



PASADENA AREA COMMUNITY COLLEGE DISTRICT
COLLEGE COORDINATING COUNCIL

Thursday, September 29, 2016

10:00 AM – 11:30 AM

Library Terrace Room

AGENDA

Call to Order

- I. Public Comment on Non-Agenda Items
- II. INFORMATION ITEMS
 1. Superintendent-President's Update
 2. Academic Affairs Update
 3. Student Affairs Update
 4. Business and Administrative Services
 5. Standing Committee Update(s)
- III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION
 1. AP3200 Accreditation
- IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION
 1. College Council Goals 2016/2017
 2. Membership of Standing Committees
 3. BP 4300 Field Trips
 4. AP 3001 Faculty Role in Shared Governance – information only
- VI. ANNOUNCEMENTS
- VII. ADJOURNMENT

Next College Council meetings:

Thursday, October 27, 2016, at 10:00 AM in G-1

Thursday, November 17, 2016, at 10:00 AM in Library Terrace LL303

Thursday, December 15, 2016, at 10:00 AM in G-1



Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3200 ACCREDITATION

References:

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard IV.B.1.i

1. Accreditation Steering Committee (ASC)
 - a. The College Council Planning and Priorities Standing Committee shall serve as the ASC.
 - b. The primary purpose of the ASC is to guide and supervise the college's accreditation activities.
 - c. The co-chairs of the ASC shall be the Accreditation Liaison Officer (ALO) and the Faculty Self-Study Coordinator.
 - d. The membership of the ASC shall be in accordance with the membership of the College Council Planning and Priorities Standing Committee.
 - e. One member of the Board of Trustees will be added to the ASC during the self-study process.
 - f. Other members of the college community may be asked to serve as resource advisors to the ASC during the self-study process.
 - g. One ASC member will serve on each of the Standards Committees and Writing Groups and serve as a liaison between the Standards Committees and Writing Groups.
2. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study
 - a. For each accreditation standard, there shall be one Standards Committee. Each Standards Committee will create Writing Groups as needed to complete the self-study tasks. Members of the Writing Groups will draft the section of the Self-Study relating to their standard. The Standards Committee will receive, review, and edit the drafts of the Writing Groups (as relevant) into a coherent, less redundant, and well integrated document and submit their revision to the ASC. The ASC will inform the Writing Groups regarding the revisions and the Writing Groups will have the opportunity to review the Standards Committee editing and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the President's Cabinet. The Cabinet shall have an opportunity to provide feedback and suggestions to the ASC. The ASC will consider all input but retains final Self-Study edit rights.
 - b. Standards Committees shall be created as follows:
 - (1) The ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members and/or chairs of the Standards Committees. After reviewing the applications, the ASC will appoint a chair or co-chairs for each Standard Committee and members to serve on the

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Standards Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise.

- (2) Each Chair or Co-Chair will then request applications of interest to serve on the Writing Groups. Standards Committee Chairs will also openly recruit members to their committee, including visiting with shared governance groups and providing an overview of the commitment and skill set required to participate on a Writing Group. Placement on a Writing Group will be guided by the applicants' areas of expertise.
 - (3) In forming the Writing Groups, the chair or co-chairs should include:
 - (a) At least one member from each of the following campus groups: Classified, Students and Management.
 - (b) Where possible, at least three members of the committee should come from the ranks of faculty.
 - (c) Additional members with substantive expertise in the applicable Standard may be recruited from the most closely related divisions and offices at the college.
 - c. Once formed, the Standards Committee will:
 - (1) Create Writing Groups as needed.
 - (2) The Chair or Co-Chairs of the Standards Committee will select a leader for each writing group. The Writing Group leader is responsible for scheduling, convening and chairing the meetings, and coordinating the work of the Writing Group with the Self-Study Coordinator.
 - (3) Provide regular monthly reports and updates to the ASC as requested
 - (4) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC. .
 - d. Each Standards Committee or Writing Group may call upon resource people to provide information needed for its work.
3. Accreditation Self-Study Coordinator
 - a. The primary duties of the Accreditation Self-Study Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report and assist in the preparation of any annual, follow-up, or midterm reports required by the commission.
 - b. The Self-Study Coordinator will be appointed by the Academic Senate in consultation with the college Superintendent/President.
 - c. In the Fall semester two years before the Self-Study is due, the Self-Study Coordinator (SSC) will be appointed and begin training for the position by attending conferences, meeting with the previous SSC, and developing training for the writers of the Self-Study. During the following spring, the SSC will convene and form the required subcommittees, including the selection of the Chairs of those subcommittees as explained in 2b above.
 - d. In the summer and fall one year before the Self-Study is due, the Self-Study Coordinator will receive regular monthly reports from the subcommittee chairs on their progress in writing and researching their section(s). In the following Spring, the SSC will receive final drafts from each subcommittee
 - e. In the fall when the Self-Study is due, the SSC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved policy to the Planning and Priorities Committee for its approval, and, after the Board has received a copy, submit the report in December of that term.
 - f. In the spring, the SSC will lead the campus as it moves through the Site Visit. He/she will create an executive summary of the report for all faculty, staff, and managers in preparation for that visit.
4. Annual, Midterm and Follow-up Accreditation Reports

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- a. Preparation of the Midterm Accreditation Report and any required Annual or Follow-up Reports shall be the responsibility of the ALO and Self-Study Coordinator, in consultation with appropriate college staff and the College Council Planning and Priorities Standing Committee.
 - b. Review Process
 - (1) The ALO and SSC oversee the production of a draft of each necessary report and submit it to the ASC for review and comment.
 - (2) ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports.
 - (3) When the ALO, SSC and the ASC have consensus that the Report adequately represents the College's progress on the applicable accreditation team recommendations, the ALO submits it through the College Council to the college Superintendent/President, who, after review, will submit a copy to the Board of Trustees to ensure the Board has received the report before its submission.
 - c. The ALO is responsible for the timely submittal of all Midterm and Follow-up Accreditation reports.
5. Accreditation Liaison Officer (ALO)
- a. The ALO is appointed from the faculty or administration by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.
 - b. The ALO co-chairs the ASC with the self-study coordinator.
6. The Board of Trustees will be informed by the ALO or SSC in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Revised: December 12, 2012

(Replaces current PCC Procedure 2120.10)



Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3200 ACCREDITATION

References:

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard IV.B.1.i

1. Accreditation Standing Committee (ASC) will serve as a standing committee to the College Council and be responsible for all aspects of the accreditation process. The primary purpose of the ASC is to guide and supervise the college's accreditation activities, including the following.
among others:
 - a. Accreditation reports:
 - (1) Self-Evaluation Report
 - (2) Mid-Term Report
 - (3) Follow-Up Reports
 - (4) Substantive Changes Reports
 - (5) Annual Reports
 - (6) Any other special reports requested by the Commission
 - b. Education of the campus on the Accreditation Standards and the accreditation process.
 - c. Regular assessment of the College's compliance with the Accreditation Standards and Eligibility Requirements.
 - d. Recommendations to the College Coordinating Council regarding accreditation-related issues.
2. Composition of the ASC
 - a. The Accreditation Liaison Officer (ALO), who is appointed by the Superintendent/President, and the Faculty Accreditation Coordinator (FAC) shall be the co-chairs.
 - b. The membership of the ASC shall be as follows:
 - (1) Four (4) faculty members, one to represent each Accreditation Standard, as designated by the Academic Senate,
 - (2) Academic Senate President or Designee,
 - (3) Four (4) Classified, one to represent each Accreditation Standard, as designated by the Classified Senate,
 - (4) Classified Senate President,
 - (5) Associated Students President,
 - (6) Four (4) students, appointed by Associated Students

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- (7) Four (4) Management representatives, one to represent each Accreditation Standard, as designated by the Management Association in consultation with the Superintendent/President.
- (8) Two (2) Executive Administrators appointed by the Superintendent/President.
- c. One (1) member of the Board of Trustees will be added to the ASC during the Self-Evaluation process to serve in an ex-officio capacity.
- d. At the sole discretion of the ASC co-chairs, other members of the college community may be asked to serve as resource advisors to the ASC.

3. Accreditation Liaison Officer (ALO)

- a. The ALO is appointed by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.
- b. The ALO co-chairs the ASC with the FAC.

4. Faculty Accreditation Coordinator

- a. The primary duties of the Faculty Accreditation Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report, and assist in the preparation of any annual, follow-up, mid-term, or other reports required by the commission.
- b. The FAC will be appointed by the Academic Senate in consultation with the college Superintendent/President.
- c. In the semester prior to when the Self-Study is due, the FAC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved report to the College Council for its approval, and, after the Board has received a copy, submit the report in that term.
- d. The FAC and ALO will lead the campus as it moves through the Site Visit. The FAC and ALO will create an executive summary of the report for all faculty, staff, managers, and the Board of Trustees in preparation for that visit.

5. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study

- a. For each accreditation standard, there shall be one Standard Committee, and possible sub-committees as deemed necessary by the ASC. Each Standards Committee will create Writing Groups as needed to complete the self-study tasks. Members of the Writing Groups will draft the section of the Self-Study relating to their standard. The Standards Committee will receive, review, and edit the drafts of the Writing Groups (as relevant) into a coherent, less redundant, and well-integrated document, and submit the revised document to the ASC for review. The ASC will inform the Standard Committees of the suggested revisions, and with the consultation of the Writing Groups, the Standard Committees will edit the document and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the Executive Committee. The Executive Committee shall have an opportunity to provide feedback and suggestions to the ASC. The ASC will consider all input but retains final Self-Study edit rights.
- b. Standards Committees shall be created as follows:
 - (1) The faculty member and manager on the ASC will serve as co-chairs of the Standard Committee.
 - (2) The ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members of the Standard Committees. After reviewing the applications, the ASC will appoint members to serve on the Standard Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise. Depending on the nature of the Standard, the committee membership may not include members from each constituency group. The formation of any sub-committees will be at the discretion

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Commented [CAK3]: Same as above

Commented [CAK4]: I'm not sure I can get that to stand

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Commented [CAK7]: I like this. Do you think we need to be clear that the Standards Committee will not necessarily have members from each constituency group.

Commented [L8R7]: Good idea.

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of the ASC and the co-chairs of the relevant Standard Committee, and members of sub-committees will be appointed by the ASC from the pool of applicants.

c. Once formed, the Standard Committees will:

(1) Create Writing Groups as needed;

(a) The co-chairs of each Standard Committee will request applications of interest to serve on the Writing Groups. Standards Committee Chairs will openly recruit members to their committee, including visiting with shared governance groups and providing an overview of the commitment and skill set required to participate on a Writing Group. Placement on a Writing Group will be guided by the applicants' areas of expertise. Depending on the nature of the Standard, the writing group membership may not include members from each constituency group.

(b) The Co-Chairs of the Standard Committee will select a leader for each writing group. The Writing Group leader is responsible for scheduling, convening and chairing the meetings, and coordinating the work of the Writing Group with the Faculty Accreditation Coordinator.

(2) Provide regular monthly reports and updates to the ASC as requested;

(3) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC.

(4) Each Standard Committee or Writing Group may call upon resource people to provide information needed for its work.

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Commented [L10R9]: Agreed.

6. Annual, Midterm, Follow-up, and Other Accreditation Reports

a. Preparation of the Midterm Accreditation Report, any required Annual or Follow-up Reports, and any other reports shall be the responsibility of the ALO and FAC in consultation with appropriate college faculty, staff, and administration and the College Council.

b. Review Process

- (1) The ALO and FAC oversee the production of a draft of each necessary report and submit it to the ASC for review and comment.
- (2) ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports.
- (3) When the ASC approves the report, the ALO submits it through the College Council to the college Superintendent/President, who, after review, will submit a copy to the Board of Trustees to ensure the Board has received the report before its submission.

c. The ALO is responsible for the timely submission of all Annual, Midterm, Follow-Up, and any other Accreditation reports.

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Faculty Accreditation Coordinator ¶
The primary duties of the Faculty Accreditation Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report, and assist in the preparation of any annual, follow-up, or midterm, or other reports required by the commission. ¶
The FAC will be appointed by the Academic Senate in consultation with the college Superintendent/President. ¶

In the fall semester prior to when the Self-Study is due, the FAC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved report to the College Council for its approval, and, after the Board has received a copy, submit the report in December of that term. ¶

In the spring, the FAC and ALO will lead the campus as it moves through the Site Visit. The FAC and ALO will create an executive summary of the report for all faculty, staff, and managers, and the Board of Trustees in preparation for that visit. ¶

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Commented [CAK14]: This may need to be flushed out a bit more.

Commented [L15R14]: This was the original statement. When the Exec. Comm. reviews this procedure, perhaps they will have more specific instructions. (from Kathy)

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7. The Board of Trustees will be informed in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Revised:

(Replaces current PCC Procedure 2120.10 approved 12/12/2012)

**Pasadena Area Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4300 STUDENT FIELD TRIPS AND EXCURSIONS

References:

Education Code Sections 70902 and 87706
Title 5 Section 55220

It is the policy of the Pasadena Area Community College District to encourage **ongoing educational** development of all students. Participation in field trips, conferences, meetings, activities, and events is viewed as an effective way to expose students to a wide array of learning opportunities. The Superintendent/President, under authorization from the Board of Trustees, may authorize field trips or excursions related to instructional classes or college-related **academic**, cultural, social, athletic, or club activities. **The Superintendent-President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.** The Superintendent/President may delegate to the appropriate ~~area~~ Vice President the authority to assure compliance with established procedures. Field trips and excursions incurring expenses that exceed \$5,000 for student group travel, or exceed \$1,500 for individual student travel, or any travel out of the state must be submitted to the Board of Trustees for approval.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Pursuant to CCR Title, Section 55220, all persons, including students, participating in the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness or death occurring during or by reasons in connection with the travel. Participating minors must have a statement signed by a parent or guardian.

Date Reviewed:

(Replaces current PCC Policy 3240; Adopted 2/19/1987; reviewed 6/03/2009)

Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3001 FACULTY ROLE IN SHARED GOVERNANCE

References:

California Education Code Sections 70901, 70902;
Title 5 Sections 53200-53204; Accreditation Standard IV.A

1. The Academic Senate of Pasadena City College and of the Pasadena Area Community College District shall represent the faculty of the College and shall develop policy recommendations on academic and professional matters through collegial consultation with the administration of the College and the Governing Board. Academic and professional matters include:
 - a. Curriculum, including establishing prerequisites and placing courses in disciplines
 - b. Degree and certificate requirements
 - c. Grading policies
 - d. Educational program development
 - e. Standards or policies regarding student preparation and success
 - f. District and College governance structures as related to faculty roles specified herein
 - g. Faculty roles and involvement in accreditation processes, including self-study and annual reports
 - h. Policies for faculty professional development activities
 - i. Processes for program review
 - j. Processes for institutional planning and budget development
 - k. Other academic and professional matters as mutually agreed upon between the Governing Board or its designee(s) and the Academic Senate
2. In consideration of academic and professional matters identified above, representatives of the Governing Board and of the Academic Senate shall exert their best efforts to reach mutual agreement. Such agreements shall be recommended to the Governing Board or its designee(s).
3. While in the process of consulting, the Academic Senate, through the Senate President, shall retain the right to appear before the Governing Board with respect to the views, recommendations, or proposals of the Senate. After consultation with the administration of the College, the Academic Senate may present its views and recommendations to the Governing Board.
4. If, in the consultation process, agreement has not been reached, existing policy shall remain in effect. As provided for in Title 5 Regulations, Section 53203(d)(2), "the Governing Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons." **In cases of Title 5 regulations, Section 53203(d)(2), the final determination with rationale will be communicated from the Governing Board (or its designee) to the Academic Senate in writing.**

5. The appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made by the Academic Senate after consultation with the President of the College or his or her designee. The collective bargaining agent may seek to add unit members to campus committees.
6. Nothing in this procedure shall be construed to impinge upon the due process rights of faculty nor to detract from any negotiated agreements between the collective bargaining representative and the District Governing Board.

Date Reviewed:

(Replaces current PCC Policy 2000.1; reviewed 9/14/2008; reviewed 12/15/15)