### AGENDA ITEM BACKGROUND

**TO:** BOARD OF TRUSTEES  
**FROM:** PRESIDENT  
**SUBJECT:** Presentation of Program Location & Land Use Master Plan (PLLUMP)  
**DATE:** October 9, 2014  
**ATTACHMENT(S):** None

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**BACKGROUND:**

At the August 14 meeting the Board approved an agreement with Anderson Brule Architects (ABA) for the development of the Program Location and Land Use Master Plan (PLLUMP). The purpose of this long range plan is to establish long-term goals and guiding principles associated with land planning, facility program locations, internal/external connections, circulation, parking within the parameters of the technical requirements of the site, the regulatory environment, the College sustainability guidelines and budget considerations. The intended results of this plan are to determine a 15 year facilities vision for the future of the college, to ensure efficient and effective utilization of college facilities in support of the institution's mission, instructional programs, and support services, to establish Aesthetic Design Standards, and to establish the foundation for development of the Facilities Master Plan.

The PLLUMP Core Team has worked closely with ABA since August to finalize the process map and to schedule meetings with all participatory groups through April 2015.

Pamela Anderson Brule will provide an update on the progress of the PLLUMP process.

**RECOMMENDATION:**

None

**Administrator Initiating Item:** Lori Gaskin, President
TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Revision to Board Policies
   Chapter 3: General Institution

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☒ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER
2.1

ATTACHMENT(S)
11 pages

BACKGROUND:
The Santa Barbara Community College District has contracted with the Community College League of California (CCLC) to assist the college in conducting an extensive review of all District policies and administrative procedures. This review process will ensure that our policies and procedures are up-to-date, in compliance with current legal standards, and integrate the institution’s direction, philosophy and practices.

Working closely with the consultant from CCLC, a designated lead has been identified for each of the seven chapters of the Board Policy Manual. The lead is responsible for conducting an in-depth review of the policies proposed for their area and revising the policies to reflect the college’s approach to the specific issue under review. Our consultative process includes having these revised policies reviewed and discussed by the Board Policies and Administrative Procedures (BPAP) Committee, which represents all constituent groups on campus. The Board Subcommittee for this project then reviews and discusses the revised policies prior to these policies coming to the full Board for first reading. Policies will then come back for a second reading and approval at the next Board meeting.

Seven of the policies from Chapter 3: General Institution are ready for first reading. These policies have been thoroughly reviewed by the Board Subcommittee and by the BPAP Committee and are in compliance with all state and federal statutes and regulations.

RECOMMENDATION:
None

Administrator Initiating Item: Lori Gaskin, President
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Board Meeting 10/9/14
BP 3280  GRANTS

Reference:
Education Code Section 70902

The Board of Trustees recognizes that external grant development should reflect and enhance the mission and priorities of the District and allow the institution to achieve a level of excellence in serving students that public funding does not fully support. The Board appreciates the foundations, institutions, government entities, and organizations that award grants to the District.

Grants Initiated by the Foundation for Santa Barbara City College
Grants initiated by the Foundation for Santa Barbara City College shall meet the intent described above. Further, the Foundation shall coordinate such efforts through the District's Grants Office for authorization to proceed with and final approval of the grant application. As appropriate, consultation is expected as grant opportunities are considered and pursued.

District-Initiated Grants
Grants initiated by specific college programs and/or departments shall meet the intent described above. Further, the program and/or department shall coordinate such efforts through the District's Grants Office for authorization to proceed with and final approval of the grant application. As appropriate, consultation is expected as grant opportunities are considered and pursued.

The Board will be informed quarterly about grants received over $100,000.

The District shall provide due consideration to fiscal and long-range planning for any grant-funded program that has institutionalization as an objective.

The Superintendent/President shall establish and implement procedures for the application and acceptance of Foundation-initiated and District-initiated grants.

❖ From current SBCC BP 3280 Grants

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District. The Board will be informed about all grant applications made and grants received by the District.

NOTE: This policy is legally advised and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 3280 Grants
adopted on 6-27-07. This document was reviewed by Pat English on 2-24-14. This document was reviewed by BPAP on 3-14-14. This document was reviewed by the Academic Senate on 4-23-14. The language in green ink was recommended by Lori Gaskin, Marsha Croninger, and Marianne Kugler on 5-6-14. The language in purple ink was added by BPAP on 5-30-14. The language in blue ink was drafted by Lori on 6-18-14. The language in brown ink reflects revisions from the 6-25-14 Board Policy Work Group Meeting. This document was reviewed by BPAP with no changes on 7-11-14. The Board Policy Work Group reviewed this document with no changes on 7-24-14. Approved by the Academic Senate on 9-24-14.

Date Adopted:
(Replaces current SBCC BP 3280)
BP 3300 PUBLIC RECORDS

References:
Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management and public access to appropriate records. Such procedures shall ensure that the District responds to requests for records in accordance with the California Public Records Act and in consultation with legal counsel.

Also see BP 2360 Minutes and BP 2365 Recording related to Board meetings

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This policy was reviewed by P. English on 6-17-13. This document was reviewed by BPAP on 3-14-14. This document was reviewed by the Academic Senate on 5-14-14. The language in purple ink was added by the Board Policy Work Group on 5-19-14. This document was reviewed by BPAP on 5-30-14 (no changes).

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 3420 EQUAL EMPLOYMENT OPPORTUNITY

References:
Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which employment opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. The Board supports diversity in the academic environment as a means of fostering cultural awareness, developing mutual understanding and respect, and providing suitable role models for all students. The Board therefore commits itself to promote equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, an Equal Employment Opportunity Plan that complies with the Education Code and Title 5 requirements as from time to time are modified or clarified by judicial interpretation. Due to the highly dynamic nature of the law, the Superintendent/President shall consult with legal counsel in implementing this policy and the Plan.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This policy was reviewed by P. English on 7-2-13 with recommended revisions in green ink. BPAP reviewed this document on 8-9-13. The Academic Senate reviewed this document on 10-23-13. The language in blue ink reflects revisions from the 6-25-14 Board Policy Work Group Meeting.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 3440  SERVICE ANIMALS

References:
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a verified disability to use a qualified service animal in District facilities and on District campuses in compliance with state and federal law.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This policy was reviewed by P. English on 7-8-13. BPAP reviewed this document on 7-12-13. The Academic Senate reviewed this document on 10-23-13. The language in blue ink reflects revisions from the 6-25-14 Board Policy Work Group Meeting.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 3715 INTELLECTUAL PROPERTY

References:
17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Sections 1.1 et seq.

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by District employees and students.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This document was reviewed by P. English on 2-24-14. BPAP reviewed this document on 3-21-14. This document was reviewed by the Academic Senate on 4-23-14. The Board Policy Work Group reviewed this document at its 6-25-14 meeting.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 3730  WEB STANDARDS

References:
Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);
36 Code of Federal Regulations Sections 1194.1 et seq.;
Government Code Section 11135;
Title 5 Sections 59300 et seq.

NOTE: This policy and the related procedure are locally developed documents.

• From the current SBCC BP 3730 titled Web Standards

The Superintendent/President, in a new manner consistent with District Policy BP 2510 Participation in Local Decision Making 1200 on Shared Governance and consistent with this policy, has the right to shall establish procedures for the management and maintenance of a comprehensive District-wide website web presence.

The procedures shall include provisions for compliance with pertinent college Board policies and federal, state, and local laws including copyright, license, and accessibility, laws and electronic communication policies and branding standards as well as definitions of page types, official college information, content and style guide requirements and limitations, and responsibilities and processes for the development and maintenance of the District’s web pages presence. Information and applications available through The SBCC domain www.sbcc.edu and related web content pages should provide ease of navigation, universal access, and accuracy accurate and currency current of information.

NOTE: The following paragraphs shown as struck were moved from BP 3730 to AP 3730 due to the prescriptive details contained therein.

The Policy applies to:
Web Pages — Santa Barbara City College web pages stored and accessed on internet servers that are maintained by Santa Barbara City College or its agents and applies to the official District home page, directory pages, administrative and, instructional department and organizational unit gateway pages, resource pages, instructor pages, online course pages, and links to external sites.

Publishers — Any member of the Santa Barbara City College Community or its authorized agent(s) using the web-based resources of www.sbcc.edu to publish information, provide on-line services through, and/or link from www.sbcc.edu.

Information — Official College Information as defined herein and/or by other college policy.
Content — All www.sbcc.edu resources provided by and through the District through actual property, intellectual property rights and through contract and other agreements with the District.

Santa Barbara City College provides www.sbcc.edu for communication and access to services. The web provides a more efficient and effective source of information about the college’s programs, services, faculty and staff. Web-based media provided by the college are college property and their purpose is to facilitate and support college business. All District employees and everyone associated with the college who access www.sbcc.edu and its related sites have the responsibility to use these resources in a professional, ethical, and lawful manner.

The purpose of this Policy is to:
- Ensure that district web pages are used for purposes appropriate to the District’s mission.
- Inform the District community about the applicability of laws and District policies pertinent to web pages.
- Ensure that web page resources are used in compliance with those laws and District Policies.
- Define procedures for the management and maintenance of the college website.
- Ensure consistency and ease of navigation.
- Define web page types and the scope, limitations and flexibility of web content, presentation and procedures for differing types of web pages.
- Ensure that approved district “branding” is used on designated page types including the District Home page, related Directory pages and Organizational unit gateway pages, Resource pages and Instructional pages.

See also:
- Section 508 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132)
- http://www.usdoj.gov/crt/ada/cguide.htm#anchor62335
- Legal Opinion M 03-09
- California Community Colleges Chancellor’s Office
  http://www.cccco.edu/divisions/legal/opinions/attachments/03-09.pdf
- Guidelines for Producing Instructional and Other printed Materials in Alternate Media for Persons with Disabilities
  http://www.htcitu.net/publications/guidelines/altmedia/altmedia.htm
- Distance Education: Access Guidelines for Students with Disabilities
  http://www.htcitu.net/publications/guidelines/distance_ed/disted.htm
- Web Accessibility Initiatives — Priority One
  http://www.w3.org/TR/WAI-WEBCONTENT/
Subject to District policies, including, but not limited to those regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks.

NOTE: The language in black ink is from the current Santa Barbara City College BP 3730 titled Web Standards adopted on 5-27-04. The language in blue ink is included for consideration. The language in green ink was recommended by Dan Watkins, Laurie Vasquez, David Wong, Jennifer Robinson, Jennifer Hock, Karen Sophiea, and Karen Shannon on 12-4-13. This document was reviewed at the 3-28-14 BPAP Meeting (see note in orange ink). This document was reviewed by the Academic Senate on 5-14-14. The language in purple ink was added by the Board Policy Work Group on 5/19/14. This document was reviewed by BPAP on 5-30-14 (no changes).

Date Adopted:
(This policy replaces current SBCC BP 3730)
BP 3810 CLAIMS AGAINST THE DISTRICT

References:
Education Code Section 72502;
Government Code Sections 900 et seq. and 910

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

The designated place for service of claims, lawsuits, or other types of legal process upon the District is the Office of Administrative Services.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. Pat made the recommended revisions in blue ink on 11-11-13. Joe reviewed on 11-15-13 with no recommended revisions. This document was reviewed at the 3-28-14 BPAP Meeting. This document was reviewed by the Academic Senate on 4-23-14. The Board Policy Work Group reviewed this document at its 6-25-14 meeting.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Revision to Board Policies
Chapter 5: Student Affairs

REASON FOR BOARD CONSIDERATION
☐ ACTION  ☐ CONSENT  ☐ FIRST READING
☐ SECOND READING  ☐ INFORMATION
☐ REPORTS

ITEM NUMBER
2.2

ATTACHMENT(S)
14 pages

DATE
October 9, 2014

BACKGROUND:

The Santa Barbara Community College District has contracted with the Community College League of California (CCLC) to assist the college in conducting an extensive review of all District policies and administrative procedures. This review process will ensure that our policies and procedures are up-to-date, in compliance with current legal standards, and integrate the institution’s direction, philosophy and practices.

Working closely with the consultant from CCLC, a designated lead has been identified for each of the seven chapters of the Board Policy Manual. The lead is responsible for conducting an in-depth review of the policies proposed for their area and revising the policies to reflect the college’s approach to the specific issue under review. Our consultative process includes having these revised policies reviewed and discussed by the Board Policies and Administrative Procedures (BPAP) Committee, which represents all constituent groups on campus. The Board Subcommittee for this project then reviews and discusses the revised policies prior to these policies coming to the full Board for first reading. Policies will then come back for a second reading and approval at the next Board meeting.

Eight of the policies from Chapter 5: Student Affairs are ready for first reading. These policies have been thoroughly reviewed by the Board Subcommittee and by the BPAP Committee and are in compliance with all state and federal statutes and regulations.

RECOMMENDATION:

None

Administrator Initiating Item: Lori Gaskin, President
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Board Meeting 10/9/14
BP 5050  STUDENT SUCCESS AND SUPPORT PROGRAM

References:
Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

The Superintendent/President shall establish procedures for the implementation of the Seymour-Campbell Student Success Act of 2012 known as the Student Success and Support Program (SSSP).

From the current SBCC BP 5050 titled College Matriculation Program

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established program, policies, and requirements. This agreement is to be implemented by means of the student's educational plan. Student retention and success is dependent on coordinated services that include admissions, assessment, orientation, advisement, counseling, instruction, and follow-up.

NOTE: The following language in current SBCC BP 5050 has been struck and is addressed in new AP 5050 and will be in the Student Success and Support Plan.

533191-Assessment
5331.1 The College will provide assessment for all matriculating students.

5331.2 Specific courses may require assessment as a co- or pre-requisite. Exemptions as noted below do not excuse students from meeting course co- or pre-requisites.

5331.3 Exemptions

5331.31 Students who have obtained an AA degree or higher are exempt from Assessment.

5331.32 Advanced students (K-12) not enrolling in English and/or math are exempt from Assessment.

5331.33 Students other than those indicating an Educational Goal of Transfer or Associate Degree (AA/AS), Basic English, reading or math skills, and those indicating a Transfer Plan to a four-year institution or certain Certificate programs requiring Assessment as a condition of admission to the program, are exempt from assessment if they are enrolling in fifteen or fewer units per semester.

5331.34 English Assessment Exemptions/Substitutions
Scores of 3, 4, 5 on the English Advanced Placement Exam or a score of 5 or higher in the international Baccalaureate English Exam.

Verbal SAT I, SAT II Writing Scores of 660 or higher (600 for scores prior to May 1995).

CEEB Achievement Test Score of 600 or higher

Proof of Subject A Exam passage at UC, or EPT Exam passage at CSU.

Transcript or grade report that shows an equivalent to SBCC English 110 course (English Composition) with a grade of "C" or better. For four-year, out-of-state or private colleges a catalogue course description is required.

5331.35.1 Math Assessment Exemptions/Substitutions

Scores of 3, 4, 5 on the Mathematics Calculus AB or BC Advanced Placement Exam

Transcript or grade report which shows an equivalent prerequisite math course from another college, with a grade of "C" or better. For four-year, out-of-state or private colleges a catalogue course description is required.

Qualifying raw score report from an MDTP math test taken at another college.

Students wishing to enroll in Math 1, Basic Mathematics, may receive a waiver from the Counseling Office or the Assessment Office.

5331.36.37 Students with reading skills below college level will be strongly encouraged to take a reading class concurrent with any degree applicable course.

5331.5 All faculty will distribute an information sheet (syllabus) to each student at the beginning of each semester. This sheet will also be filed in the Office of the Department Chairperson.

5332 Orientation/Advisement/Follow-up

Orientation is a process that acquaints students and potential students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

Advisement is a process in which the student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and developing a plan to implement those objectives.

Follow-up is a process of monitoring a student’s progress toward his or her educational objectives and providing the student with appropriate advice based on the results of such monitoring.
5332.1 The College will provide orientation and advisement for all matriculating students.

5332.2 Exemptions to Orientation/Advisement

5332.21 Students who have completed an associate degree or higher are exempt from orientation and advisement.

5332.22 Advanced students (K-12) are exempt from orientation and advisement.

5332.23 Students other than those indicating an Educational Goal of Transfer, Associate Degree (AA/AS), Basic English/reading or math skills, and those indicating a Transfer Plan to a four-year institution or certain Certificate programs requiring Orientation and/or Advisement as a condition of admission to the program, are exempt from assessment if they are enrolling in fifteen or fewer units per semester.

5332.369 The College will establish a follow-up process that ensures that the academic progress of each student is monitored to detect early signs of academic difficulty and to provide advice or referral as needed. The College will refer to counseling or advisement specific groups of non-exempt students.

5332.31 For these purposes the specific groups of non-exempt students are those who have not declared a specific educational goal, those enrolled in pre-collegiate basic skills courses, and those on probation or disqualified.

5332.3238 Students on academic probation must participate in counseling in order to participate in priority registration.

5333.1 Assessment/Orientation/Advisement Waiver

New matriculated students may choose not to avail themselves of the assessment, orientation or advisement services provided by the college.

5333.1 An "Assessment/Orientation/Advisement Waiver" form must be completed and signed by the student and submitted to the Dean of Student Development for review.

5333.2 Students who choose not to be assessed, oriented and/or advised will be processed through the Dean of Student Development as a "waiver."

5333.3 The "Assessment/Orientation/Advisement Waiver" form must be submitted prior to the final application deadline for the semester for which the student is enrolling.

5333.4 This policy does not waive any co- or pre-requisite requirement.

5333.5 Students who secure a signed waiver for English and/or math assessment and who apply for an Associate Degree are still subject to the math and English requirements through coursework completed at SBCC or another accredited college.
5333.6 Students who are granted a waiver and subsequently wish to participate in one or more matriculation components for which they had obtained the waiver will be permitted to do so.

**NOTE:** The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5050 titled College Matriculation Program (formerly BP 3330 – 7-12-90 and BP 3331 – 7-23-98; revised on 2-14-85 and BP 3332.3 – 10-14-93 and BP 5332.32 – 6-27-91 and BP 3333 – 7-23-98) adopted on 5-27-04. This revised document reflects the recommended revisions from legal Update 23 (issued on 11-11-13). Reviewed by Ben and Allison on 12-17-13. BPAP reviewed this document on 2-7-14. On 4-23-14, the Academic Senate recommended deletion of the first paragraph of language in current SBCC BP 5050. The language in purple ink was added by the Board Policy Work Group on 8-6-14.

**Date Adopted:**
(This policy replaces current SBCC Policy 5050)
BP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

Reference(s):
Title 5 Sections 55024, 58004, and 58161

From the current SBCC BP 5075 titled Course Adds, Drops, and Withdrawals
The Superintendent/President, in consultation with appropriate participatory governance groups as stipulated in BP 2510 Participation in Local Decision Making, shall establish procedures defining course adds, drops, and withdrawals which shall comply with Title 5 regulations.

Specific requirements implementing Title 5 Section 55024 regarding withdrawals shall be in these procedures.

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/her record for enrollment in the same course. A student may be permitted to enroll again in a course after having previously received the authorized number of "W" symbols in the same course if:
- Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5 section 58161.
- Approval is granted by the appropriate district official after a review of the student’s petition
- Provisions for intervention in cases of multiple withdrawals must be included

From the current SBCC BP 5025 titled Program Changes

5025.1 Change of program for students will be allowed during a designated period each semester. 5025.2 Program change information is available to students at time of registration. 5025.3 Program changes from one section of a class to another section of the same class is allowed with permission of both instructors. 5025.4 Program changes from a higher/lower to lower/higher level of the same class (example: Spanish 102 to Spanish 101) is allowed through the fifth week of the semester with permission from both instructors.

5025.5 Students may institute exceptions to the above by petitioning the Scholastic Standards Committee for special consideration.

Also see AP 2510 Participation in Local Decision Making, AP 4230 Grading and Academic Record Symbols AP 5070 Attendance, and AP 5075 Course Adds, Drops, and Withdrawals
NOTE: The language in black ink is from the current Santa Barbara City College BP 5025 titled Program Changes (formerly BP 3025) amended on 3-11-93 as well as current Santa Barbara City College BP 5075 titled Course Adds, Drops, and Withdrawals (formerly BP 3043.4) adopted on 2-11-82 and revised on 6-24-82, 6-23-83, 1-27-11, and 3-22-12. The language in blue ink was added by Allison on 9-20-13. The language in green ink was added by BPAP on 11-15-13. The language in purple ink was added by the Board Policy Work Group on 8-6-14.

Date Adopted:
(Replaces current SBCC Policies 5025 and 5075)
BP 5210   COMMUNICABLE DISEASE

References:
   Education Code Section 76403;
   Title 17 Section 2500

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students in compliance with state and federal law.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This document was reviewed by L. Fariss and approved by B. Partee on 10-22-13. The language in blue ink was added BPAP on 1-10-14. Reviewed by Student Senate on 2-7-14. Reviewed by Academic Senate on 3-19-14. The language in green ink was added by the Board Policy Work Group on 4-11-14. This document was reviewed by BPAP on 5-30-14 (no changes).

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 5300 STUDENT EQUITY

References:
Education Code Sections 66030, 66250 et seq., and 72010 - 72014 et seq.;
Title 5 Sections 51026 and 54220;
20 U.S. Code Sections 1681-1688 (Title IX, Education Amendments of 1972)

From the current SBCC BP 5300 titled Student Equity

The Board District is committed to assuring student equity in its educational and co-curricular programs and college student support services. The Superintendent/President shall establish and implement a Student Equity Plan that meets the Title 5 standards for such a plan. The Superintendent/President shall assure that such programs and services comply with applicable federal and state law and shall not discriminate on the basis of any protected class.

Also see BP 3400 Protected Classes, BP/AP 3410 Nondiscrimination, and BP/AP 3430 Prohibition of Harassment

NOTE: This policy is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5300 titled Student Equity adopted on 2-24-05. The language in blue ink was added by Allison on 10-2-13. This document was reviewed by BPAP on 1-10-14. Reviewed by Student Senate on 2-7-14. Reviewed by Academic Senate on 3-19-14. The language in green ink was added by the Board Policy Work Group on 4-11-14. This document was reviewed by BPAP on 5-30-14 (no changes).

Date Adopted:
(This is current SBCC Policy 5300)
BP 5420  ASSOCIATED STUDENT GOVERNMENT FUNDS

References:
   Education Code Sections 76063–76065

Associated Student Government funds shall be deposited with the District.

The funds shall be deposited or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Student Government, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:
   • the Superintendent/President or designee;
   • the employee who is the designated advisor of the particular student body organization; and
   • a representative of the student body organization.

Associated Student Government funds shall be subject to an annual audit.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in green ink was added on 3-25-13 during the review with Ben and Allison. This document was reviewed by BPAP on 6-7-13. Academic Senate reviewed on 9-18-13. The language was edited by J. Sullivan on 10-16-13. Student Senate approved on 11-15-13. BPAP reviewed this document on 2-7-14. This document was reviewed by the Academic Senate on 4-23-14. The language in orange ink reflects revisions recommended by the Board Policy Work Group on 9-3-14.

Date Adopted:
   (This is a new policy)
BP 5510 STUDENT ORGANIZATIONS: OFF-CAMPUS ACTIVITIES

Reference(s):
34 Code of Federal Regulations Section 668.46(b)(7)

From the current SBCC BP 5510 Off-Campus Student Organizations

The District shall work cooperate with local law enforcement agencies regarding to monitor and assess criminal activity conduct in which District students engage at off-campus activities locations of student organizations officially recognized by the District.

NOTE: This policy is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5510 Off-Campus Student Organizations adopted on 4-26-12. Reviewed with Ben on 2-22-13. This document was reviewed by BPAP on 6-7-13. The Academic Senate reviewed this document on 9-18-13. The language in green ink reflects revisions recommended by the Board Policy Work Group on 12-4-13. The language in orange ink reflects revisions recommended by the Board Policy Work Group on 9-3-14.

Date Adopted:
(Replaces current SBCC Policy 5510)
BP 5570 STUDENT CREDIT CARD SOLICITATIONS AND USE

References:
Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus and provide education for students on the use of credit cards and debt in accordance with applicable law will provide students with information on ways of meeting the expenses of higher education.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. This document was reviewed on 3-25-13 by Allison. This document was reviewed by BPAP on 6-7-13. The Academic Senate reviewed this document on 9-18-13. The language in blue ink was added during the review by the Board Policy Work Group review on 11-14-13. The orange ink was added during BPAP review on 4-4-14. The language in purple ink was added by the Board Policy Work Group on 4-7-14.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 5700  INTERCOLLEGIATE ATHLETICS

References:
Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;
Title VI of the 1964 Civil Rights Act;
Title IX, Education Amendments of 1972

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

❖ From current SBCC BP 5251 Athletics

In intercollegiate athletic competition, the Santa Barbara Community College District shall be guided by the following policies:

- 5251.1 Periodic conference organizations aimed at keeping individual community colleges in a fair athletic competitive position are to be supported.
- 5251.2 A within-district-only recruitment policy for whatever conference of which the college is a member is to be initiated and supported.
- 5251.3 A high-priority is to be given to the provision of adequate physical education facilities in order to encourage local students to attend Santa Barbara City College.

5251.442 Athletes representing Santa Barbara City College must comply with all regulations of the CCLC and the codes of the conference of which the college is a member. To be eligible to participate, a student-athlete must be enrolled in a minimum of 12 units during the semester of competition. To remain eligible to participate in the college's athletic program, the student-athlete must pass 24 units before the second season of participation in that sport & maintain a minimum 2.00 GPA.

5251.5 The same class standards will apply to athletes as to all students.

5251.652 Trust fund accounts set up through fundraising or other methods by each particular sport should be governed by the following criteria:

- Expenditures from the trust fund must directly benefit the sport for which the funds are designated.
- The Head Coach and the PE/Athletic Director must both sign any Purchase Order for any expenditure from that sport's trust fund.
The Dean of Education Programs will review all expenditure requests and, if necessary, meet with the Head Coach and PE/Athletic Director to seek full justification for the expenditure.

5251.752 Trust fund expenditures should directly benefit the sport for which the funds are designated. Trust fund expenditures are authorized for the following expenses:

1. Staff Stipend/Salaries
   a. Assistant Coaches I-III
   b. Temporary Support Staff upon written approval of Dean of Education Programs

2. Team Meals
3. Team Transportation
4. Team Supplies
5. Team Equipment
6. Other team expenses approved by both the Head Coach and Athletic Director

5251.852 Athletic Trust Funds are not authorized for the following expenditures:

1. Coach/Support Staff personal expenses
2. Players' personal expenses
3. Coach/Support Staff non-competition travel and conference
4. Payment of expenses generated by a different Trust Fund account
5. Any expenses incurred without prior written approval of the Athletic Director and Head Coach
6. Any expense in conflict with SBCC Board of Trustees adopted policies

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5251 Athletics (formerly 3251.4 dated 8-22-88, 3251.6-3251.8 dated 11-12-92) with no adoption date. The language in blue ink was added by Ryan, Ellen, and Allison on 10-8-13. The language in green ink was added by Ryan and Ellen on 1-22-14. BPAP reviewed this document on 2-7-14. This document was reviewed by the Academic Senate on 4-23-14. The language in orange ink reflects revisions recommended by the Board Policy Work Group on 9-3-14. The language in purple ink was added by BPAP on 9-12-14.

Date Adopted:
(Replaces current SBCC Policy 5251)
TO: BOARD OF TRUSTEES  
FROM: PRESIDENT  
SUBJECT: Center for Lifelong Learning Proposed Course  

REASON FOR BOARD CONSIDERATION  
[ ] ACTION  [ ] CONSENT  [ ] FIRST READING  
[ ] INFORMATION  [ ] REPORTS  

ITEM NUMBER: 3.1  
ATTACHMENT(S): 1 page  

DATE: October 9, 2014

BACKGROUND:

Proposals for new fee-based Center for Lifelong Learning (CLL) classes may be submitted by current or prospective instructors. The proposals are reviewed by the CLL Associate Directors and Executive Director using criteria related to appropriate content, relevance to the community, and market viability. Minimum and maximum course hours are indicated after each class title. Tuition fee is $5 per class hour. Specialized classes with lower enrollment may cost more. Where appropriate, lab, materials, and/or off-campus rental fees are added to the cost of the class. The class presented in the attached is recommended for Board approval.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Center for Lifelong Learning proposed course.

Administrator Initiating Item: Andrew Harper, Executive Director, Center for Lifelong Learning

Approved by: Jack Friedlander, Executive Vice President, Educational Programs
NEW COURSE

(Instructor Initiated – all community service courses are reviewed and approved by CLL Associate Directors and CLL Executive Director.)

Minimum and maximum course hours are indicated after each master course. Tuition fee is $5 per class hour. Specialized classes may cost more. Studio lab sections are $3 per class hour. Lab and/or building fees, should they apply, will be an additional cost added into the overall class fee.

Crafts
451400 Make Your Own Sugar Skulls