



<h1>College Coordinating Council Meeting</h1>	<p>April 9, 2025 9:30 a.m. – 10:30 a.m. L201</p>
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

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

Dr. Jennifer Zellet, CHAIR
 Dr. Kathy Bakhit, Vice President of Academic Affairs
 Shami Brar, Vice President of Administrative Services
 Dr. Lauren Elan-Helsper, Vice President of Human Resources
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement
 Idania Padron, Vice President of Student Services

ZOOM MEETING

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

I. Approval of Minutes of March 26, 2025.

CONSENT ITEMS:

I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
II. BP/AP 2110- Vacancies on the Board	Jennifer	5 Minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
III. BP 2330 – Quorum and Voting	Jennifer	5 Minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
IV. BP 2340 – Agendas	Jennifer	5 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
V. BP/AP 3810 – Claims Against the District	Jennifer	5 Minutes	Returned from constituent review since February 26 th . Revision due to elimination of the General Counsel position.

RETURNING ITEMS:			
I.			
DISCUSSION/ACTION ITEMS:			
I. Proposal to Create a Formal IRB at Antelope Valley College	Hal	10 minutes	
STANDING ITEMS:			
I. Constituents Reports	All	10 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW:			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
POLICIES IN PROCESS			
I. BP/AP 3515 – Reporting Crimes - Lauren II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar – Kathy IV. BP/AP 4100 – Graduation Requirement – Idania V. BP/AP 4400 – Community Services – Kathy VI. BP/AP 5500 – Standards of Conduct – Idania/Jason VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
NEXT MEETING DATE: April 23, 2025			



<h1 style="margin: 0;">College Coordinating Council Minutes</h1>	<p>March 26, 2025 9:30 a.m. – 10:30 a.m. Via Zoom</p>
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

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

Dr. Jennifer Zellet, CHAIR - **ABSENT**
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

MINUTES

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

I. Approval of Minutes of March 12, 2025. Pamela requested that language be added to the minutes. Pamela stated *that the previous Administration split SPBC*, that it is not impossible to co-exist. . .

CONSENT ITEMS:

I. AP 4235 – Credit for Prior Learning	Hal/Kathryn	5 minutes	It was agreed to go out for constituent review.
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RETURNING ITEMS:

I.			
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DISCUSSION/ACTION ITEMS:

I. Position Clean Up	Jennifer	10 minutes	Kathy stated that as a result of the re-org from last year, there are modifications that need to be reflected in the policies. It was agreed to table until the President returns for further clarification. This will be brought to another meeting.
II. Task Force for AP 2510	Jennifer	10 minutes	Jason stated that since 2510 has far-reaching consequences, the task force should be comprised of the CCC Committee. Shami stated that there

		<p>are challenging topics, that the task force would come back with a model. Pamela stated that the CCC committee should be the task force and the new VP of Equity, that nothing has been done formally to include the position; the position serves the campus as a whole. Shami stated that the committee is not compliant with the policy. Does the committee revert to the structure or reflect the practice of today? Pamela stated that the position falls under Admin Council. Hal stated that it is a good idea to add the VP of Equity, that there is some language that needs to be removed, some language to add, but that it just needs to be tweaked. Lauren shared her concern about tweaking policy, going outside the process, and that it should go through the whole process for revision. Pamela stated that the VP of Equity impacts every department, that it should be added, and to define the role. Shami stated that 2510 needs to be revised. Pamela suggested putting it in there to define the why and to do it like any other policy. Jason agreed to stay with the process for revisions, that anyone can bring forward a revision, and volunteered Hal, that the CCC committee is the taskforce and that it will go out for constituent review. Hal stated that he would be willing to take it on if the committee wanted him to, and Shami stated that this should be tabled until the President returns. This will be brought to another meeting.</p>
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STANDING ITEMS:

I. Constituents Reports	All	10 minutes	<p>Rebecca stated that the college has been invited to attend a Strategic Enrollment workshop, that the college is 1 of 10 colleges invited to attend. She stated that there was a lunch and discussion panel today at noon celebrating women Veterans</p>
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		<p>at AVC.</p> <p>Kathy stated 60+ faculty and staff from CSUB and AVC representing 25 disciplines met today to discuss aligning curriculum pathways and share updates to changes in programs at CSUB and AVC to facilitate the transfer of students across institutions.</p> <p>Shami stated that work is being done around the Administration building to fix the drainage and that Cedar Hall is moving along, with people moving in sometime in April and the Grand Opening in May. He stated that the Facilities Service plan is going to the Board of Trustees in April.</p>
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POLICIES OUT FOR CONSTITUENT REVIEW:

- I. BP 2330 – Quorum and Voting – since February 26, 2025, Meeting
- II. BP/AP 2015 – Student Trustee – since February 26, 2025, Meeting
- III. BP/AP 2110 – Vacancies on the Board – since February 26, 2025, Meeting
- IV. BP 2340 – Agendas – since February 26, 2025, Meeting
- V. BP/AP 3810 – Claims Against the District – since February 26, 2025, Meeting

POLICIES IN PROCESS

- 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

NEXT MEETING DATE: April 9, 2025



BP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing on May 15.

The student member shall be enrolled in and maintain a minimum of five (5) semester units, **or its equivalent**, in the District, shall be in good standing in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. No student shall hold the office of Student Trustee for more than two terms.

The student member shall be seated with the Board of Trustees **during the open session portion of meetings** and shall be recognized as full member of the Board of Trustees at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees, **except for issues and items discussed in closed session. The student member shall have the right to attend each and all meetings of the Board.** ~~(except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.~~

~~On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:~~

- ~~• The privilege to make and second motions.~~
- ~~• The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters; at the discretion of the Board of Trustees.~~
- ~~• The privilege to receive compensation for meeting attendance at a level of \$200.~~
- ~~• The privilege to serve a one-year term commencing on May 15.~~
- ~~• The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board of Trustees.~~

The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

A student member may make and second motions at the discretion of the Board. The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation. On or before May 15 of each year, the Board may determine if the student member's term will commence on May 15

instead of on June 1.

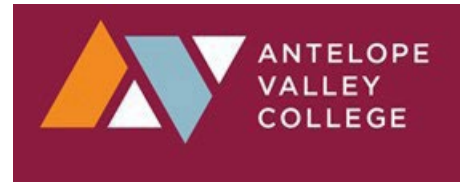
The Board of Trustees shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Also see AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Adopted: 7/5/05
Revised: 9/10/07
Revised: 7/14/08
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



AP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The student trustee shall:

- Attend meetings of the Board of Trustees (absences not to exceed two (2) regular board meetings).
- Attend at least two (2) regular meetings of the Associated Student Organization (ASO) per month, unless there is a class schedule conflict, and maintain communication with the ASO as needed.
- Meet with the Superintendent/President of the college as needed.
- Represent the Board as well as the college at meetings and special events whenever possible.
- May attend state and other related conferences for Board of Trustee members.
- Meet with the advisor to the Student Trustee ~~and the Dean of Student Life & Services~~ when necessary.

Also see BP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



BP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than one hundred thirty (130) days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.

Also see BP 2010 Board Membership, AP 2110 Vacancies on the Board, and BP 2750 Board Member Absence from the State.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 12/9/22

Reviewed: _____

** CCLC Recommended Language

** AVC Recommended Language

AP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq. ;
Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three (3) public places in the District, **publication in a newspaper of general circulation, and posting a notice on the District's website.** ~~and publication in a newspaper of general circulation.~~

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The posted notice of vacancy should contain the following:

- 1. The fact of the vacancy or resignation;**
- 2. The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of, the resignation; and**
- 3. Relevant information about the provisional appointment process, including timeline to file an application.**

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive a letter from the Superintendent/President containing information about the District and the Board of Trustees and including a candidate application to be completed and returned by a specific date.

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate applications with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three (3) public places in the District. It shall also publish a notice in a newspaper of general circulation, **if a newspaper of general circulation is published in the District.**

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The public notice of vacancy and provisional appointment must contain the following:

- The fact of the vacancy or resignation;
- The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation; and
- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

~~The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his/her/their appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 11/14/22

** CCLC Recommended Language

** AVC Recommended Language

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 **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

** CCLC Recommended Language

** AVC Recommended Language

BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President ten (10) business days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90) day period following the initial submission.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 9/9/19
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



BP 3810 Claims Against the District

References:

Education Code Section 72502; Government Code Sections 900 et seq.; 910 and 935

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

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

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District:

- [The Office of the Superintendent/President or Designee, General Counsel, 3041 West Avenue K, Lancaster, CA 93536; \(661\) 722-6650.](#)

See Administrative Procedure 3810.

Adopted: 11/7/05

Reviewed: 3/13/17

Revised: 3/14/22

Revised:

*CCLC Recommended Language

*AVC Recommended Language

AP 3810 Claims for Damages

References:

Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq and 935

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of ~~the General Counsel~~ [Superintendent/President](#).

All claims shall be made in writing and submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form. The claim shall be signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

~~Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650 or email at legal@avc.edu.~~

Claim forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

Antelope Valley Community College District
Office of [Superintendent/President](#) ~~General Counsel~~
3041 West Avenue K
Lancaster, CA 93536

TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the ~~District General Counsel~~, shall, within 45 days, give written notice that the Claim was not filed timely and

that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

RESPONSE TO CLAIM

Within forty-five days after the claim has been presented to the Office of the ~~Superintendent/President General Counsel~~, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Office of the ~~Superintendent/President General Counsel~~.

The ~~Superintendent/President General Counsel~~ shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

Adopted: 11/7/05

Revised: 3/13/17

Revised: 3/14/22

Revised:

*CCLC Recommended Language

*AVC Recommended Language

April 2025

Proposal to Create a Formal IRB at Antelope Valley College

(Put forward by Rebecca Farley, Svetlana Deplazes, and Hal Huntsman)

Purpose

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

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 Antelope Valley 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.

Requirements

- IRBs need to be registered with the US Department of Health and Human Services Office of Human Research Protections if they will review human subjects research conducted or supported by HHS.
- IRB training is usually required for members of the IRB, as well as any researchers who will be working with human subjects.
 - Certification is good for **three** years
 - National Institutes of Health had offered free online training with certification; this training will not be available after September 2026
 - Online training offered by CITI reflects the revisions to the Common Rule (regulations that protect individuals participating in research, followed by 18 federal agencies) made on June 19, 2018; organizational subscription costs \$1,000 per year or \$129 per person.
 - ♣ Revised Common Rule: <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/finalized-revisions-common-rule/index.html>
 - ♣ <https://about.citiprogram.org/en/course/revised-common-rule-course/>

General Structure

The Board will consist of the Vice President of Equity and Student Achievement (VPESA), Dean of IERP, and one community member, two faculty (one from Social and Behavioral Sciences and one from a STEM discipline). The VPESA and Dean are standing members. Faculty and community member terms on the Board will be three years. (Note: the initial terms of the faculty members will be two years and three years, so that replacing the positions will be staggered.)

Timelines

Once the Board is approved, the Senate will recruit and appoint the two faculty members. This process takes 4-6 weeks.

After an initial period of meetings to establish procedures for the Board, the Board will meet as needed when research proposals are submitted.

Anticipated Deliverables

- Research proposal form

- Rubric for grading proposals