



<b>College Coordinating Council Meeting</b>	<b>January 22, 2025</b> <b>9:30 a.m. – 10:30 a.m.</b> <b>L201</b>
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**Type of Meeting: Regular**  
**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
Hal Huntsman, Academic Senate  
Renelyn Wilson, ASO, and Veronica Orozco  
Pamela Ford, Classified Union  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
Kathryn Mitchell, Deans  
Dr. Jason Bowen, Faculty Union

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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  
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 20, 2024.

### RETURNING ITEMS:

I. BP 5510 – Off-Campus Student Organizations	Idania	3 minutes	
II. Committees & Memberships	Pamela	3 minutes	
III. BP/AP 3560 – Alcoholic Beverages	Jennifer	3 minutes	
IV. Name Change for OSD Office	Idania	3 minutes	
V. BP/AP 3515 – Reporting Crimes	Jennifer	3 minutes	
VI. BP/AP 3550 – Drug-Free Environment & Drug Prevention Program	Jennifer	3 minutes	

### DISCUSSION/ACTION ITEMS:

I. Federal Judge Vacates 2024 Title IX Regs	Jennifer	5 minutes	
II. Institutional Review Board	Hal	5 minutes	

III.	BP 2330 – Quorum and Voting	Jennifer	5 minutes	
IV.	BP/AP 3300 – Public Records	Jennifer	5 minutes	
V.	BP/AP 3518 – Child Abuse Reporting	Jennifer	5 minutes	
VI.	BP/AP 5500 – Standards of Conduct	Idania	5 minutes	
<b>STANDING ITEMS:</b>				
I.	Constituents Reports	All	5 minutes	
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>				
I.				
<b>POLICIES IN PROCESS</b>				
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar IV. Decision-Making Principle Document – Jennifer V. BP/AP 4010 – Academic Calendar – Kathy VI. BP/AP 4100 – Graduation Requirement – Idania VII. BP/AP 4400 – Community Services – Kathy VIII. BP/AP 7130 – Compensation – Shami & Legal IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal				
<b>NEXT MEETING DATE: February 12, 2025</b>				



<b>College Coordinating Council Minutes</b>	<b>November 20, 2024</b> <b>9:30 a.m. – 11:00 a.m.</b> <b>L201</b>
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**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
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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  
Idania Padron, Vice President of Student Services

## MINUTES

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

- I. Approval of Minutes of October 9, 2024. The minutes were approved as presented.
- II. Administrative Changes at AVC – **Jennifer** stated that the college is going in a different direction with Legal Counsel, and it is being recommended to the Board that Bridget Cook’s employment contract, not be renewed. She stated that all Subpoenas that are related to the institution, and not personal, would go through the President’s Office. **Pamela** stated that she was confused, the discontinuance of programs or layoffs has a process. Jennifer stated that this is not a layoff and that it is the nature of the job, as an Educational Administrator, that there is a term to the contract. She thanked Hal and Kathy for finalizing the faculty prioritization list, and that it should be ready by the end of the week and in time for the upcoming hiring fair in January.
- III. Development of Office of Equity & Student Achievement – **Rebecca** provided an overview of her first 50 days in her position and is attached to these minutes.
- IV. Process for College Coordinating Council Addressing BP/APs – **Jennifer** handed out the draft of the BPs/APs Process, asked everyone to review it, and that at the next meeting, it would be finalized before placing it on the website.

### RETURNING ITEMS:

I. BP/AP 2205 – Internal Audit	Jennifer	2 minutes	Shami met with the Academic Senate to answer questions. <b>Shami</b> stated that the position has been modified, and in the past, the sole position was
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			<p>dedicated to internal audit, that it was a 1 person function. <b>Jennifer</b> stated that in terms of the audit capacity, if an employee is doing the audit, then it truly is not independent, that the external auditor is independent, and that the internal audit does not serve that purpose. <b>Pamela</b> asked what was the concern. <b>Jason</b> stated that he did not understand the process, that he did not want anything to slip through, or that down the road it could be abused. <b>Pamela</b> stated that this came out of the fiscal independence and that accounting is sent to LACOE. <b>Jennifer</b> stated that the language is brief, and asked Jason if he felt better adding the strick through language of “advice and insight to reduce risk and improve operations.” It was agreed to go out to the group for review and that Shami would send the Fiscal document out as well. Upon approval of the group, it would move forward to the December 13<sup>th</sup> board meeting.</p>
<p>II. BP/AP 2360 – Minutes</p>	<p>Jennifer</p>	<p>2 minutes</p>	<p><b>Hal</b> stated that he likes the specificity in the minutes and that he is not in favor of taking out “the summary of discussions.” <b>Ashley</b> stated that if the summary of the discussion is taken out, it does not provide the history. There was discussion around personalizing public comments. <b>Pamela</b> stated that the public comments have always been summarized, so why change now? <b>Hal</b> stated that he did not like the language “without a summary of discussions” and that someone could submit their comments. <b>Veronica</b> stated that keeping public comments is important and that it is a good idea to submit a written summary. <b>Ashley</b> suggested that the comment card could be changed to include the comment. <b>Jason</b> stated that it is the tradition of the college to have the summary, that he has gone back to the minutes, and that the summary has been helpful. <b>Pamela</b> stated having the summary of the discussion maintains integrity and it could make</p>

			a difference in the accreditation process. It was agreed to include the language and to go to the December 13, 2024 board meeting.
III. BP 5510 – Off-Campus Student Organizations	Idania	2 minutes	It was agreed to bring back along with the AP for further review and discussion.
IV. Committees & Memberships	Pamela	2 minutes	Ran out of time.
V. BP/AP 3560 – Alcoholic Beverages	Jennifer	2 minutes	Ran out of time.
VI. Name Change for OSD Office	Idania	2 minutes	Ran out of time.
VII. BP/AP 3515 – Reporting Crimes	Jennifer	2 minutes	Ran out of time.
VIII. BP/AP 3550 – Drug-Free Environment & Drug Prevention Program	Jennifer	2 minutes	Ran out of time.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. BP 2330 – Quorum and Voting	Jennifer	2 minutes	Ran out of time.
II. BP/AP 2340 – Agendas	Jennifer	2 minutes	Ran out of time.
III. BP/AP 3300 – Public Records	Jennifer	2 minutes	Ran out of time.
IV. BP/AP 3518 – Child Abuse Reporting	Jennifer	2 minutes	Ran out of time.
V. BP/AP 5500 – Standards of Conduct	Idania	2 minutes	Ran out of time.
<b>STANDING ITEMS:</b>			
I. Constituents Reports	All	5 minutes	
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
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<b>POLICIES IN PROCESS</b>			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar IV. Decision-Making Principle Document – Jennifer V. BP/AP 4010 – Academic Calendar – Kathy VI. BP/AP 4100 – Graduation Requirement – Idania VII. BP/AP 4400 – Community Services – Kathy VIII. BP/AP 7130 – Compensation – Shami & Legal IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
<b>NEXT MEETING DATE: December 11, 2024</b>			



# *Equity & Student Achievement*

## **First 50 Days – An Overview**

# CCCCO – Vision 2030

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12 Actions within Our  
**THREE STRATEGIC  
DIRECTIONS**

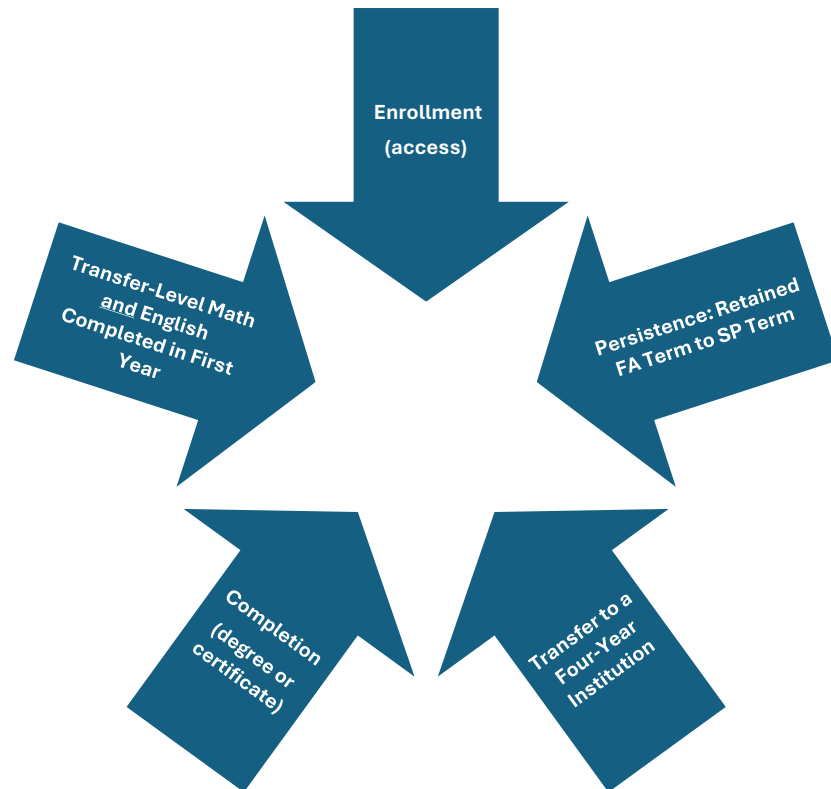
**VISION 2030**  
**6 OUTCOMES  
AND METRICS**

**VISION 2030**  
**3 GOALS**

Equity in Success  
Equity in Access  
Equity in Support

# Student Equity and Achievement Program

## CCCCO Equity Indicators



## AVC 2022-2025 SEAP Goals

1. Successful Enrollment of Black or African American Females
2. Transfer-Level Math and English Completion Rate of Black or African American Males
3. Transfer-Level Math and English Completion Rate of Hispanic/Latinx Males
4. Retention from Primary Term to Secondary Term of Black or African American Males
5. Retention from Primary Term to Secondary Term of Veteran Males
6. Completion of Black or African American Males
7. Transfer of Black or African American Males
8. Transfer of Hispanic/Latinx Males



# Institutional Success & Retention

The following shows AVC's success, retention, enrollment, and headcount. Use the filters below to disaggregate by ethnicity and gender. If you are interested in including additional years, you can use the 'Academic Year' filter.

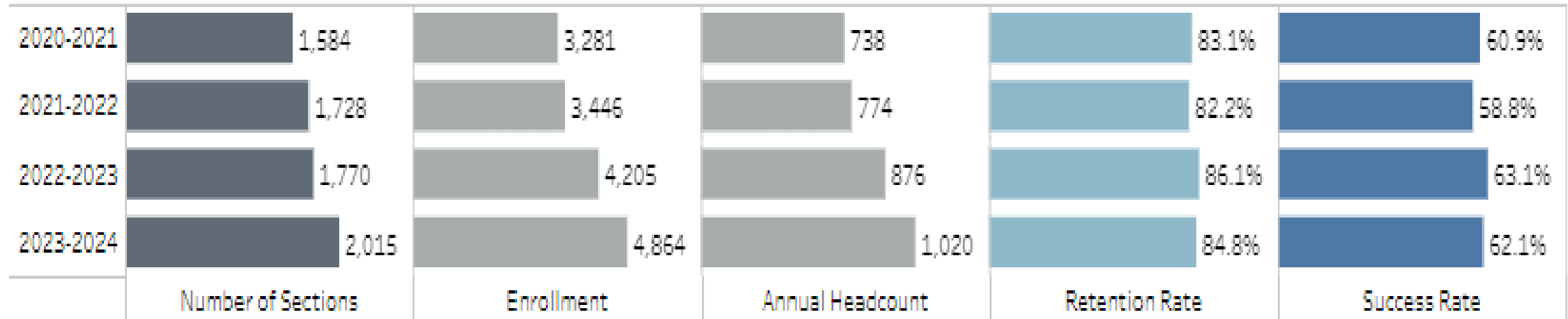
Academic Year: (Multiple values) ▾ Ethnicity: (All) ▾ Gender: (All) ▾ Modality: (All) ▾

Academic Year	Number of Sections	Enrollment	Annual Headcount	Retention Rate	Success Rate
2020-2021	3,094	82,586	15,948	88.5%	75.2%
2021-2022	3,837	75,303	15,090	87.9%	72.8%
2022-2023	3,239	82,935	15,886	89.0%	73.3%
2023-2024	3,447	91,944	17,550	89.0%	73.3%

# Institutional Success & Retention

The following shows AVC's success, retention, enrollment, and headcount. Use the filters below to disaggregate by ethnicity and gender. If you are interested in including additional years, you can use the 'Academic Year' filter.

Academic Year: (Multiple values) | Ethnicity: Black/African American | Gender: Men | Modality: (All)



## Enrollments, Retention & Success for All by Ethnicity

Ethnicity	Year	Enrollment			Retention Rate			Success Rate		
		Count	Rate	Rate	Count	Rate	Rate	Count	Rate	Rate
Hispanic/Latine	2021-2022	45,453	88.3%	73.1%						
	2022-2023	51,793	89.4%	73.5%						
	2023-2024	58,538	89.4%	73.7%						
White	2021-2022	12,498	89.2%	77.6%						
	2022-2023	11,835	90.7%	79.7%						
	2023-2024	12,168	90.9%	79.9%						
Black/African American	2021-2022	8,963	83.0%	61.2%						
	2022-2023	10,818	84.9%	62.2%						
	2023-2024	12,549	84.3%	61.3%						
Two or more	2021-2022	3,355	85.6%	72.0%						
	2022-2023	3,442	88.3%	73.6%						
	2023-2024	3,772	89.7%	75.4%						
Unknown/Masked	2021-2022	4,883	90.4%	79.5%						
	2022-2023	4,918	90.9%	81.0%						
	2023-2024	4,824	91.0%	80.5%						
			Enrollment		Retention Rate		Success Rate			

# Program Awards

Select Academic Year:

Select Ethnicity:



Gender

(Multiple values)

(All)

(All)

(Use these filters add years & disaggregate by ethnicity and gender for both of the visualizations below)

## Institutional Awards

Award Type	2021-2022	2022-2023	2023-2024
AA-T/AS-T	860	734	640
AA/AS	1366	1172	1292
Certificate	1426	1115	1108
AVC Local Certificate	189	210	194
Bachelor's	13	16	21
Non-Credit	58	38	64
<b>Grand Total</b>	<b>3912</b>	<b>3285</b>	<b>3319</b>

# Program Awards

Select Academic Year:

Select Ethnicity:



Gender

(Multiple values)

Black/African American

(All)

(Use these filters add years & disaggregate by ethnicity and gender for both of the visualizations below)

## Institutional Awards

Award Type	2021-2022	2022-2023	2023-2024
AA-T/AS-T	83	65	54
AA/AS	131	95	141
Certificate	115	82	109
AVC Local Certificate	10	11	16
Non-Credit	<5	<5	<5
Grand Total	340	255	321

# Program Awards

Select Academic Year: 

Select Ethnicity:

Gender 

(Multiple values) 

Black/African American 

Men 

(Use these filters add years & disaggregate by ethnicity and gender for both of the visualizations below)

## Institutional Awards

Award Type	2021-2022	2022-2023	2023-2024
AA-T/AS-T	24	15	18
AA/AS	34	21	53
Certificate	42	20	52
AVC Local Certificate	9	7	15
Non-Credit		<5	
<b>Grand Total</b>	<b>109</b>	<b>64</b>	<b>138</b>



# *Equity & Student Achievement*

# Institutional Effectiveness, Research & Planning (IERP)

## Menu

[Educational Service Plan](#)

[CCSSE and SENSE](#)

[Data Dashboards](#)

[Documents](#)

[Fact Books](#)

[License Examination Reporting](#)

[Newsletter](#)

[Planning Documents](#)

[Research Request Form](#)

[Surveys of Students & Employees](#)

[Other Resources](#)

## Public Dashboards (Tableau Site)

[Enrollment](#) ▾

[Student Success Data](#) ▾

[Statewide Initiatives](#) ▾

[Service Area Information](#) ▾

[Program Review](#) ▾

[Link to Tableau site](#) ▾

[Historical Data](#) ▾

## Internal Dashboards (Precision Campus)

[Access Precision Campus](#) ▾





# The Hub

- Equity team headquarters
  - Co-located with ASO and FYE/SYE
- Books HELP
- Services and Supports
  - Tutoring
  - Computers
  - Peer Mentors
  - Hang-out space
  - Legal services
- Affinity Groups
  - Dreamers Center
  - Focus 180
  - Pride Center
  - Puente – La Plaza
  - Umoja Village
  - Wellness Room (coming soon!)

# Learning Center

- Lancaster Campus Supports:

- Sage Hall

- Tutoring
- Study Jams
- Group study space
- Classrooms for basic skills workshops
- Meeting spaces
- Outdoor seating
- Vending machines

- Embedded Tutors

- Remote site support Labs, Hub, Athletics complex, etc.)

- Palmdale Campus Supports:

- Tutoring
- Study Jams
- Group study space







# Knapp Library

(Lancaster and Palmdale)

## Quick Links



CONTACT STAFF



MAKE A STUDY ROOM  
RESERVATION



REQUEST RESERVE  
MATERIALS



REQUEST LIBRARY  
MATERIALS

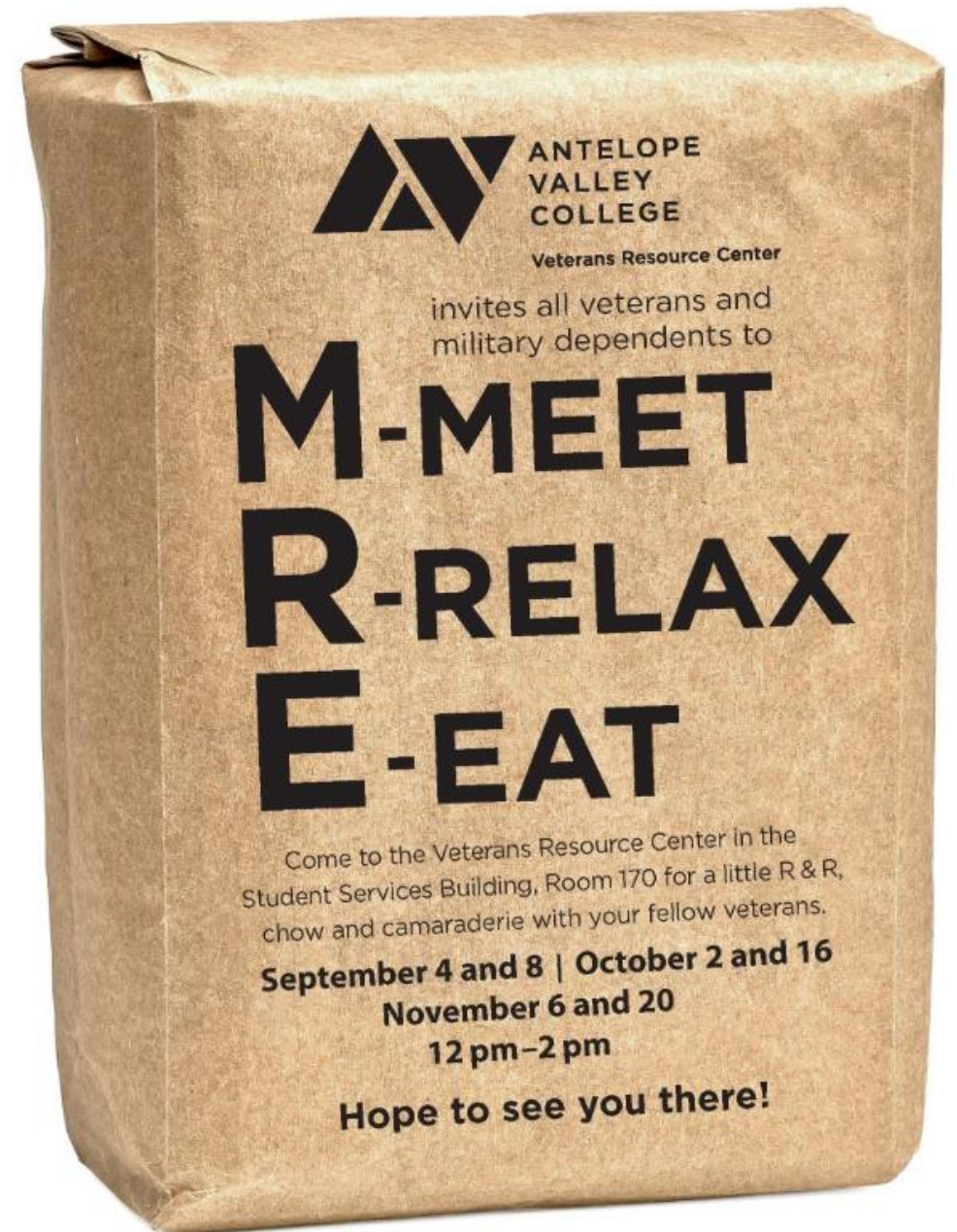


REGISTER FOR A  
DROP-IN WORKSHOP

# Veteran Resource Center

## Mission Statement

The Mission of the Veterans Resource Center is to provide assistance through education, certification, and guidance to active duty servicemembers, reservists, veterans, and their dependents in achieving their educational objectives and to effectively promote the retention, graduation, and transfer of our student population.





# LISTENING TOUR



# Stakeholder Engagement

- Equity and Student Achievement Division
- Departments within Equity and Student Achievement
- Student Services Team in the Hub
- Guided Pathways leadership
- Program Review leadership
- Affinity Group Co-Coordinators (faculty)
- Executive Council
- Foundation leadership
- Basis Skills leadership
- Rising Scholars/Focus 180 leadership
- Office for Students with Disabilities leadership
- Student Workers from FTV Dept and Professor North
- AVC Finance Department leadership
- AVC Payroll Department leadership
- AVC Leadership Academy participants
- AVC Palmdale Center leadership
- Theatre and Ethic Studies Collab.
- Fox Field leadership
- Umoja State leadership
- LA County Probation Department
- USC Equity Minded Teaching and Learning leadership
- Achieving the Dream coaches
- Core and Data Team
- eLumen leadership
- Academic Affairs team
- Dreamscape Learn leadership

# Meetings/ Committees Attended

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AVC BOT Meetings

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Executive Council

---

---

Equity Committee

---

Academic Achievement Committee

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SPBC

---

Enrollment Management Committee

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AP&P (as proxy)

---

Veterans Advisory Council

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Rising Scholars/Focus 180

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Guided Pathways

---

Puente Mentor Meet and Greet

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Umoja Porch Talk

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AVC Town Halls and Think Tanks

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College Coordinating Council

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AVC Leadership Academy

# Events / Tours

- 9-11 Memorial
- Veterans Luncheon
- VRC MRE events
- ATD Capacity Café
- USC EMTI Sessions
- Astronaut Jose Hernandez visit
- Dr. Joshua Moon-Johnson visit
- Sabor Latine
- Puente Mentor/Mentee Introduction
- Makerspace Open House
- AVC Library Book Giveaway
- Transfer Fair
- Student Vigil
- Fox Field tour
- Palmdale Center and SOAR tour
- Disaster Preparedness Training
- Post-Election Town Hall





# Projects Completed To Date

- Student Equity and Achievement Program (SEAP Budget)
  - 23-24 Allocation – Yr 1 report submitted
  - 20-21 Carryover Addressed
  - 23-24 Allocation – Yr 2 report prepared
  - Consolidation and Fresh Start
- Program Reviews Completed
  - 9 departments/programs in division
- FT staff presence in Umoja Village established
- HUB utilization study conducted
- Hub South entrance/exit sign-in station established
- Bellwether award application submitted – finalist status awarded to date
- Book Read with Leadership Academy - *The Speed of Trust*
- Division feedback survey launched
- Hispanic Heritage Month events
- Books HELP inventory system evaluation

# What's Next

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MISSION



VISION



VALUES



**Research/Data/Accreditation/  
Innovation**

**Student/Staff-facing Equity  
Programming and Initiatives**

# Contact Information

## Dr. Rebecca Farley

Assistant Superintendent/Vice President,  
Equity and Student Achievement

[Rebecca.Farley@avc.edu](mailto:Rebecca.Farley@avc.edu)

HUB-120





## **BP 5510 Off Campus Student Organizations**

### **Reference:**

34 Code of Federal Regulations Part 668.46 subdivision (b)(7)

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

This policy includes student organizations with off-campus housing facilities.

Adopted: 9/4/24

\* CCLC Recommended Language

\*\* AVC Recommended Language



## **AP 5510 Off-Campus Student Organizations**

### **Reference:**

34 Code of Federal Regulations Part 668.46 subdivision (b)(7)

Los Angeles County Sheriff's Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

Adopted: 12/5/2024

\* CCLC Recommended Language

\*\* AVC Recommended Language



**Committee Information Sheet**

**Academic Policies & Procedures (AP&P)**

**2020 – 2021**

<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	Senate	Isabelle Saber	Standing Member	N/A
Co-Chair	Senate	Kathryn Mitchell	Standing Member	N/A
Admin. Member	Senate	Riley Dwyer	3	June 30, 2019
Admin. Member	Senate	LaDonna Trimble	Standing Member	N/A
Admin. Member	Administrative Position	Greg Borman	3	June 30, 2021
AVFCT Member	N/A	N/A	N/A	N/A
Classified Member	N/A	N/A	N/A	N/A
Classified Union Member	N/A	N/A	N/A	N/A
CMSA Member	VPAA	Samantha Darby	Standing Member	N/A
Faculty Member	Articulation Officer	Dr. Jessica Eaton	Standing Member	Standing Member
Faculty Member	Senate- CTE Representative	Timothy Sturm	3	June 30, 2023
Faculty Member	Senate- CTE Representative	Kent Moser	3	June 30, 2023
Faculty Member	Senate- HSS Representative	Vacant	3	-
Faculty Member	Senate- HSS Representative	Maria Kilayko	3	
Faculty Member	Senate- MSE Representative	James Dorn	3	June 30, 2022
Faculty Member	Senate- MSE Representative	Richard Biritwum	3	June 30, 2023
Faculty Member	Senate- R&L Representative	Jeffrie Ahmad	3	June 30, 2023
Faculty Member	Senate- R&L Representative	Dr. Richie Hao	3	June 30, 2023
Faculty Member	Senate- SBS Representative	Dr. Ronald Chapman	3	June 30, 2021
Faculty Member	Senate- SBS Representative	Dr. Ibrahim Ganley	3	June 30, 2020
Faculty Member	Senate- A&H Representative	Cynthia Littlefield	3	June 30, 2021
Faculty Member	Senate- A&H Representative	Dr. Ariel Tumbaga	3	June 30, 2021



Faculty Member	Library Rep, Librarian, DE Liaison	Dr. Scott Lee	Standing Member	N/A
Faculty Member	Student Services, Counseling	Luis Echeverria	3	June 30, 2022
Faculty Member	Adjunct Representative	Gabrielle Poorman	3	June 30, 2022
Faculty Member	Outcomes Representative	Cindy Hendrix	3	
Faculty Member	Outcomes Representative	Ronda Nogales	3	June 30, 2022
Additional Member	Student Representative	Vacant	3	n/a

**Type of Committee/Authority:**

Senate Committee

**Purpose:**

Mission: The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).

**Committee Submits Recommendations To:**

Senate and Board of Trustees

**Composition of Representatives:**

Division representatives.

**Length of Term:**

3 years

**Quorum :**

50% plus 1

**Meetings Scheduled:**

The second and fourth Thursday.

**Minutes/Records Are Available:**

<https://www.avc.edu/administration/organizations/app/agendasminutes>



## Committee Information Sheet

Distance Education and Technology (DETC)

## Committee

### 2020 – 2021

Title of Representative	Appointed By	Name	Term	Expiration Date
Chair	Faculty Senate	Perry Jehlicka	3 of 3	6/30/21
Co-Chair	VPAA Designee	Greg Bormann	Standing	
Admin. Member		Vacant		
Faculty Member	AP&P Representative	Dr. Scott Lee	2 of 2	6/30/21
AVFCT Member	Faculty Union	John Toth	2 of 2	6/30/21
Classified Member	Learning Management Media Specialist - Ex-Officio	Mike Wilmes	Standing	
Classified Union Member	Classified Union	Sheri Langaman	2 of 2	6/30/21
CMSA Member	ITS Management Representative	Dr. Alex Pariski	2 of 2	6/30/21
Additional Member	IMC Representative	Greg Krynen	Standing	
Additional Member	OSD Alternative Media Specialist	Ken Sawicki	Standing	
Additional Member	Division Representative - Arts & Humanities		2 of 2	6/30/21
Additional Member	Division Representative - Career Tech Ed	Jim Bowen	2 of 2	6/30/21
Additional Member	Division Representative - Counseling		2 of 2	6/30/21
Additional Member	Division Representative - Health & Safety Sciences	Mary Jacobs	2 of 2	6/30/21
Additional Member	Division Representative - Kinesiology & Athletics	Barry Green	2 of 2	6/30/22
Additional Member	Division Representative - Library	Dr. Scott Lee	2 of 2	6/30/21
Additional Member	Division Representative - Math Science Engineering	Kenan Shahla	2 of 2	6/30/21
Additional Member		Ken Lee	2 of 2	6/30/21
Additional Member	Division Representative - Social & Behavioral Sciences	Kimberly Barker	2 of 2	6/30/21
Additional Member	Senator At-Large	Dr. Rona Brynin	2 of 2	6/30/21
Additional Member	Senator At-Large	Dr. Ed Beyer	2 for 2	6/30/21
Additional Member	ASO Representative	Oscar Sanchez	2 for 2	6/30/21

**Type of Committee/Authority:**

Sub-Committee for the Faculty Senate

**Purpose:**

The Distance Education and Technology Committee is charged with developing guidelines for the delivery of distance education that will maximize student opportunities for success. The committee makes recommendations to the Academic Senate on issues related to distance education, examines distance education practices for the purpose of developing best practice guidelines, and acts as a resource for technical matters related to academic computing.

**Committee Submits Recommendations To:**

Faculty Senate

**Composition of Representatives:**

We have division representation and 2 faculty at large members, they are selected by Faculty Senate.

**Length of Term:**

2

**Quorum :**

1/2 plus 1

**Meetings Scheduled:**

2nd/4th Tuesday of the month (Fall/Spring Semester)

**Minutes/Records Are Available:**

<https://www.avc.edu/administration/organizations/detc/agendasminutes>



**Committee Information Sheet**  
**Faculty Professional Development Committee**  
**2020 – 2021**

<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	Senate	Rosa Fuller	1	June 30, 2022
Co-Chair	Administration	Isabelle Sayer	1	Standing Member
Admin. Member	Administration	Laureano Flores	1	Standing Member
Faculty Member	Senate	Dr. Zia Nisani	2	Summer 2022
AVFCT Member	Senate	John Wanko	1	Summer 2022
Classified Member	Senate	Walter Briggs	1	Summer 2022
Classified Union Member	Senate	Dr. Barbara Fredette	1	Summer 2023
CMSA Member	Senate	Kimberly Sennett	1	Summer 2023
Additional Member	Senate	Jane Bowers	1	Summer 2023
Additional Member	Senate	Dr. Rona Brynin	6	Summer 2021
Additional Member	Senate	Dr. DeNean Coleman	1	Summer 2021
Additional Member	Senate	Mark Hoffer	5	Summer 2021
Additional Member	Senate	Tiesha Klundt	1	Summer 2021
Additional Member	Evaluation Coordinator	Tina McDermott	1	Standing Member
Additional Member	Union Representative	Kathy Osborn	1	Summer 2022
Additional Member	Conf Mgmt Rep (CMSA)	James Nasipak	1	Summer 2023

**Type of Committee/Authority:**

Shared Governance

**Purpose:**

By adopting the Flexible Calendar Option, Antelope Valley College provides full-time and adjunct

**Committee Submits Recommendations To:**

Academic Senate

**Composition of Representatives:**

At large, representing assorted disciplines and constituencies.

**Length of Term:**

Three years for faculty and 1 year for adjunct

**Quorum :**

2/3 attendance.

**Meetings Scheduled:**

Second and fourth Wednesdays of the month.

**Minutes/Records Are Available:**

Yes. Posted online.

# Academic Policies & Procedures (AP&P)

Chairs/Co-Chairs:  
Kathryn Mitchell &  
Isabelle Saber

## Annual Report 2020/2021

**Mission:** The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).

### List Committee Goals for 2020/21

- I. Approve various courses and programs and certificates needing review and revision as per Title 5 requirements during the 2020 fall semester in order to remain in good standing and inclusion in the 2021-2022 catalog.
- II. Approve approximately 1,000 courses for Distance Education (DE) approval by December 20, 2020 to comply with current DE requirements.
- III. Continue to encourage the development of new ADT programs, programs, and certificates.
- IV. Complete revision of AP&P Handbook.
- V. Complete work of the Task Group which is reviewing BP 4020 and AP 4021 policies and provide recommendations for revision (re Program Discontinuance policies).

### Describe accomplishments made to meet your committee goals:

- I. Reviewed and approved 624 courses and 28 programs in the fall semester; the majority of courses reviewed were for DE approval, allowing AVC to continue to offer instruction to our students during the pandemic. This, by far, was our most important challenge.
- II. Revised the AP&P Handbook. The handbook had not been updated since 2015, and with the change from CurricUnet to eLumen, the project was complex and time-consuming, resulting in a complete overhaul of the handbook.
- III. Completed and forwarded recommendations for changes to BP 4020 and AP 4021. This was a goal that was worked towards in the 2019-20 academic year and completed in the beginning of the 2020-21 academic year.
- IV. Reviewed BP and AP 4235, Credit for Prior Learning, as required by the State Chancellor's Office. The expectations of the Chancellor's Office focused on expanding college's CPL policies; a workgroup was established and the group researched other college's CPL policies, reviewed what AVC students needed, aligned the policies with the new requirements, and made suggestions for both the BP and AP. We have forwarded our recommendations.
- V. Reviewed the college's policy for Correspondence Education. AVC does not have a clear policy, but the Chancellor's Office is requesting one be created. The pandemic has caused college's courses taught at local prisons to be taught as Correspondence Education courses. This will be the next required policy concerning curriculum that will need to be reviewed.
- VI. Created a workflow and process to make corrections to course SLOs that were incorrect due to the move to eLumen. This on-going project will update previously approved SLOs that are incorrect in eLumen, allowing faculty to record accurate data.

### What did your committee accomplish to further the College Mission?



**Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.**

**Accomplishments:** AP&P was the major contributor to AVC's ability to continue to offer a quality education to our students. The state required that all courses being offered past December 31, 2020, must be locally approved to be taught as Distance Education courses if we were to continue to offer instruction online during the current pandemic. AP&P was able to help faculty and deans submit DE requests, review said requests, and approve 624 courses during the fall semester, which included all of the necessary courses scheduled for the spring semester, thus ensuring the continuity of education to our students. Furthermore, the CSU system, along with California legislators, have passed AB 1460, an Ethnic Studies requirement for CSU graduates, this year. The new Area F requirement is to be a lower-division course, which therefore affects our students hoping to transfer. The AP&P Committee has worked closely with our Articulation Officer and have submitted cross-listed courses for approval.

#### **What did your committee accomplish to further the 2020/21 College Goals?**

**Goal 1:** Commitment to strengthen Institutional Effectiveness measures and practices.

**Accomplishments:** AP&P has been working with the Guided Pathways Committee to help faculty add more specific recommended plans of study to their programs listed in the AVC catalog. Additionally, AP&P has made sure that courses and programs include necessary GP information in eLumen as they are reviewed and revised.

**Goal 2:** Increase efficient and effective use of all resources.

**Accomplishments:** AP&P provides professional development opportunities to faculty and staff, focusing on training for eLumen and course/program submissions, as well as development of new programs.

**Goal 3:** Align instructional programs to the skills identified by the labor market.

**Accomplishments:** AP&P works closely with CTE to ensure programs align with the current labor market. Additionally, AP&P works with faculty from instructional areas to review and revise curriculum to remain current and effective.

#### **What issues do you foresee your committee working through in the upcoming year?**

The AP&P Committee members spend many hours reviewing curriculum and offering workshops. The goals we have set are important and necessary; however, the main issue I see is time. We need to work with a tight schedule in order to accomplish our goals this year, and that includes the time to learn eLumen for all faculty, including those on the committee. Also, the state Chancellor's Office has pushed several important mandates this year, and each one gave us little time to respond. This only increases the challenge of accomplishing each goal in a timely manner.

#### **Recommendations for change in membership or function:**

None at this time

## Annual Report

2020/2021

### List Committee Goals for 2020/21

I.	Develop an AVC online redesign plan by the end of Spring 20201.
II.	Recommend faculty online teaching training program that will serve as a training platform for AVC Faculty
III.	Apply for Local Peer Online Course Review (POCR) Certification from CVC
IV.	

### Describe accomplishments made to meet your committee goals:

I.	The AVC online redesign is on task to be up and running before the end of the Spring 2021 term.
II.	This goal has been completed and recommended to Faculty Senate.
III.	We are on task to have our application into the CVC for Local POCR certification by the end of Spring 2021.
IV.	

### What did your committee accomplish to further the College Mission?

**Mission:** Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

**Accomplishments:** The remote learning environment has put distance education development at the forefront. We have held two full training for faculty in summer 2020 and fall 2020. There is also one scheduled for Spring 2021. These training have assisted in helping our campus continue to offer a quality education for our communities students.

### What did your committee accomplish to further the 2020/21 College Goals?

**Goal 1:** DETC assisted in developing a distance education training program to assist faculty in both remote learning and distance education classes. DETC is also developing an advanced level distance education training for faculty and that will be ready for use in summer 2021.

**Goal 2:** The faculty training that has been developed trains faculty on using our (LMS) Canvas for their class load. We also are now using Techsmith Knomia which provides the faculty with access to caption their videos that are used in in their classes.

**Goal 3:** The trainings that have been done over the past nine months are important steps in helping faculty effectively use Canvas in both the remote learning environment and distanced education courses. The advanced training will be ready for use in summer 2021 and that assist our campus in using proven instructional strategies which will improve the intellectual skills of the students on our campus

### What issues do you foresee your committee working through in the upcoming year?

in Distance Education on our campus and we look forward to

### Recommendations for change in membership or function:

None at this time



**Annual Report**

2020/2021

**List Committee Goals for 2020/21**

- |      |   |
|------|---|
| I.   | Align AVC Strategic Plan/EMP Goals by mapping AVC's goals to the CCCCCO Vision for    |
| II.  | Monitor the college's progress on Vision for Success, Student Equity & Achievement (S |
| III. | Improve integrated planning and budgeting processes during 2020-21, in collaboration  |
| IV.  | Ensure greater college-wide involvement in planning during 2020-21.                   |

**Describe accomplishments made to meet your committee goals:**

- |      |   |
|------|---|
| I.   | Although CCCCCO's requirements for this alignment of local goals/metrics with the Vision  |
| II.  | Data regarding the college's progress are regularly provided and discussed on the target  |
| III. | Although the college has been improving each year with respect to its integrated planning |
| IV.  | College areas have been more proactive and interested in seeking assistance with and      |

**What did your committee accomplish to further the College Mission?**

**Mission:** Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

**Accomplishments:** The work of SPC during 2020-21 aligns with the mission as planning activities are inherently mission driven. The committee regularly reviews, and develops as needed, the strategic plan and associated metrics, along with the college's progress on these.

**What did your committee accomplish to further the 2020/21 College Goals?**

- Goal 1:** Commitment to strengthening Institutional Effectiveness measures and practices, **Accomplishments:** as well as goals 2-5 on the strategic/ed master plan. Progress with the 2019-2022 strategic goals was monitored, shared, and discussed at meetings, including associated metrics e.g. Vision for Success, ISS.
- Goal 2:** Increase efficient and effective use of all resources  
**Accomplishments:** Continued efforts to improve integrated planning e.g. Joint SPC-BC meetings to further collaborate on ensuring that budgeting processes are aligned with planning.
- Goal 3:** All five goals of the strategic/ed master plan.  
**Accomplishments:** Added stretch goals to the ISS and monitored and shared progress with them. Also monitored and shared the college's progress on its targets set for the Vision for Success Goals.

**What issues do you foresee your committee working through in the upcoming year?**

Greater involvement and engagement, along with college-wide support, is still needed for SPC and this v

**Recommendations for change in membership or function:**

SPC continues to have vacancies for member positions, which affects that greater involvement with plan



## BP 3560 Alcoholic Beverages

### References:

Business and Professions Code Section 25608;  
34 Code of Federal Regulations Part 668.46 subdivision (b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see AP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05  
Revised: 4/9/07  
Revised: 11/14/11  
Reviewed: 12/12/1  
Revised: 5/11/20  
Reviewed: [\\_/\\_/23](#)

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 3560 Alcoholic Beverages

### References:

~~Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;  
34 Code of Federal Regulations Part 668.46 subdivision (b) Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 Code of Federal Regulations Part 668.46 subdivision (b)~~

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Antelope Valley College Campus Sheriff's Office. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Antelope Valley College Campus Sheriff's Office. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the **Superintendent/President or designee**.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission

of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley Community College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.

- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

- ~~● The alcoholic beverage is beer and/or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration.~~

- ~~● The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery~~

- ~~● The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.~~

- ~~● The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of Antelope Valley College during the special event. "Special event" means events that are held with the permission of the governing board of the college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.~~

- ~~● The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Antelope Valley College Foundation at a community college-owned facility~~

- ~~● The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.~~

- ~~● The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of the college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.~~

Also see BP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05 Revised: 4/9/07 Revised: 9/10/07 Revised: 4/14/08

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised:   /  /23

\*CCLC Recommended Language

\*\*AVC Recommended Language

Presented Name Change to CCC on 9/11/24.

Summary on OSD Name Change to Academic Accommodations Center.

The name change from OSD to Academic Accommodations Center was discussed with the OSD internal team and in collaboration with Student Services VP Idania Padron, and President Zellet.

The purpose of the name change is to create a more welcoming office for students with disabilities that need the services or request services based on disability. We believe that changing the name from OSD takes away unwelcoming words such as “disability,” “office” and other stigmatized wording that can make students/individuals with disabilities feel stigmatized and embarrassed to use or visit our office for services. The name change from OSD to Academic Accommodations Center (AAC) was overwhelmingly welcomed by our internal team. What our office does and provides are academic accommodations and other auxiliary services that assist and help students with disabilities on their academic journeys.



## BP 3515 Reporting of Crimes

### Reference:

Education Code Section 67380

~~The Superintendent/President shall assure that, as required by law, reports are prepared of for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Antelope Valley College Sheriff's Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Also see AP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Adopted: 11/7/05  
Revised: 6/13/16  
Reviewed: 12/12/16  
Revised: 1/13/20  
Revised: 1/23

\*CCLC Recommended Language

\*\*AVC Recommended Language

## AP 3515 Reporting of Crimes

### References:

Education Code Sections 212, 67380, 67383, and 87014;  
Penal Code Sections 245 and 422.55;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 United States Code Section 1232g;  
~~34 Code of Federal Regulations Part 668.46;~~  
~~34 Code of Federal Regulations Part 99.31 subdivisions (a)(13), (14);~~  
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Campus Sheriff's Office when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466  
In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/ her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College Campus Sheriff's Office. The supervisor himself/ herself/themselves shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Antelope Valley Community College Campus Sheriff's Office to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.

~~The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.~~

**Commented [1]:** This language is not part of the league language, and it is updated as of 2020; whereas, this AP is updated as of 2019. We can omit, or if it does not conflict with new law, we can leave as is.



The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation;
- destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public ~~Information Officer~~~~Information, Officer~~ (PIO), through a variety of channels e-mail system to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College website at: <http://www.avc.edu> , providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Sheriff, by phone (661)722-6399 or in person at the Antelope Valley College Sheriff Office on the Lancaster

~~Campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Website Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.~~

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics ~~concerning concerns~~ crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide ~~prospective~~ ~~perspective~~ students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Public Information Officer (PIO) or is published in the campus newspapers monthly.

To Report a Crime:

Contact the sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:

- Vice President of Student Services – 661-722-6300 ext 6303
- Vice President of Human Resources – 661-722-6300 ext 6120
- Student Life – 661-722-6300 ext 6354

NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.

[ Alternative 1 ]

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [ insert designated office ] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to

potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The [ designated office or campus police ] encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the [ campus police department ] police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to [ insert designated officer ] at [ XXX-XXXX ].

[ Alternative 2 ]

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

NOTE: The following procedure is not legally required but authorized pursuant to 34 Code of Federal Regulations Part 99.31 subdivisions (a)(13),(14). It is suggested as good practice.

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her/their right to confidentiality.

If an individual is a victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime

Commented [2]: Moved from down below to match the League Template

~~with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.~~

~~The campus sheriff encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus sheriff's office cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.~~

NOTE: For districts that participate in the Cal Grant Program, the following is also legally required (To assist Districts comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.):

#### Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her/their right to have his/her/their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non forcible sex offense. The offenses that apply to this permissible disclosure are~~

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

**To Report a Crime:**

~~Contact sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:~~

- ~~Vice President of Student Services—661-722-6300 ext 6303~~
- ~~Vice President of Human Resources—661-722-6300 ext 6120~~
- ~~Student Life—661-722-6300 ext 6354~~

**Required Reports to Local Law Enforcement Agency**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Also see BP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Approved: 11/7/05

Revised: 8/8/16

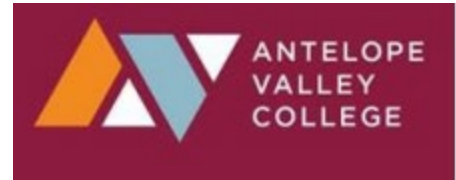
Revised: 12/12/16

Revised: 12/9/19

Revised:   /  /  

\*CCLC Recommended Language

\*\*AVC Recommended Language



## BP 3550 Drug-Free Environment and Drug Prevention Program

### References:

~~Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;~~  
~~34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103~~

Education Code Section 67384;  
Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The Antelope Valley Community College District shall be known as a “Drug Free” District, and adopt a “Zero” tolerance policy ~~within~~ regards to any ~~Scheduleschedule~~ I and Schedule II substance deemed unlawful by local, state, and federal laws.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.



## Alcohol

**Health Risks:** Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, 33 slowed motor coordination and enlarged stomach.

## Marijuana

**Health Risks:** Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

## Cocaine and Crack

**Health Risks:** Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

## Barbiturates

**Health Risks:** In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

**Symptoms:** A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

### **Amphetamines**

**Health Risks:** Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)**

**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

**Symptoms:** Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

### **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)**

**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

**Symptoms:** Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services.

See Administrative Procedure #3550 Also see AP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05

Revised: 1/11/10

Revised: 5/9/16

Revised: 1/13/20

Revised: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 3550 Drug-Free Environment and Drug Prevention Program

### References:

~~Drug Free Schools and Communities Act Amendment of 1989;  
20 U.S. Code Section 1011i;  
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20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Federal Drug-Free Workplace Act of 1988;  
41 U.S. Code Section 8103~~

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Antelope Valley College Police Department may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/ her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

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### **Opioid Overdose**

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services.

## **Prohibition of Drugs**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Also see BP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## Breaking News: Federal Judge Vacates 2024 Title IX Regulations – Striking Down Title IX Changes Nationwide

Jan 10, 2025 | Legal Developments and News | [Print this article](#)

Yesterday, a federal district court in Kentucky issued a ruling striking down the 2024 “Final Rule” (i.e., the 2024 regulatory changes) in its entirety and is applicable nationwide ([Link Here](#)). As of January 9, 2025, all educational agencies receiving federal financial assistance, must revert to the 2020 Title IX regulations.

As many will recall, under the 2020 regulations Title IX did not include sexual orientation or gender identity within the scope of discrimination on the basis of sex. Further, the 2020 regulations required K-12 local educational agencies (LEAs) to comply with specific processes for Title IX recordkeeping and responding to complaints, including: providing written notice, a right to an advisor, and a two-step evidence inspection and question and answer phase, among other requirements. These processes, which were modified under the 2024 Final Rule, are now back in place. Notably, California law unequivocally prohibits harassment and discrimination on the basis of gender identity and sexual orientation. Therefore, while any complaints arising on these bases are no longer subject to Title IX, in California, LEAs are required to continue to honor state and local laws prohibiting bullying, harassment and discrimination on any protected basis, including gender identity and sexual orientation.



Practically, the implication of yesterday’s ruling for California K-12 LEAs depends on what steps the LEA has already taken to date. Specifically, LEAs that were current with the 2020 regulations and have not yet updated their policies to align with the 2024 Final Rule, need not take any action at this time. However, LEAs who made policy and training updates in compliance with the 2024 Final Rule should now revert back to their 2020 policies. Title IX Coordinators may wish to consider refamiliarizing themselves and their Title IX teams on the 2020 processes and procedures. Additionally, LEAs should review their websites and publications to ensure all public facing information is aligned with the 2020 regulations once again.

Finally, this ruling leaves some uncertainty about what regulatory scheme should be applied moving forward for any LEAs that have active Title IX cases. LEAs with active Title IX cases should contact legal counsel. If you have any questions about the Title IX regulations, please contact [Clientservices@dwkesq.com](mailto:Clientservices@dwkesq.com) or a DWK attorney in our [Labor, Employment, and Personnel \(LEAP\) Group](#) or [Students Group](#).

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January 10, 2025

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January 7, 2025

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**Santa Clarita Community College District  
Institutional Review Board  
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*September 4, 2008*

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SANTA CLARITA COMMUNITY COLLEGE DISTRICT FWA00012600	

**Santa Clarita Community College District  
Institutional Review Board  
Charter and Standard Operating Procedures**

**INTRODUCTION**

The Santa Clarita Community College District (SCCCD) encourages and supports the scholarly endeavors of students, faculty, and staff of the College. Pursuit of scholarly work and research will often involve the use of human subjects for data collection and analysis. The District’s Institutional Review Board (IRB) reviews human subjects research proposals to ensure that the rights and welfare of human subjects used in research studies by District personnel are protected; that risks have been considered and minimized; that the potential for benefit has been identified and maximized; that all human subjects only volunteer to participate in research after being provided with legally effective informed consent; that any research is conducted in an ethical manner and in compliance with established standards. Those individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the SCCCDC Institutional Review Board.

Some research projects involving human subjects are exempt from IRB approval requirements. The types of research generally exempt from IRB approval requirements include normal educational practices such as work undertaken as a part of a course; educational tests when the subjects are not identified; and surveys or interviews in which the subjects volunteer and are not personally identified.

The Institutional Review Board (IRB) for Human Subjects Research at the SCCCDC has responsibility to oversee procedures for carrying out the District’s commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the study and consent to be a subject in the study; and that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the District using human subjects.

The IRB does not assume the role of evaluating the soundness of the proposed research study, the merits of the research design, nor the potential contribution of the research to the scholarly literature. Rather, the IRB is charged with evaluating each project’s compliance with ethical standards in regard to issues such as informed consent, confidentiality, and any risk to the participants.

**I. INSTITUTIONAL AUTHORITY.**

This Charter and Standard Operating Procedures establishes and empowers the Santa Clarita Community College District (SCCCDC) human subjects protection committee. Currently the District has one committee, registered with the federal Office for Human Research Protections (OHRP) as Institutional Review Board (IRB00005805). This committee is hereinafter referred to as “the IRB.”

According to the terms of the Federal Wide Assurance, the Santa Clarita Community College District adopts the following reporting procedure:

All Principal Investigator(s) and all District employees are required to report to the Co-chairs of the IRB Committee any of the following upon knowledge of:

1. Unanticipated problems involving risks to subjects or others; and
2. Serious or continuing noncompliance with the federal regulations or the requirements or determinations of the IRB.

Upon receipt of such information, or if a research project is suspended or terminated by the IRB, the IRB Co-Chairs will make a written report to the Santa Clarita Community College District IRB committee, the President of the District, the head of any department or agency conducting or supporting the research, any applicable regulatory body, and to OHRP.

## **II. PURPOSE.**

The primary purpose of the IRB is to protect the welfare of human subjects used in research.

## **III. BASIC PRINCIPLES.**

A. The basic principles that govern the IRB in assuring that the rights and welfare of subjects are protected are contained in *Ethical Principles and Guidelines for the Protection of Human Subjects of Research* (“The Belmont Report”), and The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979 [see <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/belmont.htm>].

B. Therefore, the following principles apply to all research, including student projects, involving human subjects at the Santa Clarita Community College District to ensure that adequate safeguards are provided:

1. Subjects’ legal rights will be respected; their rights to privacy, dignity, and comfort will also be considered in approving proposed research.
2. Risks to subjects must be reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
3. Adequate provision(s) must be made for all facilities, procedures, and professional attention necessary for the protection of the individual as a research subject.
4. Adequate provisions should be made for recruiting a subject population that is representative of the population base in terms of gender and minority representation unless scientifically justified.

5. Research involving human subjects must be supervised by qualified persons, including qualified clinicians for all study-related healthcare decisions.

6. Participation of a human subject in research must be voluntary and the right to withdraw at any time must be provided. Information provided to gain subject consent must be adequate, appropriate, and presented in lay language appropriate to the subject population.

7. All research programs that involve human subjects must be reviewed by and must receive approval of a formally constituted review *prior* to their initiation or *prior* to initiating any changes to the protocol. Continuing research programs are subject to periodic review, to be carried out no less often than once a year.

#### **IV. THE AUTHORITY OF THE IRB.**

A. The Santa Clarita Community College District holds a Federalwide Assurance (FWA) through OHRP. As part of this Assurance, the District agrees to consider *all* research involving the use of humans as research participants as being subject to federal regulations regardless of the source of funding, if one or more of the following apply:

1. The research is sponsored by this institution (unless the research is conducted at another institution with which the Santa Clarita Community College District has an “IRB Authorization Agreement” as specified in the District’s FWA), or

2. The research is conducted by or under the direction of any employee or agent of this institution (unless the research is conducted at another institution with which the Santa Clarita Community College District has an “IRB Authorization Agreement” as specified in the District’s FWA), or

3. The research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution, or

4. The research involves the use of this institution’s non-public information to identify or contact human research subjects or prospective subjects.

In some instances, students may be involved in course activities such as questioning, participation in minimally physically stressing classroom exercises, observing, and/or interacting with other individuals. The course instructor is responsible for determining whether such activity is classified as those kinds of activities that require Institutional Review Board (IRB) approval. If the instructor has any doubt concerning the classification of these activities, he/she is encouraged to complete an Exempt Protocol Summary Form for approval and submit it along with the protocol and any accompanying consent form(s), cover letter(s), and/or questionnaire(s) in order to obtain the guidance of the IRB regarding these activities.

B. The IRB reviews all projects and programs involving human subjects in accordance with this Charter and Standard Operating Procedures, applicable federal regulations, and sponsor policies and guidelines.

C. The IRB provides continuing advice and counsel to personnel engaged in activities involving human subjects.

D. The IRB has approval authority of human subject protocols, and can disapprove, modify or approve studies based upon consideration of any issue it deems relevant to human subject protection. Research that has been approved by the IRB may be subject to further appropriate review and approval or disapproval by the Assistant Superintendent/Vice President of Institutional Development, Technology and Online Services. However, the Assistant Superintendent/Vice President of Institutional Development, Technology and Online Services may not approve the non-exempt research if it has not been approved by the IRB.

E. The IRB has authority to require progress reports from the investigators and oversee the conduct of the study.

F. The IRB has authority to suspend or terminate approval of a study, or to place restrictions on a study, when this is deemed to be in the best interests of the subjects in that study.

G. The IRB has authority to observe the informed consent process as practiced by any investigator or authorized person in any approved protocol especially in cases where the consentee is from a vulnerable population.

H. The IRB has the authority to access, and to make copies of, records related to any research approved by the IRB (or another body under an IRB Authorization Agreement), regardless of the location of those records, for any reason. Where feasible, appropriate notice will be given of the need to review, copy or duplicate records while being sensitive to causing the least inconvenience or disruption of on-going research.

## **V. THE IRB'S FUNCTIONAL RELATIONSHIPS.**

A. The IRB functions administratively through the Office of Institutional Research. This structure provides for administrative coordination for the IRB with the various academic and administrative units at the Santa Clarita Community College District.

B. The IRB advises and makes recommendations to the Chancellor, to policy and administrative bodies, and to any member of the Santa Clarita Community College District on all matters related to the use of human subjects in research.

## **VI. THE MEMBERSHIP OF THE IRB.**

A. The IRB is composed of at least five voting members. Alternates and non-voting members may also be appointed, with alternates authorized to vote at convened meetings

only in the absence of the member for whom they are the designated alternate. Although an alternate may be designated for more than one IRB member, each alternate may represent only one regular member at a convened meeting. All appointments are made by Executive Memorandum and reported to OHRP.

B. The IRB is composed of members with varying backgrounds and expertise in special areas to provide complete and adequate review of the research. Committee members should possess not only broad specific competence sufficient to comprehend the nature of the research, but also other competencies necessary for judgments as to acceptability of the research in terms of the District's regulations, relevant law, ethical standards, and standards of professional practice. Consultants may be used to review proposals for which additional expertise is needed.

C. The IRB must include both men and women, at least one member whose primary concerns are in science areas, one whose primary concerns are nonscientific areas, and at least one member who is not otherwise affiliated (either directly or through immediate family) with the District.

D. No person shall be excluded from serving on the IRB based on sex, race, color or national origin.

## **VII. MANAGEMENT OF THE IRB.**

A. The IRB Co-Chairs are the Director of Institutional Research and the Counseling Department Chair and Counseling Faculty Member. The Co-chairs have authority to sign all IRB action items.

B. The IRB Co-Chairs are voting members of the IRB and preside over all convened IRB meetings. The Co-Chairs have authority to sign all IRB action items in the absence of the other Co-Chair.

C. Members and alternates of the IRB shall be appointed by the Co-Chairs of the IRB for a tenure of three (3) years. However, the term of appointment may be terminated by notice of the Committee member to the Co-Chairs or by notice from the Co-Chairs. If a member finds that he/she is unable to attend meetings for an extended period, as a consequence of unavoidable conflicting activities, the IRB Co-Chairs must be informed so that a replacement may be appointed. Additionally, members may be removed from the IRB before their term is completed for reasons of poor attendance for which there is not reasonable justification, or for other manifestations of unwillingness or incapability to serve the committee adequately. In either event, the Co-Chairs will appoint a replacement. Tenure on the IRB may be extended by mutual agreement between the member and the Co-Chairs.

D. All IRB members are required to undergo formal training at the time of their initial appointment. Training that satisfies this requirement is the online training through CITI at [CITI Program.org](http://CITIProgram.org). The IRB Co-Chairs will receive electronic confirmation of training

completion dates. Continuing education of IRB members is accomplished through course refreshers online at [CITI Program.org](http://CITI Program.org). The CITI program will automatically notify IRB Co-Chairs electronically when training is complete for each IRB member.

E. IRB members do not receive compensation for their service.

F. Liability coverage for IRB members is provided through the District's liability insurance coverage, whether or not the IRB member is an employee of the District.

G. Consultants with competence in special areas may be used when deemed appropriate.

H. Conflict of interest policy and procedure

1. Investigators shall not be involved in the selection of IRB members.

2. Investigators will be asked in the District's Conflict of Interest form, "The Report Form for Financial Disclosure" whether they have a vested interest in any commercial enterprise associated with any aspect of the protocol, and, if yes, to fully explain and identify the safeguards taken to prevent investigator bias in subject recruitment and/or the consent process.

3. Investigators and IRB members who are District employees and who apply for federal grants and contracts are subject to the District's Conflict of Interest Policy [**Does COC have such a policy?**].

4. The Office of Institutional Research will forward to the IRB any financial interest disclosures received in connection with proposals for extramural funding that involve human subjects.

5. Other conflict of interest guidelines specifically for IRB members are found in section XIV of this Charter and Standard Operating Procedures.

## **VIII. PROCEDURES OF THE IRB.**

A. Initial Review.

1. No or Minimal Risk:

Under the auspices of the IRB, the IRB Chair will review Exempt Protocol Summary Forms eligible for "exempt" (see below) or expedited review or, if significant risk is inherent in the study, refer the petition to the IRB for full board review.

Under federal regulations, certain types of research are exempt from federal policy unless the appropriate federal agency heads have determined otherwise [see <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm#46.101>]. Exempt types of research include:



(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

The IRB Co-Chairs, not the investigator, shall make the determination as to whether a project is or is not exempt. To obtain an exemption, an investigator must Petition with an exemption request citing the specific exemption category and providing justification for the exemption.

Under federal regulations certain types of research qualify for an 'expedited' review [see <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/expedited98.htm>]. These are activities that (1) present no more than minimal risk to human subjects, and (2) involve only procedures specified in federal regulations. The activities listed should not be deemed to be of minimal risk simply because they are included on this list. Inclusion on the list merely means that the activity is eligible for review through the expedited review procedure when the specific circumstances of the proposed research involve no more than minimal risk to human subjects.

The list of categories of research that may be reviewed by the IRB through an expedited review is as follows:

(1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.

(a) Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.)

(b) Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

(2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows:

(a) from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week;  
or

(b) from other adults and children, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

(3) Prospective collection of biological specimens for research purposes by noninvasive means.

Examples: (a) hair and nail clippings in a nondisfiguring manner; (b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) permanent teeth if routine patient care indicates a need for extraction; (d) excreta and external secretions (including sweat); (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) placenta removed at delivery; (g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings; (j) sputum collected after saline mist nebulization.

(4) Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.)

Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subjects privacy; (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

(5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis). (NOTE: Some research in this category may be exempt from federal regulations for the protection of human subjects. This listing refers only to research that is not exempt.)

(6) Collection of data from voice, video, digital, or image recordings made for research purposes.

(7) Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from federal regulations for the protection of human subjects. This listing refers only to research that is not exempt.)

(8) Continuing review of research previously approved by the convened IRB as follows:

(a) where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or

(b) where no subjects have been enrolled and no additional risks have been identified; or

(c) where the remaining research activities are limited to data analysis.

(9) Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories two (2) through eight (8) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

Prospective Principal Investigators (PIs) seeking an exemption or an expedited review must submit the “Expedited Review of Research Form” using the District’s electronic submission process at least fourteen (14) days prior to any proposal or study deadline in order to provide time for review and processing. Copies of the form are available via the online proposal submission process at the [Institutional Review Board website](#). The [District’s Office of Institutional Research website](#) has links to those categories of research that may qualify for exemption or expedited review.

The IRB Co-Chairs may recommend a protocol to the IRB for expedited review, for expedited review pending recommended changes/clarifications, or for review by the full board. The IRB Co-Chairs cannot “disapprove” of a protocol but may table action pending further information/clarifications. The IRB Co-Chairs will inform the PI of its actions. Any disagreement between the PI and the IRB Co-Chairs must be resolved by the IRB.

The PI will be notified of the IRB decision by the Co-Chairs.

If it is determined that one of these protocols require IRB review, it will be returned to the PI, with comments, for revision and submission to the full board. Upon receipt of the material from the PI, the IRB Co-Chairs will distribute copies to each IRB member.

## 2. More Than Minimal Risk

Protocols for **full-board (IRB) review** must be submitted three weeks (21 days) prior to the proposal or study deadline. The prospective PI will submit the “Full-Board” form using the District’s IRB electronic submission process. The forms are available via the [Institutional Review Board website](#). In the Petition, the investigator assures the IRB that he/she will follow the principles, procedures and guidelines established in the present document and agrees to allow the IRB access to pertinent records or research. In addition, the investigator should present any information that will aid in evaluating the proposal for compliance with this policy.

The PI must be available to discuss the protocol and/or consent forms at the discretion of the IRB.

## 3. Actions of the IRB:

The IRB may take one of the following four actions in regard to the proposed protocol and consent form: *Approved, Approved Subject to Restrictions, Tabled, or Disapproved.*

### *Approved*

When a protocol has been approved, the Co-Chairs complete the “Action of the IRB” form, signs and dates it, and distributes one copy of the form to the principal investigator, the IRB files, and, if appropriate, the performance site.

Approval of the protocol will be based on the following:

- a. The extent to which the protocol makes explicit in design and procedures the protection of subjects’ rights.
- b. Should a degree of deception and/or withholding of information be necessary for adequate testing of the hypotheses and in the absence of any practical alternative, sufficient justification that the potential benefits to the subject or the importance of the knowledge to be gained outweighs any potential risks that may be present as a result of any such deception.
- c. Assurances of acceptable debriefing, if appropriate.

It is the responsibility of the PI to give each subject an explanation to questions ensuing from participation in the research project following its

conclusion. It is strongly recommended that this occur immediately following participation for each subject, but if, in the judgment of the IRB, such information could adversely affect subsequent data collection in the same study, the full explanation may be delayed for a reasonable period of time.

There is an exception to this delay: In those cases in which it is unavoidable to mislead the subjects and/or in which it is possible that the experimental treatment may result in emotional stress for the subjects, it is mandatory that they receive a full debriefing immediately following participation.

d. The adequacy of facilities and other resources necessary for completion of the study and protection of subjects' rights.

e. Anticipated benefits, if any.

f. The personal risk to the subject in relation to expected benefits.

g. The adequacy of procedures for securing informed consent from the subject.

h. The adequacy of measures for minimizing of risk and the protection of the health, safety, comfort, and legal rights of the subject.

i. The adequacy of measures for protecting the privacy of subjects and maintaining confidentiality of data.

#### *Approved Subject to Restrictions*

If the protocol is approved subject to restrictions, then the Co-Chairs complete the appropriate form, sign and date it, and send the form with a memo to the PI outlining the restrictions using the District's electronic submission process. The PI then must respond to the restrictions as indicated by the IRB. Upon receipt and approval of the responses, the restrictions are removed and the protocol is then processed as an approved protocol and distributed as described above.

#### *Tabled*

Tabled action means that the protocol was not sufficiently complete for the IRB to reach a final decision. In this case, the PI is notified by the Co-Chairs of the IRB and the additional information necessary for completion of the IRB review is requested. In the case of a tabled protocol, the PI may be invited to attend an IRB meeting to present/clarify the protocol for the Board.

#### *Disapproved*

If the protocol is disapproved, the PI will be informed in writing of the reasons for disapproval. The PI may revise and resubmit his/her protocol for another review.

## B. Continuing Review.

The IRB may conduct continuing review of research at intervals appropriate to the degree of risk, but not less than once per year. Principal Investigators will be informed of the annual review by receipt of a Continuing Review Questionnaire. This Continuing Review Questionnaire is to be completed and returned electronically using the District's electronic submission process along with the informed consent document currently in use with the project being reviewed. The PI will be notified of the action taken (e.g., Approved, Approved Subject to Restrictions, etc.).

When a Continuing Review request is submitted, the IRB Co-Chairs shall consider the following: changes to the research, protocol deviations and violations, since the last scheduled review; adverse event reports; reports of unanticipated problems involving risks to subjects and, if available, data safety monitoring reports; and investigator compliance.

If the protocol and/or other documents used in the project have been amended within the past five years, the PI will be requested to submit a new protocol incorporating these amendments if such have not previously been submitted.

Pursuant to OHRP guidelines, the IRB approval period may be held constant from year to year throughout the life of each project. When continuing review occurs annually and the IRB performs continuing review within 30 days before the IRB approval period expires, the IRB may retain the anniversary date as the date by which the continuing review must occur. However, if an investigator has failed to provide continuing review information to the IRB or the IRB has not reviewed and approved a research study by the continuing review date specified by the IRB, the research must stop, unless the IRB Co-Chairs find that it is in the best interests of individual subjects to continue participating in the research interventions or interactions, and this finding is ratified at the next convened IRB meeting. However, after the expiration of IRB approval, the protocol will be considered closed and enrollment of new subjects cannot occur nor can any data collected be used for research purposes.

## C. Procedures Pertaining to both Initial and Continuing Review.

1. The IRB shall have authority to determine which studies need verification from sources other than the investigators that no material changes have occurred since previous IRB review, particularly: (i) complex projects involving unusual levels or types of risk to subjects; (ii) projects conducted by investigators who previously have failed to comply with the requirements of the HHS regulations or the requirements or determinations of the IRB; and (iii) projects where concern about possible material changes occurring without IRB approval have been raised based upon information provided in continuing review reports or from other sources.

2. PIs shall be informed at the time of protocol approval (both initial and continuing) that changes in approved research may not be initiated without IRB review and approval except where necessary to eliminate apparent immediate hazards to subjects;

3. PIs shall be informed at the time of protocol approval (both initial and continuing) that any serious or on-going problems are to be reported promptly to the IRB.

4. Serious or continuing noncompliance by an investigator, or any suspension or termination of activities, is to be reported promptly to the Assistant Superintendent/Vice President of Institutional Development, Technology and Online Services so that appropriate remedial action can be taken, including, but not limited to, appropriate reporting to the granting agency.

#### D. Adverse Event Reporting Guidance.

1. The Office of Human Research Protections (OHRP) recognizes that any adverse event in a trial is a potentially important occurrence because it may reflect additional risks to subjects. In accordance with their requirements, these regulatory bodies have charged Institutional Review Boards with the responsibility of conducting continuing review of research. Included in this review is the monitoring of adverse reactions and unexpected events (21 CFR 56.108 and 45 CFR 46.103).
2. Principal Investigator(s) and any District employee will report to the Co-Chairs of the IRB Committee any of the following upon knowledge of such:
  - a. Unanticipated problems involving risks to subjects or others; and
  - b. Serious or continuing noncompliance with the federal regulations or the requirements or determinations of the IRB.

### **IX. OPERATIONS OF THE IRB.**

A. IRB meetings are scheduled as required.

B. The place and time of meeting, agenda, and study material to be reviewed are distributed to IRB members at least seven (7) days prior to the meeting.

C. All proposals seeking exemption or expedited review will be reviewed by all committee members with exception of special circumstances in which the next meeting date for the Committee is not within the deadline of the project's start date. Under this exception, the one or both Co-Chairs has the authority to review all exempt and expedite reviews. For all full-board reviews, the IRB Co-Chairs assign one primary reviewer and at least one secondary reviewer for each new protocol that is submitted for full-board review, who receive the complete study documentation for review. The primary reviewer is assigned consistent with protocol content and reviewer expertise. Secondary reviewer(s) may be assigned using additional factors such as their ability to provide a valuable perspective on salient non-scientific aspects of the research. The reviewers, who are assigned based on



their expertise, lead the discussion of that protocol. Other IRB members review summary information only, but have access to complete study documentation upon request. If external reviewers are also assigned, they must be subject to the same conflict of interest policies as IRB members.

#### D. Voting requirements

1. Except when an expedited review procedure is used, a quorum of the IRB, duly convened through written notice, shall be a majority of voting members with varying backgrounds to promote complete and adequate review of research activities, including at least one member whose primary concerns are in nonscientific areas.
2. In order for the research to be approved, it shall receive the approval of a majority of those voting members present at the meeting. IRB meetings conducted via telephone conference call are permitted pursuant to OHRP guidelines.
3. Principal Investigators, including those who are also IRB members, may offer information and answer questions about their protocols at a convened meeting, but may not be present during voting (even if this means being unable to continue the meeting because of quorum requirements).
4. Although convened meetings of the IRB are open to the public, materials submitted for review, discussions of protocols, and individual votes are considered confidential and should not be discussed outside of the meeting context. If during an IRB meeting the Co-Chairs move the meeting to executive session then any visitors will be asked to leave the room until the executive session has ended.

#### E. Appeals

The PI may appeal the decision of the IRB when a protocol has been disapproved or approved subject to restrictions and mutual agreement cannot be reached as to an acceptable alternative. Upon written notification of appeal from the PI, the IRB shall name an *ad hoc* committee of three or more faculty and/or consultants to review the protocol a second time. The *ad hoc* committee members must be acceptable to both the PI and the IRB. The protocol will be reviewed in accordance with the guidelines established herein and the decision of the *ad hoc* committee will be referred to the IRB. The PI will be promptly notified of actions of the *ad-hoc* committee and final action by the IRB. Final disapproval of the IRB cannot be overridden by any institutional official.

#### F. Amendments

1. Amendments are categorized into minor changes and significant changes.

**Minor modification/change** - A proposed change in research related activities that does not significantly affect an assessment of the risks and benefits of the study and does not substantially change the specific aims or design of the study.

**Significant modification/change** - A proposed change in research related activities that significantly affects an assessment of the risks and benefits of the study or substantially changes the specific aims or design of the study.

Examples of **minor changes** to a research study include but are not limited to, the following:

- Addition or deletion of study team members;
- Addition of procedures that do not significantly increase risk to subjects, considering the original purpose and study design of the approved study;
- Removal of research procedures that would thereby reduce the risk to subjects;
- Addition of non-sensitive questions to unvalidated survey or interview procedures;
- Addition of or revisions to recruitment materials or strategies;
- Administrative changes to the approved documents (e.g., correction of spelling, grammatical or typographical errors).

Examples of **significant changes** to a study may include, but are not limited to, the following:

- Addition of a new and/or separate subject population (e.g., control group, additional cohort, vulnerable population, etc.);
- Addition of research procedures that involve greater than minimal risk to subjects;
- Addition of surveys/questionnaires/interview procedures that could have adverse psychological consequences for subjects or damage their financial standing, employability, insurability, or reputation;
- Removal of follow-up visits that appear necessary for monitoring subject safety and welfare.

## **2. Level of Review for Amendments**

Significant modifications/changes will generally be reviewed at the same level of review in which the study was first reviewed, either by the screening committee or by the full IRB. However, if an amendment by the screening committee is determined to increase the level of risk beyond minimal risk, the screening committee will refer the amendment to the full IRB.

Minor modifications/changes may be reviewed and approved using an “administrative approval” process. Administrative approval may be given by the IRB Coordinator. Such approvals are then put on the agenda of the next IRB or screening committee, as appropriate, for concurrence.

## **3. Sponsor Agency Modifications**

Modifications can be made only to IRB approved studies. A sponsor agency may modify the research protocol before the study has received final approval from the IRB. If this occurs, it is recommended that investigators await receipt of the IRB approval letter before making changes to the research protocol.

Sponsor agency generated modifications (or addenda) require review and approval by the IRB or Screening Committee, as appropriate. The investigator should provide all sponsor documentation and summarize how the changes affect the approved protocol, recruitment, enrollment, treatment and follow-up of participants.

#### G. Grievances

The IRB shall be informed of all grievances (e.g., of a research subject against a PI) and, if requested, the board will act in an advisory capacity.

#### H. Cooperative Activities

Cooperative activities relating to human subjects are those which involve the Santa Clarita Community College District and another institution. Normally, the research must be reviewed and approved by the IRBs at both institutions before it can be initiated. However, the IRB of one institution may rely on the IRB of the other institution under the following conditions:

1. Both institutions have Federalwide Assurances (FWAs) approved by OHRP;
2. Both institutions have entered into an Authorization Agreement (or equivalent document) that stipulates the responsibilities of both parties; and
3. The appropriate section of the FWA of the deferring institution designates the IRB of the approving institution.

In the absence of these conditions, the PI must secure the approval of the IRB at each institution engaged in the research and submit documentation of such approvals to the other IRBs. The IRB Co-Chairs will verify (via the OHRP website) that the other institutions have approved FWAs.

### **X. RECORD REQUIREMENTS.**

A. The IRB prepares and maintains adequate documentation of IRB activities, including the following:

1. Copies of all research proposals reviewed, approved sample consent documents, and continuing reports submitted by investigators.
2. Detailed minutes of IRB meetings, showing:
  - a. Members present (any consultants/ guests/others shown separately).
  - b. Results of discussions on debated issues and record of IRB decisions.

c. Record of voting (showing votes for, against and abstentions).

3. Records of continuing review activities, updated consent documents and summaries of on-going project activities. Consent documents are stamped to show IRB approval and date of approval expiration.

4. Copies of all correspondence between IRB and the investigators.

5. Any statements of significant new findings (unanticipated risks or adverse reactions) provided to subjects.

6. Adverse reactions reports and documentation that the IRB reviews such reports.

7. Emergency use reports.

8. General project information provided to subjects (e.g., fact sheets, brochures).

These documents and records shall be retained for at least three (3) years after completion of the research, and the records shall be accessible for inspection and copying by authorized representatives of the Department of Health and Human Services, the Food and Drug Administration, the Department of Veterans Affairs, and other federal regulatory agencies, at reasonable times and in a reasonable manner.

In addition, the IRB maintains a permanent record of the list of current IRB members, written procedures for the IRB, and self-assessments.

B. All forms submitted or retained as evidence of informed consent must be preserved by the investigator indefinitely. Should the PI leave the District, signed consent forms are to be transferred to the IRB Co-Chairs.

## **XI. INFORMATION THE INVESTIGATOR PROVIDES TO THE IRB.**

A. Professional qualifications to do the research (including a description of necessary support services and facilities);

B. Appropriate District review form including protocol summary.

C. Complete study protocol which includes/addresses:

1. Title of the study and summary of the research to be conducted,

2. Purpose of the study (including the expected benefits obtained by doing the study and how risks are reasonable in relation to expected benefits),

3. Sponsor of the study,

4. Subject inclusion/exclusion criteria (including scientific and ethical reasons for excluding subjects who might otherwise benefit from the research),
5. Justification for use of any special/vulnerable subject populations (such as children [under age 18], prisoners, or handicapped, economically/educationally disadvantaged, or mentally disabled persons),
6. Study design (including, as needed, a discussion of the appropriateness of research methods),
7. Description of procedures to be performed,
8. Provisions for managing adverse reactions,
9. Circumstances surrounding consent procedure, including setting, subject autonomy concerns, language difficulties, vulnerable populations,
10. Procedures for documentation of informed consent, including any procedures for obtaining assent from minors ('minor' is defined in Ohio as an individual under the age of 18), using legally authorized representatives (see XII.B.&C.), witnesses, translators and document storage,
11. Remuneration to subjects for their participation,
12. Any compensation for injured research subjects,
13. Provisions for protection of subject's privacy,
14. Extra costs to subjects for their participation in the study,
15. Inclusion/exclusion of women, minorities, and/or children;

D. Investigator's brochure (when one exists);

E. The case report form (when one exists);

F. The proposed informed consent document, including translated consent documents, as necessary, considering likely subject population(s); or request for waiver of the requirement to obtain informed consent;

G. Copies of advertisements and surveys, questionnaires, or other materials provided to subjects;

H. Copies of relevant grant applications (if any);

I. Requests for changes in study after initiation including changes to consent forms;

J. Reports of unexpected adverse events and unanticipated problems involving risks to subjects, including, if available, data safety monitoring reports;

K. Progress/interim reports that include reports of protocol violations and/or deviations and any other instances of investigator non-compliance.

## **XII. PRINCIPLES OF INFORMED CONSENT.**

A. When an activity does not involve therapy, diagnosis, or management, and a professional/subject relationship exists, e.g., participation in a research project, the subject is entitled to certain information. This information includes a full and frank disclosure of all the facts, probabilities, options, and opinions which a reasonable person might be expected to consider before giving his/her consent. A copy of the signed consent form must be given to the person signing the form and a copy must be kept on file with the investigator or District as indicated below.

B. The informed consent of subjects will be obtained by methods that are adequate and appropriate. Consent must be obtained from the subjects themselves except when the subjects are not legally capable of giving informed consent because of age, mental incapacity, or inability to communicate. In the case of a minor, the IRB may accept the permission of the minor's parents (or parent) or legal guardian, along with the assent of the minor, in accordance with applicable federal regulations. In the case of other subjects not legally capable of giving informed consent, the IRB may accept the consent from a legally authorized representative ("LAR"). The LAR must be authorized either by a power of attorney or a court order.

C. "Informed consent" means insuring that potential subjects and/or their legally authorized representatives are fully informed of all aspects of their participation in a research project so as to be able to exercise free power of choice without undue inducement or any element of force, fraud, deceit, duress, or other form of constraint or coercion. The basic elements of information necessary to such consent are found at <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm#46.116>.

The IRB may approve a telephonic consent procedure under which the subject's legally authorized representative ("LAR") is sent a faxed or hand-carried version of the informed consent document, a consent interview is conducted by phone while the LAR has the document in hand, and the LAR signs and returns the signed document to the investigator by return fax (or courier) before the subject is enrolled in the study. In cases where this process is used, a witness who is not connected to the study (e.g., as an investigator, coordinator, etc.) should monitor the consent process.

D. The IRB shall determine whether the consent is adequate in light of the risks to the subject and the circumstances of the research. The IRB shall also determine whether the information to be given to the subject or to qualified third parties, verbally or in writing, is a fair explanation of the procedure, its possible benefits, and its attendant hazards. Where

debriefing procedures are considered as a necessary part of the research plan, the IRB will ascertain that any such debriefings will be complete and prompt. In addition, the language used should be clear and unambiguous with every attempt to eliminate technical terms and jargon (i.e., use lay language appropriate to the subject population).

E. For research involving more than minimal risk to subjects or if determined by the IRB during the ordinary review process to involve more than minimal risk, a compensation for injury statement will be required in the consent form. This statement should clarify who is responsible for any costs associated with any medical treatments required or any personal compensation for injuries received as a result of participation in the research.

F. Some research may not impose on the rights and welfare of human subjects so as to make informed consent a requirement. Therefore, the IRB may choose to waive the requirement to obtain a signed consent form for some or all subjects in some cases when it finds either:

1. That the only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or
2. That the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context. In cases where the documentation requirement is waived, the IRB may require the investigator to provide subjects with a written statement regarding the research (e.g., a cover letter). Examples of such research where use of a cover letter is generally appropriate are collecting data by survey or interview.

Any waiver of documentation by the IRB must be based upon clearly defensible grounds. A request for waiver of documentation by the PI must include justifiable reasons in the protocol.

The IRB may also choose to approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent, or waive the requirements to obtain informed consent provided the IRB finds and documents that:

- (1) The research involves no more than minimal risk to the subjects;
- (2) The waiver or alteration will not adversely affect the rights and welfare of the subjects;
- (3) The research could not practicably be carried out without the waiver or alteration; and
- (4) Whenever appropriate, the subjects will be provided with additional pertinent information after participation.

G. Informed consent need not be based on full pre-study information. However, it is the responsibility of the IRB to set limits on the incompleteness of such information. Further, in those studies in which it is proposed to mislead the subjects during data collection, the IRB has the responsibility of assessing the degree to which this violates the rights of the subjects, and then setting the limits for such procedures.

### **XIII. CONFLICT OF INTEREST GUIDELINES FOR IRB MEMBERS.**

A. An IRB member is said to have a conflicting interest whenever that IRB member, or spouse, or dependent child of the member:

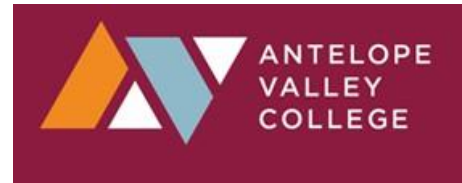
1. Is an investigator or sub-investigator on the protocol;
2. Has a “significant financial interest” in the sponsor or agent of the sponsor of a study being reviewed by the IRB, whereby the outcome of the study could influence the value of the financial interest;
3. Acts as an officer or a director of the sponsor or an agent of the sponsor of a study being reviewed by the IRB; or
4. Has identified him or her self for any other reason as having a conflicting interest.

B. It is the responsibility of each IRB member to identify and avoid any situations in which he or she, either personally or by virtue of their position, might have a conflict of interest, or may be perceived by others as having a conflict of interest, arising in connection with a matter before an IRB of which they are a member. If assigned as a reviewer for a matter with which the IRB member feels that he or she may have a conflict of interest, the IRB member must notify the IRB Co-Chairs immediately so the matter may be reassigned to another reviewer. In order not to delay the review process, it is essential that potential reviewers peruse the matters for which they are assigned reviewers immediately upon receipt to determine whether they may have a conflict.

C. Typically, there are three distinct phases of an IRB's consideration of a matter: discussion, deliberation and actions (including vote). In general, IRB member(s) who have a real, or perceived conflict of interest may remain in the meeting room, at the discretion of the IRB Chair, during the discussion of the matter, in order to provide answers to questions, clarifications, etc. However, said member must leave the meeting room for deliberations and actions/votes regarding the matter.

D. Minutes of IRB meetings will reflect the absence of a member (by name) when he or she leaves the meeting during deliberations and actions regarding matters for which they have, or may be perceived to have, a potential conflict of interest.





## BP 2330 Quorum and Voting

### References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., **81360**, 81365, 81511, and 81432;  
Government Code Sections 53094 and 54950 et seq.;  
Code of Civil Procedure Section 1245.240;  
~~California Constitution Article XIII A, Section 1, subdivision (b), paragraph (3) and Article XVI, Section 18, subdivision (b)~~

A quorum of the Board of Trustees shall consist of a simple majority, three (3) members.

The Board of Trustees shall act by majority vote of all of the membership of the Board of Trustees, except as noted below.

No action shall be taken by secret ballot. The Board of Trustees will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds (2/3) majority of all members of the Board of Trustees:

- ~~• Resolution of intention to sell or lease real property (except where a unanimous vote is required);~~
- ~~• Resolution of intention to dedicate or convey an easement;~~
- ~~• Resolution authorizing and directing the execution and delivery of a deed;~~
- ~~• Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;~~
- ~~• Appropriation of funds from an undistributed reserve;~~
- ~~• Resolution to condemn real property;~~
- ~~• Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.~~
- Resolution of intention to sell or lease District real property, which is not or will not be needed by the District for school classroom buildings (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.



The following actions require a unanimous vote of all members of the Board of Trustees:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Also see BP 2310 Regular Meetings of the Board.

Adopted: 7/5/05



Reviewed: 8/8/16  
Revised: 5/13/19  
Revised: 9/9/19



## BP 3300 Public Records

### References:

Government Code Sections ~~6250~~ 7920.000 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

Also see AP 3300 Public Records and BP/AP 3310 Records Retention and Destruction.

Adopted: 11/7/05  
Reviewed: 11/14/16  
Reviewed: 12/12/16  
Revised: 1/13/19

[CCLC Recommended Language](#)  
[AVC Recommended Language](#)



## AP 3300 Public Records

### References:

Government Code Section ~~6250~~ 7920.000 et seq.; Penal Code Sections 832.7 and 832.8

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail, **email**, or in person to the Office of the Superintendent/President or designee.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Superintendent/President or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the Superintendent/President or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

*The most common exemptions for community colleges include:*

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section ~~6254(a)~~ 7927.500)
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section ~~6254(b)~~ 7927.200)

- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section ~~6254(c)~~ 7927.700)
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section ~~6254(g)~~ 7929.605)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section ~~6254(h)~~ 7928.705).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section ~~6254.24~~ 7928.205)
- Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District, when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section ~~6254.3~~ 7928.300)
- ~~Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 7928.300 subdivision (b))~~
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of these records would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- ~~Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 7928.715)~~

The District will comply with the provisions of Penal Code Sections 832.7 and 832.8 regarding the disclosure of specified peace officer and custodial officer personnel records when responding to Public Records Act Requests.

The Public Records Guidelines can be viewed at:

[https://www.avc.edu/sites/default/files/information/Guidelines\\_Record\\_Request.pdf](https://www.avc.edu/sites/default/files/information/Guidelines_Record_Request.pdf)

11/7/05

Revised: 5/8/06

Revised: 5/12/08

Revised: 10/10/11

Revised: 12/12/16

Revised:

CCLC Recommended Language

AVC Recommended Language



## **BP 3518 Child Abuse Reporting**

### **References:**

~~Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;~~

~~Welfare and Institutions Code Sections 300, 318, and 601;~~

~~Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892.~~

**Penal Code Sections 11164 et seq.**

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Also see AP 3518 Child Abuse Reporting.

Adopted: 11/7/05  
Revised: 5/12/08  
Reviewed: 12/12/16  
Revised: 1/13/20





## AP 3518 Child Abuse Reporting

### References:

~~Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;~~

~~Welfare and Institutions Code Sections 300, 318, and 601;~~

~~Family Code Sections 7802, 7807, 7808, 7820-78297, 7890, and 7892.~~

**Education Code Sections 76200 et seq. and 87044;**

**Penal Code Sections 11164 et seq.**

The Antelope Valley Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/ her training and experience, to suspect child abuse” (Penal Code Section 11166 subdivision [a]).

A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department. School district police, Community College Police departments, or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172 subdivision (a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/ her/ **their** identity to the employer (Penal Code Section 11166 subdivision (h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six (6) months in jail and/or up to a \$1,000 fine (Penal Code Section 11172 subdivision (e)).



Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within thirty-six (36) hours. Students who will receive college credit for coursework are mandated reporters while volunteers are not. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available in the Antelope Valley Community College Campus Sheriff's Office in the T800.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172 subdivision (a))

When an official of AVC releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the district official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167 subdivision (b)).

The Antelope Valley Community College District shall provide a mandated reporter with a statement informing the employee that he/she/**they** is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/ her/**their** confidentiality rights under subdivision (d) of Penal Code Section 11167. The Antelope Valley Community College District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/ her/**their** employment and as a prerequisite to that employment, employee shall sign and return the statement to the Antelope Valley Community College District. The signed statements shall be



retained by the Antelope Valley Community College District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Also see BP 3518 Child Abuse Reporting.

Approved: 11/7/05  
Revised: 5/8/06  
Revised: 1/8/07  
Revised: 4/14/08  
Revised: 4/11/16  
Reviewed: 12/12/16  
Revised: 12/9/19

# BP 5500 Standards of **Student Conduct**

## References:

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

## Section 1 - General Provisions

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.

- .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~~ **Director of Student Development/Conduct Officer** 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 or [Director of Student Development/Conduct Officer](#) 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.**~~

- (a) Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

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 plagiarism in their work. 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.

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)

- i. 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.

- (b) 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.~~ Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- 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.~~ Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- 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~~ District administrative procedures, or the substantial disruption or the orderly operation of the college.
- d) Unauthorized entry ~~into or use of college~~ upon or use of college facilities. ~~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.~~ Stealing or attempting to steal District property or private property on campus or knowingly receiving stolen District property or private property on campus.
- (g) Causing or attempting to cause damage to District property or to private property on campus.
- (h) 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.~~ Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-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) Causing, attempting to cause, or threatening to cause physical injury to another person.
- (e) Gambling on District property.
- (f) 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.
- (g) ~~Actions, which result in injury or death of a student, college personnel, or~~



~~campus visitor, or damage to property owned by the district.~~ 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.

- (h) ~~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.~~ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- (i) 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).
- (j) Committing or attempting to commit robbery or extortion.
- (k) ~~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 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.
- (l) 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.
- (m) Committing sexual harassment as defined by law or by District policies and procedures.
- (n) 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 of the college or the District.~~

## .6 Weapons Violations

- a) 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.
- ~~b) 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.

**See Administrative Procedure #5520**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**Revised: 9/12/16**

**Revised:12/5/24**

\* CCLC Recommended Language

\*\* AVC Recommended Language

## AP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standard 2

**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 AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX.

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

#### 1. Academic Violations

a.) Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by in the 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 plagiarism in their work. 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.

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)*

- i. 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.
- b.) 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) Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- b) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- 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 District administrative procedures, or the substantial disruption or the orderly operation of the college.
- (b) Unauthorized entry upon or use of college facilities.
- (c) 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.
- (d) Stealing or attempting to steal District property or private property on campus or knowingly receiving stolen District property or private property on campus.
- (e) Causing or attempting to cause damage to District property or to private property on campus.
- (f) 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) Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-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) Causing, attempting to cause, or threatening to cause physical injury to another person.
- (e) Gambling on District property.
- (f) 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.
- (g) 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.
- (h) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- (i) 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).
- (j) Committing or attempting to commit robbery or extortion.
- (k) 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.
- (l) 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.
- (m) Committing sexual harassment as defined by law or by District policies and procedures.
- (n) 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
- (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 college or the District.

6. Weapons Violations

- a) 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.
- 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 procedures outlined in AP 5520 Student Discipline Procedures.

**Adopted: 12/5/2024**

\* CCLC Recommended Language

\*\* AVC Recommended Language