will undergo renovations, specifically the old kitchen will be remodeled into usable space pending funding from the Foundation.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ACTION ITEMS		

5. ENROLLMENT
MANAGEMENT
COMMITTEE
CHARTER:
REVISION

J. BAKER

DISCUSSION	<p>Motion – VP Jeff Baker made the motion to approve the revision of the Enrollment Management Committee charter, and Karen Tabor seconded.</p> <p>Discussion: VP Baker addressed the changes in the charter, reporting that the membership list deletes the VP of Student Success and includes now Faculty Senate President.</p> <p>Linda Emerson expressed a concern from Social Sciences regarding membership, and read a letter written by Dr. Ellen Hardy that was presented to the Academic Senate. The letter addressed the need for clarity of faculty representation on the Enrollment Management committee. Dr. Ellen Hardy was present and addressed the CPC members, commenting that she sees this as a divisive action. Dr. Hall asked that the letter was forwarded to her as well as Dr. Kinnamon for future consideration at a CPC meeting. Linda Emerson commented that COD departments need an opportunity to have representation on the Enrollment Management committee. Dr. Kinnamon commented that any individuals wanting to participate are welcomed to attend Enrollment Management committee meetings and provide input.</p> <p>After extensive discussion on the charter, Dr. Hall made a motion that this action is postponed until the CPC meeting on April 22. VP Lisa Howell seconded. Dr. Hall recommended to the CPC members that the</p>	
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	<p>charter is taken back to their constituent groups to gain further input, and asked CPC members to come back to the next CPC meeting prepared to vote on the Enrollment Management charter.</p> <p>Dr. Kinnamon conducted the vote, and all voted in favor of postponing this action until the April 22 CPC meeting.</p>	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

6. APPROVE
DIVERSITY AND
EQUITY COUNCIL
DESCRIPTION

A. NERY

DISCUSSION	<p>Motion – Dr. Nery made the motion to approve the Diversity and Equity Council Description, and Dr. Hall seconded.</p> <p>Discussion: Dr. Nery reported that APO conducted an assessment of the committee, reviewed committee description, and are now asking CPC approve the revised charter. Dr. Nery described the changes in the products and membership sections. Under the products section, Dr. Nery also briefly discussed the calendar of events celebrating diversity, reporting that the motivational speaker events are folded into calendar of events. Denise Diamond recommended that the number of faculty appointed by senate is decreased by one or two because there are two other seat leaders listed in the membership.</p> <p>After more discussion on recommended changes to the description, Dr. Nery amended her earlier motion to incorporate the CPC recommendations into the description, and Linda Emerson seconded the amended motion. Dr. Nery reiterated the changes: remove the bullet under products “present a motivational speaker”, change the language of CSEA with to a classified representative, and to change the number of faculty on the membership.</p> <p>Dr. Hall asked for the vote to approve the Diversity and Equity Council Description as first reading and incorporate changes recommended by CPC.</p> <p>All voted in favor, and an amended version will be sent out by Dr. Nery.</p>
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CONCLUSIONS	An amended version will be sent out by Dr. Nery.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.	Dr. Nery	4/22/16

7. APPROVE
DEACTIVATION
OF GENDER EQUITY
IN ATHLETICS

A. NERY

DISCUSSION	<p>Dr. Nery reported that while working on the CPC handbook, it was discovered that this committee does not meet, and after discussions with Dean Leslie Young and Gary Plunkett, it was determined that this committee does not to be in place. Dr. Courtney Doussett commented that she not seen this previously and has not been a part of the discussions.</p> <p>The CPC committee decided to table this issue until the next CPC meeting.</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		TBD

8. APPROVE
MATRICULATION
ADVISORY COMMITTEE
DESCRIPTION A. NERY

DISCUSSION	<p>Motion – Motion by Dr. Nery, seconded by Elise King to approve the Matriculation Advisory committee description.</p> <p>Amanda Phillips reported that changes in recent legislation prompted the changes in the committee description, and that the changes are largely in membership, titles, and the number of individual faculty. Ms. Phillips discussed the membership that is now needed, commenting that the updated products in the charter are legislatively advised for SSSP. Recommendations from the committee need approval from Academic Senate and CPC. Ms. Phillips commented that although this is a large committee, it does not usually meet quorum, but needs to meet regularly to get the changes accomplished.</p> <p>CPC committee discussed the overlap of committee membership. Dr. Kinnamon asked that Ms. Phillips email a redlined copy to the CPC committee to see the changes. The committee also discussed the possibility of utilizing video-conferencing to make quorums at these meetings. Dr. Hall recommended putting this matter before the Academic Senate to seek ratification on allowing members to participate in meetings electronically. Carlos Maldonado advised that a quorum can be set by the individual body and requires the quorum is documented.</p> <p>Amanda Phillips reported that she will come back to CPC with correct titles and correct membership numbers (strike 20 and make it 21). Dr. Nery amended the motion to include correcting Ed Tech chair and Distance Ed chair, strike the word "services", and replacing it with student success. Dr. Nery commented that the subcommittee structure will be added to the committee description.</p> <p>All voted in favor.</p>
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CONCLUSIONS	Amanda Phillips will bring the amended charter with corrections back to CPC.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. BUDGET SUB-COMMITTEE CHARTER
– 2ND READING L. HOWELL

DISCUSSION	<p>Motion: VP Howell made the motion to approve the second reading of the budget subcommittee charter, and Mary Lisi seconded.</p> <p>Discussion: VP Howell reported there were no changes to the charter.</p> <p>All voted in favor.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

10. FACILITIES ADVISORY
COMMITTEE CHARTER
– 2ND READING

L. HOWELL

DISCUSSION	Motion: VP Howell made the motion to approve the second reading of the Facilities Advisory Committee charter, and Lauro Jimenez seconded.	
	Discussion: The charter was reviewed and the CSEA and classified reps were corrected. All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

11. AP 6200 BUDGET
PREPARATION – 2ND
READING

L. HOWELL

DISCUSSION	Motion – VP Howell made the motion to approve the second reading of AP 6200, and Dr. Nery seconded.	
	Discussion: None. All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

12. AP 6400 FINANCIAL AUDITS
– 2ND READING

L. HOWELL

DISCUSSION	Motion – VP Howell made the motion to approve the second reading of AP 6400, Dr. Nery seconded.	
	Discussion: VP Howell commented that the term was corrected for the auditor contract and now reads three years, and the auditor contract must be renewed every three years, although that does not mean COD will continue with the same auditor. VP Howell also reported that multi-year contracts yield better prices. All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

13. AP 6325 PAYROLL – 1ST READING

L. HOWELL

Discussion	Motion – VP Howell made the motion to approve the first reading of AP 6325, and Dr. Nery seconded.	
	Discussion: Due to the illegible hard copies of the procedure, VP Howell read the changes to the CPC committee, and stated she will send the electronic copy to the CPC committee members. Denise Diamond commented that for advances on payroll checks, faculty might prefer the privacy factor of going to the	

<p>Director of Fiscal Services, so deans would not be privy to the circumstances of the request. VP Howell stated that she will make the change to have requests of this nature submitted in writing to the Director of Fiscal Services instead of to supervisors. Payroll distribution is changing from Payroll to the Business Office. Lauro Jimenez inquired on the payroll timeline, and VP Howell responded that she will bring the answer to the next CPC meeting.</p> <p>VP Howell amended the earlier motion to approve this item with the incorporated changes, Denise Diamond seconded.</p> <p>All voted in favor.</p>		
Conclusions	None.	
Action items	Person responsible	Deadline
1. The amended procedure will come back to CPC for a second reading.	L. Howell	4/22/16

14. AP 3200
ACCREDITATION

A. NERY

DISCUSSION	<p>Motion – Dr. Nery made the motion to approve the AP, David George seconded.</p> <p>Discussion: Dr. Nery highlighted the changes in the redlined version, reporting that the accreditation standards were updated to reflect the new standards, and that the cycle changed to seven from six-years.</p> <p>All voted in favor.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		TBD

15. POLICY/PROCEDURE REVIEW
– 2ND READING

J. KINNAMON

DISCUSSION	<p>Motion: Dr. Kinnamon made the motion to approve the second reading of the policies and procedures, Dr. Nery seconded.</p> <p>Board Policies:</p> <ul style="list-style-type: none"> BP 2110 Vacancies on the Board BP 2510 Participation in Local Decision Making BP 2710 Conflict of Interest BP 2715 Code of Ethics – Standards of Practice – Trustees BP 3310 Records Retention and Destruction BP 3410 Non Discrimination BP 3430 Prohibition of Harassment BP 3440 Service Animals BP 3518 Child Abuse Reporting BP 3540 Sexual and Other Assaults on Campus BP 3715 Intellectual Property BP 3900 Speech: Time, Place and Manner <p>Administrative Procedures:</p> <ul style="list-style-type: none"> AP 2110 Vacancies on the Board AP 2510 Participation in Local Decision Making <p>Lauro Jimenez asked about recent updates to the child abuse reporting law. Angela Walton reported that the child abuse reporting language applies to the Child Abuse Reporting procedure, AP 3518, not the Board</p>	
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Policy 3518, and that Executive Cabinet will review the Child Abuse Reporting procedure, AP 3518, at the next Executive Cabinet meeting.

Denise Diamond reminded CPC that the policies and procedures should be aligned with legislative changes, and Mary Lisi commented that there may be trainings available for mandated reporters.

Lauro Jimenez asked about the Academic Senate's responsibility in AP 2510, Participation In Local Decision Making. Dr. Hall recommended that the language under the first bullet could be amended to state "The Academic Senate, *in consultation with President*, shall appoint faculty to the committee.

All voted in favor, and these policies and procedures were approved for a second reading.

CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

ADJOURNED – 11:55 AM

NEXT MEETING: APRIL 22, 2016

ACTION ITEM 3

Enrollment Management Committee Charter Revision

Postponed action from 4/8/16 meeting

COLLEGE OF THE DESERT – COMMITTEES

Name Enrollment Management

Type Academic Senate
 Superintendent/President
 Student Success
 Student Learning
 Administrative Services
 Other: Reports to College Planning Council

Mandate AB 1725
 Ed Code
 Other: _____

PROPOSED REVISIONS

Role

Coordinates and facilitates the development of discipline plans that enable the college to meet or exceed annual SIU/FTEF targets. Works in consultation and collaboration with faculty and administrators to allocate SIU and to set productivity targets.

Products

- Provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the college's productivity/enrollment targets.
- Targets and maximizes student success, access, and equity.
- Evaluates discipline plans and recommends them to the appropriate vice president for approval and scheduling.

Meeting Schedule

Twice monthly

Reporting Relationship

College Planning Council

Co-Chairs

Vice President of Student Learning, Vice President of Student Success and Faculty Senate President

Membership (titles, not names) – voting members: 6 faculty (appointed by Faculty Senate), 6 administrators (appointed by Superintendent/President), and Superintendent/President
The 6 instructional voting faculty will represent each Instructional Dean area (5), plus Counseling (1). The instructional voting faculty will rotate between the different disciplines within each Dean area on an annual basis if requested.

- Superintendent/President **Joel Kinnamon**
- Vice President of Administrative Svcs **Lisa Howell**
- Vice President of Student Learning **Pamela Ralston**
- Vice President of Student Success **Jeff Baker**
- Executive Dean of Institutional Effectiveness, Educational Services & Planning **Annebelle Nery**
- Dean of Applied Sciences & Business **Zerryl Becker**
- Dean of Arts & Social Sciences **Tony Killian**
- Dean of Communication & Humanities **Sheri Jones**
- Dean of Health Sciences & Education **Leslie Young**
- Dean of Math & Science **Karen Tabor**
- Dean of Student Success & Student Learning **Scott Cooper**
- Faculty Member – Applied Sciences _____
- Faculty Member – Arts & Social Sciences-Media **Lisa Soccio**
- Faculty Member – Applied Sciences & Business **Jake Kevari**
- Faculty Member – Communication & Humanities **David Bashore**
- Faculty Member – Counseling **Veronica Daut**
- Faculty Member – English _____
- Faculty Member – Health Sciences/Early Childhood Education _____
- Faculty Member – Health Sciences/Kinesiology & Education **Courtney Doussett**
- Faculty Member – Mathematics & Science **John Learned**
- Faculty Member – Nursing _____
- Faculty Member – Science _____
- Faculty Member – Social Science _____
- Faculty Senate President **Kelly Hall**
- Director of Admissions & Records **Curt Luttrell**
- Director of Education Centers **Jessica Enders**
- Director of Institutional Research **Daniel Martinez**
- Scheduler **Roz Weissmann**
- ASCOD Representative **Minerva Montane**
- Classified Staff Representatives (2) **Kim Worlow & _____**
- Adjunct Faculty Representative **Julius Varga**

ACTION ITEM 4

Approve Deactivation of Gender Equity in Athletics
Committee

Carried over from 4/8/16 meeting

COLLEGE OF THE DESERT – COMMITTEES

Name Gender Equity in Athletics Committee

- Type Academic Senate
 Superintendent/President
 Student Success
 Student Learning
 Administrative Services
 Other: _____

Mandate AB 1725
 Ed Code
 Other: _____

Role

The committee will evaluate the athletic programs available to students at COD and whether they effectively accommodate the interests and abilities of students. It provides recommendations that will allow for equal opportunities in the selection of sports and levels of competition available to members of both sexes, per OCR U.S. Department of Education Regulation. Additionally, the committee will provide recommendations to the Director of Kinesiology & Athletics based upon the findings of the annual federally mandated Equity in Athletics Report required by the Equity in Athletics Disclosure Act of 1994 that is submitted by COD to the State Athletics Office.

Products

- Recommendations to the Director of Kinesiology & Athletics regarding gender equity of athletic opportunities to students
- Recommendations to the Director of Kinesiology & Athletics regarding the annual Equity in Athletics Report that is submitted by COD to the State Athletics Office.

Meeting Schedule Once per semester

Reporting Relationship Exec. Vice President of Student Success and Student Learning then to College Planning Council

Chair Director of Kinesiology & Athletics

Membership (titles, not names)

HR Representative
Member
Member
Member

Date page last revised: 07/15/10

ACTION ITEM 5

Matriculation Advisory Committee Description

Carried over from 4/8/16 meeting

COLLEGE OF THE DESERT – COMMITTEES

Name Matriculation / Student Success Support Programs Advisory Committee

Mandate

- AB 1725
 Ed Code
 Other: _____

Type

- Academic Senate
 Superintendent/President
 Student Success
 Student Learning
 Administrative Services
 Other: _____

Role

The role of the Matriculation/Student Success Support Programs Advisory Committee (SSSP AC MAC) is to advise the campus community on policies and procedures as they relate to the implementation of the required matriculation components which include: admissions, orientation, assessment, counseling/advisement, student follow-up, coordination and training, research and evaluation, and pre-/co-requisites and advisories.

Products

Recommendations with regard to the above mentioned matriculation components will be made to College Planning Council, the appropriate Academic Senate committees, and to the appropriate student services areas. Additionally, the SSSPAC MAC will be responsible for updating the college's Student Success Support Program Plan Matriculation Plan on a periodic basis as prescribed by the Chancellor's Office.

Meeting Schedule

The SSSPAC MAC will be comprised of one large oversight committee and four subcommittees. The large oversight committee will meet at least once per semester and the four subcommittees will meet on an as-needed basis to address ongoing needs.

Reporting Relationship

The SSSPAC MAC reports to College Planning Council.

Chair

Chair Vice President, Student Success or designee

Membership (titles, not names) (19 20)

~~Dean, Student Success & Student Learning~~
Dean, Student Learning
~~Dean, School of Arts and Sciences~~
Director, Counseling & Advising Services or designee
Director, Admissions & Records
Director, Institutional Research
~~Coordinator~~ Director, Tutoring & Academic Skills Center
Director, DSPS or designee ~~Student Health & Disability Services~~
~~President, Academic Senate~~
Chair, Curriculum Committee
Chair, Educational Technologies Committee
Chair, Professional Development Committee
Department Chair, Non-Credit
1-3 Instructional Faculty
2-3 Counseling Faculty
1 Non-credit Instructional Faculty
1 Non-credit Counseling Faculty
~~1 Special Program Counseling Faculty~~
1 Adjunct Faculty

2 Student representatives
1 Assessment Testing Specialist (Classified Staff)

Date page last revised: 11/11/10

ACTION ITEM 7

AP 6325 Payroll – 2nd Reading



ADMINISTRATIVE PROCEDURE **6325** DESERT COMMUNITY COLLEGE DISTRICT

PAYROLL

Full-Time Classified, Classified Management/Supervisory

All employees, paid on a monthly rate will receive their paychecks once a month on the last working day of the month. Any questions regarding your paycheck, contact Payroll, (760) 776-7357 or Ext. 7357

Full-Time Faculty, Certificated Management (10, 11 or 12 month contract)

All academic employees are paid on the last business day of the month, except in December, when payroll warrants will be issued the first business day in January. Any questions regarding your paycheck, contact Payroll, (760) 776-7357 or Ext. 7357

Classified (Temps, Subs, etc.), Employment Agreements (Contracts), Tutors, Student Workers

Employees paid on an hourly rate will be paid once each calendar month between the 20th and 24th of the month. Any questions regarding your paycheck, contact Payroll, (760) 862-1323 or Ext. 1323

Adjunct Faculty and Permanent Part-Time Classified

Employees paid on an hourly rate will be paid once each calendar month generally between the 2nd and the 5th of the month. Adjunct pay is calculated from signed load plans that are approved by the respective dean. Time sheets are first approved by the Office of Instruction and forwarded to payroll. Time schedule for submittal is determined by the Office of Instruction. Any questions regarding your paycheck, contact Payroll (760) 776-7231 or Ext. 7231

Payroll Corrections

When a payroll discrepancy is determined; the correction will generally be adjusted by ~~in~~by the following payroll cycle.

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Change in Status

Employees need to report immediately any changes in name, address, telephone or beneficiary to the Insurance, Payroll and Human Resources Departments. The information will need to be to the Payroll Department at least 10 days before the time sheet due date to ensure changes in the record. Name changes necessitate new Social Security cards. If there is a change in the number of dependents, a new withholding tax form must be prepared and submitted to the Payroll Department. This holds true for a change in dependents for insurance purposes as well. A spouse or new dependent must be added within thirty (30) days of the marriage or birth.

Payroll Distribution

Direct deposit of payroll checks is available. Forms for this service are available in Payroll. Payroll checks and "receipts for direct deposit" are available for pick up in the Business Bursar's Office until 2:30 PM on the date of issuance. Checks not picked up are mailed to the employee's current address on file.

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Salary Advances

Advances on payroll checks will not be approved as a normal practice. Only in extreme circumstances will an advance be granted to an employee with a written request being submitted by the employee to their supervisor, who then submits the request to the Director of Fiscal Services. No more than two advances in a fiscal year will be granted.

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Required Information

Payroll required information includes but is not limited to: authorization by District with funding source, social security card, drivers license, oath of allegiance, W-4 form, I-9 form, tuberculin skin test/chest x-ray, (and if applicable an alien registration card, unexpired foreign passport).

Commented [JR1]: Move to HR policy 7125 or other appropriate policy.

Reference: Education Code Section 70902

~~Approved by College Council: September 17, 2007 Administrator: VP Administrative Services~~

~~Cabinet 5-year Review: 4/5/16~~

~~College Planning Council 5-year Review/Approval: 1st Reading 4/8/16~~

~~College Planning Council Review/Approval: 2nd Reading: 4/22/16~~

~~Board of Trustees Review:~~

~~Next Review: April 2021~~

~~Approved by College Council: September 17, 2007 Administrator: VP Administrative Services~~

~~Cabinet 5-year Review:~~

~~College Planning Council 5-year Review:~~

~~Board Information:~~

~~Next Review:~~

ACTION ITEM 8

AP 3200 Accreditation – 2nd Reading



ADMINISTRATIVE PROCEDURE

3200

DESERT COMMUNITY COLLEGE DISTRICT

ACCREDITATION

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges, the college shall conduct a comprehensive self-evaluation every ~~six~~ seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the ~~third~~ fourth year of each ~~six~~ seven-year cycle.

Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-evaluation and team visit.

The process for producing the written document that is the comprehensive Self-Study must include:

- Self-evaluations Chairs for each standard, appointed by the Superintendent/President in accordance with college procedures. All faculty members, chair or member, must be approved by the Academic Senate;
- Accreditation Liaison Officer, appointed by the Superintendent/President;
- Active, campus-wide involvement of administrators, faculty, classified staff, and students; and
- A Steering committee.

When the self-evaluation is completed, it must be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission.

Reference: ACCJC Accreditation Eligibility Requirement 21
ACCJC Accreditation Standards I.C.12 and 13 ~~Standard IV.b.1.i~~
Title 5 Section 51016

Adopted by Cabinet: January 11, 2011
College Council Review: February 25, 2011
Reference Change: April 2012
Next Review: February 2016
Executive Cabinet Review: April 2016
College Planning Council Review/Approval, 1st Reading: April 8, 2016
College Planning Council Review/Approval, 2nd Reading: April 22, 2016
Board of Trustees Review:

Administrator: President/Superintendent

ACTION ITEM 10

2017-2018 Academic Calendar – Draft 1B

2017-2018 Academic Calendar - #1B

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Teaching Days - Fall Semester						
Mon	Tue	Wed	Thu	Fri	Sat	
	15	16	16	15	15	15
FLEX Days - Aug 22, 23, 24, 25 (4)						
92 + 4 = 96						

JANUARY						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
31						

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Teaching Days - Spring Semester						
Mon	Tue	Wed	Thu	Fri	Sat	
	15	16	16	16	15	14
FLEX Days - Jan 25, 26 (2)						
92 + 2 = 94						

HOLIDAYS

FALL 2017

- Aug 21, 22, 23, 24 - Flex Days
- Aug 25 - First Day of Classes
- Sep 4 - Labor Day/Holiday
- Nov 10 - Veteran's Day/Holiday Observed
- Nov 23, 24 - Thanksgiving/Holiday
- Dec 9-15 - Final Exams
- Dec 15 - Last Day of Classes
- Dec 25 - Christmas Day/Holiday

WINTER SESSION 2018 (15 days)

- Jan 3 (Wed) - First Day of Classes
- Jan 15 - Martin Luther King, Jr./Holiday
- Jan 24 (Wed) - Last Day of Classes/Finals

SPRING 2018

- Jan 1 - New Year/Holiday
- Jan 15 - Martin Luther King, Jr./Holiday
- Jan 25, 26 - Flex Days
- Jan 29 - First Day of Classes
- Feb 16 - Lincoln's Day/Holiday (Obsvd)
- Feb 19 - Washington's Day/Holiday (Obsvd)
- Mar 26 - 30 - Spring Break
- Mar 30 - Spring Holiday/Local Holiday
- May 19 - 25 - Final Exams
- May 25 - Last Day of Classes
- May 25 - Graduation
- May 28 - Memorial Day/Holiday

April 1 is Easter
Spring Break is 9th Week

Key:

	FLEX Days
	Holidays
	Spring Break
	Non-instructional Saturday
	Final Exam Days

ACTION ITEM 11

Policy/Procedure Review – 1st Reading

- a. BP 1100 Desert Community College District – *CCLC update*
- b. BP 2010 Board Membership – *CCLC update*
- c. BP 2710 Conflict of Interest – *previously pulled from 4/8/16 agenda due to CCLC update*
- d. BP 3520 Local Law Enforcement – *CCLC update*
- e. AP 3518 Child Abuse Reporting
- f. AP 5130 Financial Aid
- g. AP 3250 Institutional Planning



BOARD POLICY **1100**

DESERT COMMUNITY COLLEGE DISTRICT

THE DESERT COMMUNITY COLLEGE DISTRICT

The District has been named the Desert Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

Reference: Ed Code 72000(b) ~~Election Code Section 18304~~, *Outdated reference deleted*

Board Approval Date: April 21, 2005

Updated: October 17, 2008

Next Review: October 2013

Executive Cabinet Review/Approval: April 12, 2016

College Planning Council Review/Approval, 1st Reading: April 22, 2016

College Planning Council Review/Approval, 2nd Reading:

Board of Trustees Review/Approval, 1st Reading:

Board of Trustees Review/Approval, 2nd Reading:



BOARD POLICY

2010

DESERT COMMUNITY COLLEGE DISTRICT

BOARD MEMBERSHIP

The Board shall consist of five members elected by the qualified voters of the District. Members shall be elected by and represent the registered voters of the Trustee Area in which they reside. Any person who meets the criteria contained in law is eligible to be elected or appointed as a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless and until he or she resigns as an employee, except as permitted under Section 72103(b) of the *Education Code*.

No member of the governing Board shall, during the term for which he or she is elected, hold an incompatible public office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

References:

Education Code Sections 72023, 72103, and 72104;
ACCJC Accreditation Standard IV.C.6

Revised 9/01, 4/16

Approval Date: August 16, 2007

Revised: March 16, 2012

Next Review: March 2017

CCLC Revision: April 2016

Executive Cabinet Review/Approval: April 12, 2016

College Planning Council Review/Approval, 1st Reading: April 22, 2016

College Planning Council Review/Approval, 2nd Reading:

Board of Trustees Review/Approval, 1st Reading:

Board of Trustees Review/Approval, 2nd Reading:

Administrator: Superintendent/President



BOARD POLICY

2710

DESERT COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST - TRUSTEES

~~Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members~~

Board members and employees shall not be financially interested in any contract made by them in their official capacity, ~~Board or in any contract they make in their capacity as Board members~~, body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Reference: Government Code Sections 1090, et seq.; 1126; 87200, et seq.;
Title 2, Sections 18730 et seq.

Approval Date: April 21, 2005
Executive Cabinet Revised: February 15, 2011

Administrator: Superintendent/President

College Planning Council Review: February 25, 2011

Board Information: March 17, 2011

Next Review: March 2016

Executive Cabinet Review: February, 2016

CCLC Update: April 2016

Executive Cabinet Review: April 12, 2016

College Planning Council Review/Approval, 1st Reading: April 22, 2016

College Planning Council Review/Approval, 2nd Reading: May 13, 2016

Board of Trustees Review/Approval, 1st Reading:

Board of Trustees Review/Approval, 2nd Reading:



BOARD POLICY 3520

DESERT COMMUNITY COLLEGE DISTRICT

LOCAL LAW ENFORCEMENT

~~The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.~~

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

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~~The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.~~

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

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~~The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request. The Desert Community College District encourages accurate and prompt reporting of all crimes to the Security Department.~~

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to the Security Department. Written agreements shall be reviewed and updated if necessary every five years.

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The Desert Community College District encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agencies. The President/Superintendent shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Reference: Education Code Section 67381; 34 Code of Federal Regulations 668.46(b)(4)

Education Code Sections 67381 and 67381.1;

Approval Date: April 21, 2005

Administrator: Superintendent/President

Revised & Board Approved: March 16, 2012

Next Review: March 2017

Executive Cabinet Review/Approval: April 12, 2016

College Planning Council Review/Approval, 1st Reading: April 22, 2016

College Planning Council Review/Approval, 2nd Reading:

Board of Trustees Review/Approval, 1st Reading:

Board of Trustees Review/Approval, 2nd Reading:



ADMINISTRATIVE PROCEDURE

3518

DESERT COMMUNITY COLLEGE DISTRICT

CHILD ABUSE REPORTING

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child (under the age of 18 years) may have occurred. “Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.” (Penal Code, Section 11166(a)(1))

Definition of Child Abuse or Neglect

“Child abuse” is defined as physical abuse, sexual abuse, and/or serious emotional maltreatment, as well as sexual assault, sexual exploitation, and/or the willful cruelty or unjustifiable punishment of a child; incidents of unlawful corporal punishment or injury against a child; or abuse in out-of-home care. (Penal Code, Section 11165)

“Neglect” means the negligent treatment or maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. It includes the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision such that the child’s health is endangered. (Penal Code, Section 11165.2)

Mandated Reporters

Mandated reporters include faculty members, educational administrators, and classified staff. Volunteers are not mandated reporters but are encouraged to report suspected abuse or neglect of a child. (Penal Code, Section 11165 (b))

Reports of Child Abuse or Neglect

If a mandated reporter suspects child abuse or neglect, he or she must first make a verbal report to the Department of Children & Family Services Child Protection Hotline at 1-800-540-4000. Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency such as the Hotline and follow up with a written report within 36 hours. (Penal Code, Section 11166(a))

After a verbal report of abuse or neglect is made, the Hotline will provide mandated reporters with a 19-digit referral number which will be needed to complete the mandatory written report. This report of child abuse and/or neglect must be made on Form SS 8572; on the web at http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf.

Immunity and Failure to Report when Required

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code.

Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false (Penal Code, Section 11172(a)).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code, Section 56 11172(a)).

Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer. (Penal Code, Section 11166(h)(2)) However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code, Section 11166.5(b)).

Obligation and Compliance Information Provided to Mandated Reporters

The District shall provide each mandated reporter with a statement informing him or her of the fact that he or she is a mandated reporter and of his or her reporting obligations and confidentiality rights under Penal Code, Section 11166.5(a) and of his or her confidentiality rights under subdivision Penal Code, Sections 11166.5(a) and 11167(d)(1).

The District shall provide a copy of Penal Code, Sections 11165.7 (Mandated Reporter), 11166 (Report: Duty, Time & Method), and 11167 (Report: Confidentiality of persons reporting) to each mandated reporter, along with the statement. Prior to commencing his or her employment and as a prerequisite to that employment, the employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code, Section 11166.5).

The District shall distribute this procedure to all mandated reporters.

Offices of Primary Responsibility: Vice Superintendent/Superintendent/President, Student Services and Human Resources

Reference: Penal Code Sections 261,264.1, 273A, 273D, 285, 286, 288, 288A, 289, 647, and 111.64-111.74.3; Welfare and Institutions Code Sections 300, 318, and 601; Family code Sections 7802, 7807, 7808, 7820-7829, 7890, 7892

Cabinet Approval Date: August 24, 2010

Administrator: VP Business Affairs

College Planning Council Approved: September 10, 2010

Next Review: September 2015

Executive Cabinet Review/Approval: 4/2016

College Planning Council Review/Approval, 1st Reading: 4/22/16

College Planning Council Review/Approval, 2nd Reading: 5/13/16

Board of Trustees Review:



ADMINISTRATIVE PROCEDURE

DESERT COMMUNITY COLLEGE DISTRICT

5130

FINANCIAL AID

College of the Desert offers a variety of financial aid programs in the form of scholarships, grants, ~~employment~~, and ~~loans~~ **work study**. These funds are intended to assist students with educational costs, which include: enrollment fees, books, supplies, food, housing, transportation, and personal expenses.

The Financial Aid Office is committed to assisting students who might not otherwise be able to attend college without financial aid. Although the primary responsibility for financing an education lies first with the student and his or her family, many families with limited resources are unable to meet the cost of a college education. The financial aid programs available at College of the Desert were designed to ~~try to meet these needs. In determining a student's financial need, three primary areas are reviewed: family income and family assets; student's income, assets and earnings; and all other financial resources available to the student.~~ **provide financial assistance to meet these needs.**

~~The~~ Financial Aid programs offered at College of the Desert may include, but are not limited to:

- Federal Pell Grants
- ~~Academic Competitiveness Grant (ACG)~~
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grants B and C
- Chafee Grant
- ~~Bureau of Indian Affairs (BIA) Grant~~
- Board of Governors Enrollment Fee Waiver (BOG)
- Federal Work-Study (~~FWS~~) and **Alumni Work-Study**
- ~~Federal Family Education Loan Program (FFELP)~~
- ~~COD Scholarships (and pass through accounts)~~
- ~~AmeriCorp and Golden State ScholarShare~~
- **Scholarships (COD Foundation and outside donors)**
- **CalWORKs**

Application procedures and deadlines:

~~To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the application via the internet at www.fafsa.ed.gov or by completing a paper FAFSA. To have the student's information~~

~~electronically submitted to College of the Desert, the student must be sure to list the college's Title IV Institutional Code 001182 on the FAFSA.~~

~~FAFSA applications are available beginning January 1st of each year for the following academic year. If the student is interested in applying for a California state grant (commonly referred to as Cal Grants), the FAFSA and a Grade Point Average (GPA) verification form must be completed. March 2nd and September 2nd are the deadline dates each year to apply for the Cal Grant. Both the FAFSA and GPA Verification forms must be submitted by these dates to apply for Cal Grants. Student GPAs will be electronically transmitted to the California Student Aid Commission (CSAC) for those who have at least 16 cumulative degree credit units posted on College of the Desert's academic transcript.~~

Information about applying for financial aid can be found on our website:

<http://collegeofthedesert.edu/students/fa/Pages/ApplyingforfinancialAid.aspx>

Deadlines can be found on our website:

<http://collegeofthedesert.edu/students/fa/Pages/fatimeline.aspx>

Student Eligibility

To be eligible for specific state and federal financial aid, an individual must be enrolled as a regular student in an eligible program. A regular student is defined as a person who enrolls for the purpose of obtaining a degree or certificate; or is enrolled in a transfer program offered by the institution. The student must:

- Declare an educational goal at the Admissions and Records Office and be taking courses towards an Associate of Arts (AA) or Associate of Science (AS) degree, Certificate of Achievement, or a transfer program;
- Have a high school diploma, a GED, pass the California Proficiency Exam, or **have** passed an Ability-to-Benefit (ATB) test that has been approved by the U.S. Department of Education **prior to July 1, 2012**; ~~The ATB test is administered at the Assessment area in the Academic Skills Center;~~
- Be a U.S. citizen or eligible non-citizen **for federal aid**;
- **Meet AB 540 criteria for state aid**;
- Register with Selective Service (this applies to all males born after December 31, 1959 and are between the ages of 18-25). Students, who believe that they are not required to be registered with Selective Service, need to contact the Selective Service Office at 1-847-668-6888 for information regarding exemptions in order to receive a Student Status Information Letter. Students, still within the age range, must register online at www.sss.gov;
- Not owe a refund on any grant received at any institution or be in default on any educational student loan, such as the Perkins Loan or Stafford Loan; and
- Maintain Satisfactory Academic Progress (SAP) as described in the Financial Aid Office's Satisfactory Academic Progress requirements as listed in the office's website and on the Financial Aid Information Page mailed to all financial aid students.

Payment Procedures:

Disbursement information is available on our website:

<http://collegeofthedesert.edu/students/fa/Pages/CheckDisbursementInformation.aspx>

Most financial aid awards are based on full time enrollment. "Enrollment status" is indicated as follows:

- Full time — 12 units or more (100% of the semester award)
- Three quarter time — 9-11.5 units (75% of the semester award)
- Half time — 6-8.5 units (50% of the semester award)
- Less than half time — .5-5 units (pro-rated as per federal regulations)

Students receive 50% of their award(s) per semester based on the number of units they are enrolled in at the time the funds are disbursed. The number of disbursements per semester varies depending on the type of grant. The number of disbursements during the summer session may also vary. In addition, in order to receive funds from most state or federal financial aid programs, students must be enrolled in at least one course that is neither PE activity course nor a remedial course. Title IV funds are awarded to a student based on the assumption that the student will attend college for the entire period for which the assistance is awarded.

Student Withdrawal and the Return of Title IV Funds:

Federal financial aid recipients who withdraw or are dropped from all classes by the instructor are subject to federal regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these federal rules. Based on the date of the withdrawal or drop, the Business Office will determine the amount, if any, of "unearned" federal financial aid received by the student. The calculation determines the percentage of the enrollment period completed by the student as follows: the number of instructional days completed divided by the total number of instructional days in the semester. The result equals the percentage of the enrollment period completed. The amount of federal financial aid that was paid or could have been paid to the student will be based on this percentage. If the student received more financial aid than the amount earned, the student will be billed for the overpayment.

Financial aid recipients should be cautioned to:

1. Avoid total withdrawal from all classes,
2. Successfully complete at least one class during the term, and
3. Repay any "unearned" financial aid in order to regain eligibility for financial aid.

Any financial aid recipient who needs to withdraw from all classes should contact the Financial Aid Office. Students are encouraged to discuss alternatives to withdrawing from class(es) with their instructor(s) or an academic counselor before making a final decision.

Overpayment Recovery:

The repayment and Return of Title IV Funds policy can be found on our website: <http://collegeofthedesert.edu/students/fa/Pages/Drops-Withdrawals-and-Repayment-of-Funds.aspx>

Accounting Requirements:

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.

Satisfactory Academic Progress:

The Satisfactory Academic Progress policy is available on our website:

<http://collegeofthedesert.edu/students/fa/Pages/SatisfactoryAcadProgress.aspx>

~~Federal and state financial aid guidelines require that the Financial Aid Office establish, publish, and apply quantitative, qualitative, and incremental standards by which the office can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory academic progress in his/her course of study. The Financial Aid Satisfactory Academic Progress (SAP) requirements are outlined in the Financial Aid Information Page provided to all financial aid recipients and are also found on the Financial Aid Office's website.~~

~~The Financial Aid Office's website at: www.collegeofthedesert.edu/financialaid also includes additional information describing financial aid procedures and the Financial Aid Office includes important financial aid information in the current catalog and Class Schedule.~~

~~These procedures may change from time to time and may be superseded by current federal and state laws and regulations.~~

Misrepresentation:

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation

will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Reference:

Education Code Sections 66021.6, 66025.9 and 76300;

Title 5 Sections 55031, 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15

Approved by College Council: 11-16-05

Updated: 3-24-08

CCLC Update Fall 2011

Executive Cabinet Review/Approval: 4/2016

College Planning Council Review/Approval, 1st Reading: 4/22/16

College Planning Council Review/Approval, 2nd Reading: 5/13/16

Board of Trustees Review:



ADMINISTRATIVE PROCEDURE

3250

DESERT COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL PLANNING

The College Planning Council, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources to the Superintendent/President. The Superintendent/President will present all institutional plans to the Board of Trustees for approval.

Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission and core values statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised annually and approved by the College Planning Council.

Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.

The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Superintendent/President's evaluation process, the Board Retreat, and any time the Board reviews curriculum items.

Reference: [Education Code Sections 71091 and 76200 et seq.;](#)
[Title 5 Sections 54600 et seq.;](#)
[20 U.S. Code Section 1232g\(j\) \(U.S. Patriot Act\);](#)
[Civil Code Section 1798.85;](#)
[ACCJC Accreditation Standard II.C.8](#)

[ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5](#)
[\(formerly I.B\);](#)
[Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and](#)
[56270 et seq.](#)

Adopted by Cabinet: January 11, 2011
College Planning Council Review: February 25, 2011
Next Review: February 2016
Executive Cabinet Review/Approval: 4/2016
College Planning Council Review/Approval, 1st Reading: 4/22/16
College Planning Council Review/Approval, 2nd Reading: 5/13/16
Board of Trustees Review:

Administrator: Superintendent/President