

College Council: Policy and Procedure Review

12-8-2022

BP 2410 Board Policies and Administrative Procedures - CCLC 40 updated this policy to clarify that in unusual circumstances a governing board may adopt changes at the same meeting at which they are introduced. This language is suggested good practice. Additional recommended general counsel revisions noted.

BP 3520 Local Law Enforcement – Due for review as regular cycle of review. Compared to legally required CCLC model procedure – legal cites updated. Formatting updated.

AP 3520 Local Law Enforcement - Due for review as regular cycle of review. Compared to legally required CCLC model procedure – legal cites updated from a 4/2016 legal update. Phone numbers verified, formatting updated. Approved by Administrative Services without changes, but 2014 agreements DO NOT have “sexual assault” and “hate crimes” to the list of crimes covered by the agreement. Administrative Services will work with Chief Marozick on obtaining a new written agreement with local law enforcement agencies.

AP 4020 Program Curriculum and Course Development – Revisions recommended by Academic Senate.

AP 5055 Enrollment Priorities – Academic Senate initiated change(s) to align with priority practices.

AP 7160 Professional Development – This procedure is due for review as part of the regular review cycle. Compared to the CCLC model procedure. Accreditation linked. Office of Primary responsibility needs to be updated.

BP 7348 Outside Employment Conflict of Interest – Reviewed as regular part of the review cycle. Compared to CCLC model policy.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

Status Update – Policies and Procedures Currently Under Review

Administrative – Under Review

BP 3430 Prohibition of Harassment
BP 3433 Prohibition of Sexual Harassment under Title IX
AP 3434 Responding to Harassment Based on Sex under Title IX
AP 3435 Discrimination and Harassment Investigations
AP 3540 Sexual and Other Assaults on Campus
AP 4100 Graduation Requirements for Degrees and Certificates
BP/AP 4103 Work Experience
AP 4104 Contract Education
AP 4105 Distance Education
BP/AP 4225 Course Repetition Non-repeatable Courses
BP/AP 4226 Multiple and Overlapping Enrollments
AP 4228 Course Repetition-Significant Lapse of Time
BP/AP 4240 Academic Renewal
BP/AP 4300 Field Trips and Excursion

BP 4675 Programs for Older Adult Students
BP 5040 Student Records Directory Information and Privacy
AP 5700 Intercollegiate Athletics
AP 7160 Professional Development

Academic Senate – Under Review

BP/AP 3260 Participation in Local Decision Making
AP 3420 Equal Employment Opportunity
AP 4026 Philosophy and Criteria for International Education
AP 4230 Grading and Academic Record Symbols
AP 5530 Student Rights and Grievances

Board of Trustees

CCLC 40 - The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. Suggested good practice. Mici 9-13-2022

Recommended revisions noted. Mia/General Counsel 11-4-2022

BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**References:**

Education Code Section 70902;

ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5. ~~(formerly IV.B.1.b & c)~~

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, where the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced, by majority vote determines it is warranted, the Board may adopt, revise, add to, or amend Board Policies at the same meeting at which they are introduced. In unusual circumstances, where the Board by majority vote determines it is warranted, the Board may act to suspend all or part of a Board Policy for a temporary period of time as designated by the Board.

The Board shall regularly assess its policies in fulfilling the District's mission.

Administrative procedures may be revised as deemed necessary by the Superintendent/President.

Administrative procedures approved by the Superintendent/President in accordance with Board policies shall apply to all students and personnel employed by the District, including the Superintendent/President and other District officers, and, where applicable, to agents and consultants of the District and the Board.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy.

The Superintendent/President shall provide each member of the Board with copies of the administrative procedures. The Board of Trustees reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all Board Policies and Administrative Procedures are readily available on the District's [website](#) and/or through the Office of the Superintendent/President.

Date Adopted: January 19, 2010 (*Replaced College of Marin Policies 1.6010 and 7.0002*)

Date Reviewed/Revised: July 18, 2017; November 13, 2018

Date Reviewed/Revised:

General Institution

Due for review as regular cycle of review. Compared to legally required CCLC model procedure – legal cites updated. Formatting updated. Mici 9-22-2022

Approved without revisions. Mia/General Counsel 10-25-2022

Approved without changes, but 2014 agreements DO NOT have “sexual assault” and “hate crimes” to the list of crimes covered by the agreement. Will work with Chief Jeff on obtaining a new written agreement with local law enforcement agencies. Eresa/Administrative Svcs 11-04-2022

Approved without edits. Jeff M./Chief 11-7-2022

BP 3520 LOCAL LAW ENFORCEMENT**References:**

Education Code Section 67381 and 67381.1;
34 Code of Federal Regulations Part 668.46(b)(4)

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to Administrative Services. Written agreements shall be reviewed and updated if necessary every five years.

The Marin Community College District encourages accurate and prompt reporting of all crimes to the District Police Department and/or the appropriate police agencies. The Superintendent/President shall

establish procedures that encourage pastoral* counselors and professional* counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

* See Clery Act definitions for pastoral and professional counselors in AP 3515 ~~titled~~ Reporting of Crimes and AP 3520 ~~titled~~ Local Law Enforcement.

Date Adopted: March 17, 2009

Date Reviewed/Revised: August 18, 2012

Date Revised:

General Institution

Due for review as regular cycle of review. Compared to legally required CCLC model procedure – legal cites updated from a 4/2016 legal update. Phone numbers verified, formatting updated. Mici 9-22-2022

Revisions included. Mia/General Counsel 10-25-2022

Approved without changes, but 2014 agreements DO NOT have “sexual assault” and “hate crimes” to the list of crimes covered by the agreement. Will work with Chief Jeff on obtaining a new written agreement with local law enforcement agencies. Eresa/Administrative Svcs 11-04-2022

Approved without edits. Jeff M./Chief 11-7-2022

AP 3520 LOCAL LAW ENFORCEMENT**References:**

Education Code Section [67381 and 67381.1](#);

34 Code of Federal Regulations Part 668.46

In order to comply with the Kristin Smart Campus Safety Act of 1998, the District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency’s operational responsibility, including maps as necessary.

The written agreements required by ~~the~~ Board Policy [3520 Local Law Enforcement](#) are public records and are made available for inspection by members of the public upon request to [Administrative Services College Operations](#). Written agreements shall be reviewed and updated, if necessary, every five years.

The District Police Department maintains a close working relationship with the Marin County Sheriff’s Department, the Novato Police Department, the Twin Cities Police Authority. The District Police Department occasionally works with other law enforcement agencies within the County of Marin. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The District Police Department and the law enforcement agencies within the County of Marin communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the District Police Department will work closely with the law enforcement agencies within the County of Marin. There are written memoranda of understanding between the District’s Police Department and the Marin County Sheriff’s Department, the Novato Police Department, the Twin Cities Police Authority.

In response to a call, the District Police Department will take the required action, dispatching an officer or asking the victim to file an incident report. ~~Upon request, report summaries taken by the District Police Department are forwarded to the requesting District official for review and potential action. All incident~~

reports received by the District Police Department that involve students are forwarded to the Assistant Superintendent/Vice President of Student Learning and Success-~~Chief Student Services Officer~~ for review and potential action. All incident reports received by the District Police Department that involve employees are forwarded to the Chief Human Resources Officer for review and referral for potential action. The District Police Department may investigate a report when it is deemed appropriate.

Crimes should be reported to the District Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and campus visitors are encouraged to report all crimes and public safety related incidents to the District Police Department in a timely manner. To report a crime or an emergency, call 911 and/or the District Police Department at 415-485-9696. To report a non-emergency security or public safety related matter, call the District Police Department at 415-485-9455.

The District Police Department has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving District rules and regulations are committed by a student, the District Police may also refer the individual to the Chief Student Services Officer. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement and the District Police Department and local law enforcement work together to solve these serious felony crimes. The District Police personnel work closely with local, state, and federal police agencies. The District Police Department is also a part of the local 911 Emergency System. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Chief Student Services Officer for any action or follow-up that may be required.

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is an employee of a District whose official responsibilities include providing psychological counseling to members of the District's community and who is functioning within the scope of his/her license or certification.

Offices of Primary Responsibility: ~~College Operations-Administrative Services, District Police~~

Date Approved: February 17, 2009

Date Reviewed/Revised: August 21, 2012

Date Revised:

Academic Affairs

Academic Senate Changes 5-12-2022

AS to Mici on 5-23-2022. Suggested edits. 5-23-2022

To Cari for review. 5-23-2022

Side-by-side review with model CCLC (newest legal requirements) Mici on 5-27-2022

AS revisions to Mici on 10-20-2022

Approved. Mia/General Counsel on 10-24-2022

To UPM 10-26-2022

Changes as noted. Maria C./AS President 11-18-2022

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

ACCJC Accreditation Standard II.A

Instructional programs will be systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. Curriculum shall be evaluated to determine whether courses and program should be established, expanded, modified, or deleted on a periodic basis.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

~~The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

In order to create and maintain a viable curriculum compatible with the Educational Master Plan, the Superintendent/President or designee shall be responsible for:

1. Recommending to the Board for approval the establishment or discontinuance of educational programs, degrees, certificates, and courses, in accordance with the Education Code.
2. Approving editorial and technical changes, teaching unit modifications, and related developments of minor significance within Board-approved programs and courses. The Board shall be advised of all such changes.
3. Ongoing development of the curriculum, including:
 - a. Periodic determination of the educational needs of the area;
 - b. Utilization of citizen advisory committees where appropriate;
 - c. Academic Senate participation in curriculum development;

- d. Preparation and maintenance of current course outlines, degrees and certificates including student learning outcomes and objectives for all approved programs.

Faculty members shall, at a minimum, follow the course outline of record as the framework for the course. Within this framework, each instructor shall use the outline in a manner best designed to meet the needs and capabilities of students and to best suit the instructional methods of the faculty member. This flexibility in use of the outline shall be limited by the instructor's ability to deliver the course content and meet stated objectives and outcomes as determined by the approved evaluative criteria.

The Curriculum Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate. The purpose of the Curriculum Committee is to maintain the quality and the integrity of the educational program. Courses and programs are evaluated for their educational content and their appropriateness and value to the students served.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate.

1. Functions:

The functions of the College Curriculum Committee are as follows:

- a. Recommend all credit and non-credit courses for approval by the Board of Trustees. To be recommended, credit courses must meet the standards set forth by the Education Code, the mission of the College and demonstrate educational need [based in equity and anti-racism](#).
- b. The Curriculum Committee does not approve Community Education courses. However, the Community Education Program will send all new course outlines to the Curriculum Committee at least two weeks prior to submission to the Board of Trustees to ensure there is no conflict with credit or non-credit courses. If the Curriculum Committee identifies a potential conflict, Community Education and the Department Chair will work together to find a resolution and inform the Curriculum Committee Chair in writing.
- c. Recommend all new credit and noncredit programs for approval by the Board of Trustees.
- d. Recommend [and provide direction and support for academic](#) program changes, course revisions, additions, deactivations, or deletions for approval by the Board of Trustees, making sure such changes meet the standards set forth by the Education Code. [Consult with the OIM and the academic departments on course scheduling to ensure greater student access](#).
- e. Review the Master Schedule and recommend modifications as necessary.
- f. Recommend requirements for skills certificates and certificates of achievement.
- g. Recommend graduation requirements and general education requirements for the A.A., A.S., A.A.-T and A.S.-T degrees for approval by the Board of Trustees.
- h. Recommend for approval by the Board of Trustees, baccalaureate level courses for submission to the California State University system for inclusion on the transfer list of courses which satisfy the state universities' general education requirements.
- i. Support development of new curricula and dissemination of curricular material.

[The Curriculum Committee may propose inactivation of a course required for a degree or certificate should any of the following apply:](#)

- [The department controlling the course requests the inactivation](#)
- [The course has not been submitted for course review within the past four years; or](#)

- The course has not completed an SLO assessment within the past four years

The Curriculum Committee may propose inactivation of a program should any of the following apply:

- The department controlling the program requests the inactivation; or
- The program has not completed an SLO assessment cycle within the past four years

2. Membership:

Membership of the College Curriculum Committee are for two-year terms and consist of the following:

- ~~Voting Members: One faculty member elected from each Department and Community Education; one classified member who is directly related to Student Learning selected by the official classified staff appointing body, and one student selected by the Student Senate.~~ Voting members appointed by the Academic Senate President and the Curriculum Chair:
 - Chair (votes in a tie);
 - Math and Science;
 - English and Humanities;
 - Fine and Performing Arts;
 - Social and Behavioral Science;
 - Counseling/Articulation Officer;
 - English as a Second Language (ESL);
 - Career Education;
 - Allied Health and Kinesiology;
 - SAS Counselor; and
 - Distance Education Coordinator.
- ~~Non-voting Staff Resources:~~
 - ~~The Evaluation Analyst from Enrollment Services;~~
 - Curriculum Specialist from the Office of Instructional Management (OIM) and Assistant Vice President of Instruction Student Learning.
 - ~~Deans are invited when curriculum in their area when curriculum in their area is being proposed or revised, as appropriate.~~
- ~~Department Chairs serve as ex-officio members of the Committee and all Department Chairs are welcome to attend at all times. Particular Department Chairs will be invited to attend Curriculum Committee meetings when there are proposals originating from their department; further, Department Chairs shall be invited when proposals are presented from other departments that will affect their courses and/or programs. Relevant Department Chairs are requested to attend Curriculum Committee meetings when there are proposals originating from their department or another department that will affect their courses and/or programs. Chairs should distribute the minutes of official meetings to selected campus and departmental offices. Department Chairs initiate new course and program proposals in consultation with department faculty and area Dean.~~

3. Operating Guidelines:

- ~~According to~~ Consistent with the UPM/MCCD Collective Bargaining Agreement Article 8:~~12.2,~~ Department Chair Responsibilities, Department Chairs shall: ~~in conjunction assist~~ with the department's faculty, in the development and/or modification of department curriculum, subject to departmental and District approval as recommended by the College Curriculum Committee; and assist department faculty in up-dating course outlines, degrees and certificates and

communicate these updates in writing within the department and to the appropriate instructional office(s) through recommendations of the College Curriculum Committee.

- b. The Curriculum Committee Chair is ~~elected by voting members of the Committee~~ selected by the process outlined in the Curriculum Committee bylaws. The Chair is not the area representative outlined in "Membership 2.a".
- c. Additional support is provided by the Office of Instructional Management.
- d. Curriculum Committee agendas, approved minutes and updated Curriculum Committee approval schedules are posted on the Curriculum Committee website.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

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

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for the length of the semester for one semester or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

See also BP and AP 4021 Program Revitalization and Discontinuance and AP 4022 Program Revitalization

Office of Primary Responsibility: Student Learning and Success

Date Approved: June 22, 2010 (*Replaced College of Marin Policy 2.0001 and Procedure 2.0001 DP.1*)

Revised: August 21, 2012; May 16, 2017; October 12, 2021; May 17, 2022

Reviewed/Revised:

STUDENT SERVICES

Academic Senate revisions as noted. Maria C. 11-17-2022

Minor non-substantive edits, table numbering updated without tracking, AS revisions added as per format requirement. Mici B. 11-17-2022
Approved. Maria C. 11-18-2022

AP 5055 ENROLLMENT PRIORITIES**References:**

Education Code Sections 66025.8, 66025.9, and 66025.92; and
Title 5 Sections 58106 and 58108.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 Prerequisites, Co-requisites, and Advisories)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth, former foster youth, ~~or~~ homeless youth, or former homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; ~~and~~
- A student who is receiving services through CalWORKs; ~~and~~
- A student who is a Tribal TANF recipient.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans; ~~;~~
- Continuing students, who are not on academic or progress probation for two consecutive terms and have not lost registration priority, as defined in these policies and procedures; ~~;~~ and
- All other student categories listed in the table immediately below.

Priority	Description of Registration Priorities
1	Students who have completed the Matriculation* process, meet the eligibility criteria and are participating in the following programs: <ul style="list-style-type: none"> • Eligible as a member of the armed forces or a veteran, • A Foster Yyouth or former Foster Yyouth, • Receiving services through the Student Accessibility Services Disabled Student Programs & Services, • Receiving services through the Extended Opportunity Programs and Services, • CalWORKS' students, • Homeless youth or formerly homeless youth, or • Tribal TANF
2	New students who have completed the Matriculation* process and are not one of the identified groups in Priority 1. <ul style="list-style-type: none"> • Student athletes Continuing student athletes who have/Mmatriculated & and are in good standing
	Continuing COM students (in good standing) who have completed the Matriculation* process and have a current Ed Plan***
3	Continuing students (in good standing) who have completed Matriculation* with 30 - 74.5 completed and in-progress units** and have a current Student Ed. Plan***
4	Continuing students (in good standing) who have completed Matriculation* with 1 - 29.5 completed and in-progress units** and have a current Student Ed. Plan***
5	Continuing students (in good standing) who have completed Matriculation* with 75 - 99.5 completed and in-progress units** and have a current Student Ed. Plan***
6	New students who have completed the Matriculation* process and are not one of the identified groups in Priority 1.
7	Continuing students (in good standing) with 30 - 74.5 completed and in-progress units**
8	Continuing students (in good standing) with 1 - 29.5 completed and in-progress units**
9	Continuing students (in good standing) with 75 - 99.5 completed and in-progress units**
10	Concurrently enrolled high school students
11	All other categories, including (but not limited to): <ul style="list-style-type: none"> • New Applicants who have applied for admissions but not completed the Matriculation* process • Returning students • Readmitted students after dismissal • Students with 100+ completed degree-applicable units at COM • Students not in good standing

* Matriculation requires the following steps:
1) Orientation; 2) ~~Assessment~~; 3) Counseling, Advising and Other Education Planning Services; and 4) Student Education Plans.

** Upgrade Priority Option is available to continuing COM students in good standing, who have completed the Matriculation process before the priority determination deadline for the next registration cycle, to be upgraded to Priority 3.

*** Current Education Plan is a provisional or long-term Education Plan for the upcoming semester(s) that a counselor certifies for the student for each semester. If the student fails to update their Education Plan with a counselor as indicated, they will fall back to a lower priority.

These registration priorities apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 Probation for two consecutive terms; or
- Has completed one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is completed when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230 Grading and Academic Record Symbols. This 100-unit limit does not include units for:

- non-degree applicable English as a Second Language classes;
- basic skills courses as defined by the Chief Instructional Officer; or
- high unit majors or programs as designated by the Chief Instructional Officer.

~~Beginning in the spring 2013~~ The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. ~~Beginning in the spring 2013~~ The District shall notify students who have completed 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Chief Student Services Officer or his/her/their designee will determine the appeal in his/her/their sole discretion.

These enrollment priorities have been in effect since fall, 2014. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Registration dates and times are posted on the MyCom/student portal.

Maximum Unit Load

- Students may enroll in a maximum of 18 units in the fall or spring semester and 7 units in the summer session. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester.
- Students on academic and/or progress probation may enroll in a maximum of 13 units in the fall or spring semester and 4 units for the summer session.

Office of Primary Responsibility: Enrollment Services

Date Approved: June 22, 2010 (*Replaced College of Marin Procedure 4.0003 DP.1*)

Revised: January 17, 2012; April 16, 2013; February 18, 2014; May 17, 2022

Reviewed/Revised:

Human Resources

This procedure is due for review as part of the regular review cycle. Compared to the CCLC model procedure. Accreditation linked. Office of Primary responsibility needs to be updated. Mici 9-22-22

To Nikki/HR 11-10-2022

Approved without changes. Holley/Institutional Effectiveness 11-14-2022

Approved with minor recommendation. Cari/SLS 11-14-2022

AP 7160 PROFESSIONAL DEVELOPMENT**References:**

ACCJC Accreditation Standard III.A.5;

Education Code Sections 87150 et seq 87767, 88220, and 88227;

ACCJC Accreditation Standard III.A.14

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

The District shall establish a professional development plan consistent with the Educational Master Plan and District strategic priorities.

The Superintendent/President shall annually submit to the Chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that Marin Community College District has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The Marin Community College District has completed a campus District-wide human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional Development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional Development activities will be evaluated and the results will be used to improve programs and activities to ensure district and employee needs are being met.

Professional Development and professional learning activities, guidelines and processes including information about the Flex program are published on the College website.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students

- Institutional effectiveness
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes and regulations

See appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff.

Also see AP 7341 ~~titled~~ Sabbaticals

Office of Primary Responsibility: Planning, Research and Institutional Effectiveness

Date Approved: June 22, 2010 (*Replaces College of Marin Procedure 5.0020 DP.1*)

Date Reviewed/Revised:

Human Resources

Reviewed as regular part of the review cycle. Compared to CCLC model policy. Mici 11-10-2022

Approved without changes. Nikki/HR 11-10-2022

BP 7348 OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST

References:

No references

Any employee of the District shall take vacation or leave without pay for time absent due to outside employment for professional services or consulting work for other institutions or organizations. Furthermore, the District shall be reimbursed for any District expense related to an employee serving as a paid consultant.

Other outside employment or activity may be accepted by employees of the District if it does not create a conflict of interest or interfere with their regular assignments, duties, and responsibilities.

Also see AP 3050 ~~titled~~ Institutional Code of Ethics

Date Adopted: December 13, 2011 *(Replaced College of Marin Policy 5.0027)*

Date Reviewed/Revised: