



## AGENDA ITEM BACKGROUND

TO: <b>GOVERNING BOARD</b>		DATE  <b>January 14, 2013</b>
FROM: <b>PRESIDENT</b>		
SUBJECT: <b>Board Policy Revisions: Office of Instruction, Second Reading</b>		ENCLOSURE(S)  <b>Page 1 of 6</b>
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ITEM NUMBER <b>C.3</b>	

**BACKGROUND:**

The District is in the process of revising Board Policies utilizing the California Community College League's model policies as applicable. These Board Policies have been reviewed by the appropriate committees on campus including Instruction Council, Student Services Council, Faculty Senate, and Administrative Council.

Attached are revisions to some of the Board Policies in the Instruction component as listed below:

<b>Board Policy</b>	<b>Action</b>
3070 Independent Study	Updated language to reflect the League language and removed procedural language.
3210 Grades and Grade Points	Updated language to reflect the League language and removed procedural language.
3320 Library Services	Updated language to reflect the League language and removed procedural language.
5160 Children Center Teachers	Updated language to reflect the League language and removed procedural language.
5520 Educational and Retraining Leave Policy	Updated language to reflect the League language and removed procedural language.

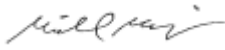
Board policies are presented as a second reading for Governing Board review for approval.

**FISCAL IMPACT:**

None

**RECOMMENDATIONS:**

It is recommended that the Governing Board adopt the Board Policies as revised.

Administrator Initiating Item: Wanda Garner, Kathleen Welch Interim VPs Instruction	Academic and Professional Matter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Final Disposition
	If yes, Faculty Senate Agreement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Senate President Signature 	Approved

**INDEPENDENT STUDY****BP 3070**

The Cabrillo College Governing Board recognizes that the regular college curriculum, designed largely for classroom instruction and learning, may not meet the individual needs of all students. To provide students with the opportunity to develop and explore specific topics within a field of study, students may enroll in Special Studies courses. The college will also offer selected classes in an independent, individualized mode in order to serve those students unable to meet normal classroom schedules.

Independent study courses are those offered outside the traditional classroom environment which are under the supervision, control and evaluation of, but not necessarily in the immediate presence of, an appropriately credentialed instructor.

~~Independent study courses will be approved by the Curriculum Committee through normal curriculum procedures and by the Office of Instruction according to California Administrative Code, Title 5 regulations. A description of independent study courses and methods of enrolling will be described in the college catalog. [This struck through info is covered in the league recommended language for the AR – not needed in the BP]~~

***Legal Reference: Title 5 Sections 55230 et seq.***

***Education Code Sections 84500 through 84520; and Ca. Adm. Code, Title 5, Section 55300 through 55360.***

Adopted: April 4, 1988

Revised:

**GRADES AND GRADE POINTS****BP 3210**

~~In order that all concerned parties may be advised as to the level of achievement attained by students in their course work, the Cabrillo College Governing Board, in accordance with the California Administrative Code, Title 5, establishes the following grading policy.~~

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog(s) and made available to students. Changes in grading policies, standards and regulations will be recommended to the Faculty Senate by the Academic Council, a standing committee of the Faculty Senate. The Faculty Senate shall recommend to the Vice President of Instruction who recommends them to the Governing Board. The instructor of the course shall determine the grade awarded to each student. The instructor's determination is final in the absence of mistake, fraud, bad faith, or incompetence.

~~3. Grade equivalents will be published in the college catalog.~~

~~4. 3. Accomplishment in courses will be indicated by seven evaluative symbols:~~

**Grade Points****Symbol: Definition: Per Unit:**

~~A Excellent 4~~

~~B Good 3~~

~~C Satisfactory 2~~

~~D Passing,~~

~~(less than Satisfactory) 1~~

~~F Failing 0~~

~~CR Credit (At least satisfactory—~~

~~equivalent to a "C"—units~~

~~awarded not counted in grade point average)~~

~~NC No Credit (Less than~~

~~satisfactory or failing—units~~

~~not counted in grade point average)~~

~~5. Grades earned in non-degree applicable courses shall not be included in calculating the grade point average.~~

~~6. The Governing Board authorizes the use of the following nonevaluative symbols:~~

**Grade Points****Symbol: Definition: and Units:**

~~I Incomplete 0~~

~~IP In Progress 0~~

~~RD Report Delayed 0~~

~~W Withdrawal 0~~

~~MW Military Withdrawal 0~~

***Legal Reference: Title 5 Section 55023***

*Ca. Adm. Code, Title 5, Sections 55750, 55753, 55758 and 55760.*

Adopted: April 4, 1988

Revised: June 1, 1992

Revised: March 3, 2003

Revised:

**LIBRARY SERVICES****BP 3320**

The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

**(Note: added language above from latest League policy version, under BP 4040)**

Reference:

*Education Code Section 78100*

Revised: \_\_\_\_\_, 2012

**LIBRARY MEZZANINE****BP 3320**

~~The mezzanine areas of the Cabrillo College Library shall be used as reading and study areas.~~

~~Any book storage facilities on the mezzanine shall be book shelves attached to the masonry (exterior) walls only. No freestanding book stacks will be placed on the mezzanine floors.~~

~~Other loads to be placed on the mezzanine shall consist of tables, chairs, and low furniture type book racks similar to office furniture and averaging no more than 50 pounds per square foot of floor load.~~

***Legal Reference:** None*

Adopted: April 4, 1988

Revised:

**CHILDREN'S CENTER TEACHERS****BP 5160**

As provided for in the California State Education Code, Children's Center teachers shall be recognized as certificated employees, requiring a valid California credential authorizing services in children's centers.

Employment shall be in accordance with the employment procedures for all other teaching positions. All rights, benefits, and burdens shall be afforded in the same manner and effect as for all other teacher positions in accordance with established policy and practice.

Assignments and duties shall be pursuant to policies and practices established for children's center teachers by the District, and in accordance with appropriate provisions of the Faculty/District Collective Bargaining Agreement. Salaries shall be paid in accordance with a separate salary schedule specifically for children's center teachers as adopted by the Governing Board.

Legal Reference: Education Code Section 87003a.

Adopted: May 7, 1979

Revised:

**EDUCATIONAL AND RETRAINING LEAVE POLICY****BP5520**

The Cabrillo College Governing Board may grant any classified employee a leave of absence not to exceed one year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the District.

The Governing Board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period. Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for subsequent leave of absence for study or retraining purposes.

Such leaves of absence, if granted, shall be done so in accordance with administrative regulations established by the District.

Any leave of absence granted under this policy shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this policy.

Legal Reference: Education Code Sections 88221, 88222, 88223, 88224 and 88227.

Adopted: April 4, 1988

Revised: