



<h1 style="margin: 0;">College Coordinating Council</h1> <h2 style="margin: 0;">Library 201</h2>	<p><b>February 25th, 2026</b>  <b>9:30 a.m. – 10:30 a.m.</b></p>
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**Type of Meeting: Regular**  
**Note Taker:**  
**Michele Schottelkorb/Debbie Salazar**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 VACANT, ASO Representative  
 Pamela Ford, Classified Union  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
 Dr. Maria Clinton-Houck, Deans  
 Perry Jehlicka, Faculty Union

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Dr. Jennifer Zellet, CHAIR  
 Kathryn Mitchell, Interim 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 December 10th, 2025.

### CONSENT ITEMS:

Rationale			
I. Revision of AP/BP 5520	Leo (10:15 am)	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates.	

### DISCUSSION/ACTION ITEMS:

I. AI Committee Proposal	Hal	4 minutes	
II. 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

**POLICIES IN PROCESS**

- I. BP/AP 3515 – Reporting Crimes - Lauren
- II. BP/AP 4010 – Academic Calendar – Kathy
- III. AP 4021 – Program Discontinuance - Kathy
- IV. BP/AP 4100 – Graduation Requirement – Idania
- V. BP/AP 4400 – Community Services – Kathy
- VI. BP/AP 5500 – Standards of Conduct – Idania/Jason
- VII. BP/AP 7130 – Compensation – Shami & Legal
- VIII. BP/AP 7330 – Communicable Disease – Lauren
- IX. BP/AP 7370 – Political Activity – Employees – Lauren
- X. AP 7336 – Tuberculosis – Lauren
- XI. BP/AP 7800 – Emeritus Status – Jennifer/Hal

**NEXT MEETING DATE: March 11, 2026**

[College Coordinating Council Meeting Calendar](#)



<h1 style="margin: 0;">College Coordinating Council</h1> <h2 style="margin: 0;">Library 201</h2>	<p>December 10th, 2025 9:30 a.m. – 10:30 a.m.</p>
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**Type of Meeting: Regular**  
**Note Taker:**  
**Michele Schottelkorb**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Hal Huntsman, Academic Senate - Present  
 Destiny Waller, ASO Representative - Absent  
 Pamela Ford, Classified Union - Present  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators - Present  
 Kathryn Mitchell, Deans  
 Dr. Jason Bowen, Faculty Union

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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

## 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. Thank you for making this last meeting; a brief but healthy agenda. Dean Leo is here to talk about the revision of BP/AP 5500.  
**Approved at 9:31 a.m.**

**CONSENT ITEMS:**

			Rationale
I. Revision of AP/BP 5500	Leo	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates.	<p><b>Topic: Review of BP 5500 (Standards of Student Conduct) and AP 5500/5520</b></p> <p><b>Summary: Committee discussion of revisions based on CCLC updates, alignment with current AVC language, and clarification around due process and procedural implications.</b></p> <p><b>1. Overview of Revisions</b></p> <ul style="list-style-type: none"> <li>The revised <b>Administrative Procedure (AP)</b> mirrors the <b>Board Policy (BP)</b> in structure and layout.</li> <li>In the draft BP 5500, some prior</li> </ul>

			<p>language at the top was crossed out and replaced with updated CCLC language, supplemented with AVC language where needed.</p> <ul style="list-style-type: none"> <li>• CCLC updates focused on: <ul style="list-style-type: none"> <li>○ Clarifying general standards.</li> <li>○ Making the policy more concise.</li> <li>○ Using “CEO” terminology (AVC substituting Superintendent/President).</li> </ul> </li> </ul> <hr/> <p><b>2. Section-by-Section Discussion</b></p> <p><b>Section 13 – Willful Disobedience</b></p> <ul style="list-style-type: none"> <li>• CCLC introduced recommended language addressing willful disobedience.</li> <li>• The intent is to highlight behaviors where students repeatedly disregard directives (e.g., repeated refusal to put away a phone after multiple requests).</li> </ul> <p><b>Section 14 – Academic Dishonesty</b></p> <ul style="list-style-type: none"> <li>• Significant changes for AVC; previous text was procedural and will now move to the AP.</li> <li>• <b>Senate-approved definition</b> of academic dishonesty (14A) is incorporated.</li> <li>• Remaining language mirrors BP 5500.</li> </ul> <p><b>Section 19 – Failure to Comply with Directions</b></p> <ul style="list-style-type: none"> <li>• Previously under 4G; CCLC left this largely unchanged.</li> <li>• AVC examples include situations where a student repeatedly refuses to follow reasonable directives from faculty or staff.</li> </ul> <p><b>Sections 21–24</b></p> <ul style="list-style-type: none"> <li>• CCLC language generally expanded upon existing AVC practices.</li> <li>• Sections 22–24 reflect long-standing AVC policy.</li> <li>• Section 24 aligns with additional related board policies.</li> </ul> <hr/> <p><b>3. Relationship Between BP 5500 and AP 5520</b></p> <p><b>Jason:</b> Raised concerns about how revisions affect due process and existing procedures.</p> <p><b>Jennifer (Superintendent/President):</b></p> <ul style="list-style-type: none"> <li>• BP establishes standards; AP provides due process and procedural steps.</li> <li>• BP 5520 and AP 5520 remain active until</li> </ul>
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			<p>revised.</p> <ul style="list-style-type: none"> <li>The board employs only one employee (the Superintendent/President), which explains the policy use of “CEO.”</li> </ul> <p><b>Leo:</b></p> <ul style="list-style-type: none"> <li>AP 5520 is under revision to: <ul style="list-style-type: none"> <li>Align with recent legislation (e.g., allowing students to bring advisors).</li> <li>Incorporate restorative practices.</li> <li>Clarify the role of the VP and President in suspensions/expulsions.</li> </ul> </li> </ul> <p><b>Committee Clarification (Lauren):</b></p> <ul style="list-style-type: none"> <li>Parallel structure in other policies (e.g., 3410/3430 define rules; 3434/3435 define procedures).</li> <li>BP 5500 = rules.</li> <li>AP 5520 = due process.</li> </ul> <hr/> <p><b>4. Questions and Concerns Raised</b></p> <p><b>Due Process Clarity</b></p> <ul style="list-style-type: none"> <li><b>Jason:</b> Requested stronger due process language in BP 5500 itself, similar to blue (AVC) language shown in drafts.</li> <li><b>Jennifer</b> noted legal consistency: CCLC red text is required legal language; blue text substitutes correct AVC titles only.</li> </ul> <hr/> <p><b>5. Identification of Individuals (Section 26 – AP 5500)</b></p> <ul style="list-style-type: none"> <li><b>Jason:</b> Concerned about requiring individuals to identify themselves; cited “police-state” implications.</li> <li><b>Hal, Ashley, Leo:</b> <ul style="list-style-type: none"> <li>Campus officers and employees may request ID in the course of their duties.</li> <li>Examples: <ul style="list-style-type: none"> <li>After an incident (e.g., fight).</li> <li>When confirming whether individuals are students (privileges, protections, public funds).</li> </ul> </li> </ul> </li> <li><b>Jennifer:</b> Existing language; not newly introduced.</li> <li><b>Jason:</b> Suggested clarifying “good</li> </ul>
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			<p>cause” for ID requests.</p> <ul style="list-style-type: none"> <li>Group referenced Section 19 (failure to comply) as context.</li> </ul>
			<p><b>6. Presentation Format Concerns</b></p> <ul style="list-style-type: none"> <li><b>Pamela:</b> Noted confusion because CCLC language replaces entire sections rather than inserting edits.</li> <li><b>Jennifer:</b> Confirmed that track-changes versions were visually difficult; current format is meant to reduce confusion.</li> </ul>
			<p><b>7. Process and Next Steps</b></p> <ul style="list-style-type: none"> <li>Jennifer confirmed: <ul style="list-style-type: none"> <li>Expert groups have reviewed the policy.</li> <li>Updates came from League templates.</li> <li>Revisions are not arbitrary, and due process is not being removed.</li> <li>AP 5520 revisions forthcoming.</li> </ul> </li> <li>Committee agreed more time is needed to review remaining sections.</li> </ul> <p><b>Meeting concluded with intent to maintain quorum for an additional 15 minutes and move forward to the next agenda item.</b></p>

**DISCUSSION/ACTION ITEMS:**

I. Instructional Continuity Plan	Kathy	4 minutes	
II. AI Committee Discussion	Hal	4 minutes	<p>There are multiple reasons to make this committee; this will become an accreditation issue over time. All the ways AI can be used warrant the creation of an AI committee.</p> <p><b>Jennifer:</b> Do we want to establish a taskforce initially?</p> <p><b>Hal:</b> Sure.</p> <p><b>Jennifer:</b> Composition?</p> <p><b>Ashley:</b> Heavy faculty presence; LC helps with academic integrity; SS works with messaging consistent across groups — taskforce should include those partners and deans, really cross-divisional.</p> <p><b>Jennifer:</b> Yes, campus-wide, not just in the classroom. Establish big standards and guidelines.</p> <p>Composition of taskforce?</p> <p><b>Hal:</b> To bring forward proposal to</p>

			<p>committee; could be 2 or 3 people.  <b>Jennifer:</b> Should be from CCC.  <b>Hal:</b> Can be a part and organized. Pamela will be part of group representing Classified. Kathryn and Ashley — mission is to propose structure and overarching purpose and proposal of committee.  <b>Shami:</b> Establish committee proposal.  <b>Vote: Yes!</b></p>
III. SPBC Membership Proposal	Hal	4 minutes	<p><b>Hal:</b> The reason this is important is we are attempting to standardize. After a robust discussion, we have a proposal for membership. I don't think it got included — it tries to adhere to current policy. It adds the VP of Equity and Achievement as co-chair of the committee and adds the Dean of IERP as a member as well. Otherwise, status quo. That is the proposal from SPBC; we would appreciate it if this group will approve that. Then we can fill membership out in committee. Dean was already on as co-chair — now just member, VP in role.  <b>Question:</b> Send out proposal via email to approve?  <b>Lauren:</b> There are multiple people in this room; I can vouch for the authenticity of what has been recommended by SPBC.  <b>Committee:</b> Are we good to send it around, give folks a week or so?  <b>Email vote?</b> Yes.</p>
<b>RETURNING ITEMS:</b>			
<b>STANDING ITEMS:</b>			
I. Constituent Reports	All	4 minutes	<p><b>Jennifer:</b> Thank you for your years of service, Jason — first board meeting and CCC — thank you for all that you have done. Thank you everyone.  <b>Adjourned at 10:45 a.m.</b></p>
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
<b>POLICIES IN PROCESS</b>			

- I. BP/AP 3515 – Reporting Crimes - Lauren
- II. BP/AP 4010 – Academic Calendar – Kathy
- III. BP/AP 4100 – Graduation Requirement – Idania
- IV. BP/AP 4400 – Community Services – Kathy
- V. BP/AP 5500 – Standards of Conduct – Idania/Jason
- VI. BP/AP 7130 – Compensation – Shami & Legal
- VII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

**NEXT MEETING DATE: February 11, 2026**

[College Coordinating Council Meeting Calendar](#)

## AP 5520 Student Conduct Procedures

### References:

Education Code Sections 66017, 66300, 72122, and 76030, et seq.;  
Penal Code Section 626.4

The purpose of this procedure is to provide a prompt and equitable means to address violations of BP 5500 Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This administrative procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

For discipline resulting from a sexual harassment complaint under Title IX, the procedure in AP 3434 Responding to Harassment Based on Sex under Title IX, must be used.

### Jurisdiction of the College

Sanctions for violations of BP 5500 Standards of Student Conduct may be imposed for conduct that occurs on the District premises, in or out of the classroom setting, while using District technology, at off-campus instructional sites, during off-campus District-sponsored events, whether these activities are taking place face-to-face and/or online, which materially and substantially interferes with the College's operational and educational programs.

### Definitions

**District** - The Antelope Valley Community College District.

**Student** - Any person currently enrolled as a student at any college or in any program offered by the District and who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.

**Instructor** - Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Designee** - A person authorized by the college or district to act in a designated capacity. The Vice President of Student Services or the College President may each appoint an appropriate designee to fulfill their responsibilities as specified in this procedure.

**Adviser/Advocate** - A person chosen by the complainant or accused student to provide support during the conduct process. This may be another student, family member, College employee, or community member, or the student may request a College-appointed adviser. Advisers and advocates can observe and offer guidance, but only an advocate may cross-examine witnesses.

**Preponderance of Evidence** - The standard of evidence used in an investigation, a Conduct Conference and/or Student Conduct Panel Hearing to determine that it is more likely than not that the alleged events constituting the student conduct violation occurred.

**Sanction** - Action(s) imposed on a student found responsible for a violation of the Standards of Conduct.

**Administrative Hold** - A restriction placed on a student's record that prevents registration for classes, access to official transcripts, financial aid, and other services at Antelope Valley College.

**Day** - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

## Sanctions

The Board of Trustees provides the following sanctions for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties.

**1. Administrative Sanction(s):** Action(s) imposed by the institution to remedy a student's violation of administrative rules, policies, or procedures and foster personal responsibility and self-accountability.

- A. Reprimand** - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct.
- 1. Verbal Reprimand** A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
  - 2. Written Reprimand** Written reprimands may become part of a student's permanent record at the college.

The college is not required to provide an appeal process for students who receive a written or verbal reprimand.

- B. Probation:** Probation is a formal action of the District against a student for misconduct, resulting in the student being removed from all college organization offices and being denied the privilege of participating in all college or student sponsored activities, including public performances.

Disciplinary probation may be imposed on a student for a period not to exceed one year. The college is not required to provide an appeal process for students who are placed on disciplinary probation.

- C. Restitution:** Financial compensation for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
- D. No Contact Order:** A No Contact Order is a directive issued by the Vice President of Student Services or designee requiring designated individuals to cease direct and indirect contact with one another for a specified period of time. Contact includes, but is not limited to, any written, verbal, electronic, or third-

party communication.

Violation of a No Contact Order may result in additional disciplinary action, up to and including suspension or expulsion.

- E. **Removal from class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.
- F. **Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the Vice President of Student Services or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President of Student Services has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.
- G. **Short-Term Suspension** - Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten consecutive days of instruction.
- H. **Long-Term Suspension** - Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.
- I. **Expulsion** – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

**2. Educational and Developmental Sanction(s):** Meant to promote personal growth and learning, which may include: related educational assignments, essays, reflective papers, community service, behavioral contracts, program referrals, trainings or activities, community service, workshop attendance, or behavioral wellness referrals.

### **Disciplinary Procedures**

Except in cases where immediate discipline pending a hearing is authorized, the following procedures will apply before disciplinary action is taken, including recommendations to suspend or expel a student:

#### **Filing a Report**

Any member of the College community, including students, faculty, staff, administrators, volunteers, and visitors, is encouraged to report incidents of concern or alleged violations of the standards of student conduct policy, whether observed directly or reported to them by others. Reports should be submitted to the Vice President of Student Services or designee in writing, either in person or filed electronically using the College's designated conduct reporting form, or may be filed with Campus Safety in accordance with College procedures. The Vice President of Student Services or designee is responsible for receiving, adjudicating, and storing reports.

### **Notice and Opportunity to Respond**

- **Notice** – The Vice President of Student Services or designee will provide the student with written notice of the conduct warranting the discipline. For recommendations involving suspension or expulsion, the notice shall include a short statement of the facts supporting the accusation. The written notice will also include the following:
  - The specific section of the Standards of Student Conduct that the student is accused

- of violating.
- The right of the student to meet with the Vice President of Student Services or designee to discuss the accusation, or to respond in writing.
- The nature of the discipline that is being considered.
- **Time limits** – The notice must be provided to the student within 10 days of the date on which the conduct **was reported**; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the date on which conduct **was reported that** led to the decision to take disciplinary action.
- **Meeting** – If the student chooses to meet with the Vice President of Student Services or designee, the meeting must occur no sooner than **3 days** after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

### Advisers

A student has the right to select an adviser of their choice or to request that the District provide an adviser to the student. The student may be accompanied by an adviser during any meetings, interviews, or hearings. With the student's written permission, the adviser shall receive updates during the adjudication process. The adviser's role is limited to observation, counsel, or providing support; an adviser may not speak on behalf of the student or address College officials except as permitted under applicable state or federal law.

All advisers, whether selected by the student or as requested and provided by the College, shall receive training from the College on its disciplinary and adjudication procedures. Advisers may not serve as witnesses in the matter, and advisers who do not comply with their role may be removed from the proceeding.

### Determination of Responsibility

**Within 10 days after the meeting described above**, subject to any further investigation, the Vice President of Student Services or designee shall determine responsibility for the alleged violation.

Using the preponderance of evidence standard, if a responsibility finding has been determined, the following factors may be considered in determining which sanctions are appropriate in a particular case:

- The nature and/or severity of the violation(s);
- Prior violations and disciplinary history;
- Mitigating circumstances surrounding the violation;
- The student's motive or purpose for engaging in the behavior;
- Sanctions that have been imposed in similar cases in the past.

Possible outcomes include:

- **Written or verbal reprimand;**
- Restorative justice actions, educational or developmental sanctions, or restitution;
- Disciplinary probation;

- Recommendation to the Superintendent/President for **Short-term suspension**;
- Recommendation to the Superintendent/President for **Long-term suspension**; or
- **Recommendation to the Board of Trustees for expulsion via the Superintendent/President**;
- Assign the case for further review to a formal hearing panel.

### **Short-Term Suspension**

Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from Vice President of Student Services or designee, decide whether to impose a [short-term suspension](#).

Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the length of time of the suspension [and the class or classes](#), or the nature of the lesser disciplinary action.

The Superintendent/President's decision on a short-term suspension shall be final.

### **Long-Term Suspension**

Within 10 days after the meeting described above, the Superintendent/ President shall, pursuant to a recommendation from the Vice President of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of [AP 5520 Student Discipline](#) Procedures describing the procedures for a hearing.

[Suspension may include any or all classes of the college and the use of any District facilities and all available services](#). During this period of suspension, a student shall not be permitted to enroll in classes at the college. (CA Ed. Code Section 76031)

[The Superintendent/President shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. The notice will include the length of time of the suspension and the class or classes, or the nature of the lesser disciplinary action. If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.](#)

### **Expulsion**

Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Vice President of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of [AP 5520 Student Discipline](#) Procedures describing the procedures for a hearing.

Within 5 days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Vice President of Student Services [or designee](#).

After board action, the Superintendent/President shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the

written notification will be considered as being received, and the board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the college.

For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the college Superintendent/President remove the expulsion. If approved by the college Superintendent/President, he/she shall make that recommendation to the Board of Trustees. The Superintendent/President shall notify the student of the board's decision.

### **Hearing Procedures – Request for Hearing.**

Within 5 days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

**Schedule of Hearing** – The formal hearing shall be held within 10 days after a formal request for hearing is received.

**Hearing Panel** – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. A quorum of three members must be present for the hearing to take place.

The Superintendent/President, the president of the Academic Senate, and the Associated Students president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair** – The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

### **Conduct of the Hearing**

The members of the hearing panel shall be provided with a copy of the accusation(s) against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services or designee.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college

representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes their evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent **themselves** and may also have the right to be represented by **an adviser of their choice**. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The college hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape, digital, electronic, or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be recorded **shall still be considered** available.

Within five days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

### **Superintendent/President's Decision:**

**Long-term suspension** – Within five days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

**Expulsion** – Within 5 days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies, or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions.

The Superintendent/President's decision shall be forwarded to the Board of Trustees.

**Board of Trustees Decision:** The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting **in accordance with these procedures.** (Education Code Section 72122.)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the Superintendent/President or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

### **Readmission of Suspended Students**

A student who has completed the term of a disciplinary suspension shall submit a petition for readmission to the Vice President of Student Services or designee prior to returning to the College. The petition must document the steps the student has taken since the suspension to eliminate the behavior that caused the suspension.

The petition will be reviewed by the Vice President of Student Services or designee to determine whether the student has demonstrated adequate preparation for a successful return.

The petition for readmission is separate from, and in addition to, any admissions or enrollment procedures required by the College.

## Procedures for Immediate or Interim Actions

**Immediate Interim Suspension** (Education Code Section 66017): The Superintendent/President may order immediate suspension of a student where they conclude that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

**Removal from Class** (Education Code Section 76032): Any instructor may order a student removed from his/her/their class for the day of the removal and the next class meeting. The instructor shall immediately report the **removal to the appropriate dean and the Vice President of Student Services or designee**. **The Vice President of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Vice President of Student Services or designee shall attend the conference.** The student shall not be returned to the class during the period of the removal without the concurrence of the instructor, the instructor's dean, and the Vice President of Student Services or designee. No instructor shall be allowed to **remove** a student without first apprising the student of the reason for suspension and permitting such student to present their version of the incident causing suspension. If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible.

Nothing herein will prevent the Vice President of Student Services or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Withdrawal of Consent to Remain on Campus:** The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, **they** must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services or designee a written report must be promptly **made to the Superintendent/President**.

**The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.**

**In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.**

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

**No Disciplinary Action against Complainants or Witnesses in Sexual Assault**

## **Investigations**

An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

2/6/06

Revised: 9/10/07

Revised: 9/14/15

Revised:

\* CCLC Recommended Language

\*\* AVC Recommended Language

## **AP 5520 – Condensed Comparison (Old vs. New)**

### **Previous Procedural Flow – Current AP 5520**

#### **Purpose**

Provides a prompt and equitable means to address violations of the Standards of Student Conduct, guarantees due process, prohibits retaliation, and protects free expression.

#### **Definitions**

Defines key terms including District, Student, Instructor, types of suspensions, reprimands, withdrawal of consent to remain on campus, and “Day.”

#### **Notification of Alleged Code of Conduct Violation**

Requires written notice to students of alleged violations and instructions to meet with the Vice President of Student Services or designee.

#### **Sanctions**

Lists available disciplinary sanctions, including reprimands, instructor-imposed temporary suspension, disciplinary probation, restitution, campus community service, and withdrawal of consent to remain on campus.

#### **Suspension and Expulsion Procedures**

Describes notice requirements, timelines, and meetings required prior to short-term suspension, long-term suspension, or expulsion, including immediate interim suspension procedures.

#### **College Hearing Panel Procedures**

Describes hearing scheduling, panel composition, chair responsibilities, evidentiary standards, recording requirements, and issuance of the panel’s written decision.

#### **Superintendent/President’s Decision**

Explains review of hearing panel recommendations and issuance of final decisions or recommendations for expulsion.

#### **Board of Trustees Decision**

Outlines Board consideration of expulsion recommendations, notice to the student, public or closed session options, and final action.

## **Procedural Flow – Proposed AP 5520**

### **Purpose**

Affirms prompt and equitable discipline, due process, non-retaliation, and protection of free expression.

### **Title IX Reference**

Directs discipline resulting from sexual harassment under Title IX to AP 3434.

### **Jurisdiction of the College**

Clarifies applicability to conduct occurring on campus, in classes, online, using District technology, or at District-sponsored or District-related activities.

### **Definitions**

Defines key terms including District, Student, Instructor, Designee, Sanction, and Day.

### **Sanctions**

Organizes Board-authorized sanctions into:

- Administrative sanctions (reprimand, probation, restitution, no contact order, removal from class, withdrawal of consent, suspension, expulsion)
- Educational and developmental sanctions

### **Disciplinary Procedures**

Presents a step-by-step process including filing a report, notice to the student, timelines, meeting with the Vice President of Student Services or designee, adviser role, and determination of discipline.

### **Clarification of Adviser and Advocate Roles**

The revised AP 5520 clearly distinguishes between advisers and advocates, defines their permitted roles, establishes training expectations, and preserves orderly hearing procedures. These clarifications align with current legal standards and are intended to support students while maintaining fair and efficient proceedings.

### **Short-Term Suspension**

Describes written notice of the Superintendent/President's decision, duration of suspension, and finality of the decision.

### **Long-Term Suspension or Expulsion**

Details notice requirements, student rights to request a formal hearing, and provision of AP 5520 procedures.

### **Hearing Procedures**

Describes hearing request timelines, scheduling, panel composition, conduct of the hearing, and issuance of the panel's written decision.

**Superintendent/President's Decision**

Explains issuance of final decisions on long-term suspensions and forwarding of expulsion recommendations to the Board.

**Board of Trustees Decision**

Describes Board review of expulsion recommendations, notice requirements, public or closed session options, and final action.

**Readmission of Suspended Students**

Defines the procedures and review standards governing student petitions for readmission following a disciplinary suspension.

**Procedures for Immediate or Interim Actions**

Addresses interim suspension, removal from class, withdrawal of consent to remain on campus, applicable time limits, and protections for complainants and witnesses in sexual assault investigations.

## **Summary of Differences**

### **Comparison Between Old and New AP 5520 (Condensed)**

#### **Overall Structural Reorganization**

The primary change is organization, not process. The new AP 5520 presents the disciplinary workflow in the order it actually occurs:

1. Jurisdiction
2. Definitions
3. Sanctions
4. Disciplinary procedures (report → notice → meeting → determination)
5. Escalated actions (short-term suspension → long-term suspension → expulsion)
6. Hearing procedures (only if requested/required)
7. Readmission of Suspended Students
8. Immediate/interim actions (emergency tools, not routine sanctions)

This structure creates a clear start-to-finish sequence, unlike the old AP 5520, where sanctions, procedures, and interim actions were intermixed.

#### **Clear Determination Stage**

The revised AP 5520 introduces a dedicated Determination of Responsibility and Discipline section that consolidates all decision-making following the student meeting into a single, clearly defined stage. This section strengthens transparency and consistency by clearly identifying how responsibility is determined and how sanctions are selected.

Specifically, the revised procedure:

- Requires an explicit finding of responsibility;
- Applies the preponderance of evidence standard;
- Identifies the factors considered when determining appropriate sanctions; and
- Provides a defined range of possible outcomes.

In the prior version, these decision points were dispersed across multiple sections, making the process less clear and more difficult to follow.

#### **Why the New Flow Makes More Sense**

- Presents the big picture first (jurisdiction, definitions, sanctions).

- Then shows the step-by-step disciplinary process.
- Then outlines more serious sanctions and hearing procedures.
- Keeps interim actions at the end as exceptional, not routine.

The result is a clearer, more intuitive path for readers to understand “what happens next.”

### **Substantive Additions**

- Educational and developmental sanctions
- No Contact Orders
- Title IX cross-reference
- Expanded jurisdiction (online and off-campus district activities)
- Adviser Roles
- Readmission of Suspended Students
- Protections for complainants/witnesses in sexual assault cases

These additions improve clarity and legal alignment without altering due process.

### **Clarifications (Not Substantive Changes)**

- Clearer definitions (e.g., Sanction, Designee)
- Labeled procedural steps and outcome lists
- CCLC-aligned hearing procedures
- Interim actions grouped together
- Adjusted minimum meeting timeline (from no sooner than 10 days to no sooner than 3 days) to allow timely scheduling while preserving adequate notice; meetings may occur later or sooner by mutual agreement

These improve readability and transparency while preserving the original process.

### **Clarified Decision-Making Authority**

The revised AP 5520 clearly delineates decision-making roles at each stage (Vice President of Student Services, Superintendent/President, and Board of Trustees), improving accountability and consistency.

### **What Was Removed**

- Campus Community Service as a standalone sanction  
(Still permitted as part of educational/developmental sanctions.)

No timelines, rights, or disciplinary authorities were removed.

## AP 5520 Student ~~Discipline~~ Conduct Procedures

### References:

Education Code ~~Section~~ Sections 66017, 66300, 72122, and 76030, ~~et seq et seq.~~;  
Penal Code Section 626.4

The purpose of this procedure is to provide a prompt and equitable means to address violations of ~~the~~ BP 5500 Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional ~~protection~~ protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

~~These~~

This administrative ~~procedures are~~ procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

For discipline resulting from a sexual harassment complaint under Title IX, the procedure in AP 3434 Responding to Harassment Based on Sex under Title IX, must be used.

### Jurisdiction of the College

Sanctions for violations of BP 5500 Standards of Student Conduct may be imposed for conduct that occurs on the District premises, in or out of the classroom setting, while using District technology, at off-campus instructional sites, during off-campus District-sponsored events, whether these activities are taking place face-to-face and/or online, which materially and substantially interferes with the College's operational and educational programs.

### Definitions

**District** - The Antelope Valley Community College District.

**Student** - Any person currently enrolled as a student at any college or in any program offered by the District; and who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.

**Instructor** - Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Designee** - A person authorized by the college or district to act in a designated capacity. The Vice President of Student Services or the College President may each appoint an appropriate designee to fulfill their responsibilities as specified in this procedure.

**Adviser/Advocate** - A person chosen by the complainant or accused student to provide support during the conduct process. This may be another student, family member, College employee, or community member, or the student may request a College-appointed adviser. Advisers and advocates can observe and offer guidance, but only an advocate may cross-examine witnesses.

**Preponderance of Evidence** - The standard of evidence used in an investigation, a Conduct Conference and/or Student Conduct Panel Hearing to determine that it is more likely than not that the alleged events constituting the student conduct violation occurred.

**Sanction** - Action(s) imposed on a student found responsible for a violation of the Standards of Conduct.

**Administrative Hold** - A restriction placed on a student's record that prevents registration for classes, access to official transcripts, financial aid, and other services at Antelope Valley College.

~~A. **Short-Term Suspension**—Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten consecutive days of instruction.~~

~~A. **Long-Term Suspension**—Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.~~

~~**Written or Verbal Reprimand**—An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. **Written reprimands** may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.~~

~~**Withdrawal of Consent to Remain on Campus**—Withdrawal of consent by the vice president of student services or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the vice president of student services has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.~~

**Day** - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

*Notification of Alleged Code of Conduct Violation*

~~Upon receiving information that the Standards of Student Conduct may have been violated, written notification to the student or students will be sent outlining the allegations, and instructing them to schedule an appointment with the vice president of student services. With the exception of a minor, who must be accompanied by a parent or guardian, the student shall not have an advisor or legal representation at this meeting, unless approved/permitted by the vice president of student services.~~

## Sanctions

The Board of Trustees provides the following sanctions for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties.

1. Administrative Sanction(s): Action(s) imposed by the institution to remedy a student's violation of administrative rules, policies, or procedures and foster personal responsibility and self-accountability.

Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Section I: List of Sanctions

### • Reprimand

~~A reprimand is a warning stating that the continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the District.~~

#### A.

- ~~• 1. Verbal: Verbal notification to the student by a college staff member in a position of authority that continuance of the conduct may be cause for further disciplinary action. Reprimand A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.~~
- ~~• 2. Written: A written notification to a student by the vice president of student services to cease and desist from conduct determined to violate the Standards of Student Conduct. Reprimand Written reprimands may become part of a student's permanent record at the college.~~

The college is not required to provide an appeal process for students who receive a written or verbal reprimand.

### • Temporary Suspension by Instructor (Education Code Section 76032):

- ~~• An instructor may order a student removed from his/her class for the day of suspension and the next class meeting.~~
- ~~• The instructor shall immediately report the suspension (verbally and subsequently in writing) to the appropriate dean and to the vice president of student services.~~
- ~~• A conference will be initiated between the student, the instructor and division dean regarding the removal.~~
- ~~• The student shall not be returned to the class during the period of the removal, without the concurrence of the instructor, the instructor's dean and the vice president of student services.~~

- ~~• No instructor shall be allowed to suspend a student without first apprising the student of the reason for suspension and permitting such student to present his/her version of the incident causing suspension.~~

~~• If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible. A college administrator shall attend the conference, if the instructor or parent or guardian so requests.~~

- ~~• Nothing herein will prevent the vice president of student services from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal, or the student's previous violations.~~

### ~~.3~~ **Disciplinary Probation**

**B. Disciplinary probation:** Probation is a formal action of the District against a student for misconduct, ~~and the action may result~~resulting in the student being removed from all college organization offices and being denied the privilege of participating in all college or student sponsored activities, including public performances.

Disciplinary probation may be imposed on a student for a period not to exceed one year. The college is not required to provide an appeal process for students who are placed on disciplinary probation.

- Restitution**

**C. :** Financial compensation for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

- Campus Community Service**

~~In-kind campus community service may be imposed for violations of the code of conduct.~~

**D. No Contact Order:** A No Contact Order is a directive issued by the Vice President of Student Services or designee requiring designated individuals to cease direct and indirect contact with one another for a specified period of time. Contact includes, but is not limited to, any written, verbal, electronic, or third-party communication.

Violation of a No Contact Order may result in additional disciplinary action, up to and including suspension or expulsion.

**E. Removal from class –** Exclusion of the student by an instructor for the day of the removal and the next class meeting.

- Withdrawal of Consent to Remain on Campus**

**F. The vice president:** Withdrawal of student services consent by the Vice President of Student Services or designee may notify for any person for whom there is a to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President of Student Services has reasonable belief cause to believe that the such person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the vice president of student services (or designee), a written report must be promptly placed in the student's discipline file.

**G. Short-Term Suspension -** Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten consecutive days of instruction.

H. **Long-Term Suspension** - Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

~~Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).~~

~~Section II. Short-term Suspensions, Long-term Suspensions, and Expulsions~~

I. ~~Before any~~Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

2. Educational and Developmental Sanction(s): Meant to promote personal growth and learning, which may include: related educational assignments, essays, reflective papers, community service, behavioral contracts, program referrals, trainings or activities, community service, workshop attendance, or behavioral wellness referrals.

### Disciplinary Procedures

Except in cases where immediate discipline pending a hearing is authorized, the following procedures will apply before disciplinary action is taken, including recommendations to suspend or expel is taken against a student, the following procedures will apply:

#### Filing a Report

Any member of the College community, including students, faculty, staff, administrators, volunteers, and visitors, is encouraged to report incidents of concern or alleged violations of the standards of student conduct policy, whether observed directly or reported to them by others. Reports should be submitted to the Vice President of Student Services or designee in writing, either in person or filed electronically using the College's designated conduct reporting form, or may be filed with Campus Safety in accordance with College procedures. The Vice President of Student Services or designee is responsible for receiving, adjudicating, and storing reports.

#### Notice and Opportunity to Respond

1. Notice – The ~~vice president of student services~~Vice President of Student Services or designee will provide the student with written notice of the conduct warranting the discipline. For recommendations involving suspension or expulsion, the notice shall include a short statement of the facts supporting the accusation. The written notice will also include the following:

o The specific section of the Standards of Student Conduct that the student is accused of violating.

o ~~A short statement of the facts supporting the accusation.~~

o The right of the student to meet with the ~~vice president of student services~~Vice President of Student Services or designee to discuss the accusation, or to respond in writing.

o The nature of the discipline that is being considered.

2. Time limits – The notice must be provided to the student within 10 days of the date on which the conduct ~~took place~~was reported; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the date on which conduct ~~occurred which was reported that~~ led to the decision to take disciplinary action.

3. Meeting – If the student chooses to meet with the ~~vice president of student services~~Vice President of Student Services or designee, the meeting must occur no sooner than 403 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

#### Advisers

A student has the right to select an adviser of their choice or to request that the District provide an adviser to the student. The student may be accompanied by an adviser during any meetings, interviews, or hearings. With the student's written permission, the adviser shall receive updates during the adjudication process. The adviser's role is limited to observation, counsel, or providing support; an adviser may not speak on behalf of the student or address College officials except as permitted under

applicable state or federal law.

All advisers, whether selected by the student or as requested and provided by the College, shall receive training from the College on its disciplinary and adjudication procedures. Advisers may not serve as witnesses in the matter, and advisers who do not comply with their role may be removed from the proceeding.

### Determination of Responsibility

Within 10 days after the meeting described above, subject to any further investigation, the Vice President of Student Services or designee shall determine responsibility for the alleged violation.

Using the preponderance of evidence standard, if a responsibility finding has been determined, the following factors may be considered in determining which sanctions are appropriate in a particular case:

- The nature and/or severity of the violation(s);
- Prior violations and disciplinary history;
- Mitigating circumstances surrounding the violation;
- The student's motive or purpose for engaging in the behavior;
- Sanctions that have been imposed in similar cases in the past.

Possible outcomes include:

- Written or verbal reprimand;
- Restorative justice actions, educational or developmental sanctions, or restitution;
- Disciplinary probation;
- Recommendation to the Superintendent/President for Short-term suspension;
- Recommendation to the Superintendent/President for Long-term suspension; or
- Recommendation to the Board of Trustees for expulsion via the Superintendent/President;
- Assign the case for further review to a formal hearing panel.

### Short-Term Suspension

#### ~~.4~~ **Immediate Interim Suspension** (Education Code Section 66017):

~~The Superintendent/President or designee may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.~~

#### ~~.5~~ **Short-term Suspension**

a) Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from ~~the 10 days~~ Vice President of Student Services or designee, decide whether to impose **a short-term suspension**, ~~whether to impose some lesser disciplinary action, or whether to end the matter.~~

b) Written notice of the Superintendent/~~President's~~ President's decision shall be provided to the student. The notice will include the length of time of the suspension and the class or classes, or the nature of the lesser disciplinary action.

| e) The Superintendent/~~President's~~President's decision on a short-term suspension shall be final.

## Long-Term Suspension

Within 10 days after the meeting described above, the Superintendent/ President shall, pursuant to a recommendation from the Vice President of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of AP 5520 Student Discipline Procedures describing the procedures for a hearing.

d) ~~—Suspension may include any or all classes of the college and from the use of any District facilities. The Superintendent/President may suspend a student for good cause as follows:~~

- ~~• From one or more classes for the remainder of the school term.~~
- ~~• From and all classes of the college for one or more terms.~~

[available services. During this period of suspension, a student shall not be permitted to enroll in classes at the college. (CA Ed. Code Section 76031)]

- ~~• From the use of District facilities and all available services.~~

~~In all cases of suspension, the student shall receive official notice from the vice president of student services.~~

The Superintendent/President shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. The notice will include the length of time of the suspension and the class or classes, or the nature of the lesser disciplinary action. If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.

### ~~.6 — Long-term Suspension~~

~~Within 10 days after the meeting described above, the Superintendent; President shall, pursuant to a recommendation from the vice president student services, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.~~

### ~~.7 — Expulsion~~

## Expulsion

Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the ~~vice president of student services~~Vice President of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's~~President's~~ decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before ~~expulsion~~a long-term suspension is imposed, and a copy of ~~this policy~~AP 5520 Student Discipline Procedures describing the procedures for a hearing.

• Within 5 days after receipt of the Superintendent/President's~~President's~~ decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the ~~vice president of student services~~Vice President of Student Services or designee.

• After board action, the Superintendent/President shall notify the student by ~~"Certified Mail – Return Receipt Requested,"~~"Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the

written notification will be considered as being received, and the board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the college.

- For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the college Superintendent/President ~~removes~~remove the expulsion. If approved by

the college Superintendent/President, he/she shall make that recommendation to the Board of Trustees. The Superintendent/President shall notify the student of the ~~board's~~board's decision.

~~College~~

~~Section 111.~~

### Hearing Panel Procedures – Request for Hearing.

Within 5 days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

#### ~~.1~~ Schedule of Hearing

a) ~~–~~ The formal hearing shall be held within 10 days after a formal request for hearing is received.

b) Hearing Panel – The ~~college~~ hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. A quorum of three members must be present for the hearing to take place.

c) The Superintendent/President, the president of the ~~academic senate~~Academic Senate, and the ASO Associated Students president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the ~~college~~ hearing panel ~~members~~ from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel. ~~All members of the hearing panel will be asked to sign a written statement attesting to their neutrality.~~

~~College~~

#### ~~.2~~ Hearing Panel Chair

~~–~~ The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the ~~college~~ hearing panel chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote by both other members of the panel to the contrary.

#### Conduct of the Hearing

~~a) – Students will be notified, in writing, of the date, time, and place of the hearing.~~

b) The members of the hearing panel shall be provided with a copy of the ~~allegation~~accusation(s) against the student and any written response provided by the student before the hearing begins.

c) The facts supporting the ~~allegation(s)~~accusation shall be presented by a college representative who shall be the ~~vice president~~Vice President of ~~student services~~Student Services or designee.

d) The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. ~~The student shall not have any other representation, except as provided in item (g).~~

e) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

f) Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes their first evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

~~presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove, by preponderance of evidence, that the facts alleged are true.~~

- ~~g)~~ The student may represent himself/herself,themselves and may also have the right to be represented by a person an adviser of his/her/their choice. ~~The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved.~~ If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The college hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel, nor vote with it.
- ~~h)~~ Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
- ~~i)~~ In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- ~~j)~~ The hearing shall be recorded by the college, District either by tape, digital, electronic ~~recording,~~ or stenographic recording, and. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give statements, testimony. In the event the recording is by electronic tape recording, the ~~college~~ hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. ~~Electronic~~ The recording shall remain in the custody of the district, either at the college or the District office, at all times, unless released to a professional transcribing service. The student may request a copy (in writing) of the recording.
- ~~k)~~ All testimony shall be taken under oath; the oath shall be administered by the ~~college~~ hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used, unless the witness is unavailable to testify. A witness who refuses to be recorded is not shall still be considered available.
- ~~l)~~ Within five days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the allegation(s), accusation, and shall include detailed specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters matter outside of that record. The record consists of the original allegation(s), accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

**Superintendent/President's**

**Superintendent/President's Decision:**

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a) ~~Long-Term Suspension~~

**term suspension** – Within five days following receipt of the college hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the Superintendent/President modifies or rejects the college hearing panel's decision, the Superintendent/President shall review the record of the findings and conclusions hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

b) ~~Expulsion~~

**Expulsion** – Within five days following receipt of the college hearing committee's panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the Superintendent/President modifies or rejects the college hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions.

The Superintendent/President's decision shall be forwarded to the Board of Trustees in cases in which the expulsion is upheld.

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**Board of Trustees Decision**

a) : The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

b) The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting. Any such request must be made, in writing, no less than five days prior to the date of meeting accordance with these procedures. (Education Code Section 72122.)

~~e)~~ The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the ~~board's meeting~~. ~~If delivery is refused, the recommendation will be submitted to the board, regardless of whether the student is present.~~Board's meeting.

~~d)~~ The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public ~~hearing~~. ~~Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right of privacy of any student, other than the student requesting the public meeting, in closed session.~~meeting.

~~Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.~~

~~e)~~ The ~~board~~Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President ~~or the hearing panel~~. If the ~~board~~Board modifies or rejects the ~~decisions~~decision, the ~~board~~Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the ~~board~~Board shall be final.

~~f)~~ The final action of the ~~board~~Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District. ~~(GA Ed. Code Section 72122).~~

### Readmission of Suspended Students

~~A student who has completed the term of a disciplinary suspension shall submit a petition for readmission to the Vice President of Student Services or designee prior to returning to the College. The petition must document the steps the student has taken since the suspension to eliminate the behavior that caused the suspension.~~

~~The petition will be reviewed by the Vice President of Student Services or designee to determine whether the student has demonstrated adequate preparation for a successful return.~~

~~The petition for readmission is separate from, and in addition to, any admissions or enrollment procedures required by the College.~~

### Procedures for Immediate or Interim Actions

~~**Immediate Interim Suspension (Education Code Section 66017):** The Superintendent/President may order immediate suspension of a student where they conclude that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.~~

~~**Removal from Class (Education Code Section 76032):** Any instructor may order a student removed from his/her/their class for the day of the removal and the next class meeting. The~~

instructor shall immediately report the removal to the appropriate dean and the Vice President of Student Services or designee. The Vice President of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Vice President of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor, the instructor's dean, and the Vice President of Student Services or designee. No instructor shall be allowed to remove a student without first apprising the student of the reason for suspension and permitting such student to present their version of the incident causing suspension. If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible.

Nothing herein will prevent the Vice President of Student Services or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Withdrawal of Consent to Remain on Campus:** The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, they must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services or designee a written report must be promptly made to the Superintendent/President.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

#### **No Disciplinary Action against Complainants or Witnesses in Sexual Assault Investigations**

An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

2/6/06

Revised: 9/10/07

Revised: 9/14/15

Revised:

\* CCLC Recommended Language

\*\* AVC Recommended Language



**COLLEGE COORDINATING COUNCIL  
COMMITTEE INFORMATION SHEET**

**ARTIFICIAL INTELLIGENCE COMMITTEE • PROPOSAL**

	<b>POSITION</b>	<b>MEMBER</b>	<b>APPOINTED BY</b>	<b>TERM*</b>	<b>EXPIRATION*</b>
Tri-Chair	Student		ASO	1 year	
Tri-Chair	Classified Staff		Classified Union	3 year	
Tri-Chair	Faculty		Academic Senate	3 year	
Member	Vice President, Academic Affairs	Kathryn Mitchell		<b>STANDING APPOINTMENT</b>	
Member	Vice President, Student Services	Idania Reyes		<b>STANDING APPOINTMENT</b>	
Member	Student		ASO	1 year	
Member	Student		ASO	1 year	
Member	Student		ASO	1 year	
Member	Faculty: Student Services		Academic Senate	3 year	
Member	Faculty: Instructional Resources		Academic Senate	3 year	
Member	Faculty: CTE/Vocational Faculty		Academic Senate	3 year	
Member	Faculty: Adjunct Faculty		Academic Senate	1 year	
Member	Faculty: Transfer		Academic Senate	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	CMS		CMS	3 year	
Member	Dean – Academic Affairs		VPAA	3 year	
Member	Dean – Student Services		VPSS	3 year	
Member	Executive Director, ITS			<b>STANDING APPOINTMENT</b>	

**\*Term expirations occur at the end of June in the year indicated.**

**TYPE OF COMMITTEE/AUTHORITY:**

Participatory Governance

**PURPOSE:**

The Artificial Intelligence Committee (AIC) is a participatory governance committee which formulates recommendations for policies, helps organize training, and fosters campus wide discussion regarding the use of Artificial Intelligence technologies. While individual policies and trainings could focus on a particular constituency (i.e., students, classified staff, faculty, CMS, or administrators), the committee's work will address the campus as a whole.

**COMMITTEE RECOMMENDATIONS SUBMITTED:**

Recommendations are submitted to the Superintendent/President. Representatives inform their respective constituency.

**PRODUCT:**

- Policy recommendations
- Trainings

**COMPOSITION:**

As listed on page 1.

**TERMS:**

Permanent by position and one- and three-year terms according to constituency group.

**QUORUM:**

50% plus one.

**MEETINGS:**

Meetings are held ???

**MINUTES/RECORDS:**

Minutes are posted to the public AVC website and retained by the recorder:

**OPERATIONS:**

N/A

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**PROPOSAL**  
**Strategic Planning & Budget Council**  
**Membership**  
**(approved by SPBC 11.12.25)**

1. Superintendent/President- Ex-Officio
2. Academic Senate President (Co-Chair)
3. VP of Equity and Student Achievement (Co-Chair) (was previously Dean, IERP)
4. College Vice Presidents (4)
  - VP Admin Services (Chair of Finance and Budget Subgroup/subcommittees)
  - VP PCT (Chair of HR Subgroup/subcommittee)
  - VP SSV (Education Master Plan Subgroup/subcommittee)
  - VP AA (Educational Master Plan Subgroup/subcommittee)
5. Faculty Union Representative
6. Student Representative (2)
7. Faculty Representatives (5)
  - Transfer
  - Student Services
  - Instructional Resources
  - Vocational
  - Adjunct
8. Classified Representatives (5)
9. Confidential/Management/Supervisory Representative (1)
10. Deans/Directors Representatives (2)
11. Dean of IERP (was previously Co-Chair)
12. Director of Facilities Planning and Campus Development
13. Executive Director of Information Technology Services
14. Executive Director of Foundation
15. Executive Director of Marketing & Public Information
16. Enrollment Management Committee Co-Chair

Removal of:

Jim Firth as he was a proxy for Lauren Elan Helsper/ HR Representative

Angela Musial (possible rep. for Fiscal or budget) but was not a standing member per AP2510

**PROPOSAL**  
**Strategic Planning & Budget Council**  
**Membership with Member Names**  
**2025-2026**  
**((approved by SPBC 11.12.25))**

1. Superintendent/President- Ex-Officio
  - Dr. Jennifer Zellet
2. Academic Senate President (Co-Chair)
  - Hal Huntsman
3. VP of Equity and Student Achievement (Co-Chair)
  - Dr. Rebecca Farley (was previously Dean, IERP)
4. College Vice Presidents (4)
  - Shami Brar (Chair of Finance and Budget Subgroup/subcommittees)
  - Dr. Lauren Elan Helsper (Chair of HR Subgroup/subcommittee)
  - Dr. Idania Padron (Education Master Plan Subgroup/subcommittee)
  - Dr. Kathy Bakhit (Educational Master Plan Subgroup/subcommittee)
5. Faculty Union Representative
  - a. Kent Moser
6. Student Representative (2)
  - **Vacant**
  - **Vacant**
7. Faculty Representatives (5)
  - a. Transfer: Kevin North
  - b. Student Services: Rod Schilling
  - c. Instructional Resources: Linda Parker
  - d. Vocational: **Vacant**
  - e. Adjunct: **Vacant**
8. Classified Representatives (5)
  - a. Pamela Ford
  - b. Suzanne Olson
  - c. Jenelle Paul
  - d. Veronica Sirotzki
  - e. Marvin Guzman
9. Confidential/Management/Supervisory Representative (1)
  - a. Sarah Schnieder

10. Deans/Directors Representatives (2)
  - a. Dr. Jill Zimmerman
  - b. James Nasipak
11. Dean of IERP
  - a. Dr. Svetlana Deplazes (was previously Co-Chair)
12. Director of Facilities Planning and Campus Development
  - a. Noe Flores
13. Executive Director of Information Technology Services
  - a. Daniel Conner
14. Executive Director of Foundation
  - a. Dianne Knippel
15. Executive Director of Marketing & Public Information
  - a. Alejandro Guzman
16. Enrollment Management Committee Co-Chair
  - a. Windy Franklin-Martinez

Removal of:

Jim Firth as he was a proxy for Lauren Elan Helsper/ HR Representative

Angela Musial (possible rep. for Fiscal or budget) but was not a standing member per AP2510