



# College Coordinating Council Library 201

December 12th, 2025  
9:30 a.m. – 10:30 a.m.

**Type of Meeting: Regular**

**Note Taker:**

**Michele Schottelkorb**

**Please Review/Bring: Agenda, Minutes**

**Committee Members:**

Hal Huntsman, Academic Senate

Destiny Waller, ASO Representative

Pamela Ford, Classified Union

Ashley Hawkins, Confidential/Management/Supervisory/Administrators

Kathryn Mitchell, Deans

Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, CHAIR

Dr. Kathy Bakhit, Vice President of Academic Affairs

Shami Brar, Vice President of Administrative Services

Dr. Lauren Elan-Helsper, Vice President of Human Resources

Dr. Rebecca Farley, Vice President of Equity & Student Achievement

Dr. Idania Padron, Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
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**APPROVAL OF AGENDA AND MINUTES & REPORT:**

I. Approval of Minutes of November 12th, 2025.

**CONSENT ITEMS:**

**Rationale**

I. Revision of AP/BP 5500	Leo	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates.	
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**DISCUSSION/ACTION ITEMS:**

I. Instructional Continuity Plan	Kathy	4 minutes	
II. AI Committee Discussion	Hal	4 minutes	
III. SPBC Membership Proposal	Hal	4 minutes	

**RETURNING ITEMS:**

**STANDING ITEMS:**

I. Constituent Reports	All	4 minutes	
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**POLICIES OUT FOR CONSTITUENT REVIEW:**

I. AP 4235 – Credit for Prior Learning – since March 26, 2025

<b>POLICIES IN PROCESS</b>
<ul style="list-style-type: none"> <li>I. BP/AP 3515 – Reporting Crimes - Lauren</li> <li>II. BP/AP 4010 – Academic Calendar – Kathy</li> <li>III. BP/AP 4100 – Graduation Requirement – Idania</li> <li>IV. BP/AP 4400 – Community Services – Kathy</li> <li>V. BP/AP 5500 – Standards of Conduct – Idania/Jason</li> <li>VI. BP/AP 7130 – Compensation – Shami &amp; Legal</li> <li>VII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal</li> </ul>
<p><b>NEXT MEETING DATE: February 11, 2026</b></p> <p><a href="#"><u>College Coordinating Council Meeting Calendar</u></a></p>



<b>College Coordinating Council Library 201</b>	<b>November 12th, 2025 9:30 a.m. – 10:30 a.m.</b>
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<b>Type of Meeting: Regular</b> <b>Note Taker:</b> <b>Michele Schottelkorb</b> <b>Please Review/Bring: Agenda, Minutes</b>
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<b><u>Committee Members:</u></b> Hal Huntsman, Academic Senate - PRESENT Destiny Waller, ASO Representative Pamela Ford, Classified Union - PRESENT Ashley Hawkins, Confidential/Management/Supervisory/Administrators - PRESENT Kathryn Mitchell, Deans - PRESENT Dr. Jason Bowen, Faculty Union - PRESENT <hr/> Dr. Jennifer Zellet, CHAIR - PRESENT Dr. Kathy Bakhit, Vice President of Academic Affairs Shami Brar, Vice President of Administrative Services Dr. Lauren Elan-Helsper, Vice President of Human Resources Dr. Rebecca Farley, Vice President of Equity & Student Achievement Dr. Idania Padron, Vice President of Student Services
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<b>MEETING</b>
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Items	Person(s) Responsible	Time	Action
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<b>APPROVAL OF AGENDA AND MINUTES &amp; REPORT:</b>
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I. Approval of Minutes of September 24th, 2025. Approval
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<b>CONSENT ITEMS:</b>
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Rationale			
I. Revision of AP/BP 7330 Communicable Disease - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes.	Send out for constituent review.
II. AP 4021 Program Discontinuance	Kathy	No Recommendations for Edits	<ul style="list-style-type: none"> <li>Goal: Keep curriculum aligned with standards; recommendation to remove unnecessary language.</li> <li>Hal: Clarified this</li> </ul>

			<p>has not been discussed at Academic Senate, but does not expect corrections.</p> <ul style="list-style-type: none"> <li>• JZ: Asked if striking timeline means a new timeline is needed.</li> <li>• Kathy: Explained table shows steps, not time; deletion does not change process.</li> </ul> <p>Consensus: Comfortable moving consent agenda items forward for review.</p>
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	<p>Jennifer Clarified this is not a proposed reorganization, but a draft clean-up of existing structure. Goal: correct inconsistencies, not create a new structure.</p> <p>Athletic Director should report directly to the President; org chart needs updates.</p> <p>Academic Affairs:</p> <ul style="list-style-type: none"> <li>• Discussion with deans on solidifying ESL in LACA.</li> <li>• Amend Allied Health title.</li> <li>• Move Advanced Manufacturing (per Dean Lobos).</li> </ul> <p>Request for feedback before document goes to constituent review: Are there missing items or unclear areas?</p> <p>Questions/Concerns Raised:</p> <ul style="list-style-type: none"> <li>• Kathryn: Question on kinesiology move.</li> <li>• Hal: Feels like a reorg; concern about long-term fiscal impact—original reorg aimed at cost savings.</li> <li>• Library requested move; Senate passed resolution supporting this. Add to proposed changes.</li> </ul> <p>Jennifer: Rationale needed for changes (e.g., Dean Lobos provided one). Send rationale to Michele and JZ.</p>

			<p>Key considerations for review:</p> <ul style="list-style-type: none"> <li>• Cost savings.</li> <li>• Alignment of Allied Health and Kinesiology as pathways.</li> <li>• CalGETC changes: athletic courses no longer required on ed plan.</li> </ul> <p>Pamela asked for clarity on Library's request: move under LACA or Workforce/Comm Engagement?</p> <ul style="list-style-type: none"> <li>• Hal: Library feels misaligned under Institutional Research; prefers LACA or Workforce due to partnerships and meeting participation.</li> <li>• Pamela: Long-standing issue—lack of admin with library expertise; request rationale include this.</li> <li>• Hal: Initial proposal was Workforce/Comm Engagement; after discussion, structural alignment makes sense.</li> </ul> <p>Jason: Sees synergy between Library and Comm Engagement (book clubs, outreach, AI workshops).</p> <p>Jennifer: Changes should prioritize student and community impact. Library could fit under Equity/Student Achievement; serves entire campus and community. Emphasized student-centered structure and alignment with equity goals.</p> <p>Next Steps: Hal to send consolidated draft; leave open for additional input. Review updated document at next meeting before sending for constituent review (target: Nov 26).</p>
II. Driving On Campus	Jennifer	4 minutes	<p>Initial conversation on concerns about vehicles driving on campus, who is driving and when; reviewed steps already taken and asked if there are other aspects from Facilities.</p> <p>Shami: Training continues; security staff reminded to be respectful.</p> <p>Hal: Believes sheriffs should only drive on campus during emergencies; walking promotes interaction.</p> <p>Shami: Walking poses operational challenges—limited staff and need for quick response in emergencies.</p>

			<p>Pamela: Asked what situations require rapid campus crossing; suggested parking in lots and walking.</p> <p>Jason: Questioned if emergency response time is truly impacted; walking or running could suffice.</p> <p>Next Steps: Michele to schedule meeting with Shami, Jennifer, and Deputy Pine; campus safety to prepare presentation. Communication with Campus Safety Officers and CCC recommended.</p> <p>Consensus: Explore options collaboratively; group is not in opposition to changes.</p>
III. Law Scholars Committee	Kathy	4 minutes	<p>Hal: Confirmed prior agreement that this should not be a governance or Senate committee; likely a leftover reference.</p> <p>Kathy: Spoke with Nate; he agreed, and the change is now in process with Academic Senate.</p> <p>Jennifer: Confirmed consensus—everyone agrees.</p>
IV. BP 5500 Standards of Student Conduct	Idania	4 minutes	
<b>RETURNING ITEMS:</b>			
I. BP 2330 – Quorum and Voting	Jennifer	4 minutes	<p>Returned from constituent review since February 26<sup>th</sup>. CCLC recommendation for revision. Recommended to move forward to board.</p>
II. BP 2340 – Agendas	Jennifer	4 minutes	<p>Returned from constituent review since February 26<sup>th</sup>. CCLC recommendation for revision. Recommended to move forward to board.</p>
III. BP/AP 3810 – Claims Against the District	Jennifer	4 minutes	<p>Returned from constituent review since February 26<sup>th</sup>. Revision due to the elimination of the General Counsel position.</p> <p>Need identified: Add claim forms to AP 3810.</p> <p>Pamela: Asked if, since removing General Counsel, there has been a search to remove references from all APs and BPs.</p> <p>Jennifer: No formal search; suggested a batch acceptance to remove the term. Acknowledged some policies haven't been updated in years and need</p>

			<p>attention.</p> <p>Next Steps: Item will return for further review; check for terminology changes and ensure claim forms are added.</p>
<b>STANDING ITEMS:</b>			
I. Constituent Reports	All	4 minutes	<p>Jason: Expressed appreciation for the meeting;</p> <p>Jennifer: Agreed, noting significant progress.</p> <p>Adjournment at 10:37 a.m.; suggestions to improve meeting flow are encouraged.</p> <p>Kathy: Shared update on burden-free instruction efforts—expanding ZTC (Zero Textbook Cost) and OER (Open Educational Resources).</p> <ul style="list-style-type: none"> <li>• Upcoming Friday session with Norma Jones and Alex Parisek: 4-part series to understand faculty barriers to ZTC/OER and explore solutions.</li> <li>• Requested help in spreading the word.</li> </ul>
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
<b>POLICIES IN PROCESS</b>			
<p>I. BP/AP 3515 – Reporting Crimes - Lauren</p> <p>II. BP/AP 4010 – Academic Calendar – Kathy</p> <p>III. BP/AP 4100 – Graduation Requirement – Idania</p> <p>IV. BP/AP 4400 – Community Services – Kathy</p> <p>V. BP/AP 5500 – Standards of Conduct – Idania/Jason</p> <p>VI. BP/AP 7130 – Compensation – Shami &amp; Legal</p> <p>VII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal</p>			
<b>NEXT MEETING DATE: November 26th, 2025</b>			

## BP 5500 Standards of **Student** Conduct

### Reference:

Education Code Sections 66300, **et seq. 66301; and 76120;**  
**ACCJC** Accreditation Standard **11.C.8. and 10A.2**

### **Section 1 – General Provisions**

- ~~.1 The Board of Trustees of the Antelope Valley Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the college. Student conduct must reflect the standards of behavior as defined in pursuant sections (Education Code Section 76030 – 76037). Student conduct should reflect consideration for the rights of others and students are expected to cooperate with all members of the college community.~~
- ~~.2 Students shall also respect federal and state laws, board regulations, college regulations, and applicable provisions of civil law.~~
- ~~.3 College personnel are responsible for communicating appropriate student conduct and for reporting violations thereof. The vice president of student services or designee has the right to administer suitable and proper corrective measures for misconduct.~~
- ~~.4 Nothing in this article shall be construed to limit the authority of the board of trustees to adopt additional rules and regulations as long as they are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may clarify appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations. (CA Ed. Code 76037).~~
- ~~.5 A student may be removed, suspended, or expelled only for conduct associated with college activities or college attendance. Students may be disciplined for harassment, threats, or intimidation, unless constitutionally protected. Violation of any law, ordinance, regulation or rule pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student from the college. (CA Ed. Code 76034, 66301(d).~~
- ~~.6 A student may be suspended by the board of trustees, the college president, or vice president of student services for good cause, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The board of trustees may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases, or any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (CA Ed. Code Sections 76020 and 76030).~~
- ~~.7 "Good Cause" may be established by using appropriate investigation standards, such as:
  - ~~a) Interview of witnesses.~~
  - ~~b) Review of a Campus Security Report(s), if applicable.~~
  - ~~c) Review of written statements, if applicable.~~
  - ~~d) Review of pertinent documents, if applicable.~~
  - ~~e) Review of any other evidence, if applicable.~~~~



## Section 2 – Guidelines for Student Conduct

Good cause includes, but is not limited to, the following offenses:

### .1 Academic Violations

- a) ~~Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project.~~  
***Students are always responsible for any plagiarism in their work.***

~~An instructor who determines that a student has cheated or plagiarized has the right to give an "F" grade, or numerical equivalent, for the assignment or examination.~~

~~Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database. (Board Approved 6/21/04)~~

- b) ~~Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.~~
- c) ~~Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any college policy or administrative procedure.~~

### .2 General College Violations

- a) ~~Forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.~~
- b) ~~Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.~~
- c) ~~Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption or the orderly operation of the college.~~
- d) ~~Unauthorized entry into or use of college supplies, equipment, and or facilities.~~
- e) ~~Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.~~

- (f) ~~Theft of, or damage to, property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.~~
- (g) ~~Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.~~

### ~~.3 Computer Usage Violations~~

~~Theft or abuse of computer resources, including, but not limited to:~~

- a) ~~Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.~~
- b) ~~Unauthorized transfer of a file.~~
- c) ~~Unauthorized use of another person's identification and password.~~
- d) ~~Use of computing facilities to interfere with the work of another student, faculty member, or college official.~~
- e) ~~Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.~~
- f) ~~Use of computing facilities to interfere with normal operation of the college computing system.~~
- g) ~~Use of computing facilities for student's personal financial gain or for solicitation of any kind.~~
- h) ~~Violation of applicable AVC "Computer Use Guidelines."~~

### ~~.4 Behavior Violations~~

- a) ~~Disorderly, lewd, indecent or obscene conduct, or habitual profanity or vulgarity on college-owned or controlled property, or at college-sponsored or supervised functions.~~
- b) ~~Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.~~
- c) ~~Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.~~
- d) ~~Gambling on District property.~~
- e) ~~Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.~~
- f) ~~Actions, which result in injury or death of a student, college personnel, or campus visitor, or damage to property owned by the district.~~
- g) ~~Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- h) ~~Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).~~
- i) ~~Committing or attempting to commit extortion.~~

- j) ~~Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.~~
- k) ~~Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name calling; social isolation or manipulation; and cyberbullying.~~
- l) ~~Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.~~

#### ~~.5 Substance Violations~~

- a) ~~Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.~~
- b) ~~Willful or persistent smoking, including the use of electronic cigarettes (vapers) in any area where smoking has been prohibited by law or by regulation of the governing board.~~

#### ~~.6 Weapons Violations~~

- a) ~~Possession or use of any dangerous or deadly weapon or instrument on any college owned or controlled property or at any college sponsored or supervised function. For purposes of these guidelines, a "dangerous or deadly weapon or instrument" includes, but is not limited to any: firearm, shotgun, rifle pistol, air rifle, BB gun, folding pocket knife with a blade longer than two and one half inches, dirk, dagger, locking blade knife, switch blade knife; brass knuckles, blackjack, billy club, nun chuck sticks, sling shot, tazer, stun gun, shocker, razor blade, acid, metal pipe, sharpened wood or metal trap, or any other weapon, instrument or object designed or modified to inflict physical harm on another person or animal. In the interest of protecting students, college personnel, or campus visitors, the college retains discretion to determine what constitutes a dangerous or deadly weapon or instrument. Certain exceptions can be made for classes or college-sponsored events. Prior written authorization from the vice president of student services, or designee, must be obtained before these items can be brought on-campus or to a college-sponsored event.~~
- b) ~~Possession or use of replica or imitation weapons on any college owned or controlled property or at any college sponsored or supervised function.~~
- c) ~~Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college owned or controlled property or at any college-sponsored or supervised function.~~

~~Students who engage in any of the above are subject to the measures outlined in Administrative Procedure 5520.~~

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX.:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. (See AP 5500 Standards of Student Conduct for the definition of Cheating and Plagiarism)
15. Dishonesty, forgery, alteration or misuse of college documents, records or identification; or

knowingly furnishing false information to the District.

16. Unauthorized entry upon or use of college facilities.
17. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
18. Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Failure to comply with directions of college officials acting in the performance of their duties, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
21. Hazing or attempted hazing of a former, current, or prospective student of the District or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
22. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
23. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
24. Violation of applicable AVC "Computer Use Guidelines." (See BP 3720 Computer Use)
25. Gambling on District property.
26. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties

See Administrative Procedure 5500 Standards of Student Conduct and ~~#5520~~ Student Discipline Procedures for more information.

Adopted: 2/6/06

Revised: 9/10/07

Revised: 9/12/16

Revised: 11/25/25

\* CCLC Recommended Language

\*\* AVC Recommended Language



POLICY & PROCEDURE SERVICE

## BP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 et seq. and 76120;  
ACCJC Accreditation Standard 2

**NOTE:** *This policy is legally required.*

The [ **CEO** ] shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the [ **CEO** ] for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

**NOTE:** *Although the establishment of actual standards of student conduct can be delegated to the CEO, it is legally advised that the Board itself do so by policy. The following language is provided as an example.*

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.

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## POLICY & PROCEDURE SERVICE

- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
- Hazing or attempted hazing of a former, current, or prospective student of the District.

**Revised 9/01, 8/03, 2/07, 3/12, 11/14, 4/16, 10/20, 4/23, 4/24, 7/24, 4/25**

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## **AP 5500 Standards of Student Conduct**

### **References:**

Education Code Sections 66300 and 66301, and 66305 et seq.;  
ACCJC Accreditation Standard 2

The District expects students to conduct themselves in a manner consistent with the educational purposes of the colleges. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the college communities.

Students who violate any of the Standards of Student Conduct outlined in BP 5500 Standards of Student Conduct are subject to the procedures outlined in AP 5520 - Student Discipline Procedures.

All complaints of alleged misconduct made against a student by any person should be submitted to the Vice President of Student Services or designee. These complaints must be made in writing, specifying the time, place, and nature of the alleged misconduct.

**Definitions:** The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX.

Good cause includes, but is not limited to, the following offenses:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or

by regulation of the college or the District.

8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

- a) Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism, from the Latin word for "kidnap", involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes, but is not limited to, words and ideas, graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos, photography, and the like.

Plagiarism is plagiarism whether the material is from published or unpublished sources, including Artificial Intelligence ("A.I."). It does not matter whether ideas are stolen, generated by A.I., bought, downloaded from the Internet, or written for the student by someone else - it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project; it is especially important that a student understands an instructor's individual A.I. policy. Students are always responsible for any plagiarism in their work.

- b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- c) Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database. (*Board Approved 6/21/04*)

- d) An instructor who determines that a student has cheated or plagiarized has the right to assign any score or grade deemed appropriate by the instructor for the assignment or examination only. Instructors cannot drop the student from class or fail them from the class for a single violation of the Academic Honesty Policy(Title 5, §§ 55002(a)(2)(A), 55003(o)).
15. Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
  16. Unauthorized entry upon or use of college facilities.
  17. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
  18. Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
  19. Failure to comply with directions of college officials acting in the performance of their duties, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
  21. Hazing or attempted hazing of a former, current, or prospective student of the District or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
  22. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
  23. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
  24. Violation of applicable AVC "Computer Use Guidelines." (See BP 3720 Computer Use)
  25. Gambling on District property.
  26. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties

Adopted: 11/25/25

\* CCLC Recommended Language

\*\* AVC Recommended Language



## AP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300, 66301, and 66305 et seq.;  
ACCJC Accreditation Standard 2

**NOTE:** *The standards of conduct for students may be included in board policy (see BP 5500) or delegated to the [ CEO ] for inclusion in these administrative procedures. If delegated, this procedure is legally required, and the following standards or similar ones are legally advised:*

**Definitions:** *The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of ~~Sex Discrimination~~Sexual Harassment under Title IX, and AP 3434 Responding to ~~Sex Discrimination~~Sexual Harassment under Title IX.*

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the [ **designate position** ].
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
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- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.

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- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by [ **insert local practice** ].
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
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Students who engage in any of the above are subject to the procedures outlined in AP 5520 Student Discipline Procedures.

**Revised 9/01, 2/07, 3/12, 11/14, 4/16, 10/20, 4/24, 10/24, 4/25**

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COMMUNITY COLLEGE  
LEAGUE OF CALIFORNIA

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# Instructional Continuity Plan

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Antelope Valley College will monitor and identify potential disruptions through established reporting channels, including campus security, public health authorities, information technology systems, and instructional divisions

Once the Emergency Response Team has determined that an event will result in disruption to instruction, the Instructional Continuity Plan protocol is triggered and followed.

The following Protocol will be followed by the ER team:

## 1. Assess and Decide

- a) Will the campus, division, or area be closed or partially closed?
- b) Will instruction continue in person, move fully online, or shift to hybrid/alternative modalities?
- c) Will staff and faculty work remotely or remain onsite?
- d) The Incident Coordinator will document all decisions to ensure compliance with State instructional continuity guidance.

## 2. Determine Duration:

- a) Classify the disruption as:
  - b) Temporary (same day)
  - c) Short-term (1–2 days)
  - d) Ongoing (3+ days)
- e) Establish a review and re-evaluation timeline to reassess operational status and update decisions as conditions evolve.
- f) Review status periodically to minimize disruption and ensure instructional continuity.

## 3. Trigger Instructional Continuity Operations:

Responsible: Area VPs and Division Heads

### 1. Academic Affairs

- a) Communicate with deans and department chairs.
- b) Adjust instructional delivery to maintain continuity of learning.



- c) Ensure faculty have access to online teaching resources, training, and support.
- d) Document changes in instructional modality to align with State instructional continuity requirements and accreditation standards.
- e) Deploy alternative instructional materials, such as pre-approved online course shells or OER resources.

## **2. Student Services**

- a) Ensure continuity of key student support services.
- b) Provide hotline or live chat options for immediate assistance.
- c) Maintain access to counseling, financial aid, and enrollment services in remote formats.
- d) Prioritize equity by ensuring services are accessible to students with disabilities and multilingual populations, consistent with State guidance.
- e) Explore and activate mobile outreach strategies to reach students with limited internet access.

## **3. Information Technology**

- a) Support remote access for faculty, staff, and students.
- b) Monitor and maintain system capacity for increased online usage.
- c) Ensure redundancy and load balancing to minimize disruptions
- d) Provide clear instructions and technical support channels to students and faculty, including after-hours helpdesk capacity.

## **4. Facilities and Safety**

- a) Secure the affected area and coordinate access control.
- b) Post signage and provide safety notifications as needed.
- c) Coordinate with Facilities Management for containment, repairs, and vendor support.
- d) Align actions with AVC's Emergency Operations Plan and local emergency services for compliance and safety assurance.

## **5. Human Resources**

- a) Clarify timekeeping and payroll impacts.
- b) Provide support to affected employees regarding work assignments and leave policies.
- c) Ensure documentation of workforce status in alignment with State requirements for workforce continuity.
- d) Check on employee wellness check-ins and access to employee assistance programs during prolonged disruptions.

## **4. Monitor and Adjust**

Responsible: Incident Coordinator and RRT

### **1. Daily Situation Reports**

- a) Collect updates from all affected areas.
- b) Revise impact estimates as conditions evolve.
- c) Gather stakeholder feedback from faculty, staff, and students.
- d) State guidance emphasizes maintaining situational awareness and documenting instructional impacts to support continuity and compliance.
- e) Use standardized reporting templates to streamline updates and ensure consistency.

### **2. Adjust Plans as Needed**

- a) Expand or scale back closures depending on updated assessments.
- b) Adjust faculty workload and instructional delivery to sustain learning continuity.
- c) Document all actions and adjustments for transparency, accountability, and accreditation purposes. Conduct scheduled reassessments in intervals (e.g., every 24 or 48 hours) to ensure decisions remain timely and responsive.

## **5. Event Debrief and Documentation**

Responsible: President's Cabinet / Emergency Operations Team

### **1. Within One Week of Resolution**

- a. Conduct an After-Action Review with all key participants.
- b. Identify strengths, gaps, and areas for improvement.
- c. State guidance emphasizes prompt review to capture lessons learned while details are fresh.
- d. Develop and use standardized after-action templates to ensure consistency across events.

### **2. Prepare Final Report**

- a. Develop a timeline of response actions.
- b. Compile a communications log documenting all messages sent to stakeholders.
- c. Draft recommendations for improvement, addressing both operational processes and instructional continuity measures.
- d. Documentation should be archived in compliance with State requirements for continuity planning and institutional reporting.

### **3. Share Findings**

- a. Present findings to shared governance bodies and academic senates.
- b. Integrate recommendations into updated plans and procedures.

- c. Communicate key improvements to faculty, staff, and students to build confidence in AVC's preparedness.
- d. Publishing a summary report to maintain transparency and institutional accountability.

## **6. Plan Maintenance and Continuous Improvement**

**Responsible: President's Cabinet / Office of Academic Affairs**

### **1. Annual Review**

- a) Review the Campus Events Response Process annually to ensure alignment with State instructional continuity guidance and AVC's Emergency Operations Plan.
- b) Incorporate updates based on regulatory changes, emerging risks, and evolving best practices.
- c) Conduct annual tabletop exercises to test and refine their plans.

### **2. Training and Awareness**

- a. Provide regular training for faculty, staff, and administrators on their roles in the response process.
- b. Incorporate continuity planning into professional development and emergency preparedness activities.
- c. State guidance emphasizes proactive awareness to minimize disruption during actual events.

### **3. Continuous Improvement**

- a. Integrate lessons learned from After-Action Reviews and stakeholder feedback into plan revisions.
- b. Document updates and communication changes to all stakeholders.

Review Date:

Dec 2025