

**BOARD REPORT NO. 08-9-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations  
574-6560

**AMENDMENT OF 14 SECTIONS IN CHAPTER SIX (ACADEMIC PROGRAMS) OF RULES AND REGULATIONS AND DELETION OF POLICIES 6.30, COURSES BY NEWSPAPER; 6.70, OCCUPATIONAL EDUCATION; 6.89, BASIC POLICIES FOR COMMUNITY SERVICES; AND 6.91, DEFINITION OF COMMUNITY SERVICES CLASSES AND ACTIVITIES**

As the Board is aware, one of the Accreditation Team recommendations was for the District to regularly review its policies and procedures:

*The board of trustees should regularly evaluate its "rules and regulations" and revise them as necessary. (Standard IV.B.1.e).*

On August 13, the Board adopted an amendment to District Rules and Regulations Section 2.07, Rules and Regulations, which established a two-year cycle for review of each of the eight chapters in Rules and Regulations. A decision was made to start with Chapter Six (Academic Programs) due to the fact that a number of changes in Title 5 have been made recently that require changes in the District policies.

Last Spring, the District Academic Senate began a review of Chapter Six and has forwarded the attached 14 policies to the Board with their recommendations for revision. They are also recommending four policies for deletion. The District compared these policies to the proposed model policies in the CCLC's Policy and Procedures Update Service in order to assure that these policies incorporate all recent changes in Title 5. A summary of the proposed revisions/deletions is included in the attached chart, showing old and new numbers and names of policies. Please note that the old policy 6.32, Educational Materials, has been split into two sections; Section 6.34, now titled KCSM TV and KCSM-FM, is included in the attached packet. A second policy, now labeled Intellectual Property covering the remaining sections of the old 6.32, will be brought to the Board in the near future, along with other policies that continue to be under review by the Academic Senate.

Almost all of the changes proposed are non-substantive; they reflect changes in Title 5 and in our own operating procedures. Old and new versions of the policies are shown in the attached.

The following four policies are proposed for deletion:

- 6.30 This policy is obsolete.
- 6.70 This policy was found to be more procedural than policy-related. In addition, the District does not have specific Policies for General Education or Basic Skills; a policy on Occupational Education (Career/Technical Education) is not required or needed.

6.89 & 6.90     The essential elements of these two policies will be consolidated into a revised 6.90, Community Education Classes, which will be brought to the Board in the near future.

**RECOMMENDATION**

It is recommended that the Board adopt the revised policies as shown in the attached; it is further recommended that the Board delete Policies 6.30, Courses by Newspapers; 6.70, Occupational Education; 6.89, Basic Policies for Community Services; and 6.91, Definition of Community Services Classes and Activities.

**PROPOSED CHANGES/REORGANIZATION OF RULES AND REGULATIONS  
CHAPTER 6, ACADEMIC AFFAIRS**

<b>New Number</b>	<b>Old Number</b>	<b>New Name</b>	<b>Old Name</b>
6.01	6.01	Philosophy and Purpose	Same
6.03	6.10	Divisional Organization	Same
6.05	6.05	Academic Calendar	Definitions of College Day, Week, Year
6.13	6.15	Curriculum Development, Program Review, and Program Viability	Same
6.23	6.13	Grade Changes	Same title (Re-number Only; Revised May 08))
6.30	6.16	Externally Funded Special Projects and Programs	Same
6.31	6.31	Auditing of Courses	Same
6.33	6.33	Use of Copyrighted Materials	Same
6.34	From 6.32	KCSM-TV and KCSM-FM	Educational Materials
6.38	6.38	Criteria for Selection of Guest Speakers	Same
6.39	6.39	Presence of Non-Students on Campus	Same
6.50	6.50	Student Teachers and Interns	Student Teachers
6.80	6.80	Policy Governing the Use of Off-Campus Facilities	Same
6.94	6.94	Contract Courses and Services	Same
Delete	6.30		Courses by Newspaper
Delete	6.70		Occupational Education
Delete	6.89		Basic Policies for Community Services
Delete	6.91		Definition of Community Services Classes and Activities

**OLD VERSION:**

**6.01 Philosophy and Purpose**

1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can **benefit** from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their **career/technical** abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. **Career/technical** education
  - d. Developmental education
  - e. Special educational programs and services for the community
5. **The District shall provide library services for students and faculty as an integral part of the educational program.**
6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of **advising** and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

(Rev. 9/08)

### **6.03 Division Organization**

1. Each College shall be divided into **administrative** divisions which are appropriate to the instructional **and student services** needs of that College.
2. Each division shall have a **Dean** whose appointment is offered and held on recommendation of the College President, with the approval of the Chancellor and the Board.
3. **Faculty members** shall be assigned to one or more divisions. **A faculty member with assignments in two or more divisions** shall be considered a member of the division in which **the majority of his/her workload is assigned**. If the major assignment is not clearly defined, the **College President or appropriate Vice President shall make the assignment**.

(Rev. 9/08)

**6.05 Academic Calendar**

1. Each year, the Board shall establish a Districtwide Academic Calendar.
2. The number of days that define the academic year shall be 175 days of instruction and evaluation.
3. The District will negotiate with the AFT (local 1493) to determine the calendar for instruction for the Fall, Spring and Summer Terms. Flexible Calendar options will be negotiated with the AFT.
4. The Calendar will identify the holidays designated by the State of California and granted by the Board of Trustees.
5. Total or partial closing of the campus shall occur only upon order of the College President or the Chancellor (or their designee).

Reference: Education Code 70902(b)(12)

(Rev. 9/08)

### **6.13 Curriculum Development, Program Review, and Program Viability**

1. In accordance with Title 5, Section 53200, and District Rules and Regulations 2.06, the Board of Trustees, through its designee, will consult collegially with the Academic Senate in the areas of curriculum development, educational program development, program review, and program viability and will primarily rely on the expertise of faculty in these academic and professional matters.
2. In consultation with the College President and **Vice President of Instruction**, or designees, the Academic Senate of each college will approve the processes for the establishment, review, modification, and discontinuance of courses or educational programs consistent with Title 5 and the Education Code.
3. The processes for curriculum development, educational program development, program review, and program viability will culminate in recommendations to the Board of Trustees through the Chancellor, or designee, for approval of curricular additions, consolidations, and deletions.
4. A program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.
5. **The Office of Instruction at each College will be responsible for maintenance of all records regarding curriculum and program development and program review.**
6. Curriculum development, program review, and program viability shall also have Districtwide oversight and coordination.

References: Title 5, Section 51000, 51022, 55100, 55130, 55150  
Education Code Section 70901(b) 70902(b) 78016

**(Rev. 9/08)**

**6.23 Grade Changes**

1. The colleges shall implement uniform procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
  - a. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final;
  - b. Procedures for students to challenge the correctness of a grade;
  - c. Procedures for installation of security measures to protect grade records and grade storage systems from unauthorized access;
  - d. Limitations on access to grade records and grade storage systems;
  - e. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization;
  - f. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Reference: Education Code Sections 76224, 76232  
Title 5, Section 55025

(Rev. 9/08)



6.30 Courses by Newspaper

~~A. In the fulfillment of their role as community colleges, the District's Colleges may offer certain courses by newspaper in conjunction with local newspapers. These courses may be offered on a credit basis and shall become a part of the District's regular course offerings in accordance with Board policies and procedures for course approval and reporting. The plan, organization, and implementation of courses by newspaper are the responsibility of the Colleges, in conjunction with the Office of Educational Services.~~

**6.30 Externally Funded Special Projects and Programs**

1. The District and the Colleges shall actively seek external funds in the form of grants to support educational programs consistent with the vision, mission and master plans of the District and the Colleges.
2. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
3. The Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
4. Recognizing that projects may be experimental in nature, the Board establishes the following parameters:
  - a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.
  - b. Projects of limited duration or those designed to meet a transitory need must have a clear end date with the understanding that the program and/or services will not be continued.
  - c. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
5. When matching District funds are required, the administration will evaluate the impact of the proposed commitment on other District needs. Other viable programs should not suffer in order to attract projects with matching funds. When matching funds are required, every effort will be made to use already budgeted District funds as part of the District contribution.
6. Any funds acquired shall accrue to the District for District purposes and not to any individual.
7. The Chancellor is authorized to accept external funds which:
  - a. Are renewals
  - b. Support current programs and services within the District and require a District dollar match (not in-kind) of \$50,000 or less
  - c. Support current programs and services within the District and require an in-kind match only.
8. The Chancellor will inform the Board about all such external funds anticipated.
9. Board approval will be required before external funds are accepted when:
  - a. The external funds support a new District program or service
  - b. The District dollar match of more than \$50,000 is required
  - c. The award requires a commitment that the program will continue beyond the funding period.

**6.30 Externally Funded Special Projects and Programs (continued)**

10. Any new faculty to be employed in positions funded from external funds/grants shall be advised that they are not guaranteed employment beyond the expiration date of the external funding.

11. Whenever possible, the full cost of administering the grant shall be included in the grant funding.

(Rev. 9/08)

**6.31 Auditing of Courses**

1. The Colleges of the District will allow auditing of courses with the exception of classes in programs that require special preparation and/or program admission on a limited basis.
2. Students wishing to audit a course must obtain the approval of the instructor of record for that course.
3. Students in good standing may audit a course only if they are ineligible to take the course for credit.
4. Students taking courses for credit will have first priority on all classroom space. Additional space may be available to interested auditors.
5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
6. An auditing fee as established by California Education Code will be payable at that time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

Reference: Education Code Section 76370

(Rev. 9/08)

**6.33 Use of Copyrighted Materials**

1. It is the policy of the Board that all District employees shall observe copyright laws, both codified and as interpreted by the courts, and shall maintain the highest ethical standards in the use of copyrighted materials.
2. This policy affirms District adherence to Title 17, United States Code. Failure to comply with copyright regulations may result in District and/or personal liability.
  - a. It is each employee's responsibility to comply with copyright regulations.
  - b. The District will provide necessary legal review and resources to employees having questions about the use of copyrighted materials.

(Rev. 9/08)

### 6.34 KCSM-TV and KCSM-FM

1. KCSM-TV and KCSM-FM are designated as educational delivery resources to provide effective learning opportunities. Their primary purposes are to provide telecourse and radio instruction, to provide telecommunications training, and to act as a public broadcasting service to the community.
  - a. KCSM-TV and KCSM-FM, owned and operated by the San Mateo County Community College District, are public broadcast stations licensed to the District by the Federal Communications Commission.
  - b. The stations are an organizational unit of College of San Mateo, under the supervision of the General Manager, KCSM-TV/FM, and reporting to the College President. The Chancellor shall have responsibility for legal and regulatory matters, federal grant applications, licensing requirements, and legislative activities involving the television and radio stations.
2. Delineation of Responsibility
  - a. The management of KCSM-TV has final responsibility for obtaining, producing, and transmitting telecourse material. Consistent with its first priority as a broadcaster of telecourses, KCSM-TV will make available blocks of time for credit instructional programming. Technical and production quality of instructional television programs will be the responsibility of KCSM-TV staff.
  - b. The College **Office of Instruction** will be responsible for course selection, assignment of credit, selection and orientation of instructors, scheduling of examinations, and coordination with the other District Colleges. The Office of Instruction is responsible for funding the cost of instruction.
  - c. Admissions, registration, and maintenance of permanent records for telecourse students will be the responsibilities of the **College of San Mateo's** Office of Admissions and Records.
  - d. Public information and schedules of telecourses will be prepared by the College staff in conjunction with the **Office of Instruction**.
3. Telecourse and video instructors are to be assigned and compensated in accordance with District personnel and accounting procedures.
  - a. "Telecourse instructor" is defined as the College faculty member who coordinates and supervises the telecourse, has contact with the students, administers the course, maintains class records, and gives grades and exams.
  - b. "Video instructor" is defined as an instructor who appears in the telecourse and is seen and/or heard on a regular basis by the students. A video instructor for a particular course is not necessarily the telecourse instructor for that same course. A video instructor may or may not be a District employee.
4. Solicitation, receipt, and control of external funding shall conform to established procedures applying to all externally funded activities, as provided for in District Rules and Regulations.

**6.34 KCSM-TV and KCSM-FM (continued)**

5. Telecourse production is a function of KCSM.
  - a. All telecourse projects produced by KCSM shall be owned by the San Mateo County Community College District, and all copyrights in such productions will be in the name of San Mateo County Community College District.
  - b. Video instructors who participate in the actual production of telecourses will receive compensation in accordance with KCSM and District accounting procedures.

(Rev. 9/08)

**6.38 Criteria for Selection of Guest Speakers**

1. The following criteria shall apply in the selection of guest speakers:
  - a. The selection of speakers shall be consistent with the commitment to provide an educational center for the free exchange of ideas in an atmosphere of mutual respect among participants and audience.
  - b. Selection of speakers shall be approved by the **appropriate administrator** of each College.
2. The following guidelines shall apply in the selection of guest speakers. Individual speakers shall:
  - a. Possess a recognized competence relating to the program or class.
  - b. Be sensitive to the principles of academic freedom, insuring consideration of a variety of viewpoints on any issue.
3. Speakers on panels or members of a program series shall be selected:
  - a. To insure broad representation of a variety of viewpoints on important issues.
  - b. To present authoritative information and informed opinions on the selected subjects.
4. Pursuant to the adopted policy on controversial issues (Rules and Regulations section 6.35), the administration, the faculty, or student organizations may sponsor speakers of any opinion:
  - a. The speakers shall be governed by the regulations of the Colleges as to time, place, and manner of public presentations.
  - b. The College Presidents and the Chancellor shall encourage the presentation of the widest possible range of points of view.

(Rev. 9/08)



**6.39 Presence of Non-Students on Campus**

1. With the exception of authorized visitors, persons other than registered students are not permitted to be present in scheduled classes, or class-related activities, without the explicit permission of the faculty member **for a limited number of class sessions**.
2. Children **under the age of 13** may not be left unattended in District facilities or on District grounds.

**(Rev. 9/08)**

**6.50 Student Teachers and Interns**

1. Each College may accept graduate student assistants subject to agreements with graduate study programs. The number of graduate student assistants in any semester shall not exceed five percent (5%) of the total faculty of that College.

(Rev. 9/08)

6.70 — Occupational Education

~~A. Each occupational program shall have a set of clearly stated goals, developed in consultation with the Program Advisory Committee, which are consistent with the Mission and Goals Statement of the San Mateo County Community College District and the California State Plan for Vocational Education.~~

~~B. Each occupational program shall reflect the desired outcomes of an ongoing comprehensive planning process. Effective planning includes:~~

~~1. Establishment of a planning committee.~~

~~2. Assessment of student, community, and industry needs.~~

~~3. Analysis of labor market information.~~

~~4. Projection of available resources and costs.~~

~~5. Identification of and impact on related programs and other institutions.~~

~~6. Assignment of advisory committee and curriculum team to conduct job task analysis and — recommend curriculum design.~~

~~C. Each occupational curriculum shall be designed and maintained to reflect current, anticipated industry needs and practices, as well as student needs, and shall, where pertinent, meet the standards of licensure and accreditation bodies.~~

~~Subject matter shall be systematically organized and tied to measurable and targeted competency levels necessary for job success.~~

~~D. Occupational program staff shall work in cooperation with other college units to initiate programs in vocational counseling and orientation, and specialized programs for disadvantaged, handicapped, and underrepresented groups to make each occupational program accessible to as many students as possible.~~

~~In an effort to increase the likelihood of success for students, each occupational program shall have relevant and clearly stated entrance requirements, effective assessment and selection procedures, and provision for ongoing and definitive evaluation of student progress and employment prospects.~~

~~Students enrolled in occupational programs shall be made aware of and assisted in utilizing the broad range of services provided by the District to respond to their academic and individual needs. Current occupational program and employment information and requirements shall be disseminated through effective counseling.~~

~~E. Sufficient human, physical, and monetary resources shall be provided to maintain each occupational program in a manner consistent with stated program goals and an understood level of cost efficiency. Support provided to each occupational program shall include: competent staff; appropriate instructional facilities; adequate supplies and materials; equipment sufficiently modern to meet learning needs; a program for equipment maintenance; and proper environmental quality.~~

6.70 — Occupational Education (continued)

~~F. — Each occupational program shall be staffed by properly credentialed and technically competent professional educators who are skilled in instructional design and the art of teaching.~~

~~1. Instructional staff shall establish a professional image for each occupational program and should participate in professional growth designed to enhance their technical and instructional skills.~~

~~2. To the extent possible, instructional staff shall recognize and be responsive to changing industry requirements by expanding lines of communication with industry representatives and potential employers and by helping to provide the leadership needed to maintain currency and program excellence.~~

~~3. As necessary, instructional aides and clerical support should be provided to assist certificated staff as appropriate.~~

~~G. — Administrators shall understand and be supportive of program goals and shall provide the resources necessary to achieve those goals. Administrators shall be accountable for program quality and shall work closely with staff, industry representatives, and governmental and community agencies. Administrators shall provide direction and leadership in the areas of program evaluation, external funding, staff development, and program development, expansion, retrenchment, and deletion.~~

~~H. — Each occupational program shall have an Advisory Committee composed of interested and concerned persons with appropriate knowledge and expertise. Each Advisory Committee shall meet on a regular basis and advise on operations and assist in the development and evaluation of the program or programs for which it is appointed.~~

~~I. — Program graduates should be employable at a specified level of competence and responsibility. In conjunction with College Job Placement Office and with assistance and guidance from industry representatives and program graduates, each occupational program shall maintain a program of job development, job placement, and student followup.~~

~~J. — In order to validate program success, identify exemplary practices and establish a basis for program modification, each occupational program shall establish ongoing evaluation process which incorporates the views of students, staff, graduates, administration, industry representation, and the Program Advisory Committee. At least once every four years, each occupational program shall undergo a thorough and comprehensive program evaluation and review in accordance with District policy and procedures.~~

~~K. — Just as the lines between transfer, general and vocational education are not always distinct for students, the difference between vocational education and job training is an integral part of vocational education. The differences are outlined in the definitions noted below:~~

~~1. Job Training (also called employment training) refers to a planned systematic sequence of instruction or other learning experiences designed to impart skill, knowledge, and attitudes to prepare individuals for immediate employment. Such training is usually intensive, job specific, and of short duration.~~

6.70 — Occupational Education (continued)

~~2. Vocational Education (also called occupational education) refers to a planned systematic sequence of instruction or other learning experience which provide individuals with necessary skills, knowledge, and attitudes to attain entry level employment, occupational advancement, upgrading, or career change. Such occupational preparation should be accompanied by broader educational experiences to assist students achieve longer range career aspirations as well as immediate occupational objectives and is usually of longer duration than shorter term job training.~~

(6/84)

**6.80 Policy Governing the Use of Off-Campus Facilities**

1. The San Mateo County Community College District seeks the community as a partner in the educational process. The District recognizes its responsibility to take the educational offerings of the District to various segments and areas of the County whenever that activity is educationally and fiscally appropriate. The District shall provide the leadership necessary to identify, evaluate, and respond to the educational needs of individuals within its community **and** shall provide an environment which enables these individuals to realize their potential **while maximizing** program accessibility through a variety of locations, methods of instruction, scheduling patterns, and support services.
2. The San Mateo County Community College District will use off-campus facilities when such use is required or appropriate for the conduct of programs and services, within available resources. Such off-campus facilities may be needed to:
  - a. Provide specialized facilities for specific programs when such facilities are not available on any of the three College campuses or when such programs by their nature are required to be conducted at a special off-campus site.
  - b. Supplement College facilities when College facilities are not adequate in number and/or kind to meet community needs.
  - c. Establish College programs and services in traditionally underserved areas of the County.
3. The San Mateo County Community College District shall work cooperatively with other public institutions or public agencies in securing the use of off-campus facilities. The District may reimburse the host institution for direct costs incurred by the District's use of other public facilities. In many cases, it is expected that programs and services which the Colleges will provide at off-campus sites will be of sufficient value to the community that the provider of the facility will provide space free of charge.
4. Programs and services offered off campus shall conform to all Rules and Regulations in the same manner as on-campus programs and services.
5. All use of off-campus facilities requiring the expenditure of funds shall be reviewed annually by the Board.
6. All off-campus class facilities will be approved by the College President, who will submit space requisitions to the District **Business** Office in order to provide for billing and insurance coverage.

(Rev. 9/08)

6.89 Basic Policies for Community Services

1. ~~In the fulfillment of its role as a community college district, the San Mateo County Community College District shall operate an Office of Community Services and shall design a program of classes and activities responsive to the needs of the community.~~
2. ~~Planning and publicity for fee-based Community Services classes and activities shall be coordinated by the Coordinator of Community Services; the Assistant Vice Chancellor for Occupational Programs and Planning shall have administrative responsibility for the Office of Community Services.~~
3. ~~Community Services may utilize both on-campus and off-campus facilities.~~
4. ~~Community Services classes and activities shall be adapted to the needs, interests and desires of various segments of the community served by the District and shall draw upon the various resources represented in the total academic community of each College. Close liaison and cooperation shall be maintained with interested community groups in the planning, organization and implementation of these programs.~~
5. ~~Community Services classes and activities shall be self-supporting through fees paid by participating individuals and groups.~~
6. ~~Community Services offerings shall be approved by the Board each semester. The Assistant Vice Chancellor for Occupational Programs and Planning shall make periodic progress reports and an annual fiscal report on Community Services to the Board.~~
7. ~~Registration fees and instructor remuneration shall be calculated based upon total direct and indirect costs of the program involved and the anticipated enrollment.~~
8. ~~Community Services offerings shall be closely coordinated with appropriate College administrators to avoid unnecessary duplication and to prevent problems relating to the use of facilities.~~
9. ~~Community Services classes and activities shall be offered at various locations in the County to assure a geographical balance in program offerings. The Coordinator shall work with appropriate College and community representatives to plan and implement special programs of Countywide interest.~~

~~6.91 Definition of Community Services Classes and Activities~~

- ~~1. Community Services offerings are those classes and activities designed to meet the educational needs of the community not otherwise served by college credit courses. Community Services classes and activities are short term, fee-based, not for credit and meet the recreational, avocational, personal development, and continuing education needs of the community. Community Services classes shall also be offered in certain continuing interest areas as an alternative educational mode for students who wish to pursue particular avocational interests over a long period of time.~~
- ~~2. Criteria for Community Services classes and activities in the San Mateo County Community College District shall be the following:~~
  - ~~a. The class may be taught by a noncredentialed instructor.~~
  - ~~b. The class or activity shall not require an official student performance evaluation.~~
  - ~~c. The class or activity shall be coordinated with appropriate College administrators.~~
  - ~~d. The class or activity shall not unnecessarily duplicate local adult education and recreational programs.~~
  - ~~e. The class or activity shall require formal registration.~~
  - ~~f. A Community Services class may qualify for continuing education units (CEUs) upon certification of a specified minimum number of hours of instruction approved or accepted by State licensing or regulatory agencies and/or professional associations.~~

(Rev. 10/88)



## 6.94 Contract Courses and Services

1. The San Mateo County Community College District is committed to meeting the educational and training needs of business, industry, government and community agencies within its service area to the maximum extent possible. In addition to offering College courses and services (i.e., counseling and assessment), the Colleges will actively seek opportunities for providing specialized education and training, on a contract basis, to such outside organizations.
2. Contract courses and services shall be planned with the participation of the organization requesting the course. Faculty for these courses and services shall be hired, evaluated and remunerated in the same manner as faculty employed in regular college courses and services.
3. Contract courses may be offered either as credit courses or as not-for-credit classes.
  - a. A contract course for credit requested by an organization may be a closed course and such courses shall meet all District criteria for credit courses. All costs of the course (direct and indirect) shall be paid by the requesting organization; the District may not claim apportionment funding for the course. Such closed courses need not be advertised to the public.
  - b. Contract courses may also be offered open to the public and reported for apportionment under the conditions stated in Education Code Section 78021. The District shall recover, from all revenue sources, including, but not limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or services.
  - c. A not-for-credit contract class requested by an organization may be an open or closed class and shall conform to all District Rules and Regulations governing such classes. The requesting organization shall pay all direct and indirect costs of the class.
4. Contract educational services shall be coordinated through the office of the Vice Chancellor of Educational Services and Planning.
5. All contracts for courses and services shall be reviewed by the Executive Vice Chancellor and, if deemed necessary, by the District's legal counsel.
6. The Chancellor and/or Executive Vice Chancellor are authorized to approve contracts for instructional courses and services. Such contracts shall be ratified by the Board as part of the quarterly Bills and Salaries Report.

(Rev. 9/08)

**NEW VERSION:**

**6.01 Philosophy and Purpose**

1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. Career/technical education
  - d. Developmental education
  - e. Special educational programs and services for the community
5. The District shall provide library services for students and faculty as an integral part of the educational program.
6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

**6.03 Division Organization**

1. Each College shall be divided into administrative divisions which are appropriate to the instructional and student services needs of that College.
2. Each division shall have a Dean whose appointment is offered and held on recommendation of the College President, with the approval of the Chancellor and the Board.
3. Faculty members shall be assigned to one or more divisions. A faculty member with assignments in two or more divisions shall be considered a member of the division in which the majority of his/her workload is assigned. If the major assignment is not clearly defined, the College President or appropriate Vice President shall make the assignment.

(Rev. 9/08)

**6.05 Academic Calendar**

1. Each year, the Board shall establish a Districtwide Academic Calendar.
2. The number of days that define the academic year shall be 175 days of instruction and evaluation.
3. The District will negotiate with the AFT (local 1493) to determine the calendar for instruction for the Fall, Spring and Summer Terms. Flexible Calendar options will be negotiated with the AFT.
4. The Calendar will identify the holidays designated by the State of California and granted by the Board of Trustees.
5. Total or partial closing of the campus shall occur only upon order of the College President or the Chancellor (or their designee).

Reference: Education Code 70902(b)(12)

(Rev. 9/08)

### **6.13 Curriculum Development, Program Review, and Program Viability**

1. In accordance with Title 5, Section 53200, and District Rules and Regulations 2.06, the Board of Trustees, through its designee, will consult collegially with the Academic Senate in the areas of curriculum development, educational program development, program review, and program viability and will primarily rely on the expertise of faculty in these academic and professional matters.
2. In consultation with the College President and Vice President of Instruction, or designees, the Academic Senate of each college will approve the processes for the establishment, review, modification, and discontinuance of courses or educational programs consistent with Title 5 and the Education Code.
3. The processes for curriculum development, educational program development, program review, and program viability will culminate in recommendations to the Board of Trustees through the Chancellor, or designee, for approval of curricular additions, consolidations, and deletions.
4. A program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.
5. The Office of Instruction at each College will be responsible for maintenance of all records regarding curriculum and program development and program review.
6. Curriculum development, program review, and program viability shall also have Districtwide oversight and coordination.

References: Title 5, Section 51000, 51022, 55100, 55130, 55150  
Education Code Section 70901(b) 70902(b) 78016

(Rev. 9/08)

### **6.23 Grade Changes**

1. The colleges shall implement uniform procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
  - a. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final;
  - b. Procedures for students to challenge the correctness of a grade;
  - c. Procedures for installation of security measures to protect grade records and grade storage systems from unauthorized access;
  - d. Limitations on access to grade records and grade storage systems;
  - e. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization;
  - f. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Reference: Education Code Sections 76224, 76232  
Title 5, Section 55025

(Rev. 9/08)

### **6.30 Externally Funded Special Projects and Programs**

1. The District and the Colleges shall actively seek external funds in the form of grants to support educational programs consistent with the vision, mission and master plans of the District and the Colleges.
2. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
3. The Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
4. Recognizing that projects may be experimental in nature, the Board establishes the following parameters:
  - a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.
  - b. Projects of limited duration or those designed to meet a transitory need must have a clear end date with the understanding that the program and/or services will not be continued.
  - c. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
5. When matching District funds are required, the administration will evaluate the impact of the proposed commitment on other District needs. Other viable programs should not suffer in order to attract projects with matching funds. When matching funds are required, every effort will be made to use already budgeted District funds as part of the District contribution.
6. Any funds acquired shall accrue to the District for District purposes and not to any individual.
7. The Chancellor is authorized to accept external funds which:
  - a. Are renewals
  - b. Support current programs and services within the District and require a District dollar match (not in-kind) of \$50,000 or less
  - c. Support current programs and services within the District and require an in-kind match only.
8. The Chancellor will inform the Board about all such external funds anticipated.
9. Board approval will be required before external funds are accepted when:
  - a. The external funds support a new District program or service
  - b. The District dollar match of more than \$50,000 is required
  - c. The award requires a commitment that the program will continue beyond the funding period.

**6.30 Externally Funded Special Projects and Programs (continued)**

10. Any new faculty to be employed in positions funded from external funds/grants shall be advised that they are not guaranteed employment beyond the expiration date of the external funding.
11. Whenever possible, the full cost of administering the grant shall be included in the grant funding.

(Rev. 9/08)



**6.31 Auditing of Courses**

1. The Colleges of the District will allow auditing of courses with the exception of classes in programs that require special preparation and/or program admission on a limited basis.
2. Students wishing to audit a course must obtain the approval of the instructor of record for that course.
3. Students in good standing may audit a course only if they are ineligible to take the course for credit.
4. Students taking courses for credit will have first priority on all classroom space. Additional space may be available to interested auditors.
5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
6. An auditing fee as established by California Education Code will be payable at that time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

Reference: Education Code Section 76370

(Rev. 9/08)

**6.33 Use of Copyrighted Materials**

1. It is the policy of the Board that all District employees shall observe copyright laws, both codified and as interpreted by the courts, and shall maintain the highest ethical standards in the use of copyrighted materials.
2. This policy affirms District adherence to Title 17, United States Code. Failure to comply with copyright regulations may result in District and/or personal liability.
  - a. It is each employee's responsibility to comply with copyright regulations.
  - b. The District will provide necessary legal review and resources to employees having questions about the use of copyrighted materials.

(Rev. 9/08)

**6.34 KCSM-TV and KCSM-FM**

1. KCSM-TV and KCSM-FM are designated as educational delivery resources to provide effective learning opportunities. Their primary purposes are to provide telecourse and radio instruction, to provide telecommunications training, and to act as a public broadcasting service to the community.
  - a. KCSM-TV and KCSM-FM, owned and operated by the San Mateo County Community College District, are public broadcast stations licensed to the District by the Federal Communications Commission.
  - b. The stations are an organizational unit of College of San Mateo, under the supervision of the General Manager, KCSM-TV/FM, and reporting to the College President. The Chancellor shall have responsibility for legal and regulatory matters, federal grant applications, licensing requirements, and legislative activities involving the television and radio stations.
2. Delineation of Responsibility
  - a. The management of KCSM-TV has final responsibility for obtaining, producing, and transmitting telecourse material. Consistent with its first priority as a broadcaster of telecourses, KCSM-TV will make available blocks of time for credit instructional programming. Technical and production quality of instructional television programs will be the responsibility of KCSM-TV staff.
  - b. The College Office of Instruction will be responsible for course selection, assignment of credit, selection and orientation of instructors, scheduling of examinations, and coordination with the other District Colleges. The Office of Instruction is responsible for funding the cost of instruction.
  - c. Admissions, registration, and maintenance of permanent records for telecourse students will be the responsibilities of the College of San Mateo's Office of Admissions and Records.
  - d. Public information and schedules of telecourses will be prepared by the College staff in conjunction with the Office of Instruction.
3. Telecourse and video instructors are to be assigned and compensated in accordance with District personnel and accounting procedures.
  - a. "Telecourse instructor" is defined as the College faculty member who coordinates and supervises the telecourse, has contact with the students, administers the course, maintains class records, and gives grades and exams.
  - b. "Video instructor" is defined as an instructor who appears in the telecourse and is seen and/or heard on a regular basis by the students. A video instructor for a particular course is not necessarily the telecourse instructor for that same course. A video instructor may or may not be a District employee.
4. Solicitation, receipt, and control of external funding shall conform to established procedures applying to all externally funded activities, as provided for in District Rules and Regulations.

**6.34 KCSM-TV and KCSM-FM (continued)**

5. Telecourse production is a function of KCSM.
  - a. All telecourse projects produced by KCSM shall be owned by the San Mateo County Community College District, and all copyrights in such productions will be in the name of San Mateo County Community College District.
  - b. Video instructors who participate in the actual production of telecourses will receive compensation in accordance with KCSM and District accounting procedures.

(Rev. 9/08)

**6.38 Criteria for Selection of Guest Speakers**

1. The following criteria shall apply in the selection of guest speakers:
  - a. The selection of speakers shall be consistent with the commitment to provide an educational center for the free exchange of ideas in an atmosphere of mutual respect among participants and audience.
  - b. Selection of speakers shall be approved by the appropriate administrator of each College.
2. The following guidelines shall apply in the selection of guest speakers. Individual speakers shall:
  - a. Possess a recognized competence relating to the program or class.
  - b. Be sensitive to the principles of academic freedom, insuring consideration of a variety of viewpoints on any issue.
3. Speakers on panels or members of a program series shall be selected:
  - a. To insure broad representation of a variety of viewpoints on important issues.
  - b. To present authoritative information and informed opinions on the selected subjects.
4. Pursuant to the adopted policy on controversial issues (Rules and Regulations section 6.35), the administration, the faculty, or student organizations may sponsor speakers of any opinion:
  - a. The speakers shall be governed by the regulations of the Colleges as to time, place, and manner of public presentations.
  - b. The College Presidents and the Chancellor shall encourage the presentation of the widest possible range of points of view.

(Rev. 9/08)

**6.39 Presence of Non-Students on Campus**

1. With the exception of authorized visitors, persons other than registered students are not permitted to be present in scheduled classes, or class-related activities, without the explicit permission of the faculty member for a limited number of class sessions.
2. Children under the age of 13 may not be left unattended in District facilities or on District grounds.

(Rev. 9/08)

**6.50 Student Teachers and Interns**

1. Each College may accept graduate student assistants subject to agreements with graduate study programs. The number of graduate student assistants in any semester shall not exceed five percent (5%) of the total faculty of that College.

(Rev. 9/08)

**6.80 Policy Governing the Use of Off-Campus Facilities**

1. The San Mateo County Community College District seeks the community as a partner in the educational process. The District recognizes its responsibility to take the educational offerings of the District to various segments and areas of the County whenever that activity is educationally and fiscally appropriate. The District shall provide the leadership necessary to identify, evaluate, and respond to the educational needs of individuals within its community and shall provide an environment which enables these individuals to realize their potential while maximizing program accessibility through a variety of locations, methods of instruction, scheduling patterns, and support services.
2. The San Mateo County Community College District will use off-campus facilities when such use is required or appropriate for the conduct of programs and services, within available resources. Such off-campus facilities may be needed to:
  - a. Provide specialized facilities for specific programs when such facilities are not available on any of the three College campuses or when such programs by their nature are required to be conducted at a special off-campus site.
  - b. Supplement College facilities when College facilities are not adequate in number and/or kind to meet community needs.
  - c. Establish College programs and services in traditionally underserved areas of the County.
3. The San Mateo County Community College District shall work cooperatively with other public institutions or public agencies in securing the use of off-campus facilities. The District may reimburse the host institution for direct costs incurred by the District's use of other public facilities. In many cases, it is expected that programs and services which the Colleges will provide at off-campus sites will be of sufficient value to the community that the provider of the facility will provide space free of charge.
4. Programs and services offered off campus shall conform to all Rules and Regulations in the same manner as on-campus programs and services.
5. All use of off-campus facilities requiring the expenditure of funds shall be reviewed annually by the Board.
6. All off-campus class facilities will be approved by the College President, who will submit space requisitions to the District Business Office in order to provide for billing and insurance coverage.

(Rev. 9/08)



### **6.94 Contract Courses and Services**

1. The San Mateo County Community College District is committed to meeting the educational and training needs of business, industry, government and community agencies within its service area to the maximum extent possible. In addition to offering College courses and services (i.e., counseling and assessment), the Colleges will actively seek opportunities for providing specialized education and training, on a contract basis, to such outside organizations.
2. Contract courses and services shall be planned with the participation of the organization requesting the course. Faculty for these courses and services shall be hired, evaluated and remunerated in the same manner as faculty employed in regular college courses and services.
3. Contract courses may be offered either as credit courses or as not-for-credit classes.
  - a. A contract course for credit requested by an organization may be a closed course and such courses shall meet all District criteria for credit courses. All costs of the course (direct and indirect) shall be paid by the requesting organization; the District may not claim apportionment funding for the course. Such closed courses need not be advertised to the public.
  - b. Contract courses may also be offered open to the public and reported for apportionment under the conditions stated in Education Code Section 78021. The District shall recover, from all revenue sources, including, but not limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or services.
  - c. A not-for-credit contract class requested by an organization may be an open or closed class and shall conform to all District Rules and Regulations governing such classes. The requesting organization shall pay all direct and indirect costs of the class.
4. Contract educational services shall be coordinated through the office of the Vice Chancellor of Educational Services and Planning.
5. All contracts for courses and services shall be reviewed by the Executive Vice Chancellor and, if deemed necessary, by the District's legal counsel.
6. The Chancellor and/or Executive Vice Chancellor are authorized to approve contracts for instructional courses and services. Such contracts shall be ratified by the Board as part of the quarterly Bills and Salaries Report.