COLLEGE OF MARIN

College Council

Agenda

September 6, 2018, 3:00 p.m. – 4:30 p.m.
Academic Center, Room 303, KTD

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes from 5/10/2018	Action
3. President's Report	- Introductions - Committee Charge - Flex Week - ACCJC Report - Measure B Update - LRC/SS Status	Information Information
4. Board Policies/Procedures	- BP/AP Review Process / Definitions • BP/AP 3518 Child Abuse Reporting • BP/AP 3410 Nondiscrimination • BP/AP 4111 Posthumous Degrees (10 + 1) • AP 7120 Employment Recruitment (10 + 1)	Information Action Action Action Action
5. Board of Trustees	Review September 11, 2018 Board Agenda	Information
6. Constituent Reports	Reports from senates and other constituent updates	Information
7. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
8. Meeting Schedule	October 11, 2018 November 8, 2018 November 29, 2018 Spring TBD (Thurs before Board Meetings)	Information
9. Adjourn Meeting		

COLLEGE OF MARIN

Members:
David Wain Coon, Chair

Faculty:
Meg Pasquel
Peggy Dodge
Becky Brown –Sabbatical - Fall
Patricia Seery- Sabbatical - Fall

Classified:
Kim Foulger
Maridel Barr
Hugo Gillian

Students:
Liam Campbell, ASCOM President
Hellen Sigaran, ASCOM Vice President
Luanne Mullin, ESCOM Representative

Managers:
Jonathan Eldridge
Greg Nelson
Christina Leimer

Resources:
Cabinet Members
Isidro Farias

Staff Support:
Kathy Joyner

Ex-Officio for CSEA
Keli Gaffney, CSEA Pres.

COLLEGE OF MARIN

College Council

Minutes

May 10, 2018
Academic Center, Room 303, KTD

Present: David Wain Coon; Jonathan Eldridge; Christina Leimer; Meg Pasquel; Becky Brown; Patricia Seery; Maridel Barr; Kim Foulger; Luanne Mullin; Ismail Azam; Mercedes Sosa Cordero; Isidro Farias, Kathy Joyner

Absent: Greg Nelson; Hugo Guillen

Guests: WLS Architects representatives; Marian Mermel

1. **Agenda** –The agenda was revised to indicate that the LRC/SS Steering Committee item was information and not action. The agenda was approved by consensus as revised.

2. **Minutes** - The minutes of the April 12, 2018 meeting were approved by consensus.

3. **President's Report**
   LRC/SS Steering Committee:
   Leo Raylynch, Wendell Vaughn and Dennis Honrubia from WLS Architects reported that there have been a number of meetings over the past few months to gather information and that participants are working collaboratively to identify the best use of the space and how to incorporate and place like-functions together. Consistent themes include the need for a welcome center and to have flexible and changeable multi-purpose/ community space. The space is anticipated to be approximately 67,000 sq. feet. The current LRC and SS are approximately 95,000 sq. feet, but there are areas in both buildings that are not efficient or are unusable. Conversations are focusing on what we have now, what is needed and what should be included for the future. The presentation provided a variety of building options and placements based on input from the meetings, as well as views and diagrams based on reconfigurations of the current LRC/SS buildings. Focus has been on creating a way to pull the campus together using pathways and view vistas within the natural slope of the site while maintaining the view of Mt. Tamalpais. No decisions have been made about one or two buildings, however, information from the meetings shows a preference for one building. Discussion included building in expansion and flexibility for future needs; consideration of the trees on campus and maintaining them wherever possible; adequate classroom space; and the need to schedule classrooms more effectively for optimum use.

4. Measure B Update -
   Isidro Farias provided a status update on the Measure B projects at both campuses.

   CC Membership Composition Change
   Kathy reported that the Governance Review Council approved the changes

recommended to the college council membership composition. She has changed the web page and forwarded the information to PRIE to update the PGS plan.

5. **Board Policies/Procedures**
The following BP/APs were approved by College Council:
BP/AP 4230 Grading
BP/AP 4231 Grade Changes
AP 4232 Pass/No Pass
BP/AP 5040 Student Records, Directory Information and Privacy.
It was noted that there is a flow chart that is attached to AP 4231 which will be updated to reflect the approved revisions. When revised, the flow chart will come forward to the college council. The Academic Senate asked to review AP 3260 Participation in Local Governance. Kathy will check for updates from CCLC and send it out for review. Kathy also shared the most recent CCLC update 32 from April 2018. These revisions will be incorporated to our existing documents and sent for review.

5. **Board of Trustees**
Dr. Coon reviewed the agenda for the May 15, 2018 Board meeting noting that the Board would start at 3:00 with closed session. The study session will follow closed session and will include an update on Measure B. At approximately 5:00 p.m. Trustees will attend the Celebration of Field Science event. The regular meeting begins at 5:30 in AC 255. Dr. Coon reviewed the items on the agenda.

6. **Constituent Reports**
Classified Senate: Kim Foulger provided the classified senate report which is attached to the minutes. She noted that there are 6 employees that have 20 years of service at the College.

ASCOM: Ismail Azam reported that they have a new Board with Liam Campbell as President and Hellen Sigaran as Vice President. They will start on June 1. Library hours have been extended during finals week. He reported that ASCOM had a great year and participated in the EEO Committee, screening committees, a math survey, worked with campus police, participated in discussions about college hour and added a new snap chat feature. They were able to get a food truck on campus for an event and have been successful with the extension of library hours during finals. He reported that 5 ASCOM Board members had been accepted to UC Berkeley.

Academic Senate: Meg Pasquel reported that the senate would like to review and revise BP/AP 3260; they are working on the appreciation awards for May 24; have two new senators, Nancy Willet and Sean Purcell; will elect new officers next week; sent a letter to faculty encouraging donations to the COM Cupboard via the advancement department; Gina Cullen will be the new curriculum chair in Fall 2019; program review is

starting up again and encouraged all to participate and provide input into the new Educational Master Plan. She also encouraged everyone to attend the Transfer Celebration on Friday.

ESCOM: Luanne Mullin reported that ESCOM reviewed the BP/APs; had a successful member coffee that was attended by Warren Leforte; successful book passage event with 115 attendees; will be expanding to include speaker series to bring more people to campus; have a new recording secretary; will have their bi-annual membership meeting on June 23 from 11 – 2:00.

7. Meeting Wrap Up -
    - Dr. Coon noted that this is the last college council meeting unless there is a need to schedule a meeting or meetings over the summer the SS/LRC project.
    -

- Meeting Schedule
    - As scheduled

9. Adjourn Meeting – Meeting was adjourned.

COLLEGE OF
MARIN

Classified Senate Report:

The Classified Senate met on May 4, 2018 and discussed the AP/BP 4230, 4231, AP 4232, and AP 5040. AP/BP 4230 and 4232 were approved. There were questions regarding AP 5040 with regards to Student Records/Directory and undocumented students /privacy/ICE.

CS will be ordering engraved keychains as a gift for our classified employees with 20+ years. We will also be awarding employees with certificates for Unsung Hero, Outstanding Individual, and Outstanding Department. The Outstanding Department will get a Bagels breakfast at some point. Classified retirees will be presented with a small gift.

We will start discussing/preparing for CS Officers/Senators nominations in June.

HOME

Charge

College Council will serve as an advisory group to the Superintendent/President for Board Policies and Administrative Procedures and College goals, plans and priorities. The College Council also acts as a two-way communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for information.

Responsibilities

- Communicate proposed Board Policies, Administrative Procedures, College goals, plans and priorities to the respective governance bodies.
- Represent the respective governance bodies by making recommendations to the Superintendent/President regarding proposed Board Policies and Procedures, and College goals, plans and priorities.
- Serve as the participatory governance "umbrella" committee over the standing governance committees of the Participatory Governance System.
- Serve as a clearinghouse.
- Establish appropriate timelines to complete tasks and make recommendations. Disseminate information to the respective constituencies in a timely manner.
- Review the Board of Trustees Agenda.

Composition

- 3 Academic Senate members including the Academic Senate president, vice president, and secretary. The Academic Senate president may appoint a designee from the Academic Senate. (revised April 2018)
- 3 classified staff including the Classified Senate president, vice president and secretary. In the absence of both the Classified Senate president and Classified Senate vice president, the Classified Senate president will appoint another designee from the elected classified senators. (revised April 2018)
- 2 voting members from the ASCOM board will be appointed to College Council, in addition to 1 student from the ESCOM organization. (revised April 2018)
- 3 managers appointed by the Superintendent/President
- The Superintendent/President will serve as the non-voting chair

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Report Preparation

Multiple departments, individuals and College of Marin (COM) committees participated in producing and approving this report. The Assistant Vice President for Instructional Support and an English faculty member who chairs the Student Learning Outcomes Assessment Committee led the response to Recommendation 11. The response to Recommendation 12 was led by the Faculty Senate President and the Assistant Director of Human Resources. The Equal Employment Opportunity committee contributed to and reviewed the response. The Planning, Research and Institutional Effectiveness (PRIE) office and the ALO edited and formatted the final report which was then approved by the President, President's Cabinet, and the Academic and Classified Senates.

Recommendation 11

In order to meet the Standards, the College should take the steps necessary to ensure there is consistent identification of student learning outcomes on the course syllabi and that they correspond with the existing official course outline of record. The College should also ensure that all program level outcomes are available to students. (I.C.1, I.C.3, II.A.3)

EVIDENCE OF MEETING THE STANDARD

In the weeks following the ACCJC team visit in March 2017, College of Marin (COM) began to take steps to strengthen the College's approach to student learning outcomes. This began in April 2017, when the Student Learning Outcomes Assessment Council (SLOAC), which is a subcommittee of the Academic Senate, came together with administration representatives from Instructional Services, IT, Instructional Technology, and Planning, Research & Institutional Effectiveness (PRIE) to map out the path ahead. SLOAC implemented an immediate process to ensure that all SLOs on course syllabi would correspond with the CORs. SLOAC also approved the adoption of eLUMEN software to provide a long-term, integrated approach for developing, approving, disseminating, and assessing SLOs at the College.

Syllabus and COR SLO Alignment

Our process to ensure that SLOs on the syllabi match CORs was put into place beginning with the fall 2017 semester. One aspect of the process was raising awareness about this compliance issue and ensuring faculty members know how to locate the SLOs that match CORs. During FLEX week, when faculty participate in training, SLOAC visited the department chairs institute to guide all department chairs through the steps needed to find correct SLOs for each course on the website, hosted an SLO FLEX session in conjunction with the Curriculum Committee, spoke at the faculty union meeting, and participated in the new faculty academy for new-hires, along with speaking at departments' meetings, all to instruct faculty about locating accurate SLOs for placement on the syllabi. SLOAC has since launched a completely redesigned website for faculty which identifies this compliance issue and demonstrates steps to retrieving the accurate SLOs.

Also in fall 2017, a procedure was put in place to check each syllabus each semester for this consistency. The Assistant Vice President of Instructional Services, in conjunction with the Office for Instructional Management (OIM) and SLOAC, championed the development and implementation of this process. First, the deans play a key role by communicating to all faculty that they must send a digital copy of their syllabus for all courses to the appropriate administrative assistant for each division. If any syllabi are not submitted, deans follow up with faculty with reminders. Next, the administrative assistants use a tracking spreadsheet (R11.1) each semester to document that: 1) each course section has a syllabus; 2) the SLOs are listed on the syllabus; and, 3) the SLOs match those on the approved course outline of record. After the administrative assistant checks each syllabus, if any inaccuracies are identified, the appropriate

faculty are notified to make the needed changes. All departments must submit a completed spreadsheet to the Assistant Vice President for Instructional Support no later than the census date each semester. For academic year 2017-2018, the College achieved nearly 100% alignment using this procedure.

During this first year, the Assistant Vice President regularly attended SLOAC meetings to give updates about this process and to make changes as needed. Going into the second year, an additional change is being made. In the first year, the OIM populated the spreadsheet for each division with the current division's course offerings and then sent the administrative assistant this spreadsheet to check SLO/COR alignment for each course each semester. In July 2018, the College moved towards further institutionalizing this by providing training for administrative assistants on how to populate spreadsheets each semester themselves with current course offerings, rather than the OIM sending them out to each division, along with formalizing this process in written form (R11.2).

A takeaway from implementing this process for checking syllabi for consistent SLO/COR alignment is that it became clear that the system for accessing current SLOs from the college website was confusing (multiple access points and multiple steps to access SLOs) and was leading to the retrieval of SLOs that occasionally did not consistently match CORs. The College's response to this was two-fold. First, SLOAC, the Curriculum Committee, and OIM worked together to determine which access point was the most direct, and all further communications with faculty instructed them to use this access point. Likewise, OIM worked to correct any incidences in which SLOs differed based on the chosen access point, which, for example, occurred in instances where faculty erroneously accessed older versions of CORs.

Program Learning Outcomes Available to Students

Additionally, the College has focused not just on course-level SLOs being accurately and consistently available to students on syllabi, but that program-level SLOs are available as well. Program-level SLOs are published in the annual catalog available to students both in print (R11.3) and online (R11.4). Also, students can easily search and access degree and certificate SLOs using the Degree and Certificate SLO Information webpage (R11.5).

Overall, the College has been able to effectively implement an immediate process to ensure that course-level SLOs are accurate, consistent, and available on the syllabus for each course. Program-level SLOs are available to students, both in the catalog and through the Certificate/Degree webpage.

Going forward, the College has committed to building technical infrastructure through the adoption of SLO software. Beginning in July 2017, the College adopted and began to implement

the Curriculum/Program Review and SLO modules of eLUMEN. With the SLO module of eLUMEN, all faculty and administrative assistants will have a single point of access to view current SLOs. Additionally, workflows have been built which will allow SLOAC to review any changes to SLOs as part of the COR approval process, creating a greater connectivity and streamlined process between the Curriculum Committee, SLOAC, and OIM. Currently, eLUMEN is being launched this semester for faculty to access SLOs and input SLO data. OIM will be launching the public-facing interface with eLUMEN as well this fall, which will allow a simple and accurate path for faculty and students to view SLOs from the COM website.

EVIDENCE LIST

R11.1	TRACKING SPREADSHEET
R11.2	FORMALIZED PROCESS FOR CHECKING SLO/COR ALIGNMENT
R11.3	Course Level PLO pages from 18-19 Print Catalog
R11.4	Course Level PLO pages from 18-19 On-Line Catalog
R11.5	Degree and Certificate SLO Information webpage

Recommendation 12

In order to meet the standards, the ACCJC team recommends that the College employ safeguards to ensure hiring procedures are consistently followed that address serving its diverse student population (III.A.1).

EVIDENCE OF MEETING THE STANDARD

After an evaluation of the hiring procedures by various governance groups, COM has implemented several revisions and safeguards that ensure consistency in following those procedures to address the needs of its diverse student population.

First, in order to prevent adverse impact with regard to equal employment opportunity, Human Resources (HR) monitors and approves all screening criteria and assessment materials during each of the following stages of the recruitment process:

Screening criteria must identify *job-related* qualifications *that enhance equity, diversity, and inclusion* in order to address the College's diverse student population and Equal Employment Opportunity Plan, and to reinforce the Knowledge, Skills and Abilities (KSAs) needed for the position. Screening criteria must be approved by HR and evaluated for adverse impact prior to the release of application materials to the screening committee.

Interview questions must identify two (2) *job-related* qualifications *that enhance equity, diversity, and inclusion* in order to address the College's diverse student population and Equal Employment Opportunity Plan, and to reinforce the Knowledge, Skills and Abilities (KSAs) needed for the position. Interview questions must be approved by HR and evaluated for adverse impact prior to holding interviews. (R12.1)

Screening committee members are provided additional training materials on EEO-Diversity Best Practices training prior to the first committee meeting, which supports the District's Equal Employment Opportunity directive. Members must acknowledge their completion and understanding of this training as evidence of their commitment to diverse hiring. (R12.2)

Following the committee interview, and prior to a candidate's being moved forward as a finalist for further consideration, HR will evaluate and approve the candidate(s) for adverse impact.

Reference checks must be conducted on all finalists, including internal and external candidates, and for both recruited and interim positions. At least one (1) diversity-

inclusion question to address the College's diverse student population and Equal Employment Opportunity Plan must be included when checking references. Reference check templates are provided by HR. R12.3)

As outlined in the College's EEO Plan, prior to serving on a recruitment or screening committee, all individuals must receive mandatory EEO-Diversity training from the Human Resources Department. Individuals who have not completed this training will not be permitted to participate in the recruitment or screening committee. Members must be retrained every two (2) years in order to continue their eligibility to serve as a screening committee member, and HR tracks this mandatory training.

HR provides in-person and formal screening committee training to address the following topics:

> Title 5 regulations on Equal Employment Opportunity (Title 5, section 5300 et. seq.); federal and state non-discrimination laws; the College's EEO plan; District policies on non-discrimination, principles of diversity and cultural proficiency; the value of a diverse workforce; recognizing and eliminating bias in hiring decisions; and best practices in serving on a screening committee. (R12.4)

In addition, the College provides focused screening committee training for hiring managers (R12.5), department chairs and coordinators. (R12.6)

The following additional hiring procedures and safeguards have been employed to better ensure consistency in practice that serves the College's diverse student population:

> The Human Resources department revised Administrative Procedure 7120 Employment Recruitment to align its employment and recruitment procedures with the new EEO Plan, to better ensure consistency within the hiring process, and to ensure diverse applicant pools. (R12.7)

> Human Resources and the Academic Senate President collaboratively revised the Foreign Credential Evaluation requirement for applicants who hold foreign degrees. This modification will help to remove possible employment barriers while increasing the range of diversity of our faculty and educational administrator applicant pools. (R12.8)

> Human Resources and the Academic Senate President also work together to ensure screening committee appointments have representation from various groups and backgrounds in response to EEO compliance efforts. Further, once the Academic Senate has appointed its faculty representatives to the committee, communication is sent by the Academic Senate President to these representatives reminding them of their responsibility to uphold the hiring procedures and that their contributions to the process should promote inclusive and equitable choices that will best serve our diverse student body.

It is not always practical or possible for candidates to attend their initial interview on campus. To better reach a diverse applicant pool, the College has begun offering more opportunities to interview virtually/remotely. Further, for positions that may normally require more than one campus visit as part of the interview process, offering one virtual/remote interview to out-of-state/area candidates demonstrates the College's serious interest in and commitment to these candidates. (R12.9)

Job descriptions and job postings include the College's *Statement of Diversity* as follows: *"College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population."* (R12.10)

In Spring 2018, the College piloted teaching demonstrations for full-time faculty recruitments that included students. (R12.11) Students were encouraged to actively participate in the lesson and later complete a feedback form, (R12.12) which offered uniquely student-centered perspectives on the candidates.

Training personnel also helps to ensure that hiring practices are consistently followed by delivering and repeating the same important message regarding the importance of equity, diversity, and inclusion in serving our student population. COM employees participated in the following trainings:

- The Marin Community College District Board of Trustees and all College administrators received training on Equal Opportunity Employment Laws & Policies, the Hiring Process, Equity and Best Practices for Bias Awareness in April and June 2018. (R12.13)

- April 2017, the Superintendent/President created the Leadership Development Series for administrators and supervisors. The Leadership series trains College leaders in educational excellence, our mission and commitment to diversity and equity, and our core values. (R12.14)

- Spring 2017 Classified Staff Professional Development Day: Fostering Inclusion in the Workplace. (R12.15)

- Fall 2017 Flex Week: Strategies for Recruiting Diverse Faculty/Staff; Preventing Workplace Harassment and Discrimination; Understanding and Transforming the Lives of Students with Disabilities (R12.16)

- October 2017 Faculty and Staff Professional Development Day: 3CSN Equity Summit. (R12.17)

- Spring 2018 Flex Week: Defining Equity; Ally Training (LGBTQ+, Undocumented

Students, Veteran and Military Students); Convocation 2018: Embedding Equity into Guided Pathways. (R12.18)

- Spring 2018 Classified Staff Professional Development Day: Our Role to Ensure Student Equity. (R12.19)

- March 2018, USC Rossier School of Education Equity in Faculty Hiring Institute: MCCD sent a team of 10 faculty and administrators. (R12.20, R12.21)

- June 2018, USC Rossier School of Education Equity as the Norm Pedagogy Institute: MCCD is sent a team of 10 faculty and administrators. (R12.22, R12.23)

- Screening Committee Training 101 (R12.24)

- September 2018, several administrators, faculty and staff attended a workshop segment, part 1 of a series of Equal Employment Opportunity (EEO) on building diversity – using data for hiring. (R12.25)

EVIDENCE LIST

R12.1	Hiring Manager Recruitment Planning Guide
R12.2	EEO-Diversity Best Hiring – General Information
R12.3	Reference Check Template
R12.4	Screening Committee Training
R12.5	Hiring Manager Screening Committee Training
R12.6	Diversity, Equity and Unconscious Bias
R12.7	Administrative Procedure 7120
R12.8	Foreign Degree Holder
R12.9	Virtual-Remote Interview Notification
R12.10	Sample Job Posting 1 & 2
R12.11	Student Participation in Teaching Demo Invite
R12.12	Faculty Teaching Demo Student Feedback Form 2018
R12.13	Equity in Hiring and Guided Pathways Training for Board
R12.14	Agreements 2017, June 2018 Leadership Development Series Agenda
R12.15	Classified Staff Professional Development Day Spring 2017
R12.16	Fall 2017 Flex
R12.17	Equity Summit
R12.18	Spring 2018 Flex
R12.19	Classified Staff Professional Development Day 2018
R12.20	Hiring Institute Agenda
R12.21	Hiring Institute Social Media Guide
R12.22	Equity-Minded Teaching Institute Agenda
R12.23	Campus Team Time Next Steps and Planning
R12.24	Fall 2018 Flex
R12.25	EEO Workshops Flyer Fall 2018

REVIEW PROCESS

BP/AP REVIEW/APPROVAL PROCESS

CCLC Updates and Revisions – April 7, 2016

The College of Marin subscribes to the Community College League of California (CCLC) Policy and Procedure Service. The service provides the College with legally vetted policy and procedure templates that are either legally required, advised or best practice. CCLC also provides the College with two updates per year to revise policies and procedures to incorporate new or revised laws and/or changes in Title 5 and the Education Code.

All College policies and procedures were reviewed and revised in accordance with the CCLC recommended templates and numbering system. This extensive process began in 2007 and was completed in 2012.

Effective January 29, 2015, Board Policies and Administrative Procedures will be modified using the updates provided by CCLC, revisions recommended by the managers charged with maintenance of a specific chapter, or by the Academic Senate for BPs/APs that fall under 10 + 1, following the processes identified below. This process removes the Board Policy Task Force, instrumental in the original project, and assures that college constituent groups and relevant governance committees are informed of the proposed changes and given the opportunity for input into the process through College Council representatives.

Effective October 15, 2015, College Council agreed by consensus that non-substantive changes, such as added references, code changes and editorial modifications to Board Policies and Administrative procedures may be made without going through the governance approval process. Revisions of this nature will be provided as information to senate presidents to share with their constituents and with managers and forwarded to the Board as information at the next scheduled Board meeting.

CCLC Updates

The Office of the Superintendent/President will incorporate changes recommended by CCLC and forward to the manager charged with maintenance of the policy/procedure for review and approval. The chapter manager will review recommended changes with appropriate staff and other stakeholders, including relevant governance committees. It is important to assure that policies and procedures referenced within the policy/procedure are also reviewed and updated as appropriate.

Manager Generated Revisions

The chapter manager will communicate recommended policy/procedure changes to the Office of the Superintendent/President who will incorporate the changes into the existing policy/procedure. These changes will have already been reviewed with appropriate staff, stakeholders, and relevant governance committees and will move forward through the approval process. Note: Changes that are not a result of a CCLC update should follow the CCLC template as closely as possible to assure compliance with law and code, especially with regard to Board Policies. Additional legal review may be required if there are substantial changes to the template language.

Academic Senate Generated Revisions ("10 + 1" Categories)

The Academic Senate will communicate recommended policy/procedure changes to the chapter manager. The Chapter manager and the Academic Senate will review the changes to assure that there are no issues of concern. Chapter manager will forward the recommended changes to the Office of the Superintendent/President.

Process after Chapter Manager Review

For Institutional Board Policies/Administrative Procedures ("10 + 1" Categories)

1. Unless the changes were initiated by the Academic Senate, Superintendent/President's Office will forward proposed changes to Academic Senate for review and approval. Changes or concerns raised by the Academic Senate will be sent to the chapter manager for further discussion.
2. After Academic Senate approval, proposed changes to "10 + 1" policies/procedures will go to the next scheduled College Council meeting for information.
3. After College Council, proposed changes to "10 + 1" policies/procedures will go to the next scheduled Board meeting.
4. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5. Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

For Institutional Board Policies/Administrative Procedures (Not "10 + 1" Categories)

1. Superintendent/President's Office will forward proposed changes to the Senate Presidents to share with their constituent groups for review and approval as part of the Governance Review Process. Relevant governance committees and managers will also receive the proposed changes for review/comment. The proposed BP/AP will be agendized on the next scheduled College Council meeting where Council members will report the results of the review. College Council will determine whether it is appropriate to move the policy/procedure forward or if more review and discussion is warranted. Upon recommendation by College Council, proposed policies/procedures will go to the next scheduled Board meeting.

2. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
3. Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

Chapter 2 (Board of Trustees)

1. Board of Trustees Policy Committee will review all Chapter 2 Policies/Procedures.
2. May take to Board for information/discussion
3. College Council for information only
4. Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5. Administrative Procedures will be presented at the Board meeting for information.

Reference: BP 2410 Board Policy and Administrative Procedure

Chapter 1: The District — Superintendent/President
Chapter 2: Board of Trustees — Superintendent/President
Chapter 3: General Institution — Varies (See specific Policy/Procedure)
Chapter 4: Academic Affairs — Vice President, Student Services/Learning
Chapter 5: Student Services — Vice President, Student Services/Learning
Chapter 6: Business and Fiscal Affairs — Vice President, Finance & Operations
Chapter 7: Human Resources — Executive Director of HR/Labor Relations

For questions about policy/procedures processes contact Superintendent/President's Office.

BOARD POLICIES

Board Policy (BP) is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the District.

ADMINISTRATIVE PROCEDURES

Administrative Procedures (AP) implement Board policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, managers, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Administrative Procedures do not require Board action. Not all Board Policies have a related Administrative Procedure.

GUIDELINES

Guidelines, handbooks and answers to frequently asked questions have been developed by departments to provide additional information and assistance for students, employees and the community.

General Institution

CCLC Update 29 (October 2016) to add citation related to US Dept of Fair Employment and Housing regulations governing discrimination in employment
CCLC Update 32 (April 2018) to add legal citation re equal pay act.

BP 3410   NONDISCRIMINATION

References:
> Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
> Title 5 Sections 53000 et seq. and 59300 et seq.;
> Penal Code Sections 422.55 et seq;
> Government Code Sections 12926, 12926.1, and 12940 et seq.;
> Title 2 Sections 10500 et.seq.;
> ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status. ~~national origin, age, ancestry, color, religious creed (including religious dress and grooming practices), family and medical care leave, disability (mental and physical including HIV and AIDS), marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation,~~ or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical

conditions related to pregnancy, childbirth), military and veteran status. ~~age, ancestry, color, religious creed (including religious dress and grooming practices), family and medical care leave, disability (mental and physical,) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation,~~ or because he or she is perceived to have one or more of the foregoing characteristics, or based on ~~because of his/her~~ association with a person or group with one or more of these actual or perceived characteristics.

Also see: AP 3410 Nondiscrimination

Date Adopted: July 27, 2010
Date Revised: February 26, 2013
Date Revised: October 20, 2015

Updated in accordance with CCLC update 29. To Human Resources for review 12/19/2016
Updated in accordance with CCLC update 32. To Human Resources for review 6/1/2018
August 2018 – Protected categories have been listed in the as CCLC template. All categories reviewed and revised by HR and legal counsel.

General Institution
Reviewed/edited by HR/legal counsel
CCLC Update 29 (October 2016) to specific that unpaid interns may not be discriminated against based on a protected status and to add a citation to DFEH regulations governing discrimination in employment.
CCLC Update 32 (April 2018) to add labor code reference.

AP 3410   NONDISCRIMINATION

References:
Education Code Sections 200 et seq., 66250 et seq., and 72010 et seq.; 87100 et seq.;
Penal Code Sections 422.55 et seq;
Government Code Sections 11135 et seq., 12926, and 12940 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly II.B.2.c)

Education Programs
The District shall provide access to its services, classes, and programs without regard to, national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status. age, ancestry, color, religious creed (including religious dress and grooming practices, family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

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

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

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

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race or ethnicity, religious creed, family and medical care leave, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), gender, gender identity gender expression, age, sexual orientation, military or veteran status ~~age, ancestry, color, religious creed (including religious dress and grooming practices, family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation~~. or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual ore perceived characteristics.

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

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of equity and diversity and inclusion in accordance with the District Equal Opportunity Employment (EEO) Plan and Board Policy 3420 Equal Employment Opportunity.

It is unlawful to discriminate against a person who serves in a unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on the basis of their race or ethnicity, religious creed, family and medical care leave, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Update 29)

Office of Primary Responsibility: Human Resources

Date Approved: June 22, 2010
Date Revised: January 15, 2013
Date Revised: September 15, 2015 BOT Meeting

Updated in accordance with CCLC Update 29. To HR for review 12/19/2016
Updated in accordance with CCLC Update 32. To HR for review 6/1/2018
Updated to follow CCLC category order. Categories reviewed/edited by HR/legal

General Institution
Reviewed against CCLC template
Reviewed by Administration
CCLC Update 32 (April 2018) to update legal citation to the Family Code

BP 3518   **CHILD ABUSE REPORTING**

References:
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, and 318, 600 and 15630;
Family Code Sections 7802, 7807, 7808, 7820-78279, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

The Superintendent/President shall ensure that all employees are informed of their reporting responsibilities and indicate their willingness to comply with these codes.

Date Adopted: May 18, 2010
(Replaces College of Marin Policy 5.0033)

7/5/2018 Reviewed/edited by M Robertshaw/C Torres/J Marozick
For Governance Review via CC Fall 2018

Update 32 (April 2018) to update legal citation to the Family Code

AP 3518   CHILD ABUSE REPORTING

References:
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 600; and 15630
Family Code Sections 7802, 7807, 7808, 7820-78279, 7890, and 7892

The Superintendent/President recognizes the responsibility of employees to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty members, educational and classified administrators, and classified staff members. Volunteers are not mandated reporters but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse" (Penal Code Section 11166 subdivision (a)).

A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department. District Police departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172 subdivision (a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166 subdivision (h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a $1,000 fine (Penal Code Section 11172 subdivision (e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to local law enforcement and/or the Marin County Child Protective Services Department and follow up with a written

report within 36 hours. The follow-up report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available from the Marin County Child Protective Services Department.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false (Penal Code Section 11172 subdivision (a)).

When the Senior Vice President of Student Learning and Student Services or designee releases a minor to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165, or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167 subdivision (b)).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, the employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Offices of Primary Responsibility: District Police Department, Child Development Center and Human Resources

Date Approved: April 20, 2010

7/5/2018 – Reviewed/edited by M Robertshaw/C Torres/J Marozick
For Governance Review via CC Aug 2018

Academic Affairs
[New (No CCLC version)](#)

BP 4111   POSTHUMOUS DEGREES

References:

The purpose of this policy is to recognize the academic achievement of the deceased student, and to extend to the college community, family, and friends of the student an opportunity to share in his/her academic success at College of Marin.

Posthumous degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving posthumous degrees must be approved by the Board of Trustees upon recommendation by the Superintendent/President.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Date Adopted: Insert Date

AP 4111   POSTHUMOUS DEGREES

References:

The posthumous degree is conferred on students who, at the time of death, have completed at least the current residency requirement for an Associate Degree at College of Marin and minimum cumulative GPA of 2.0.

Procedure
The process for identifying and considering candidates for the award of posthumous Associate degrees shall be:

1. A formal request may be initiated by any of the following: a family member, a faculty/staff member, a dean, or a fellow student. If the request is not made by a family member, the family must be contacted and found to be receptive to the possible award.

2. The request must be submitted in writing within two semesters following the student's death and must be accompanied by a copy of the student's death notification (i.e., death certificate, newspaper article, funeral service program).

3. The request must be submitted to the Senior Vice President for Student Learning and Student Services or designee.

The Senior Vice President for Student Learning and Student Services or designee will be responsible for reviewing the student's academic record, whether the specified criteria are met, and forwarding the request to the Superintendent/President.

The Superintendent/President will then recommend to the Board of Trustees that the student receive the posthumous Associate degree. This must be completed no later than March of every year to ensure that the student will have their name appear in the upcoming commencement program.

The Senior Vice President for Student Learning and Student Services or designee notifies the individual who made the request of the Board of Trustees decision. If approved, an invitation will be made to the family to attend the College's commencement ceremony held at the end of the spring semester each year.

Upon Board of Trustees approval, the Senior Vice President for Student Learning and Student Services or designee completes an Application for Graduation and sends the application, the student death notification and request to the Enrollment Services for processing.

Degrees awarded posthumously will be noted on the commencement programs an "Associate Degree Awarded Posthumously".

The student's diploma or certificate will be released or mailed to the person legally authorized to manage the deceased student's affairs. The posthumous nature of the award will be indicated on the diploma and in the student's official transcript. Any fees associated with the administration of the posthumous
degree or certificate of attendance shall be waived

Date Adopted:

AP 7120   EMPLOYMENT RECRUITMENT

References:
Education Code Sections 87100 et seq., 87360, 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A.1. *(formerly III.A.)*

I.   **General Provisions**
   A.   **Equal Employment Opportunity (EEO)** – Commitment to Diversity: In all phases of recruitment and hiring, equal opportunity shall be afforded to all employees and applicants for employment without discrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status ~~national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information~~, or because the employee or applicant is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

   Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

   B.   **Permanent Academic, Management, and Classified Employees**
   Human Resources will have primary responsibility for implementing Administrative Procedures for the employment of permanent academic and classified employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

II. **Recruitment Methods for Management and Classified Positions**
   A.   **Position Authorization**
   Recommendations for the creation and/or filling of positions shall be made in accordance with District governance or administrative processes. Approval for the filling of an authorized position that is vacant will be made by the Superintendent/President.

   B.   **Search/Screening Committee Structure**
   1.   The Superintendent/President or designee may appoint the manager(s) for the committee and committee members. Classified employees will be appointed by the

official classified staff appointing body. Academic employees will be appointed by the Academic Senate.

2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process.

3. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President or designee (See Human Resources Screening Committee Composition Guidelines).

4. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.

5. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

C. **Position Announcement**
1. The position announcement will describe the duties and responsibilities of the position based upon the approved job description. The announcement shall be reviewed by the appropriate administrator.
2. The recruiting efforts will include, as appropriate, regional and national advertising as well as outreach efforts in accordance with the District's EEO Plan.

D. **Applications**
Applications for positions will be submitted using the District's website. Applicable materials shall be submitted with all completed applications. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.

E. **Screening Process**
1. Screening Criteria: Criteria may be formulated by the committee for the purpose of reducing the applicant pool to those best qualified. At the same time, the committee will formulate questions and other assessments to be used during the interview process.
2. Screening criteria must identify job-related qualifications that enhance equity, diversity, inclusion and reinforce the Knowledge, Skills and Abilities (KSAs) needed for the position.
3. Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the position. The screening committee will then select candidates to be interviewed.
4. Every effort should be made to interview at least three (3) or more candidates for each position.
5. Pre-selection Activities, Assessments, Demonstrations and Presentations: The District at its discretion may require pre-screening activities and/or assessments, as well as demonstrations or presentations of the candidate's effectiveness as appropriate to the position.
6. Applicant Screening: Members of the screening committee shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. The hiring administrator/designee or Human

Resources ~~or the hiring administrator/designee~~ will schedule the selected candidates' interview and make necessary arrangements.

7. Interview Process: Interviews will be conducted using the previously agreed upon interview questions, and at least two (2) diversity questions must be included when developing interview questions. ~~and s~~Screening committee members shall individually evaluate each candidate based on his/her responses to the questions, the demonstration/presentation, and/or other type of performance indicator exercise(s), if applicable. Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth, reach a consensus on a finalist(s), and prepare written documentation of these conclusions to Human Resources. If the committee cannot reach a consensus on a finalist(s), the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by screening committee shall be returned and retained by Human Resources.

8. Notification of Candidates: Human Resources will notify applicants not moved forward to interview or as finalists of their status.

9. Recommendations and Finalization of Selection
    a. Management Positions
        i. Finalists will be recommended to the Superintendent/President or designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.
        ii. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President and/or designees.
        iii. If the Superintendent/President or designee does not agree with the committee's recommendations, he/she will request that the search be extended or suspended.
        iv. The finalist(s) name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
        v. The Superintendent/President or designee will extend an offer of employment.
        vi. Upon acceptance of the offer of employment, the finalist's name will be submitted to the Board of Trustees for approval.
        vii. Notification of Candidates: The Superintendent/President or designee or Human Resources will notify the finalists not selected for the position of their status.

    b. Classified Positions
        i. The screening committee, in conjunction with the committee chairperson (e.g. hiring manager), will recommend a finalist(s). Second interviews are appropriate in the event the supervisor or manager is unable to participate in the initial interview.
        ii. The finalist(s') name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
        iii. The appropriate administrator or Human Resources will extend an offer of employment.
        iv. If there is not an acceptable candidate, the supervisor or manager will request the search be extended or suspended.
        v. Upon acceptance of the offer of employment, the finalist's name will be submitted to the Board of Trustees for approval.

8. The action of the Board of Trustees will be communicated to the candidates. If for any reason the person approved refuses the offer, the matter may be referred back to the screening committee by Human Resources.

III. **Recruitment Methods for Full-Time Faculty Positions**
   A. **Vacancy:** Recruitment for a permanent faculty position will be conducted whenever the District determines that a permanent faculty position will meet the need of the District or the mandates of the State Chancellor's Office, or to comply with the MCCD-UPM/AFT Collective Bargaining Agreement.
   B. **Screening Committees Structure:** A screening committee will be formed.
      1. The Superintendent/President or designee may appoint the chairperson for the committee and committee members. Classified employees will be appointed by the official classified staff appointing body. Academic employees will be appointed by the Academic Senate.
      2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process.
      3. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President (see Human Resources Screening Committee Composition Guidelines).
      4. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
      5. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates, to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

   C. **Position Announcement:**
      1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:
         a. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
         b. representative courses to be taught, if applicable;
         c. minimum qualifications that:
            i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
            ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff;
            III include desirable "Knowledge, Skills and Abilities" which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
      2. The recruiting efforts will include, as appropriate, regional and national advertising, as well as outreach efforts in accordance with the District's EEO Plan.

   D. **Minimum Qualifications**: Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate

meets the minimum qualifications for a position, the application materials will be sent to the Academic Senate's designee(s). An Equivalence Committee, made up of the Academic Senate president or designee(s) and two discipline faculty, will review applications to determine equivalency. (see AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

E. **Screening Process:**

1. Screening Criteria: Criteria may be formulated by the committee for the purpose of reducing the applicant pool to those best qualified.
2. Pre-selection Activities, Assessments, Teaching Demonstrations and Presentations: The screening committee will formulate questions to be used during the interview process. The committee at its discretion may require pre-screening activities and/or assessments, as well as demonstrations or presentations of the candidate's effectiveness as appropriate to the position.
3. Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the position. The screening committee will then select candidates to be interviewed.
4. Applicant Screening**:** Members of the screening committee shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. The hiring administrator/designee or Human Resources ~~or the hiring administrator/designee~~ will schedule the selected candidates' interviews and make all necessary arrangements.
5. Interview Process: Interviews will be conducted using the previously agreed upon interview questions, and screening committee members shall individually evaluate each candidate based on his/her responses to the questions, the teaching demonstration, presentation, and/or other type of performance indicator exercise(s), if applicable. Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth to determine a finalist(s) and will prepare written documentation to Human Resources. If the committee cannot identify a finalist(s), the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources.
6. Notification of Candidates: The hiring administrator/designee or Human Resources ~~or designee~~ will notify all applicants of their status.
7. Recommendations and Finalization of Selection:
   a. Finalists will be recommended to the Superintendent/President **or** designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.
   b. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President or designees.
   c. If the Superintendent/President or designee does not agree with the committee's recommendations, he/she will request that the search be extended or suspended.
   d. The successful candidate's (s') name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
   e. The Superintendent/President or designee will extend an offer of employment.

f. Upon acceptance of the offer of employment the candidate's name will be submitted to the Board of Trustees for official approval.

g. Notification of Candidates: The Superintendent/President or designee or Human Resources or designee will notify the finalists not selected for the position of their status.

F. Reference Check:

1. Reference checks must be conducted on all finalist's, including internal and external candidates, for all recruited and interim positions.

2. Before calling the references, obtain permission from the candidate so they may properly inform current employers/managers as indicated on the application.

3. At least one (1) diversity-inclusion question must be included when checking references (template provided by Human Resources).

4. Every effort should be made to complete reference checks on at least three (3) of the candidate's provided references.

For Temp Pools recruitment methods see AP 7212 titled Temporary Faculty

Also see AP 7126 titled Applicant Background Checks and AP 7210 titled Academic Employees and AP 7230 titled Classified Employees

Date Approved: June 28, 2011
(Replaces College of Marin Policy 5.0013 and Procedures 5.0005 DP.1 and 5.0006.1 DP.2)
Date Reviewed/Revised: May 16, 2017