



**College Governance Council
August 22, 2018
Minutes**

Present

David Williams, Ph.D., Kevin Anderson, J.D., LaNae Jaimez, Ph.D., John Siefert, Pam Muick, Sandra Diehl, Irene Camins, Robert Diamond, Damany Fisher, Erin Farmer, Dwayne Hunt, Erin Farmer, Michael Wyly, Jeff Lehfeltdt, Estefanny Saenz, Daniom Ghebremichael, Gregory Brown

Absent

Celia Esposito-Noy, Ed.D., Tonmar Johnson, Danielle Gonzalez, Sal Abbate

Call to Order

The meeting was called to order at 3:02 p.m. by Dr. David Williams, Vice President of Academic Affairs.

Approval of Agenda

There was an addition to the agenda: 3.a. Governing Board Policy 6410 Academic Record Symbols.

It was moved by Dr. LaNae Jaimez and seconded by Irene Camins to approve the agenda as amended.

The motion was approved unanimously.

Approval of Minutes

It was moved by Michael Wyly and seconded by Irene Camins to approve the Minutes of May 9, 2018.

The motion was approved unanimously.

Public Comments

There were no public comments.

Sustainability Board Policy

Professor Pam Muick and Professor Sandra Diehl presented to Council members a proposed, new Governing Board Policy for Sustainability. They shared that the Sustainability Committee was established in 2011 and its mission is that SCC will be a leader in sustainable practices that balance the best interests of the environment, our community and fiscal responsibility. In particular, it will reduce its ecological footprint through energy, water and waste reduction, curriculum development and community engagement. The committee has established a campus-wide recycling program (converting ½ of the garbage cans to recycling cans) and was a key driver in the cafeteria eliminating all Styrofoam containers. The committee is also working on the installation of hydration stations in campus buildings, and participates in Earth Day activities, Recycle Mania (national), and the Coast and Creek Cleanup (sponsor).

Council members reviewed the proposed policy and discussed the last paragraph (*Designing all major new building and renovation projects to meet the US Green Building Council LEED certification standards for energy and environmental design*). Council members asked if the paragraph could be modified to include general terms that would be inclusive of chemical and hazardous waste disposal. Pam Muick and Sandra Diehl will make modifications to the paragraph and bring back an edited version for Council members to review at the September 12, 2018 meeting.

BP/AP 6206 General Education Reciprocity

Dr. David Williams, Vice President of Academic Affairs, reviewed the proposed Board Policy and Administrative Procedures for General Education Reciprocity, and explained that this would establish procedures for awarding general education credit to students who have earned credits at another regionally-accredited institution, when the credit fulfills a general education requirement at the original institution but for which SCC has no comparable course or for which SCC's course does not satisfy the same requirement.

Dr. LaNae Jaimez, Academic Senate President, will take the proposed policy and procedures back to the Senate for their review. Once it has been reviewed and approved by the Senate, it will be brought back to College Governance Council for approval.

6410 – Grading and Academic Symbols

Dr. David Williams, Vice President of Academic Affairs, reviewed with Council members the current procedures for Board Policy 6410, Grading and Academic Record Symbols, and explained that the procedures need to be modified to include excused withdrawals (EW) in accordance with Ed Code Title 5, Article 2, Section 55024.

Academic Affairs will work with Academic Senate representatives to draft changes to the procedures, which will be presented to the Senate for approval. After Senate approval, the procedures will come back to College Governance Council.

Guided Pathways Update

Michael Wyly, Guided Pathways Coordinator gave the following Guided Pathways update:

1. **What is Guided Pathways?** At its core, the goal of guided pathways is simple: students at Solano Community College are more likely to complete a degree in a timely fashion when they are empowered:
 - a. to choose a program and develop an academic plan early on;
 - b. to possess a clear road map of the courses required to complete a degree or other credential which is complemented by, among other methods of support, predictable scheduling;
 - c. through guidance and support to stay on plan, including wrap-around services and just-in-time support.

Over the next academic year, we will work to initiate some of the core ideas of guided pathways, so we may work together to develop a Solano-specific fingerprint which honors and empowers teaching and learning, a concept with which we can all identify. Among our goals will be to provide incoming students adequate support:

- a. to explore careers,
- b. to choose a program of study,
- c. to develop an academic plan based on program maps.

The adoption of this plan is not to be a top-down enterprise, but instead a grassroots engagement of the student experience by the entire campus community, including faculty, staff, administration, and our students.

2. **Work/Events to Date:**

- GP Coordinator: Hired mid-July 2018.
- Development of the GP Steering Committee
- Flex Activities: Joint Session of Academic Senate and Administration on 8.9, information session on 8.10, and Counselor outreach on 8.10
- First Meeting of the GPSC—see below for adopted goals
- Program Mapping Template Development—Overview
- Data Analysis—Overview
- Collaboration with Counselors—overview
- Catalog planning—overview
- Student Engagement—overview

3. **Looking Ahead**

- Program Mapping for all ADTs and CTE certificates and degrees (F 18)
- Development/Design of a Program Template (F 18)
- College Outreach, including web resources (F 18)
- Design Teams—overview (F 18)

- Metamajors/Areas of Emphasis (AY 18-19)
- FYE Design (with FYE Coord.) (AY 18-19)
- HS Outreach (AY 18-19)
- Branding—overview

Travel Per Diem Proposal

Robert Diamond, Vice President of Finance and Administration, reviewed with the Council SCC's current per diem meal allowances for faculty/staff. Vice President Diamond noted that there are different reimbursement maximums and receipt requirements for ALG, CSEA, SCFA, Local 39 and Athletics/students.

It is being proposed that the College consider adopting the IRS reimbursement amount for all groups, which is \$57 per diem for 2017/2018 (no receipts are required).

Council members agreed that this is something that should be considered and will take the proposal back to their constituents for consideration.

Math Multiple Measure/AB 705 Update

Deferred to next meeting

College Promise (AB 19)

Deferred to next meeting

Academic Senate 2018-19 Goals

Deferred to next meeting.

Updates/Other

There were no updates

Announcements

There were no announcements.

Adjournment

There being no further business, the meeting was adjourned at 4:02 p.m.

CGC Minutes 8 22 18: lg

SOLANO COMMUNITY COLLEGE
DISTRICT

SUSTAINABILITY

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POLICY:

Solano Community College District desires to be a leader in sustainable practices that balance the best interests of the environment, our community and fiscal responsibility.

In particular, the District intends to minimize its ecological footprint through reduction of energy and water use and reduction of non-recyclable waste. At the same time, the District intends to link these goals with broader goals of student wellness, curriculum development and engagement with the local community.

The District is committed to the following sustainability principles:

- 1. Conservation of natural resources and avoidance of negative long-term effects on the environment.*
- 2. Environmental health of students (student wellness), staff and faculty.*
- 3. Maximizing the environmental quality of our facilities through the use of renewable resources and increasing energy efficiency of all facilities and equipment.*
- 4. Reducing waste, reusing and repurposing materials whenever possible, and recycling other materials in order to meet or exceed state mandated waste regulations.*
- 5. Facilitating alternate forms of transportation, fuels and systems.*
- 6. Designing all major new building and renovation projects to meet the US Green Building Council LEED certification standards for energy and environmental design.*

REFERENCES/

AUTHORITY:

California Education Code, Article 1, Section 17070.96; Article 2, Section 17261, Article 2.5, Section 81623, Article 8, Section 32373

ADOPTED:

SOLANO COMMUNITY COLLEGE DISTRICT

GENERAL EDUCATION RECIPROCITY

6206

POLICY: *The Superintendent-President shall establish procedures for awarding general education credit consistent with Board Policy 6205 to students who have earned credits at another regionally-accredited institution, when those credits fulfill a general education requirement at the original institution but for which Solano Community College has no comparable course or for which SCC's course does not satisfy the same requirement.*

**REFERENCES/
AUTHORITY** CCR 5, Section 55063(b)

Title 5, Section 51016

ADOPTED:

DRAFT

GENERAL EDUCATION RECIPROCITY

6206

PROCEDURES

The Superintendent-President shall ensure that credits taken at other regionally or nationally accredited colleges and universities which meet a general education (GE) requirement at the original institution will be accepted by Solano Community College to meet general education or degree/certificate requirements.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. Procedures for ensuring that individual courses meet the standards of general education policy exist at all colleges, and as such Solano Community College regularly accepts credits earned at other institutions to meet graduation requirements locally.

Since general education criteria are specific to individual colleges, and since curriculum varies widely across institutions of higher education, it is not unusual that a specific course will meet the GE requirements for one institution but not for another. In such cases, it will be the policy of Solano Community College to accept GE credit in the following scenarios:

- (1) If a specific course meets a general education requirement at one institution but the comparable course at SCC does not meet that requirement, SCC will accept the course for units and for the identified GE credit category.*
- (2) If a specific course meets a general education requirement at one institution but a comparable course does not exist at SCC, SCC will apply the course for satisfaction of the GE category. Acceptance of the course for degree, certificate, or unit applicability is subject to the Course Substitution policy of the college.*

REFERENCES:

AUTHORITY: CCR 5, Section 55063(b)

REVIEWED: _____

SOLANO COMMUNITY COLLEGE DISTRICT

GRADING AND ACADEMIC RECORD SYMBOLS

6410

PROCEDURES

Academic Record Symbols and Grade Points

<u>Evaluative Symbols</u>	<u>Grade Points</u>
A – Excellent	4
B – Good	3
C – Satisfactory	2
D – Passing (Less than satisfactory)	1
F – Failing	0
P – Pass (At least satisfactory; units not counted in GPA)	
NP – No Pass (Less than satisfactory; units not counted in GPA)	

Non-Evaluative Symbols

I – Incomplete
RD – Report delayed
W – Withdrawal
MW – Military withdrawal

Linked to Governing Board Policy 6410, *Grading and Academic Record Symbols*

REFERENCES/

AUTHORITY: Title 5, Section 55023, 55024

ADOPTED: September 28, 2016

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
REVISIONS TO TITLE 5 REGULATIONS:
OF
ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE – § 55023
WITHDRAWAL – § 55024

1. Section 55023 of article 2 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)	
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)	

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some-time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used), in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the "FW" described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following non-evaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	<p>Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.</p>
	<p>The "I" may be made up no later than one year following the end of the term in which it was assigned.</p>
	<p>The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.</p>
IP	<p>In progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.</p>
RD	<p>Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation</p>

	to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.
W	Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with section 55024.
<u>EW</u>	<u>Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with, section 55024.</u>

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

2. Section 55024 of article 2 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55024. Withdrawal.

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."

(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

(3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.

(5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

(6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

(8) A "W" shall not be assigned; or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

(9) The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of "W" symbols in the same course in colleges within the district, if the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.

(10) The district policy may provide that a "W" symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.

(c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

(1) "Military Withdrawal" (MW) occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.

(3) ~~MW~~ Military withdrawals shall not be counted ~~fortoward~~ the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may a military withdrawal result in a student being assigned an "FW" grade.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161. The governing board of a district that decides to provide a withdrawal policy shall also adopt an excused withdrawal procedure based upon verifiable documentation supporting the request.

(1) "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

(2) Excused withdrawal shall not be counted in progress probation and dismissal calculations.

(3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may an excused withdrawal result in a student being assigned an "FW" grade.

(f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Meals Deductions

Approved	Breakdown of Meals For Partial Days	Maximum w/o Receipt	Maximum w Receipt
08/19/2009 2008-2009 Updated 06/19/14	ALG Daily Limit	\$40.00	\$62.50
	Breakfast	\$7.50	\$10.00
	Lunch	\$12.50	\$17.50
	Dinner	\$20.00	\$35.00
	Other Bridge Toll		\$4 -\$6

Approved	CSEA Meals Expense	Maximum w/o Receipt	With Receipt
1/21/2015 2014-2017 10/15 revised	Breakfast	\$11.00	
	Lunch	\$12.00	
	Dinner	\$23.00	
	Other Bridge Toll		\$4 -\$6

Approved	Faculty Meal Expense	No Maximum Amount	With Receipt
05/16/2012 2012-2015	Breakfast		Any amount w Receipt
	Lunch		Any amount w Receipt
	Dinner		Any amount w Receipt
	Other Bridge Toll		\$4 -\$6

Approved	Engineer Local 39	Per Diem	
12/17/14 2014-2016	Breakfast	\$10	
	Lunch	\$15	
	Dinner	\$31	
	Other Bridge Toll	\$4 -\$6	

Approved	Athletics & Students	Meals Expense	
8/12/2016	Breakfast	\$4.00	
	Lunch	\$6.00	
	Dinner	\$10.00	