

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
December 10, 2018

PRESENT: Dr. Jose Fierro  
Dr. Adriana Flores-Church  
Kim Westby  
Sandy Marks  
Dr. April Griffin  
Stephanie Rosenblatt  
Armando Soto  
Liz Page  
Lynn Laughon  
Kim Applebury  
Kathy Azzam  
Julie Mun  
David Ward

ABSENT: Felipe Lopez  
Rick Miranda  
Kathy Azzam

GUEST(s): Dr. Valyncia Raphael

- I. MEETING CALLED TO ORDER  
Dr. Fierro called the meeting to order at 1:02 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 – December 3, 2018  
It was moved by Ms. Westby and seconded by Ms. Page to approve the December 3 minutes. The vote for approval was 10-0-1; Dr. Fierro abstained. Ms. Marks and Dr. Flores-Church were not present for the vote.
- V. BOARD AGENDA – December 12, 2018  
Dr. Fierro stated that closed session will begin at 6:30 p.m. Open session will begin at 7:00 p.m., and a board reception is scheduled for 8:00 p.m. If necessary, closed session will continue after the reception.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES – None
- VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VIII. STATUS OF SHARED GOVERNANCE**Board Policy Review – Chapter 3***EMP Goal F: Enhancing Organizational Effectiveness*

The committee continued review and discussion of the following Chapter 3 policies and procedures:

AP 3420	Equal Employment Opportunity
AP 3440	Service Animals
AP 3435	Discrimination and Harassment Investigations

The committee reached consensus to update the documents, as attached. Ms. Marks stated that there may be more proposed revisions to AP 3420 following the Faculty Hiring Prioritization Committee's January 2019 meeting. Dr. Flores-Church and Ms. Rosenblatt will be assembling a task force to continue reviewing AP 3435 to discuss protections for accused individuals.

**Board Policy Review – Chapter 4***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Fierro stated that the committee was asked to review the following policies and procedures prior to the meeting, and to be ready for discussion.

BP 4005	Duties and Responsibilities of Faculty Members
AP 4005	Duties and Responsibilities of Faculty Members
BP 4010	Academic Calendar
AP 4010	Academic Calendar
BP 4020	Instructional Programs and Curriculum
AP 4020	Instructional Programs and Curriculum
AP 4021	Program Viability
AP 4022	Course Approval
AP 4024	Credit Hours and Units
BP 4025	Philosophy and Criteria for Associate Degree and General Education
AP 4025	Philosophy and Criteria for Associate Degree and General Education
AP 4026	Philosophy and Criteria for International Education
BP 4027	Philosophy and Criteria for Study Abroad Programs
AP 4027	Philosophy and Criteria for Study Abroad Programs
BP 4030	Academic Freedom
BP 4040	Library and Learning Support Services
AP 4040	Library and Learning Support Services
BP 4050	Articulation
AP 4050	Articulation
BP 4060	Delineation of Functions Agreements
AP 4060	Delineation of Functions Agreements
BP 4070	Course Auditing and Auditing Fees
AP 4070	Course Auditing and Auditing Fees
BP 4100	Graduation Requirements for Degrees and Certificates of Achievement
AP 4100	Graduation Requirements for Degrees and Certificates of Achievement
AP 4101	Independent Study

BP 4102	Career and Technical Programs
AP 4102	Career and Technical Programs
AP 4103	Work Experience
AP 4104	Contract Education
AP 4105	Distance Education
BP 4106	Nursing Programs
BP 4110	Honorary Degrees
BP 4220	Standards of Scholarship
AP 4222	Remedial Coursework
BP 4225	Course Repetition
AP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollments
AP 4226	Multiple and Overlapping Enrollments
AP 4227	Repeatable Courses
AP 4228	Course Repetition - Significant Lapse of Time
AP 4229	Course Repetition - Variable Units
BP 4230	Grading and Academic Record Symbols
AP 4230	Grading and Academic Record Symbols
BP 4231	Grade Practices, Grade Changes, and Security of Grade Reports
AP 4231	Grade Practices, Grade Changes, and Security of Grade Reports
AP 4232	Pass/No Pass
BP 4235	Credit by Examination
AP 4235	Credit by Examination
BP 4240	Academic Renewal
AP 4240	Academic Renewal
BP 4250	Probation, Dismissal, and Readmission
AP 4250	Probation
AP 4255	Dismissal and Readmission
BP 4260	Prerequisites and Co-requisites
AP 4260	Prerequisites and Co-requisites
BP 4300	Field Trips and Excursions
AP 4300	Field Trips and Excursions
BP 4400	Community Services
AP 4400	Community Services
AP 4500	Student Media
AP 4610	Instructional Service Agreements

The committee discussed and reviewed feedback for the following:

AP 4020	Instructional Programs and Curriculum
BP 4025	Philosophy and Criteria for Associate Degree and General Education
BP 4027	Philosophy and Criteria for Study Abroad Programs
AP 4040	Library and Learning Support Services
AP 4050	Articulation
AP 4400	Community Services

The committee reached consensus to update the documents, as attached. Dr. Griffin stated that faculty are continuing to review Chapter 4 board policies and administrative procedures, and that she will share proposed revisions with the committee.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports.

X. PRESIDENT'S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 3:00 p.m.

**General Institution**

1 **AP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

2 **References:**

- 3 Education Code, Sections 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and Sections 59320 et seq.;
- 5 ACCJC Accreditation Standard III.A.11

6 **Equal Employment Opportunity (EEO) Plan**

7 The District's Diversity and Equal Employment Opportunity Advisory Committee  
8 (DEEOAC) will develop the District's EEO Plan under the direction of the  
9 President/Superintendent and with input from all college constituent groups. The  
10 District shall develop the EEO Plan no later than the date specified by the state  
11 Chancellor's Office.

12 The District's EEO Plan will be a written document which describes the District's EEO  
13 program. The EEO Plan shall comply with Title 5 requirements and shall include:

- 14 • the District's Employment Selection Procedures developed in accordance with  
15 BP 2510 titled Participation in Local Decision-Making;
- 16 • the procedure for filing complaints and the person with whom such complaints  
17 are to be filed;
- 18 • a process for notifying all District employees of the provisions of the plan and the  
19 policy statement required;
- 20 • **a Diversity Plan**
- 21 • annual reporting requirements;
- 22 • the District's program for the promotion of workforce diversity; and
- 23 • additional steps that address Title 5 requirements.

24 The plan shall be a public record.

25 The District will make a continuous good faith effort to comply with the requirements of  
26 the plan.

27 **Annual Reporting**

28 An annual demographic report shall be provided to the state Chancellor's Office on the  
29 results of the District's annual survey of employees, which meets Title 5 requirements.  
30 An annual report on the status of diversity in District Employment Selection Procedures  
31 will be prepared and presented to the DEEOAC, the Board of Trustees and the state  
32 Chancellor's Office.

33 Districts shall review the annually collected demographic data to determine if significant  
34 underrepresentation of a monitored group may be the result of non-job-related factors in  
35 the employment process. For the purposes of this subdivision, the phases of the  
36 employment process include but are not limited to recruitment, hiring, retention and  
37 promotion. The information to be reviewed shall include, but need not be limited to:

- 38 • longitudinal analysis of data regarding job applicants to identify whether over  
39 multiple job searches, a monitored group is disproportionately failing to move  
40 from the initial applicant pool, to the qualified applicant pool; and
- 41 • analysis of data regarding potential job applicants, to the extent provided by the  
42 State Chancellor, which may indicate significant underrepresentation of a  
43 monitored group.

#### 44 **Diversity and Equal Employment Opportunity Advisory Committee**

45 The District shall establish and maintain a Diversity and Equal Employment Opportunity  
46 Advisory Committee (DEEOAC) which will include a diverse membership and represent  
47 all college constituent groups. The responsibilities of the Committee will include but not  
48 be limited to the following:

- 49 • receive training in all of the following: applicable Title 5 regulations and of state  
50 and federal nondiscrimination laws; the educational benefits of workforce  
51 diversity, the identification and elimination of bias in hiring decisions; and the role  
52 of the advisory committee in carrying out of the District's EEO Plan;
- 53 • review and advise on employment election procedures, selection committee and  
54 process monitor training, recruitment efforts, and processes that impact the  
55 District's ability to attract and retain a diverse faculty and staff;
- 56 • recommend special training or staff development needs, including sexual  
57 harassment training, to the President/Superintendent;
- 58 • review the EEO Plan and programs, and monitor their implementation;
- 59 • recommend changes needed in the EEO Plan and programs; and
- 60 • review the annual written report to the President/Superintendent, the Board of  
61 Trustees and the state Chancellor's Office, and analyze any pertinent data.

#### 62 **Employment Procedures**

##### 63 **Identification of Positions – Recruitment and Hiring**

64 The District's Educational Master Plan and this Administrative Procedure, which will be  
65 included in the District's EEO Plan, will guide the identification of positions that the  
66 District will fill in any fiscal year.

##### 67 **Identification of Management Positions to be Filled**

##### 68 ***Recruitment for a Vacated Position***

69 When a management position is vacated, the manager who supervises the position  
70 analyzes the needs of the division/area supervised by the vacated position, the  
71 division/area plan, and the Educational Master Plan. If the supervising manager  
72 determines that there is a need to continue the position, the manager will complete an  
73 Employment Request Form and a brief justification for the need to continue the position,

74 and submit to the appropriate Vice President. The Executive Council will then review  
75 the request and determine whether the position will be filled and the timing for the  
76 recruitment.

77

### 78 ***Recruitment for a New Management Position***

79 1. When a supervising manager or administrator (President/Vice President)  
80 determines that there is a need for a new management position to manage a  
81 division/area/program, the supervising manager or administrator will write a  
82 justification for the position that will be presented to Executive Council for review.  
83 The justification should include: a budget analysis indicating the cost and  
84 funding source(s) for the position, an analysis of the need in the  
85 division/area/program that requires the management position, and the goals and  
86 objectives of the Educational Master Plan that will be enhanced, realized or  
87 advanced by the management position. The justification for the position may be  
88 presented as part of a unit/division plan or a **direct** request to Executive Council,  
89 if the need for the position emerges outside of the timing for the regular planning  
90 process.

91 2. If Executive Council determines that the new management position proposed by  
92 the unit/division plan, supervising manager, or administrator is consistent with the  
93 District's Educational Master Plan's goals and objectives and is fiscally feasible, it  
94 will direct the supervising manager or administrator to prepare a proposed job  
95 description for review by Human Resources. After review, Human Resources will  
96 place the proposed job description and justification on the Board Agenda with  
97 consultation from the appropriate manager or administrator. Upon Board  
98 approval, Executive Council will direct the timing of the recruitment for the  
99 position.

100 3. The District may apply for a grant which provides funding for a new management  
101 position for the grant funds/program. In this case, the job description will be  
102 developed in the grant application process in collaboration with Human  
103 Resources. Upon receipt of grant funding, a job description will be placed on the  
104 Board Agenda for approval. The recruitment for this position will indicate that  
105 continued employment is contingent on continued grant and/or alternate funding.

### 106 **Identification of Full-Time Faculty Positions to be Filled**

#### 107 ***Recruitment for Full-Time Faculty Positions***

108 1. During the Fall semester of each year, the District determines the District's full-  
109 time faculty recruitments for that academic year. The procedure is guided by the  
110 Educational Master Planning process. ~~In the Fall semester, each instructional  
111 and non-instructional unit which employs full-time faculty completes its unit plan  
112 with the participation of its members. The unit identifies the full-time faculty  
113 position(s) required for program growth or maintenance.~~

- 114 2. The unit plans, with the requests and justifications for full-time faculty positions,  
115 are provided to the Division Dean/Area Manager. The Division Dean/Area  
116 Manager sets a meeting with unit representatives. The unit representatives and  
117 the Division Dean/Area Manager discuss the Division's Plan for the upcoming  
118 year and the development of their programs. Each unit representative may  
119 advocate for the needs of that unit. At the end of the meeting(s), a prioritized list  
120 of requested full-time faculty positions in the Division is developed.
- 121 3. The Division Dean/Area Manager then takes the Division's prioritized list of  
122 requested full-time faculty positions to a meeting attended by all division  
123 deans/area managers employing full-time faculty and the Vice Presidents of  
124 Academic Affairs and Student Services. All division deans/area managers are  
125 allowed to advocate for their divisions. In this meeting, the division deans/area  
126 managers and the Vice Presidents use a collaboratively developed rubric to  
127 prioritize all of the District's requests for full-time faculty positions. At the end of  
128 the process, the Faculty Priority List of requested full-time faculty positions is  
129 developed.
- 130 4. The Faculty Priority List is then presented to Executive Council by the Vice  
131 Presidents of Academic Affairs and Student Services. Executive Council  
132 considers the Faculty Priority List, the District's budget, the District's Faculty  
133 Obligation Number (FON), current staffing, and the Educational Master Plan  
134 goals and objectives to finalize the full-time faculty positions on the list in the  
135 recommended order for which the District will begin recruiting in the following  
136 Spring semester.
- 137 • Each Fall semester, as part of the Program Review Planning process,  
138 department chairs will indicate new hire requests in Program Review Plus.
- 139 • The following Spring, faculty and managers who have indicated a new hire  
140 request as part of Program Review Plus fill out and submit a faculty position  
141 request form to the Faculty Hiring Prioritization (FHP) Committee, using relevant  
142 data and a narrative justifying the need for a fulltime position. Department chairs  
143 and managers will work together to submit the request for new faculty. Divisions  
144 will not rank faculty requests.
- 145 • A list of all faculty requests will be forwarded to the Faculty Senate by the co-  
146 chairs of the Faculty Hiring Prioritization Committee.
- 147 • Requests for new faculty not submitted through Program Review Plus are not  
148 eligible for ranking by the FHP Committee, no exceptions.
- 149 • Early in the Fall semester, the Faculty Hiring Prioritization Committee will review  
150 and evaluate the requests based on the specified criteria (See New Faculty  
151 Request Form and Directions).
- 152 • All faculty requests will be ranked, regardless of how many positions may be  
153 available.
- 154 • New faculty requests will be ranked using the FHP Norming Model.
- 155 • In addition to the norming model, the FHP Committee members will score  
156 qualitative questions. Scores from the qualitative forms will be averaged and



157 added to the Norming Model scores to create the prioritized list for  
158 recommendation.

- 159 • The prioritization list will be forwarded to the Executive Council for action. The list  
160 will also be forwarded as an information item only to the Faculty Senate and  
161 Planning and Budget Committee.
- 162 • The Executive Council considers the FHP Committee Faculty Priority List, the  
163 District's budget, the District's Faculty Obligation Number (FON), current staffing,  
164 and the Educational Master Plan goals and objectives to finalize the full-time  
165 faculty positions on the list in the recommended order for which the District will  
166 begin recruiting.
- 167 • The President/Superintendent acts on the Executive Council's recommendations  
168 and forwards positions to the District as appropriate. Should the  
169 President/Superintendent override any of the ranked positions, he or she must  
170 present a written explanation of that decision to the FHP Committee, Faculty  
171 Senate, and Planning and Budget.

## 172 **Identification of Classified/Confidential Position to be Filled**

### 173 ***Recruitment for a Vacated Classified/Confidential Position***

- 174 1. When a classified/confidential position is vacated, the manager who supervises  
175 the position must, at a minimum, analyze: (1) the needs of the division/area in  
176 which the vacancy occurs, (2) the budget for the division/area, (3) the  
177 division/unit plans and (4) the Educational Master Plan. If the supervising  
178 manager determines that there is a need to continue the position, he/she will  
179 submit an Employment Request Form and a brief justification for the need to  
180 continue the position to the appropriate Vice President or  
181 President/Superintendent.
- 182 2. The Vice President or President/Superintendent will prioritize all requests to fill  
183 vacated classified/confidential positions in his/her area. The prioritized list and  
184 justification will be presented to Executive Council.
- 185 3. Executive Council will review the requests and the prioritized lists of positions to  
186 determine if a position will be filled, if an in-house recruitment is appropriate and  
187 the timing for any approved recruitments.

### 188 ***Recruitment for a New Classified/Confidential Position***

189 When a unit/division identifies the need for additional classified/confidential staff through  
190 the program review and/or unit planning processes, the justification for the position must  
191 be included in the unit and/or division plan. The request will be prioritized through the  
192 planning process and resources identified to support the position. The division/area will  
193 be notified of the allocation and the supervising manager will complete an Employment  
194 Request Form to initiate recruitment.

## 195 **Job Descriptions**

196 Every job description will provide a general statement of job duties and responsibilities.  
197 Job descriptions will be accessible to all applicants.

198 Job descriptions will contain minimum qualifications for the position.

- 199 • Minimum qualifications for faculty shall, at least, comply with State minimum  
200 qualifications and any Board approved local standards.
- 201 • Minimum qualifications for management positions shall comply with mandates of  
202 the Education Code and any Board approved standards.

203 Job descriptions will contain a statement of bona fide essential functions.

#### 204 **Recruitment**

205 The District will follow the recruitment procedures contained in the District's  
206 Employment Selection Procedures within the District's EEO Plan.

207 The application for employment will afford each applicant an opportunity to identify  
208 himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability.  
209 This information will be maintained in confidence and will be used only for research,  
210 validation, monitoring, evaluation of the effectiveness of the EEO Plan, or as authorized  
211 by law.

212 The District shall maintain records of the diversity at designated stages of the  
213 recruitment as specified in Title 5 regulations and the District's EEO Plan. The District  
214 will use this information to inform its recruitment and selection programs.

#### 215 **Screening and Selection**

216 The District shall follow mandates of the Education Code, Title 5 regulations, the  
217 District's EEO Plan and the District's Employment Selection Procedures in employment  
218 of all faculty and staff.

#### 219 **Delegation of Authority**

220 The District has designated the Director of Diversity, Compliance, and Title IX  
221 Coordinator with overseeing the day-to-day implementation of the EEO Plan and its  
222 programs and with the implementation of AP 3435 titled Discrimination and Harassment  
223 Investigations.

#### 224 **Complaint Procedure**

225 The District will follow AP 3435 titled Discrimination and Harassment Investigations in  
226 addressing such complaints in the employment process.

#### 227 **Job Announcements**

228 All job announcements will contain a statement in substantially the following form: The  
229 District is an equal opportunity employer. The District is strongly committed to achieving  
230 staff diversity and the principles of equal opportunity employment. The District  
231 encourages a diverse pool of applicants and does not discriminate on the basis of race,  
232 color, national origin, ancestry, sex or gender, gender identify, sexual orientation, age,

233 religion, marital status, disability, medical conditions, or status as a Vietnam-era veteran  
234 in any of its employment policies, practices, or procedures.

235 **Dissemination and Revision of the EEO Plan**

236 All managers will be given copies of the EEO Plan and any updates or revisions that  
237 may occur over time. The EEO Plan will be accessible to the campus community  
238 online. The EEO Plan will be provided to the Faculty Senate and the exclusive  
239 representatives of any units of employees.

240 Statements of nondiscrimination will be posted in the Human Resources Office, on its  
241 web page and distributed to employees annually.

242 The EEO Plan shall be reviewed at least every three years and, if necessary, revised  
243 and submitted to the state Chancellor's Office within 90 days of the effective date of the  
244 revision or amendment(s). If the Chancellor determines that a district's policies are not  
245 in compliance with Title 5, the Chancellor may require the District to modify its policies.

246 **Accountability and Corrective Action**

247 The District shall certify annually to the State Chancellor that they have timely:

- 248 • Recorded, reviewed and reported the data required regarding qualified applicant  
249 pools;
- 250 • Reviewed and updated, as needed, the Strategies Component of the district's  
251 EEO Plan; and
- 252 • Investigated and appropriately responded to formal harassment or discrimination  
253 complaints filed pursuant to subchapter 5 (commencing with section 59300) of  
254 chapter 10 of this division.

255 Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: January 31, 2011**

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**

**General Institution**

**1 AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS**

**2 References:**

- 3 Education Code, Section 66281.5;
- 4 Government Code, Section 12950.1;
- 5 Title 5, Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
- 6 34 C.F.R., Section 106.8(b)

7 The District is committed to providing an academic and work environment that respects  
8 the dignity of individuals and groups. All forms of harassment are contrary to basic  
9 standards of conduct between individuals and are prohibited by state and federal law,  
10 as well as this procedure, and will not be tolerated.

11 These complaint procedures apply to complaints alleging discrimination, harassment, or  
12 retaliation on the basis of national origin, religion, age, gender, gender identity, gender  
13 expression, race or ethnicity, color, medical condition, genetic information, ancestry,  
14 sexual orientation, marital status, physical or mental disability, pregnancy, or military  
15 and veteran status, or because an individual is perceived to have one or more of the  
16 foregoing characteristics, or based on association with a person or group with one or  
17 more of these actual or perceived characteristics. See also Board Policy and  
18 Administrative Procedure 3410 titled Nondiscrimination and Administrative Procedure  
19 3430 titled Prohibition of Harassment.

20 **Filing a Timely Complaint:** Since failure to report discrimination, including  
21 harassment, impedes the District's ability to stop the behavior, the District strongly  
22 encourages anyone who believes he or she has been or is being harassed or  
23 discriminated against to file a complaint. The District also strongly encourages the filing  
24 of such complaints within thirty (30) days of the alleged incident. While all complaints  
25 are taken seriously and will be **reviewed, assessed, and investigated promptly as**  
26 **appropriate.** ~~investigated promptly,~~ delay in filing impedes the District's ability to  
27 investigate and remediate.

28 All managers have a mandatory duty to report incidents of harassment and  
29 discrimination; the existence of a hostile, offensive or intimidating work environment;  
30 and acts of retaliation.

31 The District will investigate complaints involving acts that occur off campus if they are  
32 related to an academic or work activity.

33 **Communicating that the Conduct is Unwelcome:** The District further encourages  
34 students and employees who believe they are being subjected to harassment to let the

35 offending person know immediately and firmly that the conduct or behavior is  
36 unwelcome, offensive, in poor taste and/or inappropriate.

37 **Oversight of Complaint Procedure:** The Vice President of Human Resources is the  
38 "responsible District officer" charged with receiving complaints of discrimination,  
39 including harassment, and coordinating their investigation.

40 The actual investigation of complaints may be assigned by the Vice President of Human  
41 Resources to other staff or to outside persons or organizations under contract with the  
42 District. This shall occur whenever the Vice President of Human Resources is named in  
43 the complaint or implicated by the allegations in the complaint.

44 **Who May File a Complaint:** Any student, employee, or third party who believes he/she  
45 or any individual has been discriminated against or harassed by a student, employee, or  
46 third party in violation of this procedure and the related policy.

47 **Where to File a Complaint:** A student, employee, or third party who believes he/she or  
48 any individual has been discriminated against or harassed in violation of this policy and  
49 these procedures, or that a student has been subjected to discrimination, including  
50 harassment, or who has witnessed or has knowledge of such discrimination, may make  
51 a complaint orally or in writing, within one year of the date of the alleged harassment or  
52 the date on which the complainant knew or should have known of the facts underlying  
53 the complaint. **In accordance with timeline mandates, complaints filed after one year will  
54 be accepted and addressed as applicable, however, delays in filing impedes the  
55 District's ability to investigate and remediate promptly.**

56 If a complainant decides to file a formal written unlawful discrimination or harassment  
57 complaint against the District, he/she may file the complaint on a form prescribed by the  
58 State Chancellor's Office. These approved forms are available from the Vice President  
59 of Human Resources and at the following URL:  
60 <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

61 The completed form must be filed with any of the following:

- 62 • the Vice President of Human Resources;
- 63 • the Vice President of Student Services
- 64 • the President's Office; and/or
- 65 • the State Chancellor's Office.

66 Employee complainants shall be notified that they may file employment discrimination  
67 complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the  
68 Department of Fair Employment and Housing (DFEH).

69 Complaints filed with the EEOC and/or the DFEH should be forwarded to the State  
70 Chancellor's Office.

71 Any District employee who receives an alleged harassment or discrimination complaint  
72 shall notify the Vice President of Human Resources immediately.

73 The District prohibits all forms of discrimination, intimidation, or harassment against any  
74 individual who files or otherwise participates in the filing or investigation of a complaint  
75 of discrimination. Persons who believe they have been subjected to retaliation may file  
76 a complaint under these procedures.

77 **Intake and Processing of the Complaint:** Upon receiving notification of an alleged  
78 harassment or discrimination complaint, the Vice President of Human Resources and/or  
79 designee shall:

- 80 • Undertake efforts to informally resolve the charges, including but not limited to  
81 mediation, rearrangement of work/academic schedules; obtaining apologies;  
82 providing informal counseling and/or training, etc.
- 83 • Advise the complainant that he/she need not participate in an informal resolution  
84 of the complaint, as described above, and has the right to end the informal  
85 resolution process at any time. Mediation is not appropriate for resolving  
86 incidents involving sexual violence.
- 87 • Advise complainants that he/she may file a complaint with the Office of Civil  
88 Rights (OCR) of the U.S. Department of Education and employee complainants  
89 may file a complaint with the California Department of Fair Employment and  
90 Housing. All complainants should be advised that they have a right to file a  
91 complaint with local law enforcement. **They also should be advised of their**  
92 **option to be accompanied by a support person throughout the process.** The  
93 District must **respond** ~~investigate~~ even if the complainant files a complaint with  
94 local law enforcement. In addition, the District should ensure that complainants  
95 are aware of any available resources, such as counseling, health, and mental  
96 health services. The Vice President of Human Resources or designee shall also  
97 notify the State Chancellor's Office of the complaint **when required by law.**
- 98 • Take interim steps to protect a complainant from coming into contact with an  
99 accused individual, especially if the complainant is a victim of sexual violence.  
100 The Vice President of Human Resources should notify the complainant of his or  
101 her options to avoid contact with the accused individual and allow students to  
102 change academic situations as appropriate. For instance, the District may  
103 prohibit the accused individual from having any contact with the complainant  
104 pending the results of the investigation. When taking steps to separate the  
105 complainant and accused individual, the District shall minimize the burden on the  
106 complainant. For example, it is not appropriate to remove complainants from  
107 classes or housing while allowing accused individuals to remain.
- 108 • Authorize the investigation of the complaint, and supervise and/or conduct a  
109 thorough, prompt and impartial investigation of the complaint, as set forth below.  
110 When complainants opt for informal resolution, the Vice President of Human  
111 Resources or designee will determine whether further investigation is necessary  
112 to ensure resolution of the matter and utilize the investigation process outlined  
113 below as appropriate. In the case of a formal complaint, the investigation will  
114 include interviews with the complainant, the accused, and any other persons who

115 may have relevant knowledge concerning the complaint. This may include  
116 victims of similar conduct.

- 117 • Review the factual information gathered through the investigation to determine  
118 whether the alleged conduct constitutes harassment, or other unlawful  
119 discriminatory conduct, giving consideration to all factual information and the  
120 totality of the circumstances, including the nature of the verbal, physical, visual,  
121 or sexual conduct, and the context in which the alleged incidents occurred.
- 122 • Set forth the results of the investigation in a written report. The written report  
123 shall include an explanation of the District’s investigative process, a description  
124 of the circumstances giving rise to the complaint, a summary of the testimony of  
125 each witness, an analysis of any relevant data or other evidence collected during  
126 the investigation, a specific finding as to whether the preponderance of the  
127 evidence establishes that discrimination did or did not occur with respect to each  
128 allegation in the complaint and the reasons for that finding, a description of  
129 actions the District will take to prevent similar conduct, the proposed resolution of  
130 the complaint, the complainant’s right to appeal to the District’s Board of  
131 Trustees, and if the complainant is a student, the right to appeal to the State  
132 Chancellor. If the complainant is an employee, the report shall include the right  
133 to file an administrative complaint with the Department of Fair Employment and  
134 Housing. The report may contain any other appropriate information.
- 135 • Provide the complainant and accused with a copy or summary of the  
136 investigative report within ~~sixty (60)~~ to ninety (90) days from the date the District  
137 received the complaint. The complainant and accused shall also be provided  
138 with a written notice setting forth the determination of the  
139 President/Superintendent or designee as to whether harassment or other  
140 discriminatory conduct did or did not occur with respect to each allegation in the  
141 complaint; a description of action taken, if any, to prevent similar problems from  
142 occurring in the future; the proposed resolution of the complaint; and notice of the  
143 parties’ rights to appeal to the Board of Trustees and the State Chancellor’s  
144 Office. The results of the investigation and the determination as to whether  
145 harassment or other discriminatory conduct occurred shall also be reported to the  
146 accused, and the appropriate academic or administrative official(s). Reports to  
147 the complainant shall be prepared so as not to violate any applicable privacy  
148 rights of the accused.

149 **Investigation of the Complaint:** The District shall promptly investigate every  
150 complaint of harassment or discrimination. No claim of workplace or academic  
151 harassment or discrimination shall remain unexamined. This includes complaints  
152 involving activities that occur off campus and in connection with all the academic,  
153 educational, extracurricular, athletic, and other programs of the District, whether those  
154 programs take place in the District’s facilities, on a District bus, or at a class or training  
155 program sponsored by the District at another location.

156 As set forth above, where the complainant opts for an informal resolution, the Vice  
157 President of Human Resources may limit the scope of the investigation, as appropriate.  
158 The District will keep the investigation confidential to the extent possible, but cannot

159 guarantee absolute confidentiality because release of some information on a “need-to-  
160 know-basis” is essential to a thorough investigation. When determining whether to  
161 maintain confidentiality, the District may weigh the request for confidentiality against the  
162 following factors: the seriousness of the alleged harassment; the complainant’s age;  
163 whether there have been other harassment complaints about the same individual; and  
164 the accused individual’s rights to receive information about the allegations if the  
165 information is maintained by the District as an “education record” under the Family  
166 Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code  
167 Federal Regulations Part 99.15. The District will inform the complainant if it cannot  
168 maintain confidentiality.

169 **Investigation Steps:** The District will fairly and objectively investigate harassment and  
170 discrimination complaints. Employees designated to serve as investigators under this  
171 policy shall have adequate training on what constitutes sexual harassment, including  
172 sexual violence, and/or the form of discrimination alleged in the complaint, and on how  
173 the District’s grievance procedures operate. The investigator may not have any real or  
174 perceived conflicts of interest and must be able to investigate the allegations impartially.

175 Investigators will use the following steps: interviewing the complainant(s); interviewing  
176 the person who was the subject of the discrimination if different; interviewing the  
177 accused individual(s); interviewing anyone who witnessed the reported discrimination;  
178 interviewing individuals identified as having relevant information; identifying and  
179 interviewing witnesses and evidence identified by each party; identifying and  
180 interviewing any other witnesses, if needed; reminding all individuals interviewed of the  
181 District’s no-retaliation policy; considering whether any involved person should be  
182 removed from the campus pending completion of the investigation; reviewing any  
183 records, notes, memoranda, correspondence, or statements related to the  
184 discrimination complaint, and personnel/academic files of all involved parties; reaching  
185 a conclusion as to the allegations and any appropriate disciplinary and remedial action;  
186 and seeing that all recommended action is carried out in a timely fashion. When the  
187 District evaluates the complaint, it shall do so using a preponderance of the evidence  
188 standard. Thus, after considering all the evidence it has gathered, the District will  
189 decide whether it is more likely than not that discrimination or harassment has occurred.

190 **Timeline for Completion:** The District will undertake its investigation as promptly and  
191 swiftly as possible. To that end, the investigator shall complete the above steps, and  
192 prepare a written report within sixty (60) to ninety (90) days of the District receiving the  
193 complaint.

194 **Cooperation Encouraged:** All employees and students are expected to cooperate  
195 with a District investigation into allegations of harassment or discrimination. Lack of  
196 cooperation impedes the ability of the District to investigate thoroughly and respond  
197 effectively. However, lack of cooperation by a complainant or witnesses does not  
198 relieve the District of its obligation to investigate. The District will conduct an  
199 investigation if it is discovered that harassment or any other form of discrimination is, or



200 may be occurring, with or without the cooperation of the alleged victim(s) and regardless  
201 of whether a complaint is filed.

202 **Discipline and Corrective Action**

203 If harassment, discrimination and/or retaliation occurred in violation of Board Policy or  
204 this procedure, the District shall take disciplinary action against the accused and will  
205 take steps to stop the discrimination, prevent recurrence, and remedy discriminatory  
206 effects on the complainant and others, if appropriate. The action will be prompt,  
207 effective, and commensurate with the severity of the offense. Remedies for the  
208 complainant might include, but are not limited to:

- 209 • providing an escort to ensure that the complainant can move safely between  
210 classes and activities;
- 211 • ensuring that the complainant and alleged perpetrator do not attend the same  
212 classes or work in the same work area;
- 213 • preventing offending third parties from entering campus;
- 214 • providing counseling services;
- 215 • providing medical services;
- 216 • providing academic support services, such as tutoring;
- 217 • arranging for a student complainant to re-take a course or withdraw from a class  
218 without penalty, including ensuring that any changes do not adversely affect the  
219 complainant's academic record;
- 220 • reviewing any disciplinary actions taken against the complainant to see if there is  
221 a causal connection between the harassment and the misconduct that may have  
222 resulted in the complainant being disciplined;
- 223 • providing any services denied as a result of discrimination; and  
224 • reviewing a grade awarded as a result of discrimination.

225 If discipline is imposed, the nature of the discipline will not be communicated to the  
226 complainant. However, the District may disclose information about the sanction  
227 imposed on an individual who was found to have engaged in harassment or other  
228 discrimination when the sanction directly relates to the complainant; for example, the  
229 District may inform the complainant that the harasser must stay away from the  
230 complainant.

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

234 The District shall also take reasonable steps to protect the complainant from further  
235 harassment, and/or discrimination, and to protect the complainant and witnesses from  
236 retaliation as a result of communicating the complaint and/or assisting in the  
237 investigation.

238 The District will ensure that complainants and witnesses know how to report any  
239 subsequent problems, and should follow-up with complainants to determine whether  
240 any retaliation or new incidents of harassment have occurred. The District shall take

241 reasonable steps to ensure the confidentiality of the investigation and to protect the  
242 privacy of all parties to the extent possible without impeding the District's ability to  
243 investigate and respond effectively to the complaint.

244 If the District cannot take disciplinary action against the accused individual because the  
245 complainant refuses to participate in the investigation, it should pursue other steps to  
246 limit the effects of the alleged harassment and prevent its recurrence.

#### 247 **Appeals**

248 If the District imposes discipline against a student or employee as a result of the  
249 findings in its investigation, the student or employee may appeal the decision using the  
250 procedure for appealing a disciplinary decision.

251 If the complainant is not satisfied with the results of the administrative determination,  
252 he/she may, within fifteen (15) days of issuance of the determination to the complainant  
253 by the District, submit a written appeal to the Board of Trustees. The Board of Trustees  
254 shall review the original complaint, the investigative report, the administrative decision,  
255 and the appeal. The Board shall issue a final District decision in the matter within forty-  
256 five (45) days after receiving the appeal. A copy of the decision rendered by the Board  
257 of Trustees shall be forwarded to the complainant and to the State Chancellor's Office.  
258 The complainant shall also be notified of his/her right to appeal this decision.

259 If the Board of Trustees does not act within forty-five (45) days the administrative  
260 determination shall be deemed approved by default and shall become the final decision  
261 of the District in the matter.

262 In any case not involving employment discrimination, the complainant shall have the  
263 right to file a written appeal with the State Chancellor's Office within thirty (30) days after  
264 the Board of Trustees issued the final District decision or permitted the administrative  
265 decision to become final. Such appeals shall be processed pursuant to the provision of  
266 Title 5 Section 59350.

267 In any case involving employment discrimination, including workplace harassment, the  
268 complainant may, at any time before or after the issuance of the final decision of the  
269 District, file a complaint with the Department of Fair Employment and Housing. In such  
270 cases, the complainant may also file a petition for review with the State Chancellor's  
271 Office within thirty (30) days after the Board of Trustees issues the final decision or  
272 permits the administrative decision to become final.

273 Within one hundred fifty (150) days of receiving a formal complaint which does not  
274 involve employment discrimination, the District shall forward to the State Chancellor's  
275 Office the original complaint, the investigative report, a copy of the written notice to the  
276 complainant setting forth the results of the investigation, a copy of the final  
277 administrative decision rendered by the Board of Trustees or indicating the date upon  
278 which the decision became final, and a copy of the notification to the complainant of  
279 his/her appeal rights. If, due to circumstances beyond its control, the District is unable

280 to comply with the 150-day deadline for submission of materials, it may file a written  
281 request for an extension of time no later than ten (10) days prior to the expiration of the  
282 deadline.

### 283 **Dissemination of Policy and Procedures**

284 Board Policy and Administrative Procedures related to harassment will include  
285 information that specifically addresses sexual violence. District policy and procedures  
286 will be provided to all students, faculty members, members of the administrative staff  
287 and members of the support staff, and will be posted on campus and on the District's  
288 website.

289 When hired, employees are required to sign that they have received the policy and  
290 procedures, and the signed acknowledgment of receipt is placed in each employee's  
291 personnel file. In addition, these policies and procedures are incorporated into the  
292 course catalogs, class schedules and orientation materials for new students.

### 293 **Training**

294 The District shall provide at least two hours of classroom or other effective interactive  
295 training and education regarding sexual harassment to all management employees  
296 once every two years. All new management employees must be provided with the  
297 training and education within six months of their assumption of a management position.

298 The training and education required by this procedure shall include information and  
299 practical guidance regarding the federal and state statutory provisions concerning the  
300 prohibition against and the prevention and correction of sexual harassment and the  
301 remedies available to victims of sexual harassment in employment. The training and  
302 education shall also include practical examples aimed at instructing managers in the  
303 prevention of harassment, discrimination, and retaliation, and shall be presented by  
304 trainers or educators with knowledge and expertise in the prevention of harassment,  
305 discrimination, and retaliation.

306 Training of all staff shall be conducted. This includes counselors, faculty, health  
307 personnel, law enforcement officers, coaches, and all staff who regularly interact with  
308 students. Training for academic staff should emphasize environmental harassment in  
309 the classroom. The District will also provide training to students who lead student  
310 organizations. The District should provide copies of the sexual harassment policies and  
311 training to all District law enforcement unit employees regarding the grievance  
312 procedures and any other procedures used for investigating reports of sexual violence.

313 In years in which a substantive policy or procedural change has occurred, all District  
314 employees will attend a training update and/or receive a copy of the revised policies and  
315 procedures.

316 Participants in training programs will be required to sign a statement that they have  
317 either understood the policies and procedures, their responsibilities, and their own and  
318 the District's potential liability, or that they did not understand the policy and desire

319 further training.

320 **Education and Prevention for Students**

321 In order to take proactive measures to prevent sexual harassment and violence toward  
322 students, the District will, under the direction of the Director of Diversity, Compliance,  
323 and Title IX, provide preventive education programs and make victim resources,  
324 including comprehensive victim services, available. The District will include such  
325 programs in orientation programs for new students, and in training for student athletes  
326 and coaches. These programs will include discussion of what constitutes sexual  
327 harassment and sexual violence, the District's policies and disciplinary procedures, and  
328 the consequences of violating these policies. A training program or informational  
329 services will be made available to all students at least once annually.

330 The education programs will also include information aimed at encouraging students to  
331 report incidents of sexual violence to the appropriate District and law enforcement  
332 authorities. Since victims or third parties may be deterred from reporting incidents if  
333 alcohol, drugs, or other violations of District or campus rules were involved, the District  
334 will inform students that the primary concern is for student safety and that use of alcohol  
335 or drugs never makes the victim at fault for sexual violence. If other rules are violated,  
336 the District will address such violations separately from an allegation of sexual violence.

Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: March 4, 2009**

**Dates Revised: July 1, 2010; September 24, 2012; April 11, 2016**

*(Replaces former Cerritos College Policy 7026)*

**Coordinating Committee:**

The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.

Dr. Flores-Church and Ms. Rosenblatt will assemble a task force to discuss protections for accused individuals.

**General Institution**

1 **AP 3440 SERVICE ANIMALS**

2 **References:**

- 3 29 U.S.C. § 794d
- 4 Americans with Disabilities Amendments Act of 2009 (ADAA)
- 5 Section 504, Federal Rehabilitation Act, 1973
- 6 28 C.F.R. § 35.136

7 The Cerritos Community College District will permit ~~qualified~~ **individuals** ~~students~~ with  
8 disabilities to use service animals in District facilities and on District campuses in  
9 compliance with state and federal law. Administrative Procedure 3412 504/ADA  
10 Academic Accommodations and Complaints was established pursuant to the Americans  
11 with Disabilities Amendments Act of 2009 (ADAA) and Section 504 of the Rehabilitation  
12 Act of 1973.

13 The purpose of this procedure is to ensure that ~~qualified~~ **individuals** ~~students~~ with  
14 disabilities can participate in and benefit from District services, programs and activities,  
15 and to ensure that the District does not discriminate on the basis of a disability.

16 **Primary College Contacts**

- 17 A. Students may contact Disabled Student Programs and Services for information  
18 or guidance.
- 19 B. Employees may request to have a service animal as a workplace  
20 accommodation through the District's Human Resources Office.
- 21 C. Guests may be accompanied by a service animal when participating in programs  
22 and accessing services without requesting an accommodation, but are welcome  
23 to contact the District's Director of Diversity, Compliance and Title IX Coordinator  
24 for information or guidance.

25 Disabled Student Programs and Services full contact information is available  
26 at [www.cerritos.edu/dsps](http://www.cerritos.edu/dsps).

27 Director of Diversity, Compliance and Title IX Coordinator information is available  
28 at [www.cerritos.edu/hr](http://www.cerritos.edu/hr)

29 This procedure implements procedures with regards to service animals on campus.

30 1. **DEFINITION**

- 31 a. Service animal is defined in Title II of the ADAA regulations (28 C.F.R.,  
32 §36.104). *Service animal* means any dog that is individually trained to do  
33 work or perform tasks for people with disabilities. Other species of animals,

34 whether wild or domestic, trained or untrained, are not service animals for the  
35 purposes of this definition.

- 36 b. The District shall make reasonable modifications in policies, practices, or  
37 procedures to permit the use of a miniature horse by an individual with a  
38 disability, if the miniature horse has been individually trained to do work or  
39 perform tasks for the benefit of the individual with a disability (28 C.F.R., §  
40 35.136(i)).
- 41 c. The District shall consider: the type, size, and weight of the miniature horse  
42 and whether the facility can accommodate these features.
- 43 d. Trainee: A dog guide trainee for blind persons, hearing ear dog trainee, or  
44 other animal undergoing training to assist a person with a physical impairment  
45 will be granted the same rights as fully-trained service animals.

46 2. DESCRIPTION OF ACTION

- 47 a. A person with a disability may take a service animal into areas where the  
48 public is normally allowed to go without being referred to Disabled Student  
49 Programs and Services (DSPS). When it is not obvious what the service  
50 animal provides, faculty, managers, and staff may ask the following:  
51 1) Is the dog (or miniature horse) a service animal required because of a  
52 disability?  
53 2) What work or task has the dog (or miniature horse) been trained to  
54 perform?

55 If employees are concerned about these questions, they may contact Human  
56 Resources for assistance.

57 Director of Diversity, Compliance and Title IX in Human Resources Office –  
58 (562) 860-2451 ext. 2284)

- 59 b. The work or tasks performed by a service animal must be directly related to  
60 the individual's disability. Examples of work or tasks include, but are not  
61 limited to, assisting individuals who are blind or have low vision with  
62 navigation and other tasks alerting individuals who are deaf or hard of hearing  
63 to the presence of people or sounds, providing non-violent protection or  
64 refuse work, pulling a wheelchair, assisting an individual during a seizure,  
65 alerting individuals to the presence of allergens, retrieving items such as  
66 medicine or the telephone, providing physical support and assistance with  
67 balance and stability to individuals with mobility disabilities, and helping  
68 persons with psychiatric and neurological disabilities by preventing or  
69 interrupting impulsive or destructive behaviors.
- 70 c. The crime deterrent effects of an animal's presence and the provision of  
71 emotional support, well-being, comfort or companionship do not constitute  
72 work or tasks for the purposes of this definition. The animal's work cannot be  
73 passive. If an animal meets this definition, it is considered a service animal  
74 under the ADAA, even if it has not been licensed or certified by a state or  
75 local government, or by a private agency. A student may choose to produce

- 76 a Los Angeles County or county of residence license as proof of vaccination.  
77 Only dogs are eligible to apply for service animal identification tags (form  
78 DAS-195, rev. 07-10) in California. Students that may have service animals  
79 in the classroom may be referred to DSPS for review of all reasonable  
80 accommodations.  
81 d. A service animal is not required to wear a vest, harness or other “service  
82 animal” identification.

### 83 3. RESPONSIBILITIES OF PERSONS USING SERVICE ANIMALS

- 84 a. A student with a disability who brings an animal for participation in the  
85 services or classes of the District, where the public is normally not allowed,  
86 may be referred to the DSPS Office which will provide support to students  
87 with service animals in the classroom. Participation in DSPS services is  
88 voluntary.  
89 b. The student must declare they are a person with a disability when accessing  
90 non-public spaces and describe the disability related task(s), which the animal  
91 performs, which facilitates access to District programs, services or activities.  
92 c. The student may meet with a DSPS counselor and receive the Cerritos  
93 Community College District DSPS Service Animal Fact Sheet.  
94 d. The care and supervision of a service animal is the responsibility of the  
95 student. Civil Code Section § 54.2 requires that the owner of the service  
96 animal be responsible for any damage done to the premises or facility by the  
97 animal.  
98 e. The State of California Health and Safety Code, § 121690, requires that all  
99 service animals be immunized and licensed (Los Angeles County Sec.  
100 10.20.180 and 10.20.190).  
101 f. Dogs must work without a direct threat to other service animals, students  
102 and/or District personnel. A student with a disability who has a service animal  
103 that poses a threat to health, safety or program disruption (i.e., service animal  
104 out of control or not house broken) shall be informed that the animal is not an  
105 allowable accommodation and cannot be on campus. Failure to comply with  
106 this exclusion may result in a disciplinary action in accordance with  
107 Administrative Procedure 5520 Student Discipline Procedures.  
108 g. A student who has been denied the use of a service animal may file a  
109 complaint in accordance with AP 3412 and BP/AP 5530.

### 110 **Requirements for Faculty, Staff and Students**

111 Members of the Cerritos Community College District are responsible for the following:

- 112 a. Allowing service animals to accompany the person they are assisting in all areas  
113 of campus where members of the public, participants in services, programs or  
114 activities, or invitees, as relevant, are allowed to go.  
115 b. Not distracting a service animal in any way. Do not pet, feed, or interact with  
116 animal without the handler’s permission.  
117 c. Not separating a disabled person from his or her service animal.  
118 d. Clarifying an animal’s status as a service animal only when it is not readily  
119 apparent that an animal is a service animal. In such cases, designated staff (i.e.,

120 Dean of DSPS or designee, Human Resources – Compliance Officer, and  
121 Campus Police) may not ask about the nature or extent of a person’s disability,  
122 but may make two inquires to establish whether the animal is a service animal:

- 123 1. Is the animal required because of a disability? and
- 124 2. What work or task the animal has been trained to perform?

125 Other questions regarding the status of a service animal should be referred to the  
126 contacts noted in Section 2. Cerritos Community College may take action against any  
127 individual who fails to abide by these guidelines.

## 128 **General Rule Regarding Service Animals**

129 As a general rule, the District will modify policies, practices, and procedures to permit  
130 the use of service animal by an individual with a disability.

### 131 **4. EVALUATION PROCEDURES FOR ENFORCEMENT**

132 a. Under the ADAA and Section 504, the District may not impose a rule upon  
133 individuals with disabilities prohibiting services animals, if the rule has the  
134 effect of limiting the participation of the individuals with disabilities in the  
135 District’s services, programs or activities. However, the District is not  
136 obligated to permit the use of service animals, if doing so would result in a  
137 fundamental alteration of the District service, program or activity, or would  
138 pose a direct threat to the health or safety of others.

139 b. The District will analyze whether the presence of the service animal would  
140 actually be a fundamental alteration or direct threat upon the service,  
141 program, or activity involved. The Board of Trustees designates the District  
142 DSPS professionals, in consultation with the program professionals and the  
143 Vice Presidents, to make such determination. If the DSPS professionals, in  
144 consultation with the program professionals and the Vice Presidents,  
145 determine that the use of the service animal causes a fundamental alteration  
146 in District services, programs, or activities, the District may exclude the animal  
147 from its campus, sites, programs, and activities (Title II of the ADAA  
148 Regulations, 28 C.F.R., § 36. 104).

149 1) If the District makes a determination that use of the service animal would  
150 result in such fundamental alteration, within ten (10) working days of such  
151 determination, the designated person(s) shall issue a written statement  
152 identifying the reasons for the determination in sufficient detail to meet the  
153 District’s burden to demonstrate that such alteration would occur (Title II of  
154 the ADAA Regulations, 28 C.F.R., § 36. 104).

155 2) If use of the service animal would result in such fundamental alteration, at  
156 the request of an individual with a disability and in accordance with Board  
157 Policy, the District shall take any other action that would not result in such  
158 an alteration but would nevertheless allow the individual with a disability to  
159 participate in District services or programs.

160 c. The District will make an individualized assessment to determine whether the  
161 presence of the service animal poses a direct threat to the health or safety of  
162 other persons that cannot be eliminated by a modification of policies,



163 practices or procedures, or by the provision of auxiliary aids or services. If the  
164 District determines that the presence of the service animal does pose a direct  
165 threat to the health or safety of persons participating in District services,  
166 programs or activities, the District may exclude the animal from its facilities  
167 and campus (Title II of the ADA Regulations, 28 C.F.R., § 36.208).

168 d. A student with a disability who is denied the use of a service animal ~~by the~~  
169 ~~DSPS Office~~ due to fundamental alteration or direct threat may file a  
170 complaint utilizing the formal resolution process of Administrative Procedure.  
171 See AP 5140 Disabled Student Programs and Services

## 172 **Conflicting Disabilities**

173 Individuals with medical issues that may be impacted by the presence of service  
174 animals should communicate with the Compliance Coordinator in the Human Resources  
175 Office at (562) 860-2451 ext. 2284, if they have a concern about exposure to a service  
176 animal. The individual will be asked to provide information that identifies a disability and  
177 the need for an accommodation. The appropriate Cerritos Community College point of  
178 contact will facilitate a process to resolve the conflict that considers the disability-related  
179 needs/accommodations of all persons involved.

## 180 **Emergency Situations**

181 Emergency Responders (ERs) are trained to recognize service animals and to be aware  
182 that animals may try to communicate the need for help or that, an animal may become  
183 disoriented in an emergency situation. ERs should make every effort to keep a service  
184 animal with the individual with a disability ~~disabled person~~ it is tasked with assisting.  
185 However, the ER's first effort should be toward the individual with a disability ~~disabled~~  
186 ~~person~~, which may result in the service animal being left behind in some emergency  
187 evacuation situations.

188 Refer also to:

189 BP 3440 Service Animals

190 BP 3410 Nondiscrimination

191 AP 3412 504/ADA Academic Accommodations and Complaints

192 BP 5140 Disabled Student Programs and Services

193 BP/AP 5530 Student Rights and Grievances

194 Offices of Primary Responsibility: Vice President, Human Resources

195 Vice President, Student Services

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**Date Approved: October 19, 2016**

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**

**Academic Affairs**

**1 AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM**

**2 References:**

- 3 Title 5, Sections 51021, 55000 et seq., and 55100 et seq.;
- 4 ACCJC Accreditation Standard II.A;
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended

8 The responsibility for development and improvement of curriculum rests with the faculty

9 and department chairperson under the leadership of Instructional Deans and the Office

10 of Academic Affairs.

11 The formal work of curriculum development is performed by the Curriculum Committee,

12 under the leadership of a faculty chair and the Vice President of Academic Affairs or

13 designee.

14 Proposed new courses and educational programs must have approval of the Curriculum

15 Committee, the Board of Trustees, and the State Chancellor's Office. In addition,

16 career and technical programs must have the approval of the Los Angeles/Orange

17 County Workforce Development Leaders Consortium (LOWDL) [recommendation of the](#)

18 [Los Angeles Orange County Regional Consortia \(LAOCRC\)](#). Unless an exception is

19 granted by the Office of Academic Affairs, all new courses and programs must be

20 published in the College Catalog before they can be offered. Each course must have

21 an approved course outline of record.

22 Recommendations for new courses and educational programs should be submitted to

23 the Office of Academic Affairs on the appropriate form. A proposal for a new course

24 and/or new educational program may originate with a faculty member, department

25 chairperson, or Instructional Dean, but must be submitted to the Curriculum Committee

26 through the Instructional Dean.

27 The following steps outline the procedure for adding new courses and educational

28 programs to the curriculum.

- 29 • Completion of the course outline and supporting forms by the person proposing
- 30 the class
- 31 • Completion of the appropriate document(s) to integrate the new course into an
- 32 existing program, if necessary
- 33 • Signature of the Department Chair with recommendation

- 34 • Notification of other programs that may be affected by the addition of the new
- 35 course
- 36 • Signature of the Instructional Dean with recommendation
- 37 • ~~Approval by LOWDL of new or substantially revised career/technical programs~~
- 38 • [Recommendation by LAOCRC](#)
- 39 • Submission to the Curriculum Committee by established deadlines
- 40 • Approval by the Curriculum Committee
- 41 • Verification of any Curriculum Committee modifications by the Dean of Academic
- 42 Affairs, who also ensures those changes are incorporated in college publications
- 43 • Approval by the Board of Trustees
- 44 • Approval by the State Chancellor's Office
- 45 • Publication in college catalog and schedule of classes

46 Courses offered as general education or in a distance education format shall have  
47 separate approval by the Curriculum Committee. All new programs and courses shall  
48 offer a variety of modes of instruction to meet the learning abilities of prospective  
49 students. The Curriculum Committee will evaluate these new and continuing courses to  
50 determine if they meet an identifiable need, are consistent with the College mission and  
51 goals, and are appropriately classified as transfer, degree applicable, credit but not  
52 degree applicable, or non-credit.

53 For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- 54 • One hour of classroom or direct faculty instruction and a minimum of two hours
- 55 of out of class student work each week for approximately 15 weeks for one
- 56 semester, or the equivalent amount of work over a different amount of time; or
- 57 • At least an equivalent amount of work as required in the paragraph above, of this
- 58 definition for other academic activities as established by the institution including
- 59 laboratory work, internships, practica, studio work, and other academic work
- 60 leading to the award of credit hours.

61 ~~Community Education courses shall be reviewed by the Curriculum Committee, but do~~  
62 ~~not require approval.~~

63 Existing courses shall be reviewed at least every three years by the faculty responsible  
64 for teaching the courses. Course outlines shall be reviewed every three years by the  
65 department, and the revised and signed course outline of record shall be submitted to  
66 Academic Affairs and the Instructional Dean's Office. If the faculty member(s) wishes to  
67 change the course title, number, name, description, class hours, units, prerequisites, co-  
68 requisites, recommendations, or make substantial changes to the content, objectives, or  
69 methods of delivery, the changes must be submitted to the Curriculum Committee for  
70 approval.

71 Course deletions and reinstatements must be presented to the Curriculum Committee  
72 for approval.

73 Using the content review or content validation process, existing courses containing  
74 prerequisites, co-requisites, or recommendations shall be reviewed by faculty every six  
75 years for continuing appropriateness. Any changes must be presented to the  
76 Curriculum Committee for approval.

77 The Curriculum Committee shall publish its calendar of meetings for the year and  
78 disseminate it to all divisions and offices involved in the curricular process.

79 The Office of Academic Affairs shall maintain records of all Curriculum Committee  
80 meetings. Approved courses and programs will be published in the next College  
81 Catalog and schedule of classes after the entire process for approval has been  
82 completed.

83 Outlines for courses at Cerritos College shall be maintained by the Office of Academic  
84 Affairs.

85 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Dates Revised: October 24, 2011; December 10, 2018**

*(Replaces former Cerritos College Policies 3006, 3022, 3023, 3027)*

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**

**Academic Affairs**

1 **AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

2 **References:**

- 3 Education Code, Sections 78100, 78101, and 78103;  
4 ACCJC Accreditation Standard II.B (*formerly II.C*);  
5 Title 5, Section 51023

6 The College Librarians will:

- 7 • establish procedures for selection of library resources;  
8 • develop and maintain a comprehensive collection of library resources, in  
9 consultation with classroom faculty;  
10 • prepare students to deal with controversial subjects by providing materials that  
11 represent opposing sides of issues as well as the many groups and opinions  
12 prevalent in society;  
13 • instruct students and assist faculty in the principles of information competency;  
14 and  
15 • review the library collection by using recommended lists of materials for  
16 community college libraries, professional journals in disciplines taught at the  
17 college, and current bibliographic publications.

18 Objectives in the selection of library resources shall include:

- 19 • Providing materials that enrich and support the curriculum.  
20 • Providing materials that stimulate learning.  
21 • Providing materials that represent the diversity of the District.  
22 • Placing principle above personal opinion and reason above prejudice in the  
23 selection of materials.

24 If the content of library materials is questioned or challenged, the questions should be  
25 directed in writing to the Dean of ~~the Library~~ **Academic Success**, signed by the person  
26 raising the question, and should indicate specific objections, page references, etc. The  
27 Dean and the College Librarians will then review the questioned materials and  
28 determine if they should remain available through the library.

29 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Date Revised: December 10, 2018**

*(Replaces former Cerritos College Policy 3021)*

The Coordinating Committee agreed to the proposed revisions at its December 10, 2018 meeting.

**Academic Affairs**

1 **AP 4050 ARTICULATION**

2 **References:**

- 3 Education Code Section 66720-66744  
4 Title 5, Sections 51022(b) and 55051;  
5 ACCJC Accreditation Standard II.A.10 (*formerly II.A.6.a*)

6 **High School, Regional Occupational Programs (ROP)**

7 Articulation with high schools and ROPs may be course to course or program to  
8 program. In either case, the ~~Director of Community Advancement~~ [Senior Manager,](#)  
9 [Dual Enrollment](#) or designee shall coordinate the process with the appropriate faculty  
10 and dean, both of whom must approve all written articulation agreements.

11 **Other Colleges and Universities**

12 Designated responsibility for the processes associated with articulation between  
13 Cerritos College and other colleges rests with a counseling faculty member with the title  
14 of Articulation Officer. These processes incorporate the development, maintenance,  
15 and distribution of articulation agreements.

16 The processes followed by the Articulation Officer follow guidelines provided in the  
17 California Articulation Policies and Procedures Handbook developed by the California  
18 Intersegmental Articulation Council (CIAC).

19 Articulation responsibilities and processes include, but are not limited to, the following:

- 20 1. Consulting with disciplinary faculty, department chairs, counseling faculty, and  
21 others, as appropriate;
- 22 2. Providing necessary materials and information about course articulation  
23 proposals and acceptances;
- 24 3. Initiating faculty-approved articulation agreements between Cerritos College and  
25 other institutions of higher education;
- 26 4. Providing final review and approval for new articulation proposals and  
27 agreements between Cerritos College and institutions where agreements had not  
28 previously existed;
- 29 5. Monitoring each stage of the articulation process and following up with  
30 department chairs, if necessary, for timely responses and decisions about  
31 articulation questions;

32 6. Managing, reviewing, and updating campus articulation data on a regular basis;  
33 and

34 7. Disseminating current, accurate articulation information to students, counseling  
35 faculty, department chairs and disciplinary faculty, and other appropriate campus  
36 personnel.

37 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Date Revised: December 10, 2018**

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**



**Academic Affairs**

1 **AP 4400 COMMUNITY EDUCATION SERVICES**

2 **References:**

3 Education Code, Sections 66010.4, 70902, 78300 et seq.;

4 Title 5, Sections 55002 and 55160(b)

5 The District's Community Education policy is based on the following standards against

6 which the program is structured and the Board will measure specific requests:

- 7 1. Offerings are not-for-credit and designed to provide instruction and to contribute
- 8 to the physical, mental, moral, economic, or civic development of the individuals
- 9 or groups enrolled in them.
- 10 2. Offerings are established and maintained in civic, career and technical, literacy,
- 11 health, homemaking, technical, and general education, including, but not limited
- 12 to, offerings in the fields of: music, drama, art, handicraft, science,
- 13 literature, ~~nature study, nature contacting,~~ aquatic sports, and athletics.
- 14 3. Offerings are open for the admission of adults and of those minors who may
- 15 benefit, in the judgment of the Board of Trustees.
- 16 4. Offerings are to provide educational services for all age groups, which utilize the
- 17 special skills and knowledge of the college staff and other experts and are
- 18 designed to meet the needs of the community groups and the college District
- 19 community at large.
- 20 5. Students enrolled in community education service offerings ~~may~~ will be charged
- 21 a fee not to exceed the cost of maintaining the community education service
- 22 offerings and/or program, ~~or offerings may be provided for remuneration by~~
- 23 ~~contract, or with contributions or donations of individuals or groups.~~
- 24 6. Educational courses, cultural events and recreational activities are to be
- 25 developed through advice from advisory committees, staff and/or interested
- 26 citizens.
- 27 7. General fund moneys are not expended to establish and maintain community
- 28 service offerings.

29 Cerritos College through its comprehensive Community Education Program shall

30 endeavor to:

- 31 1) Become a center of community life by encouraging the use of college facilities and  
32 services by community groups when such use does not interfere with the college's  
33 regularly scheduled instructional and student programs.
- 34 2) Provide educational services for all age groups, which utilize the special skills and  
35 knowledge of the college staff and other experts and are designed to meet the  
36 needs of community groups and the college District community at large.  
37 (Required Education Code Sections 66010.4, 70902)
- 38 ~~3) Provide the community with the leadership and coordination capabilities of the  
39 college; assist the community in long range planning, and join with individuals and  
40 groups in attacking unsolved problems.~~
- 41 4) Contribute to and promote the cultural, intellectual, and social life of the college  
42 District community and the development of skills for the profitable use of leisure  
43 time. (Discretionary Education Code Section 78300)
- 44 ~~5) Provide accurate, concise, timely, and interesting information about the college to  
45 the general public.~~

46 Educational courses, cultural events, and recreational activities are to be developed  
47 through advice from ~~advisory committees~~, staff, previous or current students, and  
48 interested citizens. ~~Educational courses being developed through Community  
49 Education for possible consideration within college credit curriculum should be reviewed  
50 by the Curriculum Committee. Courses being removed from college credit  
51 offerings should have been~~ can be forwarded by the Curriculum Committee's  
52 recommendation as to the feasibility of their becoming Community Education courses.

53 ~~In order to develop and carry out a meaningful Community Education program, the  
54 manager responsible for Community and Continuing Education shall establish a  
55 network of citizens' advisory committees. It is recognized that valuable studies and  
56 recommendations can come from such committees. It is in the best interests of the  
57 college, and with a desire to establish a comprehensive program of education within the  
58 District that these committees are utilized.~~

59 ~~Community members will be appointed to serve on advisory committees.~~

60 ~~Faculty Senate Community Education Committee will be utilized as faculty advisory  
61 committee to assist the manager responsible for Community and Continuing Education  
62 in developing viable non-credit fee courses and selecting appropriate instructors.~~

63 ~~Other faculty procedures for advisory committees will function as the need arises and  
64 under the direction of the manager responsible for Community and Continuing  
65 Education.~~

66 It shall be the responsibility of the manager of Community and Continuing Education to  
67 maintain a current Manual on Policies and Procedures for the Community Education  
68 Program.

69 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Dates Revised: February 25, 2008; December 10, 2018**

*(Replaces former Cerritos College Policies 6000.2-6000.3, 6001, 6002, 6003)*

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**

**Academic Affairs**

1 **BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE**  
2 **AND GENERAL EDUCATION**

3 **References:**

- 4 Title 5, Section 55061;  
5 ACCJC Accreditation Standard II.A (*formerly II.A.3*)

6 Cerritos College shall offer an array of general education coursework to students so that  
7 they may learn concepts and methods of inquiry that have breadth, depth, and  
8 relevance to their lives. The general education curriculum includes coursework from the  
9 liberal arts, humanities, science, mathematics, arts, and social sciences disciplines.  
10 Possession of knowledge from these disciplines will contribute to the development of  
11 abilities in personal knowledge and responsibility, communication and expression,  
12 information literacy, critical thinking and quantitative reasoning, and civic  
13 engagement. ~~personal growth, professional development, and citizenship by increasing~~  
14 ~~students' awareness of the past, present, and future and by developing their creative,~~  
15 ~~adaptive, and critical thinking abilities.~~ The general education curriculum will provide  
16 students with opportunities to:

- 17 • Develop a lifestyle that will enhance physical and mental health and wellness;
- 18 • Develop logical and cogent arguments, reaching conclusions that are based on  
19 comprehensive inquiry;
- 20 • Adapt and apply technology to facilitate the acquisition and effective use of  
21 information;
- 22 • Communicate clearly and proficiently through both oral and written expression;
- 23 • Enhance the appreciation of artistic offerings;
- 24 • Become informed citizens and problem-solvers to deal with current and future  
25 societal issues;
- 26 • Appreciate the contributions of different cultures, eras, and traditions to the  
27 human experience; and
- 28 • Develop an appreciation for the value of ethics, integrity, honesty, self-  
29 management, and the welfare of others.

30 The President/Superintendent shall establish procedures to assure that courses used to  
31 meet general education and associate degree requirements meet the standards in this  
32 policy. The procedures shall provide for appropriate Faculty Senate involvement.

33 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Adopted: August 15, 2007**

**Dates Revised: June 18, 2008; December 10, 2018**

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting. Will be forwarded to the Board Policy Advisory Committee for approval.**

**Academic Affairs**

1 **BP 4027 PHILOSOPHY AND CRITERIA FOR STUDY ABROAD**  
2 **PROGRAMS**

3 **Reference:**

4 Education Code, Section 66015.7

5 Recognizing the value of educational experiences in a foreign country, the Board of  
6 Trustees endorses and supports the concept of Cerritos College students studying  
7 abroad in other countries. Students at Cerritos College will, as resources permit, be  
8 afforded the opportunity to study outside the United States through Study Abroad  
9 programs. These programs will be ~~in~~ conducted in accordance with all state and federal  
10 regulations as well as District policies and procedures.

11 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Adopted: May 4, 2011**

**The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.**