

ADMINISTRATIVE PROCEDURE 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**A. Speaker Cards**

Members of the public wishing to address the Board, must obtain and return a completed "Speaker Card" to the Assistant to the Chancellor prior to the Board meeting commencing. Speaker cards are provided at the meeting, and can be submitted prior to the Board's consideration of the respective agenda item or public participation agenda section.

B. Required Information

The following written information is required before a request to address the Board can be honored:

1. A summary description of the topic to be discussed.
2. The designation that either a non-agenda item or a specific agenda item number is to be discussed.
3. The name and organizational affiliation, if any, of the speaker.

C. Time Limitations

Communications by members of the public will be limited to 3 minutes each. Time may be yielded to another speaker up to a limit of six additional minutes provided there are no more than five speakers for the agenda item or in the non-agenda category. At the discretion of the Board President of the Board, total time allowed for speakers for an agenda item or in the non-agenda category may be limited to 15 minutes. In order to limit total time, the Board President may limit individual speakers to 1 or 2 minutes. If more requests are received than can be honored within the meeting's time limit, they will be scheduled for the subsequent meeting in the order received.

D. Public Records

A list of speakers' names and the topics they discussed will be part of the Board meeting public record. Any written materials distributed to the Board during an open session meeting concerning agenda items will become part of the Board meeting public record.

Approved by the Chancellor:

Administrative Procedure 2360 Board Minutes and Records

A. Responsibility

The Assistant to the Chancellor shall be responsible for the keeping Board Minutes and Recordings and the Posting of same. The Chancellor shall approve draft minutes prior to their presentation to the Board of Trustees for adoption.

B. Minutes Posting

Draft Minutes shall be posted to the district web site 72 hours prior to the board meeting scheduled for their approval. The approved minutes shall be posted to the district web site. A permanent paper record shall be retained in the Chancellor's office.

C. Video Recording Posting

The video recording of Board Meetings shall be posted to the district web site.

D. Electronic Records Duration

The Chancellor may determine, from time to time, to purge old electronic records due to practical issues especially related to changes in technology. In no event shall electronic records be purged less than 30 days subsequent to their posting.

E. Minutes Content

Minutes shall include the disposition and description of every agenda item including the recording of all votes taken. Amendments to proposed agenda items shall be recorded along with any associated vote. The board meeting minutes shall include a listing of all participants including a summary of their role. Any written materials distributed to the Board during an open session concerning agenda items will become part of the Board public meeting record.

Approved by the Chancellor:

Administrative Procedure 2410 Policy Development Process

A. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

B. Planning and Budget Council

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

C. The Board of Trustees

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

D. Strategic Management Team (SMT)

The Strategic Management Team (SMT) will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

E. Administrative Procedures

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

F. Implementation

After a favorable vote on Policy by the Board and/or approval of Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

G. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

H. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

I. Educational Employment Relations Act

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7)
California Code of Regulations Sections 53200 (Academic Senate), 51023.5 (staff), 51023.7 (students)

Approved by the Chancellor:

Administrative Procedure 3280 **Grant Applications and Awards****A. Application Development**

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must:

1. Prepare a Concept Paper addressing:
 - a. the problem or need that the grant would address;
 - b. a description of the project;
 - c. the mission and goals of the project
2. Provide funding and support required including:
 - a. federal, state, local, or private revenue
 - b. matching funds requirements and source
 - c. federal and state grants for restricted purposes shall have all administrative and/or indirect charges assessed to the maximum amount permitted by federal or state regulations.
 - d. district support such as facilities space, equipment, furniture, retrofit, or utilities;
 - e. proposed total budget.
3. Detail the performance period including extension provisions.
4. Name the Project Director and Administrator.
5. Provide any other relevant characteristics or requirements that may impact the decision to submit the grant application.
6. Comply with whatever requirements are imposed by the granting agency.

B. Approval

The application material described above must be submitted for approval to the college President and the Chancellor prior to submission to the granting agency. Sufficient lead time must be allowed prior to agency deadlines to obtain the necessary approvals.

C. Award

When notification of a grant award is received, the President shall prepare and submit to the Department of Finance and the Department of Educational Services a board agenda item requesting acceptance of funding. The agenda item must include:

1. Background information in support of the grant.
2. A detailed activity budget.
3. Project management and evaluation budget
4. A budget resolution establishing the grant budgets from District funding sources if applicable.

D. Implementation

Upon Board approval, the project may be implemented.

Approved by the Chancellor:

ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The Chancellor directs The Peralta Community College District comply with and use the *California Community Colleges Program and Course Approval Handbook* (3rd edition, 2009).

I. Work Flow

The Peralta Community College District and the curriculum committees of the four colleges (Alameda, Berkeley City, Laney, and Merritt) (under the purview of the Academic Senate) use the curriculum management system, CurricUNET, for program, curriculum, and course development, and serves as a database for all curriculum documents.

- A. Each of the colleges has in place an approval process for courses and programs in the CurricUNET system, which includes distance education and student learning outcomes. Faculty have primary responsibility for curriculum management.
- B. Once curriculum actions have been finalized by the individual college curriculum committees, those actions are forwarded to the district Council on Instruction, Planning, and Development (CIPD) for review and approval. Because the district/ four colleges use uniform course numbering, there are instances when consultation between colleges or among the colleges must occur (see below). That consultation must happen prior to actions being sent to CIPD.
- C. All curriculum and program actions once approved by CIPD are forwarded to the Board of Trustees for approval.
- D. All courses and programs approved are reported to the California Community Colleges Chancellor's Office.
- E. All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.

II. Goals for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

- A. program integrity
- B. appropriate use of district resources
- C. program delivery to students in convenient locations
- D. adequate enrollment in all programs at all colleges

III. Description of a Good Faith Effort at Consultation

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

IV. Consultation is Required among Colleges regarding the following Curriculum Issues:

- A. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- B. Substantive change to existing UCN course
- C. New single course which overlaps courses offered as part of an approved program at another college
- D. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- E. Borrowing a course

V. For purposes of federal financial eligibility, a “credit hour” shall be not less than:

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- B. 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, practica, studio work, and other academic work leading to the award of credit hours.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
Accreditation Standard II.A
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

Approved by the Chancellor:

ADMINISTRATIVE PROCEDURE 4021 PROGRAM DISCONTINUANCE**I. Background and Philosophy**

- A. In accordance with Title 5, Section 51022, College districts are required by current regulation and statute to develop a process for the modification, continuance or discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs.
- B. The Academic Senate for California Community Colleges (ASCCC) recommended (Spring, 1998) that local senates create a process for program appraisal/discontinuance that takes into account the following issues:
 1. Impact on student learning, goals, and needs;
 2. effect on the balance of the college curriculum;
 3. impact on educational and budget planning;
 4. regional economic and training issues;
 5. changes in regional economic and training conditions; and
 6. collective bargaining issues.
- C. In its Spring, 1998 paper, "Program Discontinuance: A Faculty Perspective," the ASCCC outlines issues and criteria to consider in creating this process. In addition, it states, "The development of a program discontinuance process should be considered within the context of the college mission statement and should be linked with the college educational master plan and the department's goals and objectives." In formulating this process, all recommendations of the ASCCC have been considered. Fundamentally, the spirit of access and equity for students as well as the interest and concerns of faculty must be considered throughout.
- D. The Program Review process, annual unit plans, and other strategic planning activities should be referenced and considered among sources of data and direction in this process, but it is important to emphasize that their primary purpose and use is not to target programs for discontinuance. It is also important to note that program discontinuance should occur only after serious deliberation and after recommended intervention strategies have been implemented but still result in a program that falls outside the college's mission or master plan or the division's or department's goals and objectives.
- E. It is imperative to state that the purpose of a program appraisal/discontinuance process is to have criteria in place to guide a discussion in the event that the process is needed. The presence of a process should not be construed as an inducement to look for programs to discontinue or as a reason to avoid honest participation in an academic process such as Program Review.
- F. This procedure shall be evaluated for effectiveness within one year after the conclusion of the first program appraisal/discontinuance process and periodically reevaluated by the Academic Senate in a shared governance environment.
- G. This process document shall be filed, if required, with the Office of the Chancellor of California Community Colleges. (Title 5, §51022.)

II. Program Appraisal/Discontinuance Evaluation Process**A. Initial Considerations**

This procedure will be used to review the continuance, modification, or discontinuance of programs.

1. **Definition of Program.** For purposes of this document, a *Program* is defined as an organized sequence or grouping of courses or other educational activities leading to a defined objective such as a major, degree, certificate, career certificate, job career goal, license, the acquisition of

selected knowledge or skills, or transfer to another institution of higher education. The term Program also applies to Library Services, Health Services, and Student Services as defined above. The scope of the program under consideration will be clearly delineated at the outset of this process.

2. Vocational or occupational programs shall be reviewed every two years by Management Information Systems data (Cal. Educ. Code § 78016) and every three years by Departments in a formal written review (i.e., Program Review). All other programs shall be reviewed every three years with an annual program update, except when continued with qualification within the program appraisal/discontinuance process.
3. Role of Curriculum Committee. The Curriculum Committee, a committee of the Academic Senate, must have a fundamental and integral role in any discussion or appraisal of program continuance or discontinuance, recognizing the district's policy to rely primarily on the Academic Senate in academic matters as set forth in Title 5 Section 53200(C) and Section 53203.
4. Conditions for Discontinuance. The following conditions may cause a program to be recommended to the Curriculum Committee for discontinuance: (based on quantitative and qualitative data)
 - a. Program Review and analysis trends
 - b. Degree and Certificate completion
 - c. Changes in demand in the workforce
 - d. Changes in requirements from transfer institutions
 - e. Availability of human resources
 - f. Budget concerns and lack of sufficient funding.

B. Initiating a Discussion on Program Discontinuance

1. Program discontinuance discussions can be initiated by administration or the affected divisions and departments.
2. The instructor(s) and the department chair of the program being considered for discontinuance should be given the semester in which they are notified to do research and provide documentation related to the reasons and conditions that were provided for consideration of discontinuance of their program and what action, if any, should be taken.
3. The Academic Senate in and through the Curriculum Committee, must have a fundamental and integral role in any discussion of program discontinuance, recognizing the district's policy to rely primarily on the Academic Senate's advice in academic matters.
4. The instructor(s) and the department chair of the program being considered will have the opportunity to present the program's relevance at the college council level.

C. Discussion Criteria

For each affected Program, both qualitative and quantitative factors shall be discussed in order to have a fair and complete review leading to an eventual decision to continue, continue with qualification, or discontinue a program.

1. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:

- a. Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry, and the community;
 - b. Ability of students to complete their educational goals of obtaining a certificate or degree, or transferring;
 - c. Balance of college curriculum (for example, ensuring the non-elimination of all of one type of program, such as all foreign languages);
 - d. Effect on students of modifying or discontinuing the program;
 - e. Uniqueness of the program;
 - f. Replication of programs in the surrounding area and their efficacy;
 - g. Potential for a disproportionate impact on diversity at the college.
 - h. Necessity of the program in order to maintain the mission of the College;
 - i. Source of funding for the program (outside vs. general funds);
 - j. Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified;
 - k. Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified; and
 - l. Impact on articulated programs.
2. Quantitative factors are based primarily on the Program Review where applicable. Factors that may be considered include but are not limited to:
- a. Program Review results showing:
 - b. A sustained downward trend in FTES generated, load, enrollment, number and composition of sections offered, productivity, FTES composition, retention, and persistence, or
 - c. Sustained increase in expense or annual cost/FTES
 - d. Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers
 - e. Projected demand for the program in the future
 - f. Changes in class offerings
 - g. Frequency of course section offerings
 - h. Availability of human resources
 - i. FTES generated/FTEF
 - j. Enrollment trends
 - k. Operating cost per FTES
 - l. Capital outlay costs/year
 - m. Labor market demand: vocational vs. a vocational
 - n. Data from the PCCD Course Ranking Index tool
- D. Discussion Guidelines
1. Discussion of program appraisal/ discontinuance shall include all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community (i.e., CTE Community Advisory Committee)
 2. Discussion of program appraisal/ discontinuance will be conducted in public, open meetings. The dates, times and locations of these meetings will be published using all means of college communications including in print and electronically.
 3. Discussions will be conducted using the best practices for meeting facilitation, including agreed upon ground rules, and recording and publishing outcomes of discussions.
 4. Discussions will include both qualitative and quantitative indicators. Sources of data for all indicators will be referenced and cited.

5. Deliberations and conclusions shall rely primarily on the advice of the Academic Senate in and through the Curriculum Committee per district policy.

III. Possible Outcomes of Program Discontinuance Discussion

There are three potential outcomes of the Program Discontinuance process. A program may be recommended to continue, to continue with qualification, or to discontinue.

A. Recommendation to Continue

A program recommended to continue will do so when after full and open consideration it is decided that it is in the best interest of the college, its students, and the larger community to do so. The conclusions resulting in this recommendation will be documented in writing, maintained by the Academic Senate and the Curriculum Committee and forwarded to the Vice President of Instruction or Vice President of Student Services as information. No further action is required.

B. Recommendation to Continue with Qualifications

A program may be recommended to continue with qualifications. These qualifications may include specific interventions designed to improve the viability and responsiveness of the program. A specific timeline will be provided during which these interventions will occur and expected outcomes will be outlined in advance. All interventions and timelines will be published in writing by an agreed upon party, maintained by the Academic Senate and the Curriculum Committee and forwarded to the Vice President of Instruction or Student Services as information. After the specified qualification period is completed the program will be reviewed again.

C. Recommendation to Discontinue

A recommendation to discontinue a program will occur when, after a full and open discussion, it is concluded that the program falls outside the college's mission, values, and strategic goals and/or the department's goals and objectives. Any recommendation for program discontinuance will include the following:

1. The criteria used to arrive at the recommendation, verified by an agreed upon neutral party.
2. A detailed plan and timeline for phasing out the program with the least impact to students, faculty, staff, and the community. Due consideration will be given to approaches to allow currently enrolled students to complete their programs of study. Students' catalog rights will be maintained and accounted for in allowing them to finish the program.
3. A plan for the implementation of all requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities to retrain.
4. This recommendation and discontinuance plan will be documented in writing by agreed upon parties, which will include the signatures of the College President, Vice President of Instruction or Student Services (dependent on the program), department chair, Dean, the Curriculum Committee Chair, and the Academic Senate President. The final recommendation will be maintained locally by the Academic Senate and documented by the Curriculum Committee, forwarded to the Council on Planning, Instruction, and Development (CIPD), and presented to the Board of Trustees for approval as a curriculum action.

References:

Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998
Title 5 Section 55130, Approval of Credit Programs
Title 5 Section 51022, Program Discontinuance
Title 5 Section 53200, 53203, Role of the Academic Senate
Title 5 Section 55000(g), Definition of educational program
Education Code Section 78016, Review of program: Termination
CCCCO Program and Course Approval Handbook (3rd edition)
ACCJC Standard II.A.6.b

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
Accreditation Standard II.A
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

Approved by the Chancellor:

Draft October 13, 2011

Administrative Procedure 7400 Travel Authorization

The Chancellor directs that the following travel authorization regulations apply to the Peralta Community College District.

- I. **Travel Purposes:** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur.
 - A. **Institutional Travel:** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.
 - B. **Professional Travel:** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California. Such organizations include, but are not limited to:
 - Academic Senate of the California Community Colleges
 - American Association of Community and Junior Colleges
 - California Association of School Business Officials
 - California Community College Trustees
 - California School Boards Association
 - National Association of Colleges
 - Other Community Colleges/Districts
 - C. **Instructional Travel:** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.
- II. **Applicability:** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:
 - A. **Students or student employees.** Students shall follow procedures developed for student travel.
 - B. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified as part of the consultant/contractor's contract with the District and submitted to the District via an invoice as a contractual expense.

- III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:
- A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.
 - B. Meetings which are lobbying or legislative in nature without the prior approval of the Chancellor.
 - C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.
 - D. Special interest meetings outside the scope of the employee's normal work assignment.
- IV. **Travel Categories:** The District may authorize and reimburse travel for Peralta Community College District business-related expenses incurred as follows:
- A. **Mileage, Tolls and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business. All expense claims requested for reimbursement shall be substantiated and submitted on the District's approved form. Employees receiving a monthly travel stipend shall not be eligible for mileage, tolls, and parking reimbursement of travel expenses for distances up to 30 miles one way or 60 miles round-trip
 - 1. **Multiple Work Locations:** Work related travel between two or more district locations in a single day is reimbursable.
 - 2. **Direct Surface Route:** Mileage is reimbursable on the basis of a commonly-used direct surface route, e.g. "Google Maps". The district cannot reimburse for extra miles logged due to a "roundabout" or other preferred route.
 - 3. **Parking and Toll Fees:** Parking, Toll and other related fees are reimbursable when the expense is substantiated.
 - 4. **Call-Back Mileage:** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in an applicable collective bargaining agreement.
 - 5. **Not Reimbursable:** Employees shall not receive reimbursement for the following:
 - a. Miles to and from the work location to their personal residence. If, at the start of end of the work day, the employee is required to travel on district business to a destination that is farther from the work location than the normal commute, only the excess miles are reimbursable.
 - b. Gas purchases are not reimbursable because the reimbursement rate includes fuel expenses.

- c. Damage or theft to an employee's vehicle or items kept within the vehicle. A portion of the reimbursement rate is intended to defray the individual insurance costs.
- B. **Conference Attendance:** Trips requiring overnight absences, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee's attendance and participation. All conference attendance must be requested and approved prior to the employee's participation using the District's approved Form 7400. All expense claims requested for reimbursement shall be on the District's approved Form 7400.

V. Conference Attendance

- A. **Approval Processing Requirements:** When requesting off-campus travel, prior approval is required on the district's official "Travel Request Form" to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District programs and operations occur. When appropriate, substitutes may be arranged. Since employees are expected to "shop" well in advance for reasonable prices, an approval may withhold full reimbursement if prices are found to be above the norm. Approval may also withhold full reimbursement in order to conserve limited budget funds. Signatures are required as follows:
1. The employee's President or Vice-Chancellor must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip.
 2. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available. Additional signatures are required as follows:
 - a. The Chancellor's approval is also required in advance of the trip. The Board of Trustees approval is required for the Chancellor's or Board of Trustee's travel in advance if possible. If the Board member or the Chancellor did not know of the trip in time for advance approval, then Board ratification is permitted.
 - b. Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.
 - c. No travel advance funds or reimbursements can be processed without all the required approvals listed above.
- B. **Conference Location Reimbursement Limitation:** If a conference destination is within the boundaries of Peralta Community College District, the only conference expenses eligible for reimbursement are mileage and the payment of a registration/participant fee. Employees receiving a monthly travel stipend are not eligible for mileage or parking reimbursement of less than 30 miles one way or 60 miles round-trip.

- C. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IRS Publication 1542). It is district policy not to reimburse at a rate that would require the payment of income taxes.

- D. **Advance Payment..** An employee may request the Finance Office to pay 80% of approved estimated expenses (less the registration fee) in advance if an approved Conference Request (Form 7400) and required documentation is submitted to the Finance Office in time for Board of Trustees authorization. If, upon submitting a final expenses claim, actual expenses are less than the 80% advanced, the employee must repay to the district the part of the advance in excess of expenses. No new travel requests will be approved if there is an outstanding balance. If an employee does not respond to a Finance Office request for repayment within 30 calendar days, no future advances to the employee will be made.

- E. **Per Diem Allowance and Rates** is the maximum daily allowance for lodging (excluding taxes), meals, and incidentals paid to employees attending activities under the District’s conference attendance. Per Diem allowances and rates shall reflect those items and rates adopted by the United State General Services Administration (www.gsa.gov) and must be substantiated through receipts or other conference documentation (except for up to \$25/day for incidentals) as to the dates, prices and location. Table AP 7400-1, Per Diem Allowance Requirements, summarizes the overall per diem concept.

- F. **Other than Per Diem Expenses:** Expenses for expenditures classified as other than per diem expenses are reimbursed after the conclusion of travel upon the submission of the required District form and must be validated with receipts before reimbursement can be processed.

TABLE AP 7400-1 PER DIEM ALLOWANCE REQUIREMENTS ¹
<p>The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of for actual expenses up to the limit established by the federal government for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:</p> <ul style="list-style-type: none"> (a) Lodging. Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fireplace fires furnished in the room when such charges are not included in the room rate. (b) Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) **Incidental Expenses (Miscellaneous Expenses).** All expenses for tips, travel/parking for meals, public transit fees, business-related communication and computer-use charges (phone, fax, copying, email, etc.), service charges, and vending machine purchases are covered through the per diem rate.

Place of public accommodation—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

- (a) An establishment owned by the government;
- (b) An establishment treated as an apartment building by State or local law or regulation; or
- (c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

¹ Based on United States General Services Administration Federal Travel Regulation 300-3.1 available from www.gsa.gov

G. District Implementation: When implementing Per Diem Allowances and Non Per Diem Reimbursement, the following shall apply:

1. Registration Fees (Non Per Diem Pre-Paid Expense)

- a. Registration fees charged in connection with approved attendance at conferences, conventions, seminars, and training sessions may be processed as a direct payment to the conference sponsor via the Finance Office.
- b. The registration fee may include a daily stipend for meals and/or other expenses which should not be separately claimed as a per diem expense. The conference program listing the provided meals should be submitted.
- c. A copy of the event's brochure or announcement showing sponsor, event purpose, dates and times, event location, and applicable fees may be used to substantiate the event's purpose and employee's attendance.

2. Lodging (Per Diem Allowance)

- a. Allow lodging as an allowable per diem expense when the nature of the travel requires the employee to be absent overnight from his/her established residence and the destination is outside the District boundaries
- b. Calculate lodging separately for each employee when employee's share lodging.
- c. Limit the Per Diem allowance to the single occupancy rate when the employee shares lodging facilities with a non-District person.
- d. Reimburse for lodging taxes whenever such taxes increase lodging costs to an amount greater than the per diem lodging rate.
- e. Lodging expenses are substantiated via a copy of the "hotel" bill.
- f. Full lodging per diem rates are allowed for up to one day before the conference and one day after the conference, if warranted by the schedule of the conference .

However, meals and incidentals are limited to 75% of per diem rates for the first and last day of travel per section 3.b below.

3. **Meals** (*Per Diem Allowance*)

- a. Allow the Per Diem allowance only for employees when the meal is associated with an approved conference attendance. Social events unrelated to the functions of the District are not reimbursable. Alcohol is not reimbursable.
- b. Set the first and last travel day Per Diem allowance at 75 percent (75%) total Meal and Incidental Expense Rate (M&IE) per Internal Revenue Service (IRS) regulations.
- c. When applicable, use the meal amount stated in the registration fee of a meeting, conference, or other activity as part of the per diem allowance.
- d. Include tips in the Per Diem allowance.
- e. Meals are to be substantiated by a receipt. If a meal or tip is not substantiated by a receipt, it may be claimed as a portion of the \$25/day undocumented allowance under incidental expenses.

4. **Incidentals** (*Per Diem Allowance*)

- a. Reimburse employees for reasonable expenses incidental to travel and/or miscellaneous expenses essential to District business. Receipts and/or other documentation are not required for incidental expenses of less than \$25/day.
- b. Include the expenses enumerated below as part of the Per Diem allowance which do not need to be documented provided they do not exceed \$25/day:
 - Telephone, fax, internet access, email, etc.
 - Minor supplies, postage, and reproduction costs.
 - Porter service where charged as a specified fee.
 - Tips.
 - Laundry and valet expenses when employee's absence from regular service extends beyond five (5) nights.
 - Other miscellaneous items directly related to District business.

5. **Transportation** (*Non Per Diem Direct Pay Expense and/or Reimbursable Expense*)

- a. ***Air / Rail Travel:*** The employee purchases their tickets directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts. Employees are expected to "shop" well in advance and be sensitive to pricing. Management may withhold approval of full reimbursement if air travel prices are above the norm.

- b. **Personal Airplane Use:** In the event an employee desires to use his/her personal airplane, Chancellor approval is required. Reimbursement shall not exceed the economy/coach rate for public carriers.
- c. **Personal Vehicle:** A personal vehicle is approved for travel. The lesser of mileage or air fare is reimbursed regardless of what mode of transportation is used.
- d. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, rail, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement unless claimed as an incidental expense. Employees should also explore the use of public transit, such as by bus, train, or BART.
- e. **Rental Cars:** Employees on approved conferences outside of Alameda County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.
- 1) Employees are to rent the car in their name, not the District's name.
 - 2) Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so providing at his/her own expense.
 - 3) Rental charges should be at the best promotional rate and/or net of any discounts.
 - 4) Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirement and receipt(s).
 - 5) Peralta Community College District has insurance for vehicles rented for district business. Therefore, there is no reimbursement for insurance purchases as part of a car rental contract.
- f. **Parking and Related Fees**
- 1) Metered or any other parking fee, or a toll fee, are reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees could be considered covered as part of the incidentals allowance.
 - 2) **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport / train station is reimbursable at the shuttle/long term parking lot rate. If the travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.

- 3) **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered part of undocumented incidental expenses.

6. Table AP 6.39-2, Allowable Conference Expenses, below, identifies allowable and not allowable expenses.

VI. Personnel Considerations

- A. **Leave of Absence:** When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.
- B. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the conference.
- C. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.
- D. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the Chancellor.

VII. Operating Procedures

The Vice-Chancellor for Finance shall establish the Form 7400 and instructions to implement this administrative procedure.

Draft August 17, 2011

**TABLE AP 7400-2
ALLOWABLE CONFERENCE EXPENSES**

PER DIEM¹ <i>(Allowance Rate)</i>	OTHER THAN PER DIEM² <i>Receipts required:(Reimbursable)</i>	NOT ALLOWED <i>(Not Reimbursable)</i>
Lodging	Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate.	<ul style="list-style-type: none"> • Additional lodging costs resulting from additional travel time for the employee’s convenience. • Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area. • Mini-bar charges
Meals		<ul style="list-style-type: none"> • Meals consumed while enroute to / from the conference. • Alcoholic beverages and/or other intoxicating spirits. • Cost of meals furnished by non-commercial or other means, e.g., family and/or friends.
<i>Incidental Expenses</i>	<i>Miscellaneous Expenses</i>	<i>Other Not Reimbursable Expenses</i>
<ul style="list-style-type: none"> • Telephone, fax, and/or other electronic communication methods. • Minor supplies, postage, and reproduction costs • Porter service where charged as a specified fee • Laundry and valet expenses when employee’s absence from regular service extends beyond five (5) nights unless necessitated by a accident during the event. • Other miscellaneous items directly related to District business for which no receipt is available: i.e. metered parking, bridge fees, bus fare, etc. 	<ul style="list-style-type: none"> • Personal vehicle mileage. • Air, rail, or bus fare to conference destination if receipted. • Airport parking. • Vehicle rental / gas. • Taxi and shuttle service including tip. • Registration fee. • Training fees. 	<ul style="list-style-type: none"> • Gasoline purchases associated with personal vehicle use. • Avoidable “no-show” charges for hotel or car service. • Upgrade fees. • Excess baggage fees. • Lost baggage. • Transportation to / from places of entertainment and similar facilities. • Conference-arranged leisure tours or personal side-trip expenses. • Traffic or parking citation while using a district or private vehicle • Entertainment expenses, radio or television rental, and other items of a similar nature. • Individual membership dues or fees, e.g., airline clubs, gyms, etc. • Personal telephone calls and other expenses of a personal nature. • Loss / theft of personal property • Gifts.
<p>¹ Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts for less than \$25/day are not required.</p>		
<p>² Expenses may not exceed amount authorized on Form 7400A, Travel Request .</p>		

BOARD POLICY 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board shall provide opportunities for members of the general public to participate in the business of the Board. Any person who wishes to participate shall submit a written request in accordance with Administrative Procedure 2345 prior to the meeting commencing that summarizes the item for discussion, provides his or her name and organizational affiliation, if any.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of the following ways:

- Members of the public may request to address the Board on items on the board meeting agenda to be heard before a vote is called on the item except as public participation is restricted under the Brown Act.
- There will be time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. No action may be taken by the Board on such items.
- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas. The written summary of the item must be signed by the initiator, contain his/her residence or business address, and organizational affiliation, if any..
- Members of the public may also submit written communications to the Board.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this policy, but shall be submitted to the District.

Reference:

Government Code Sections 54954.3 and 54957.5
Education Code Section 72121.5
Administrative Procedure 2345 Public Participation at Board Meetings

Replaces:

Board Policy 1.11 Standing Rules for Public Hearings adopted May 10, 1994 and last revised July 12 2005.
A portion of Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised November 18, 2008

BOARD POLICY 2350 SPEAKERS AND DECORUM

Persons speaking to the Board in accordance with Board Policy 2345 are subject to the following:

- No members of the public may speak without being recognized by the President of the Board or designee.
- Persons may speak to the Board only on an agenda item named or on other non-agenda matters of interest that are within the subject matter jurisdiction of the Board.
- Only persons submitting a written request prior the meeting may speak subject to the regulations and time limits of Administrative Procedure 2345. Substitutes are not permitted.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government code Section 3547.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters. Remarks may not be unduly repetitive.
- Speakers may not discuss in public meetings charges or complaints which the Board has scheduled to consider in closed session.
- Speakers may not use profanity, obscenity and other offensive language or threaten violence directed towards any person or property.

Violations of this policy will be ruled out of order by the presiding officer.

In the event that any meeting is willfully interrupted by actions of one or more persons so to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the premises. Before removal, a warning and request to curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

In the event that activity during a board meeting presents an imminent danger to persons or property, the Board President or the Chancellor may immediately direct Public Safety Personnel to take the necessary measures to secure a safe environment.

Reference:

Government Code Sections 54950 et seq.; 54954.3(b)
Education Code Section 72121.5
Administrative Procedure 2345 Public Participation at Board Meetings

Replaces a portion of:

Board Policy 1.10 Meetings of the Board of Trustees adopted march 4, 1965 and last revised November 18, 2008

BOARD POLICY 2360 MINUTES AND RECORDING

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

If the Board or the Chancellor causes any audio or video recording of a Board Meeting, the recording shall be subject to inspection by members of the public.

Persons attending an open and public meeting of the Board may, at their own expense, make a video or audio recording and may broadcast the proceedings. However, in the event that any meeting is disrupted or interrupted by the noise, illumination, or obstruction of the recording process, the person responsible shall be directed by the President of the Board to stop. Continued disruption will subject the violators to removal in accordance with Board Policy 2350.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:

Government Code Sections 54953.5, 54953.6, 54957.5;
Education Code Section 72121(a);
Administrative Procedure 2360 Board Minutes and Records

Replaces a portion of:

Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised
November 18, 2008

BOARD POLICY 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility the Board is committed to obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for CEO action under which the District is governed and administered. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the 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 of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 2410 Policy Development Process prior to the meeting at which action is recommended.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:

Education Code Section 70902;
Accreditation Standard IV.BV.1.b & e;
Administrative Procedure 2410 Policy Development Process

Replaces:

Board Policy 1.25 Policy Development adopted September 16, 2008 and last revised March 29, 2011

BOARD POLICY 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/her by the Board including the administration of the colleges, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written Board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Written Information provided to any trustee shall be provided to all trustees. The Chancellor shall endeavor to keep all board members informed on all matters of importance to the District.

The Chancellor shall act as the professional advisor to the Board in policy

Reference:

- Education Code Section 70902(d) and 72400;
- Accreditation Standard IV.B.1.j;
- Administrative Procedure 2430 Delegation of Authority to the Chancellor's Staff

New Policy

BOARD POLICY 2432 CHANCELLOR SUCCESSION

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-eight (28) calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Vice Chancellor for Finance and Administration:

The Board shall appoint an acting Chancellor for periods exceeding twenty-eight (28) calendar days.

In the event of a vacancy in the position of Chancellor, an interim Chancellor shall be appointed as soon as possible by the Board of Trustees to serve until Policy BP 2421 Chancellor Selection Process can be implemented. If necessary, the Board President shall schedule a special board meeting to do so. If necessary, an acting Chancellor will serve until the Board meets.

Reference:

Education Code Sections 70902(d); 72400
Title 5 Section 53021(b)

New Policy

Draft October 11, 2017

Board Policy 3280 **Grants**

The Board will be informed about all grant applications made.

When a grant is awarded to the district, The Board will approve the budget before funds are expended. The budget detail will include district matching and in-kind contributions to the grant. Federal and State grants for restricted purposes shall have all benefits, administrative and/or indirect charges assessed to the grant for the maximum amount permitted by federal or state regulations.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds; that the grants directly support the purposes of the District; and that provision is made for all support costs.

Reference:
Education Code Section 70902

Replaces:
Board Policy 5.02 **Special Projects** first adopted May 19, 1969 and last revised May 27, 1997.

Draft October 12, 2014

BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish a procedure which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
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
Administrative Procedure 4020 Program and Curriculum Development
Administrative Procedure 4021 Program Discontinuance

Replaces:

Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.

Draft October 6, 2011