

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 19, 2018

PRESENT:	Dr. Jose Fierro	ABSENT:	Rick Miranda
	Felipe Lopez		Dave Ward
	Dr. Adriana Flores-Church		Kim Westby
	Sandy Marks		
	Dr. April Griffin		
	Stephanie Rosenblatt		
	Armando Soto		
	Liz Page	GUEST(s):	Dr. David Betancourt
	Lynn Laughon		Dr. Elizabeth Miller
	Kim Applebury		Dr. Sunday Obazuaye
	Kathy Azzam		Dr. Valyncia Raphael
	Julie Mun		

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – November 5, 2018

It was moved by Ms. Marks and seconded by Mr. Soto to approve the November 5 minutes. The vote for approval was unanimous. Ms. Azzam and Ms. Laughon were not present for the vote.

V. BOARD AGENDA – None

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Life

EMP Goal A: Strengthening the Culture of Completion

Dr. Miller stated that the committee called a special meeting recently to discuss commencement speaker nominations. This year, the focus is on trying to find somebody from the community, such as a 2018-19 graduate, Hall of Fame inductee, or college alumni. Nominations will be accepted through Friday, December 14. Although meeting quorum hasn't been an issue in the past, there have been some challenges this semester. Dr. Miller stated she would reach out to constituent group leaders if it continues to be a problem. The committee's goals this year include assisting the Section 508 Task Force to ensure accessibility for events, discussing the proposed cross cultural center, and improving communication of events to students.

ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Faculty Professional Development***EMP Goal C: Promoting Leadership and Staff Development*

Dr. Betancourt distributed the attached November 13 meeting agenda outcomes. He stated that the main topics of discussion are online iFALCON modules, accessibility training as part of the OEI Initiative, and updating the new faculty orientation program.

Dr. Church requested that the committee consider adding a representative from Human Resources to its membership to facilitate communication and collaboration. Dr. Betancourt stated that he will share the request with the committee.

Instructional Program Review*EMP Goal A: Strengthening the Culture of Completion*

Dr. Obazuaye distributed the attached update on committee activities. He stated that meeting attendance has been an issue. The committee began the program review cycle and has 11 programs scheduled for review; Sociology, Architecture, History, Educational Technology, Political Science, Engineering Design Technology, Plastics, Speech, Nursing, Dance, and Mathematics. Visitation dates have been scheduled and lead liaisons have been appointed for each program.

The committee also developed a review schedule for the 2019-20 academic year, and has assigned committee members for each program. Training is scheduled for November 29.

Technology-Based Learning*EMP Goal A: Strengthening the Culture of Completion*

Ms. Lewellen stated that the committee recently discussed the [Spring 2018 ASCCC paper on online learning](#), and also discussed changing its name to the Online Learning Committee. A meeting is scheduled for November 29 to discuss accessibility. There will be a rollout of a Word accessibility video and how to convert documents to accessible PDFs. Ms. Lewellen also stated that the committee continues to have challenges with meeting quorum.

VII. STATUS OF SHARED GOVERNANCE**Faculty Professional Development Committee Membership and Meetings***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Betancourt stated that the committee is recommending minor changes to its structure. It is recommended that the Dean of Academic Success may appoint a designee to attend meetings, and the meeting time be changed to second Tuesdays at 1:00 p.m. Ms. Marks inquired whether the meeting time should be changed to the dead hour, when more faculty are available. Dr. Betancourt, Dr. Griffin, and Ms. Rosenblatt stated that the faculty members on the committee have agreed that the second Tuesday works best for them. Many other meetings are already scheduled for the dead hour. Dr. Fierro stated that discussion regarding how the dead hour is used and how to facilitate collegewide participation and meeting attendance is an important, but separate issue.

It was moved by Ms. Rosenblatt and seconded by Mr. Soto to approve the revisions to the Faculty Professional Development Committee structure as attached. The vote for approval was 11-1-0; Ms. Marks voted no.

Vice President Selection Procedures

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Church stated that at its [October 8 meeting](#), the Coordinating Committee discussed reasonable accommodations for skills testing, and that Human Resources will use a third party to conduct pre-background checks for the current Vice President of Student Services recruitment and evaluate the process thereafter. She stated that she found a conflict in board policy regarding background checks, and subsequently removed the term pre-background check and replaced it with HR review.

Dr. Church also stated that there was discussion regarding the procedures at the November 14 board meeting, and that CSEA expressed concern about equitable representation. Ms. Laughon stated that CSEA is requesting three representatives for the Vice President of Academic Affairs and Student Services selection committees instead of one representative. There was also discussion at the board meeting regarding ASCC representation and the difficulty in recruiting students. It was suggested that the ASCC representation could be increased from one to two or three representatives, with a clause stating that participation is contingent upon student interest and ability to serve.

It was moved by Ms. Rosenblatt and seconded by Ms. Laughon to increase the number of CSEA representatives for the Vice President of Academic Affairs and Student Services selection committees from one to three. The motion was tabled for further discussion and clarification. Dr. Griffin requested more discussion and review regarding interim and acting management appointments, and using the terms consistently throughout all policies and procedures to prevent misinterpretation.

Board Policy Review – Chapter 3

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that the committee was sent a link to a SharePoint folder where they were able to input their comments and questions for each specific policy and procedure. Feedback was due on November 14 to allow for time for the committee to review the information prior to today's meeting.

The committee discussed and reviewed feedback for the following:

- AP 3050 Institutional Code of Ethics
- BP 3250 Institutional Planning
- AP 3250 Institutional Planning
- AP 3280 Grants
- AP 3310 Records Retention & Destruction
- AP 3410 Nondiscrimination

The committee reached consensus to update the documents, as attached.

The committee also agreed to schedule a special meeting for Monday, December 10 from 1:00 – 3:00 p.m. in the Board Room to continue discussion and review of Chapter 3 and/or Chapter 4 board policies and administrative procedures.

Section 508 Task Force

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Griffin stated that she and Andrew Maz attend the November 13 meeting, and that the task force discussed appointing faculty subcommittees to discuss accessibility for instructional materials. There was also conversation regarding adding faculty members to the task force membership. Continued discussion is scheduled for the December 3 meeting. Dr. Fierro stated that there should be faculty representation on the task force, and it is important that there is also documentation and communication regarding the task force meetings as accessibility is an important and collegewide topic.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
No reports due to time constraints.

IX. PRESIDENT'S REPORT
No report due to time constraints.

ADJOURNMENT
Meeting adjourned at 3:09 p.m.



CENTER FOR TEACHING EXCELLENCE

11110 ALONDRA BLVD. • NORWALK, CALIFORNIA 90650-6298 • (562) 860-2451

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA OUTCOMES

November 13, 2018 – CTX (LC-201)

FPDC did not have a quorum; based off past practices, FPDC moved forward with discussing the following agenda items:

- 1. Presentation: Online iFalcon Modules [EMP: C1.8, C3.1, C4.1, C8.1]
 - a. Kristen and Anna presented on the Online iFalcon Modules
 - i. **Online professional development modules**
 - 1. **Each modules varies in time (10-15mins) with a total of 47 modules/mini-workshops.**
 - 2. **Provide flex credit for faculty**
 - 3. **Incorporate with faculty courses for both in-class and online.**
 - 4. **Located on the iFalcon and Student Success website**
 - 5. **After each module, participants take a short quiz, evaluation, and receives a Certificate of Completion**
 - 6. **Online Modules are accessible**
 - ii. **Improvement of oneself**
 - iii. **Goal is to institutionalize iFalcon**
 - iv. **iFalcon Coordinator**
 - 1. **Full-time faculty member**
 - 2. **Receives 20% release time**
 - 3. **Goals for iFalcon**
 - b. Q & A
 - i. **Can anyone stop and come back where they left off? (Status in process) Yes**
 - ii. **Can you generate a report of who completed workshops by name? Believe so, will check**
 - iii. **Can we differentiate between faculty and students? Yes**
 - iv. **If we offered as extra-credit, how much time does a student need to complete? It is up to the teacher**
 - c. Discussion on feasibility of offering flex credit
 - i. **We need to focus on the content offered through the professional development modules**
 - d. Next steps
 - i. **Committee members will browse PD modules for faculty**
 - ii. **Move forward with the decision making at next meeting**
- 2. Accessibility training as part of the OEI initiative[EMP: C1.8 C3.1, C4.1, C8.1]
 - a. Review timetable; 2-year plan
 - i. Spring 2019; early adopters
 - ii. Fall 2019; Rollout; most resources
 - iii. Spring 2020; Full on resources
 - iv. Fall 2020; Focus on sustainability
 - b. Review resources

- ___ Baskette, Shawna Manager
- Betancourt, David CTX
- ___ Brady, Mary Ellen BE
- Calisher, Jennifer SEM
- Duff, Kimberly HUM/SS
- Greene, Chad LA
- ___ Herrera, Veronica Counseling
- ___ Holmes, Judy DSPS
- ___ Mishler, Katherine Classified
- ___ Pestolesi, Kari HPEA
- Reiter, Brandt FA
- ___ Scott, Kaitlin Library
- Shore, Marlena HO
- Valencia, Monique Classified
- ___ Vega, Frank Technology
- Lewellen, Michelle (Guest)
- Kristen Towhid (Guest)
- Anna Fischer (Guest)



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- i. Online – Using the hourglass module with multiple entry points towards one central depository that allows for a “buffet” of choices
 1. OEI Website
 2. Canvas
 3. CTX webpage (links)
 - ii. F2F
 1. Workshops
 - a. Clinics
 2. One-on-One Mentors – Early adopters
 3. Guest Speakers – We can use our on-campus experts
 - iii. Instructional Designer – Hire part-time designer
 1. TA Program – Exploring the idea of using TA’s with an interest and degree in Instructional Design
 - c. Review marketing strategy
 - i. What resources are available and the timeline
 - d. Discussion:
 - i. Advertise to part-time faculty
 - ii. How do we make this a requirement (administration is meant to provide support for accessibility compliance/training)
 - iii. Focus will be on competencies vs quizzes
 - iv. How many people have taken the training online vs F2F
 - e. Next steps
 - i. Marketing for Spring, work out messaging towards early adopters
 - ii. Plan process, resources, content for early adopters
 - iii. Meeting with early adopters – Message and facilitator
3. New Faculty Orientation Program (NFOP)[EMP: C4.1, C4.3, C8.1] – Table for next meeting. Give all committee members overview documents to read before next meeting
- a. Overview of program
 - b. Challenge: update offerings while considering ways to decrease total contact hours for the first year (from 48 to 25 – aligning with flex obligations)
 - c. Think tank
 - i. How can we reconstruct the schedule
 - d. Next steps
4. Upcoming events: All on Flexreporter [EMP: C3.1, C4.1, C6.1, C8.1] – The number of attendees for CTX PD events is showing a positive trend of increased attendance.
- | | |
|---|---|
| a. International Education Week | f. Accessibility for Online Class (brown bag) |
| b. VET NET Awareness | g. Social Constructivist Model |
| c. Doctorate in Educational Leadership | h. A Falcon’s Guide to Success |
| d. American Indian Sensitivity Training | i. eLumen for Curriculum - Basics |
| e. SLO Assessment | |
5. Items from the floor
- a. The next meeting is scheduled for December 11, 2018.

To: Coordinating Committee

From: Angela Conley & Sunday Obazuaye, Program Review Committee Co-chairs

Date: November 19, 2018

Re: Update on Program Review Committee for Fall 2018

The committee has met this semester and began the program review cycle for 2018-2019. There are 11 programs due for review this year. We reviewed Sociology on November 6 and approved the report. Architecture is due on November 20 and History December 4.

Here is a list of programs undergoing review this academic year, along with the committee member assigned to lead the subcommittee responsible for each program:

Program	Chair	Division	Visitation Date	Lead Liaison
Sociology	Amy Holzgang	BHSS	11/6/2018	Patricia Robbins Smith
Architecture	Ed Rother	Tech	11/20/2018	Ernest Lew
History	George Jarrett	BHSS	12/4/2018	Graciela Vasquez
Educational Technology	Cynthia Alexander	BHSS	1/15/2019	Angela Conley
Political Science	Victor Obasohan	BHSS	2/5/2019	Angela Conley
Engineering Design Technology	Mickey Micic	Tech	2/19/2019	Stephanie Rosenblatt
Plastics	Mickey Micic	Tech	2/19/2019	Stephanie Rosenblatt
Speech	Angela Hoppe-Nagao	LA	3/5/2019	Kathy Hogue
Nursing	Kelli Brooks & Ann Voorhies	HO	3/19/2019	Sunday Obazuaye
Dance	Rebekah Hathaway	HPEDA	4/2/2019	Sunday Obazuaye
Mathematics	Angela Conley & Dara Worrel	SEM	4/16/2019	Colleen McKinley

The committee adopted the new SLO Appendix E submitted by the SLO committee to be added to the Program Review Committee Handbook in place of the existing one. We have prepared the schedule for the 2019-2020 program review cycle.

The committee has scheduled training/orientation for Thursday, November 29 for programs that will undergo program review in 2019-2020 academic year. The training is conducted in collaboration with the office of Institutional Effectiveness, Research, and Planning (IERP). The training will take place in the CTX, and participants can earn Flex credits. The committee has no representatives from Liberal Arts and Business Education divisions.

SENATE COMMITTEE ON FACULTY PROFESSIONAL DEVELOPMENT

(approved 4/10/17 – formerly known as the CTX Advisory Board)

A. Purposes

- Develops professional learning opportunities for faculty, including acting as the Flex Coordinating Committee
- Recommends information for faculty resources to the CTX
- Provides input, advice, and recommendations on topics and schedule of training for New Faculty Orientation Program, Mentor Program, TA Program, and other initiatives, as appropriate
- Monitors faculty professional development trends and practices

B. Subcommittees

The committee will form subcommittees as necessary.

C. Chairperson(s) (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, coordinate with the CTX Coordinator, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (15 members)

One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education
Counseling
Disabled Student Programs and Services/Adult Education
Fine Arts & Communications
Health Occupations
Humanities/Social Sciences
Liberal Arts

Library & Learning Resource Center
Health, Physical Education, Dance & Athletics
Science, Engineering & Mathematics
Technology
Dean of Academic Success or designee
Center for Teaching Excellence Faculty Coordinator
2 classified representatives appointed by CSEA
1 Part-time Faculty

F. Terms of Office

All faculty, classified and management committee members shall serve two-year terms.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Faculty Professional Development will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Faculty Professional Development will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Faculty Professional Development will report to the College Coordinating Committee and College Committee on Planning and Budget at least one time each year.
4. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

~~Third Tuesdays at 11:00 a.m.~~ Second Tuesdays at 1:00 p.m.

General Institution

1 **AP 3050 INSTITUTIONAL CODE OF ETHICS**

2 **Reference:**

3 ACCJC Accreditation Standard III.A.13 (*formerly III.A.1.d*)

4 **Definition of Ethics**

5 Ethical behavior is often defined as “right” or “good” behavior as measured against
6 commonly accepted rules of conduct for a society or for a profession. The ethical person
7 is often described in absolute terms as one who is fair, honest, straightforward,
8 trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or
9 honest, one loses credibility and is perceived to be unethical. The ethical person must
10 be conspicuously consistent in the exercise of integrity to sustain the credibility that is an
11 expectation of office.

12 **Importance of Ethics**

13 The credibility of the District’s employees depends upon whether they are perceived as
14 honest men and women. If integrity contributes to credibility, then ethical behavior is a
15 singular prerequisite to successful performance.

16 Statements of ethical standards do not necessarily ensure ethical behavior. Yet public
17 statements of intent surely create an expectation that employees will indeed act with
18 integrity in the public interest.

19 **Expectations for Ethical Behavior**

20 Employees of the District shall be committed to the principles of honesty and equity. They
21 shall not seek to abridge for any purpose the freedoms of other employees or students.
22 At the same time, they shall not willingly permit the interests of any members of the
23 college community to override the best interests of the public served by the District.

24 Employees shall exercise judgments that are dispassionate, fair, consistent, and
25 equitable. They shall exhibit openness and reliability in what they say and do as
26 educational leaders. They shall confront issues and people without prejudice. They shall
27 demonstrate a commitment to excellence in education and uncompromising commitment
28 to the principles of ethical behavior.

29 Similarly, students are expected to abide by ethical behavior and decision-making in their
30 treatment of District employees, other students, and members of the public.

31 Disciplinary actions against employees and students will conform to all relevant statutes,
32 regulations, personnel and student policies and procedures, including the provisions of
33 any applicable collective bargaining agreement.

34 **Employee Responsibilities**

35 As practitioners of ethical behavior, District personnel have a responsibility:

- 36 • to provide and protect student access to the educational resources of the District;
- 37 • to protect human dignity, intellectual integrity, and individual freedom, and assure
- 38 that students are respected as individuals, as learners, and as independent
- 39 decision-makers;
- 40 • to protect students from disparagement, ridicule, or capricious judgment;
- 41 • to keep foremost in mind at all times that the District exists to serve students;
- 42 • to foster a climate of trust and mutual support;
- 43 • to foster openness by encouraging and maintaining two-way communication;
- 44 • to encourage, support, and abide by the written Board Policies and Administrative
- 45 Procedures of the District; and
- 46 • to challenge unethical behavior in a timely manner.
- 47 • to report to the Vice President of Human Resources or designee any concerns with
- 48 this policy.

49 Office of Primary Responsibility: Office of the President/Superintendent

Date Approved: November 26, 2007; November 19, 2018

General Institution

TO BE REVIEWED BY THE BOARD POLICY ADVISORY COMMITTEE

1 **BP 3250 INSTITUTIONAL PLANNING**

2 **References:**

3 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
4 (formerly I.B);
5 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,
6 55510, and 56270 et seq.

7 The President/Superintendent shall ensure that the District has and implements a broad-
8 based, comprehensive, and integrated system of planning that expresses the District's
9 philosophy and mission, involves appropriate segments of the College community, and is
10 supported by institutional effectiveness research.

11 The planning system shall include plans required by law as well as plans that support the
12 goals, objectives, activities, and outcomes aligned with the college's Educational Master
13 Plan. The college will maintain a list of plans, who is involved in the plan creation, and the
14 achievement outcomes the plan will be addressing. ~~including, but not limited to the:~~

- 15 • ~~Cooperative Work Experience Plan~~
- 16 • ~~Equal Employment Opportunity Plan~~
- 17 • ~~Extended Opportunity Programs and Services (EOPS) Plan~~
- 18 • ~~Facilities Plan~~
- 19 • ~~Student Success and Support Program Plan~~
- 20 • ~~Student Equity Plan~~
- 21 • ~~Transfer Center Plan~~

22 The President/Superintendent shall submit ~~these~~ plans for which Board of Trustees
23 approval is required by Title 5 to the Board.

24 The President/Superintendent shall inform the Board of Trustees about the status of
25 planning and the various plans.

26 The President/Superintendent shall ensure the Board of Trustees has an opportunity for
27 input regarding the college's mission statement and goals for the Educational Master
28 Plan. ~~to assist in developing the general institutional mission and goals for the~~
29 ~~comprehensive plans.~~

30 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: November 7, 2007
Date Revised: November 18, 2013

General Institution

1 **AP 3250 INSTITUTIONAL PLANNING**

2 **References:**

3 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
4 (*formerly I.B*);
5 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and
6 56270 et seq.

7 The District’s planning process shall occur through the College Committee on Planning
8 and Budget, a shared governance committee with representation from management,
9 faculty, classified staff, and students, which shall review, evaluate and revise the District’s
10 comprehensive institutional plans. The committee shall also develop, review, and revise
11 the District’s integrated planning and resource allocation processes.

12 The District’s institutional planning process requires all units to develop annual plans and
13 to undergo program review at least every six years.

14 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: November 26, 2007

Coordinating Committee:

No changes recommended by the committee on November 19, 2018

General Institution

1 **AP 3280 GRANTS**

2 **Reference:**

3 Education Code, Section 70902

4 Prior to applying for any grant, the Division, Department, Program, faculty, or classified
5 staff member must prepare a concept paper two weeks prior to approval by the Executive
6 Council when possible in a timely manner describing:

- 7 • the opportunity, problem or need that the grant proposes to address
- 8 • a brief description of the project
- 9 • a brief summary of the objectives and activities of the project
- 10 • how the proposed project supports the District's mission and/or strategic
- 11 plan goals
- 12 • the funding source
- 13 • the amount being requested
- 14 • required match, if any, and the proposed source
- 15 • the time period of the project
- 16 • partners, if any, in the grant application
- 17 • amount of indirect costs that would be provided to the District
- 18 • amount of staff time, including reassigned time, required in the grant
- 19 proposal
- 20 • any space and/or other facilities requirements in the proposal
- 21 • the anticipated impact on all other college offices, such as Research and
- 22 Planning, Information Technology, Facilities, etc.
- 23 • plans, if required and/or desired, for institutionalization

24 The concept paper must be promptly submitted to the appropriate Vice President and
25 then to the College Executive Council whose members will quickly review the paper for
26 possible further development of the grant proposal.

27 When notification of a grant award is received, the Project or Grant Manager shall prepare
28 a Board of Trustees agenda item requesting acceptance of funding.

29 Offices(s) of Primary Responsibility: Vice President, Academic Affairs and/or
30 Vice President, Student Services as appropriate

General Institution

1 **AP 3310 RECORDS RETENTION AND DESTRUCTION**

2 **References:**

- 3 Title 5, Sections 59020 et seq.;
- 4 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

5 The College shall adhere to the following in carrying out its records retention and
6 destruction responsibilities:

- 7 • “Records” means all records, maps, books, papers, data processing output, and
8 documents of the District required by Title 5 to be retained, including but not limited
9 to records created originally by computer and “electronically stored information”
10 (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.
- 11 • The Vice President, Business Services shall supervise the classification and
12 destruction of records, including ESI.
- 13 • Preservation of records, including ESI.
- 14 • Preservation of records, including ESI, that are relevant to actual or potential
15 litigation pursuant to the Federal Rules of Civil Procedure.
- 16 • Compliance with the Federal Rules of Civil Procedure and shall produce relevant
17 ESI in the form in which it is ordinarily maintained or readily usable.
- 18 • Submission on a periodic basis of a report to the Board of Trustees regarding the
19 classification and destruction of records, including ESI.
- 20 • Records shall be classified as required by Title 5 and other applicable statutes,
21 state, and federal regulations.
- 22 • Records shall annually be reviewed to determine whether they should be classified
23 as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined
24 in Title 5).
- 25 • Class 3 – disposable records shall be maintained for the period required by
26 applicable law or regulation, but in any event shall be retained for at least three
27 college years after the year in which they were originally created.
- 28 • Destruction shall be carried out by any method that assures the record is
29 permanently destroyed, e.g. shredding, burning, and/or pulping.

30 Office of Primary Responsibility: President/Superintendent

Date Approved: November 26, 2007

Date Revised: June 18, 2008

Coordinating Committee:

No changes recommended by the committee on November 19, 2018. Examples for each category will be provided in a SOP.

General Institution

1 AP 3410 NONDISCRIMINATION

2 References:

- 3 Education Code, Sections 200 et seq., 66250 et seq., and 72010 et seq.;
- 4 Penal Code, Sections 422.55 et seq.;
- 5 Title 5, Sections 59300 et seq.;
- 6 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 7 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

8 The District shall provide access to its services, facilities, classes, activities, and
9 programs in such a way that does not differ on the basis of ~~without regard to~~ national
10 origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color,
11 medical condition, genetic information, ancestry, sexual orientation, marital status,
12 physical or mental disability, pregnancy, or because he or she is perceived to have one
13 or more of the foregoing characteristics, or based on association with a person or group
14 with one or more of these actual or perceived characteristics.

15 All courses, including noncredit classes, shall be conducted ~~without regard~~ in such a way
16 that does not differ on the basis of ~~to~~ the gender of the student enrolled in the classes. As
17 defined in the Penal Code, “gender” means sex, and includes a person’s gender identity
18 and gender expression. “Gender expression” means a person’s gender-related
19 appearance and behavior whether or not stereotypically associated with the person’s
20 assigned sex at birth.

21 The District shall not prohibit any student from enrolling in any class or course on the
22 basis of gender.

23 Academic staff, including but not limited to counselors, instructors, and administrators,
24 shall not offer program guidance to students which differs on the basis of gender.

25 Insofar as practicable, the District shall offer opportunities for participation in athletics
26 equally to male and female students.

27 Complaints regarding discrimination in programs and services will be directed to the Vice
28 President of Human Resources or designee for processing pursuant to appropriate state
29 and federal laws and regulations.

31 **Employment**

32 **References:**

- 33 Education Code, Sections 87100 et seq.;
- 34 Title 5, Sections 53000 et seq.;
- 35 Government Code, Sections 11135 et seq. and 12940 et seq.
- 36 Title 2 Sections 10500 et seq.

37 The District shall provide equal employment opportunities to all applicants and employees
38 without regard to national origin, religion, age, sex, gender, gender identity, gender
39 expression, race, color, medical condition, genetic information, ancestry, sexual
40 orientation, marital status, physical or mental disability, military and veteran status, or
41 because he or she is perceived to have one or more of the foregoing characteristics, or
42 based on association with a person or group with one or more of these actual or perceived
43 characteristics.

44 All employment decisions, including but not limited to hiring, retention, assignment,
45 transfer, evaluation, dismissal, compensation, and advancement for all position
46 classifications shall be based on job-related criteria as well as be responsive to the
47 District's needs.

48 Complaints regarding discrimination in employment will be directed to the Vice President
49 of Human Resources or designee for processing pursuant to appropriate state and federal
50 laws and regulations.

51 It is unlawful to discriminate against a person who serves in an unpaid internship or any
52 other limited-duration program to provide unpaid work experience in the selection,
53 termination, training, or other terms and treatment of that person on any the basis of their
54 race, religious creed, color, national origin, ancestry, physical disability, mental disability,
55 medical condition, genetic information, marital status, sex, gender, gender identity,
56 gender expression, age, sexual orientation, or military and veteran status.

57 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: November 26, 2007
Dates Revised: December 10, 2008; August 27, 2012; August 26, 2013; April
29, 2014; November 19, 2018

General Institution

TO BE REVIEWED BY THE BOARD POLICY ADVISORY COMMITTEE**1 BP 3411 ACCESSIBILITY OF ELECTRONIC AND INFORMATION AND**
2 COMMUNICATION TECHNOLOGY**3 References:**

4 ~~Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);~~

5 ~~36 CFR, Sections 1194.1, et seq.; and 1194.2;~~

6 ~~Government Code, Sections 7405, 11135, and 11546.7;~~

7 ~~Title 5, Sections 59300, et seq.;~~

8 CCCCO Information and Communication Technology and Instructional Materials
9 Accessibility Standard

10 ~~Electronic and~~ Information and Communications technologies (EICT) are a the
11 primary means by which Cerritos College provides information to students, faculty, staff,
12 and other constituents. The need to ensure accessibility to for all members of the campus
13 community is critical as more administrative services and learning environments are
14 based on EICT. It is also a part of the District's ongoing commitment to establishing a
15 barrier-free learning community, or universal access, to all individuals.

16 As mandated by federal and state laws and the California Community Colleges
17 Chancellor's Office, it is required that Cerritos College comply with Section 508 Standards
18 to ensure accessibility to EICT for individuals with disabilities. The
19 President/Superintendent or designee shall act to enforce compliance with the
20 accessibility requirements of ~~Section 508 of the Rehabilitation Act of 1973, as amended~~
21 ~~(29 U.S.C. 794d)~~ 36 CFR, Sections 1194.1 and 1194.2 and its implementing regulations
22 ~~set forth at Title 36 CFR Part 1194~~ Government Code Sections 7405, 11135, and
23 11546.7.

24 Also refer to BP 3720 and AP 3720 titled Computer and Network Use and AP 6365 titled
25 Contracts – Accessibility of Information and Communication Technology.

26 Office of Primary Responsibility: ~~Vice President, Student Services~~
27 President/Superintendent

Date Adopted: July 15, 2015

General Institution

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2 **COMMUNICATION TECHNOLOGY**

3 **References:**

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5 36 CFR, Sections 1194.1, ~~et seq.~~; and 1194.2;
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11 primary means by which Cerritos College provides information to students, faculty, staff,
12 and other constituents. The need to ensure accessibility to all members of the campus
13 community is critical as more administrative services and learning environments are
14 based on EICT. It is also a part of the District's ongoing commitment to establishing a
15 barrier-free learning community, or universal access, to all individuals.

16 The California Community Colleges Chancellor's Office is committed to ensuring equal
17 access to instructional materials and ICT for all, and particularly for individuals with
18 disabilities in a timely manner. In accordance with California Government Code §7405,
19 §Government Code §11135, Government code §11546.7, and best practices, the
20 CCCCO and CCC will comply with the accessibility requirements of Section 508 of the
21 Federal Rehabilitation Act of 1973.

22 Individuals with disabilities are guaranteed access to educational institutions and systems
23 of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities
24 Act of 1990. Amendments to Section 508 of the Rehabilitation Act and
25 Telecommunications Act Accessibility Guidelines under Section 255 of the
26 Communications Act of 1934 clarify accessibility requirements for EICT developed,
27 procured, maintained, or used by federal agencies.

28 The revised technical requirements include criteria to ensure that computer hardware,
29 software, websites, telecommunications products, electronic documents, and support
30 documentation and services are accessible to people with disabilities. When an
31 accessible product is not readily available, an equally effective accommodation plan shall
32 be devised.

33 ~~The technical standards of Section 508 provide criteria specific to the following~~
34 ~~technologies:~~

- 35 a. ~~Software Applications and Operating Systems (1194.21)~~
- 36 b. ~~Web-based Intranet and Internet Information and Applications (1194.22)~~
- 37 c. ~~Telecommunications Products (1194.23)~~
- 38 d. ~~Video and Multimedia Products (1194.24)~~
- 39 e. ~~Self-contained, Closed Products (1194.25)~~
- 40 f. ~~Desktop and Portable Computers (1194.26)~~
- 41 g. ~~Functional Performance Criteria (1194.31)~~
- 42 h. ~~Other Electronic technologies~~

43 Please refer to AP 3720 titled Computer and Network Use and AP 6365 titled Contracts
44 – Accessibility of Information and Communication Technology for District procedures for
45 obtaining and using ~~electronic and information~~ and communication technology.

46 Furthermore, California Government Code Section ~~11135~~ 7405 states the following:

47 (1) In order to improve accessibility of existing technology, and therefore increase the
48 successful employment of individuals with disabilities, particularly blind and
49 visually impaired and deaf and hard-of-hearing persons, state governmental
50 entities, in developing, procuring, maintaining, or using electronic or information
51 technology, either indirectly or through the use of state funds by other entities, shall
52 comply with the accessibility requirements of Section 508 of the Rehabilitation Act
53 of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that
54 act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.

55 (2) Any entity that contracts with a state or local entity subject to this section for the
56 provision of electronic or information technology or for the provision of related
57 services shall agree to respond to, and resolve any complaint regarding
58 accessibility of its products or services that is brought to the attention of the entity.

59 Complaints regarding accessibility of ICT should be submitted online
60 at www.cerritos.edu/dsps-complaint.

61 Also refer to BP 3720 and AP 3720 titled Computer and Network Use and AP 6365 titled
62 Contracts – Accessibility of Information and Communication Technology.

63 Office of Primary Responsibility: ~~Vice President, Student Services~~
President/Superintendent

Date Approved: July 15, 2015; November 19, 2018