



This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§ 551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code § 551.1282.

NOTICE OF EDUCATION WORKFORCE COMMITTEE MEETING BY VIDEOCONFERENCE CALL OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL

Tuesday, August 3, 2021, 1:00 p.m.
1601 Botham Jean Blvd., Dallas, Texas 75215
www.dcccd.edu/boardmeetingslive

THIS MEETING WILL BE CONDUCTED PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.127 BY VIDEOCONFERENCE CALL. AT LEAST A QUORUM OF THE BOARD OF TRUSTEES WILL BE PHYSICALLY PRESENT AND PARTICIPATING IN THE MEETING IN PERSON AT 1601 BOTHAM JEAN BOULEVARD, DALLAS, TEXAS 75215. ONE OR MORE MEMBERS OF THE BOARD OF TRUSTEES MAY BE PARTICIPATING FROM A REMOTE LOCATION VIA VIDEOCONFERENCE CALL AND SHALL BE VISIBLE AND AUDIBLE TO THE PUBLIC .

AGENDA

- 1. Roll Call - Announcement of a Quorum**
- 2. Certification of Notice Posted for the Meeting**
- 3. Citizens Desiring to Address the Board**
- 4. Committee Presentations**

Student Success: Basic Needs & Student Care Network
Presenters: Tracy Johnson, Beatriz Joseph

Page

4 - 13

5. Overview of Policy Items

- | | | |
|------|---|---------|
| 5.1. | TASB Cumulative Update - BBF, BD, BDB, DIAB, EFCD, GCB, GDA and GE | 14 - 28 |
| 5.2. | Approval of Amendments to Policies Concerning Academic Achievement – EGA (LOCAL) | 29 - 32 |
| 5.3. | Approval of Amendment to Policy Concerning Relations with Educational Accreditation Agencies – GK (LOCAL) | 33 - 35 |
| 5.4. | Approval of Amendments to Policies Concerning Sexual Misconduct – DIAA & FFDA (LOCAL) | 36 - 37 |
| 5.5. | Approval of Amendment to Policy Concerning Student Rights and Responsibilities - FLB, FLD, FLDB, FM and FMA | 38 - 83 |

6. Items for Review

- | | | |
|------|---|---------|
| 6.1. | Committee Notes | |
| | a. Education Workforce Committee Notes for June 1, 2021 | 84 - 90 |

7. Executive Session (if required)

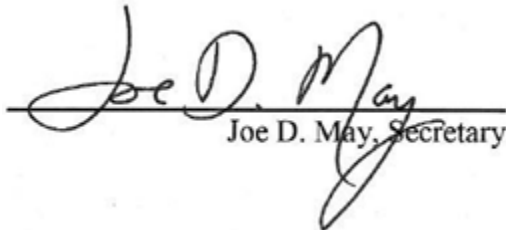
- | | | |
|------|---|--|
| 7.1. | Consultation with Attorney Regarding Legal Matters or Pending and/or Contemplated Litigation or Settlement Offers - Section 551.071 | |
| 7.2. | Personnel Matters Relating to Appointment, Employment, Evaluation, Assignments, Duties, Discipline, or Dismissal of Officers or Employees - Section 551.074 | |
| 7.3. | Deliberate Regarding Real Property Since Open Deliberation would have a Detrimental Effect Upon Negotiations with a | |

- 7.4. Deliberate Regarding Security Devices or Security Audits-
Sections 551.076 and 551.089

8. Adjournment

**CERTIFICATION OF NOTICE POSTED FOR THE AUGUST 3, 2021 EDUCATION WORKFORCE
COMMITTEE MEETING OF DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD
OF TRUSTEES**

I, Joe D. May, Secretary of the Board of Trustees of Dallas College, do certify that a copy of this notice was posted on the Dallas College website on the 30th day of July 2021 in accordance with those provisions of section 551.043 (a)-(b)(1) of the Texas Government Code, and those other provisions of the Texas Government Code that have not been temporarily suspended by order of Governor Abbott on March 16, 2020.


Joe D. May, Secretary

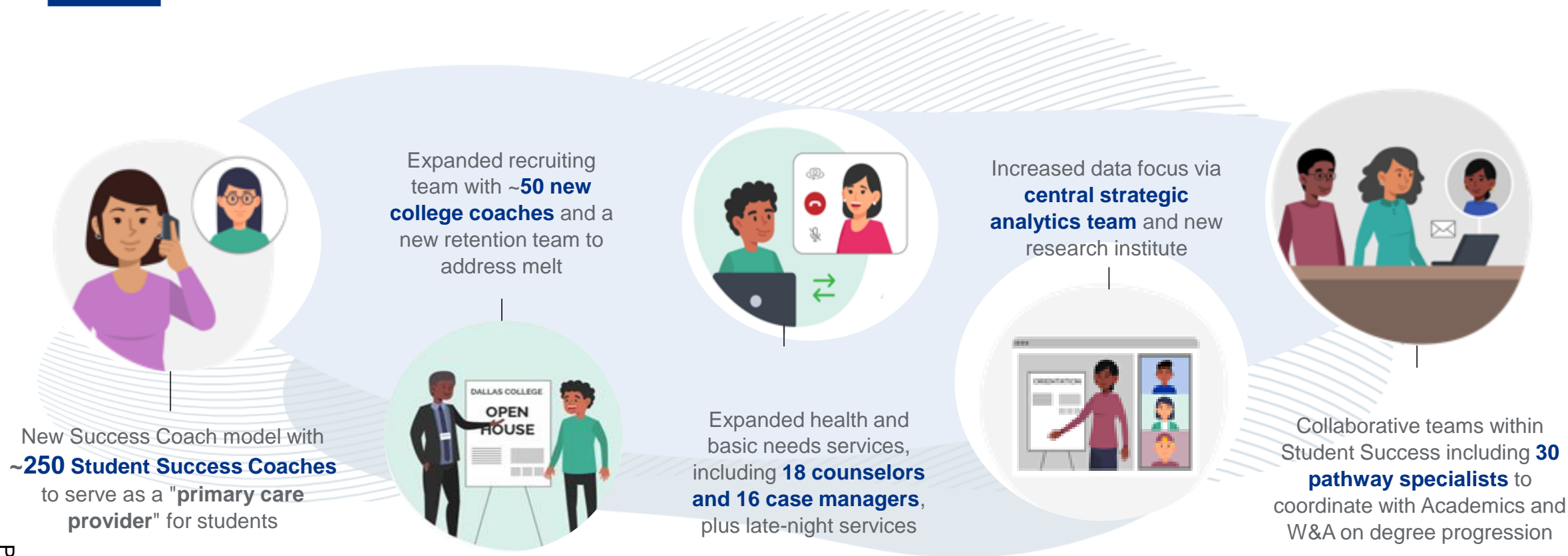
Student Success: ***Basic Needs and Student Care Network***

Dr. Beatriz Joseph
Vice Chancellor, Student Success
Dallas College

Dr. Tracy P. Johnson
Associate Vice Chancellor, Student Wellness and Support
Dallas College



Dallas College Design: Reinvesting in Student Success



Student Wellness & Support provides integrated approach to meeting the students' needs



Goal of Student Wellness and Support

Empower students to reach self-actualization; breaking the cycle of generational poverty through a strong network of support

Students and Student Engagement

- Student Life and Engagement: Advocacy, Fitness Centers, Student Life, & Engagement
- Multicultural Affairs: DACA, Dreamers and International

Thriving Learning Communities (TLC)

- | | |
|---------------------|-------------------------------|
| • Accessibility | • Rising Star/Dallas Promise |
| • Foster Care | • Inclusive Excellence |
| • Males Achievement | • Military Connected Services |
| | • TRIO |

Title IX (Coordinates with HR and Legal teams)

Student Care Network & Basic Needs

- Office of Student Care Coordination
- Mental Health Counseling Services
- Health Services and Promotions
- Basic Needs and Community Resources

Sample External Partners Supporting Student Care Network



Warm Student Handoffs and Roles for Closing the Gap

College Coach

College Coaches are regionally assigned to serve our school districts and community partners by establishing relationships with stakeholders and maintaining an active presence within the community at large.

Success Coach

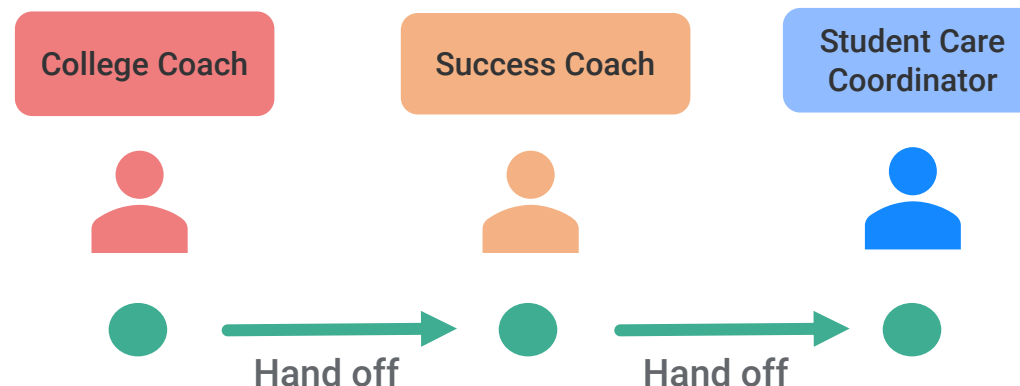
Success Coaches are the assigned, single-point of contact for students to assist students in navigating their educational and career pathways.

Student Care Coordinator

Licensed Social Workers who serve as the CARE Team leads at each campus to assess each student's psychosocial and emotional needs and explore resources



- Track ALL student touchpoints
- Consistent communication and nudging
- Follow each student's journey



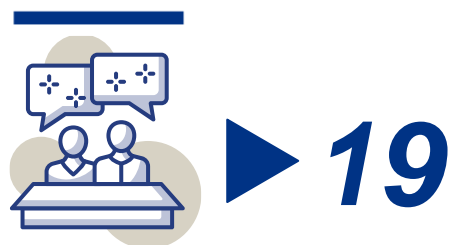
Martha's Journey
At Dallas College



Supported by
Salesforce

Student Care Network and Basic Needs

Holistic and Integrated coverage of students' wellbeing needs in collaboration across Dallas College



Doubled # of Licensed Professional Counselors



Increased # of dedicated basic needs & community resource staff



Increased #Student Care Coordinators who are dedicated Licensed Social Workers



Doubled # of Nurses on each campus



Live Mental Health and Crisis Call Line

The Student Care Coordinator connects the student with...

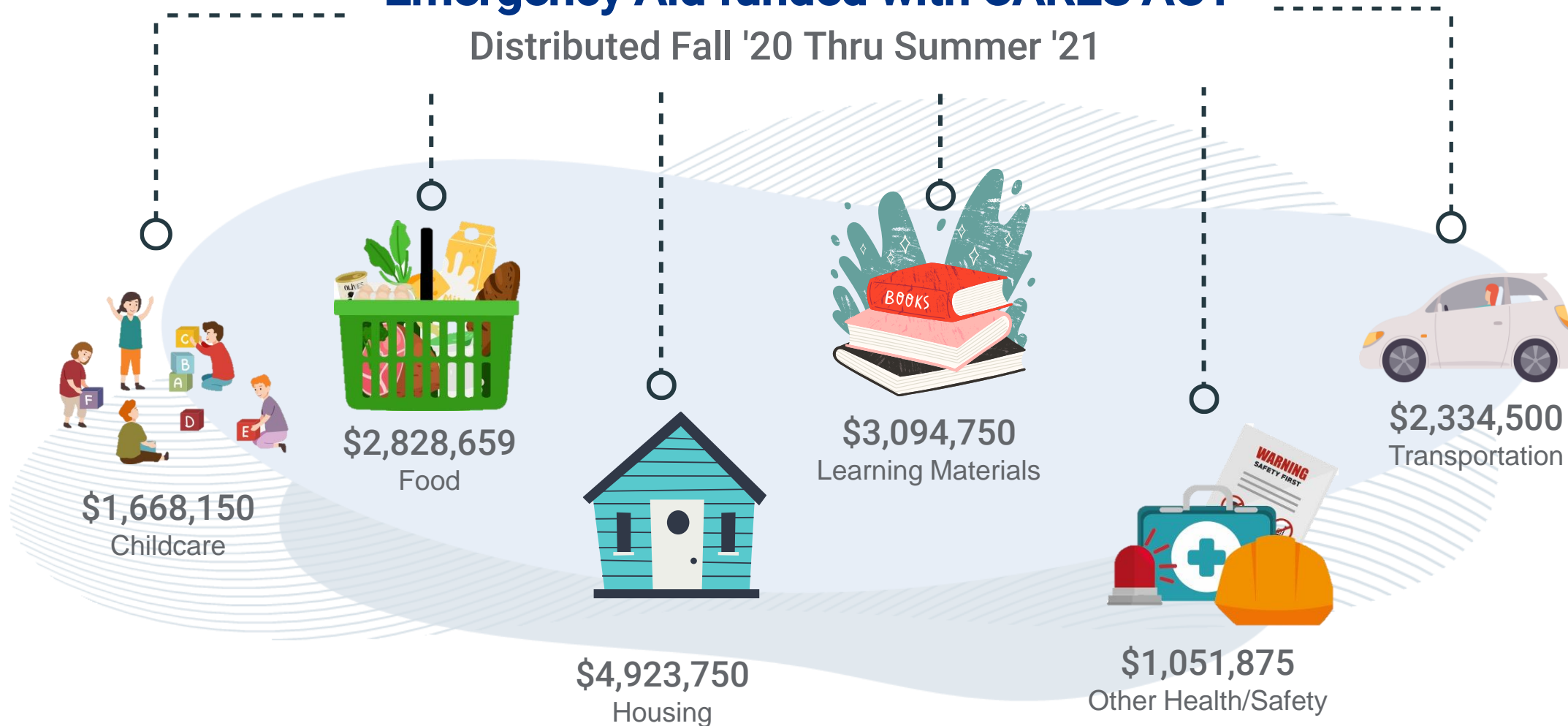


Technology:

- Salesforce
- Titanium Medical &. Mental Health. Record System

Emergency Aid funded with CARES ACT

Distributed Fall '20 Thru Summer '21



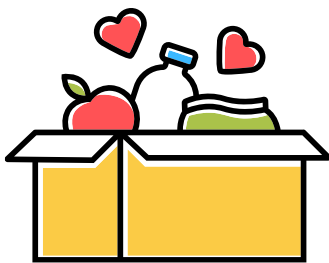
Benchmark Year: Basic Needs and Community Connections



In the past year, the **Student Care Network and Basic Needs** has accomplished the following:



Garnered **\$2M** for **Housing/Rental/Utility Assistance** in partnership with the United Way, Harmony CDC and The Chocolate MINT Foundation over **150** students assisted



Food Pantries Reopened & Fully Replenished On-Campus on all seven (7) campuses



Clothing Boutiques open on all seven (7) campuses

NTFB Drive Thru



Total Lbs. of Food: 2,861,600 **Total Families Served:** 51,888



Community Resources



SNAP Certified Basic Needs Staff



Working Wonders Childcare Voucher Program



Medical Insurance Referral



Housing

Benchmark Year: Dallas College
Students Served

Licensed Professional
Mental Health Counselors



***10,167**
Counseling Sessions From
Sept 2020 – July 2021



***3,034**
In-Person Visits From
Sept 2020 – July 2021

More than ***600 Meningitis Vaccinations**
Administered Since June 2021

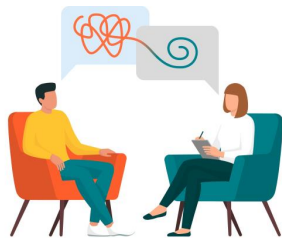
***7,242**
Telehealth Appts From
Sept 2020 – July 2021

Crisis Line



***633**
Communications
Since December 2020

Sample of Community Partners Network by Category



Counseling

- Metrocare
- Parkland
- Okay to Say
- UT Southwestern
- NOVA Crisis Response Org
- North Texas Behavioral Health Authority



Health Services

- Los Barrios Unidos Community Clinic
- Parkland
- Dr. Spot
- Garland Health Services
- Dallas County Health Services
- MD Anderson



Basic Needs & Community Resources

- North Texas Food Bank
- Metro Dallas Homeless Alliance
- City Square
- Federal Reserve Resources
- Metrocrest Services
- United Way & Aunt Bertha

THANK YOU

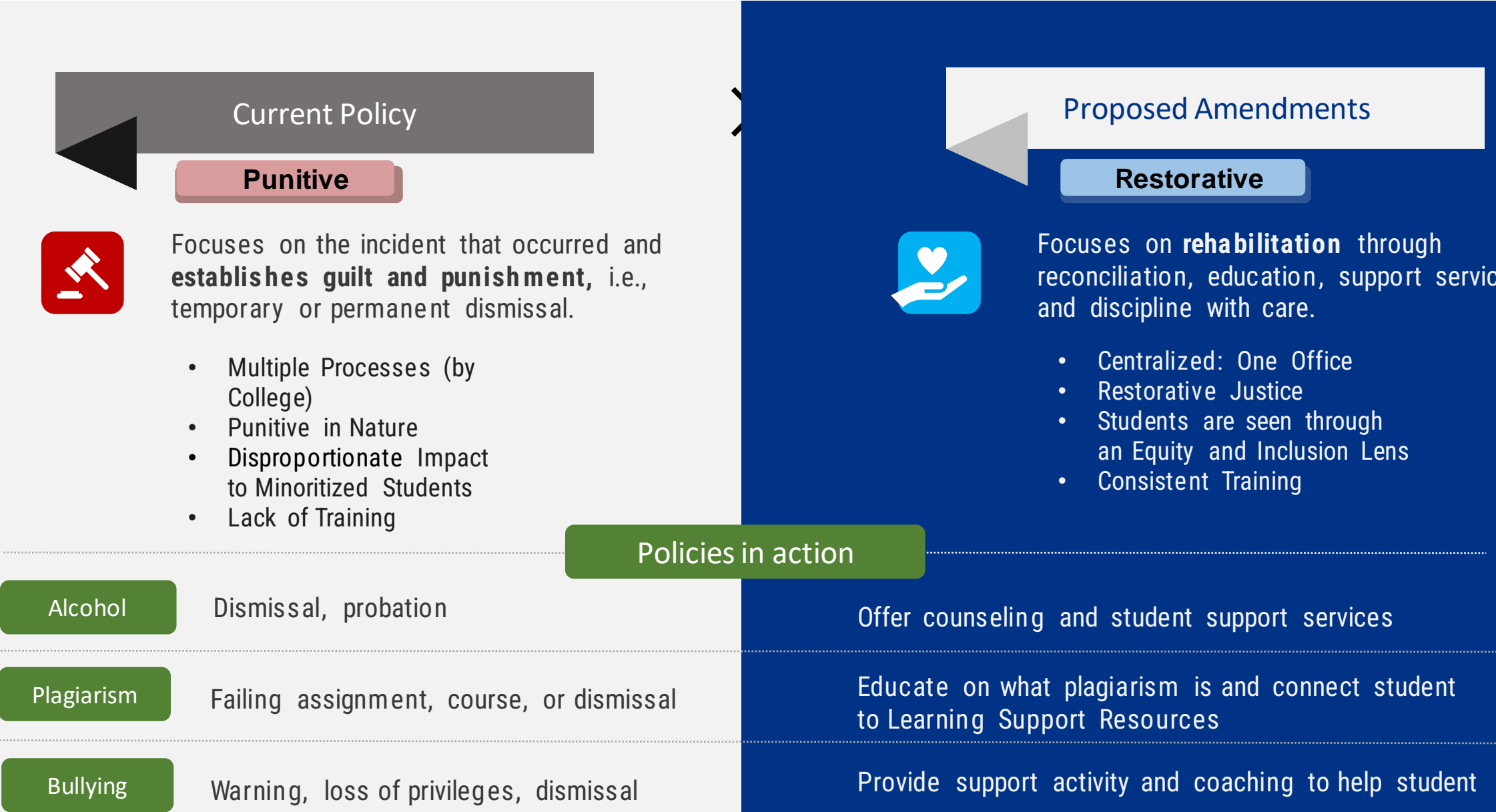




Student Conduct Policy

August 2021 Board Presentation

Aligning our student conduct policies





Introduction of Education Sanctions

Reflective Activity

Examples include, completion of an assigned online module, research paper, or a reflection paper on assigned readings, videos, or individually assigned assessments.

Workshop

Examples include one-on-one coaching sessions with an identified college employee, academic skills workshops, interpersonal skills class, and others.

Restorative Guidance

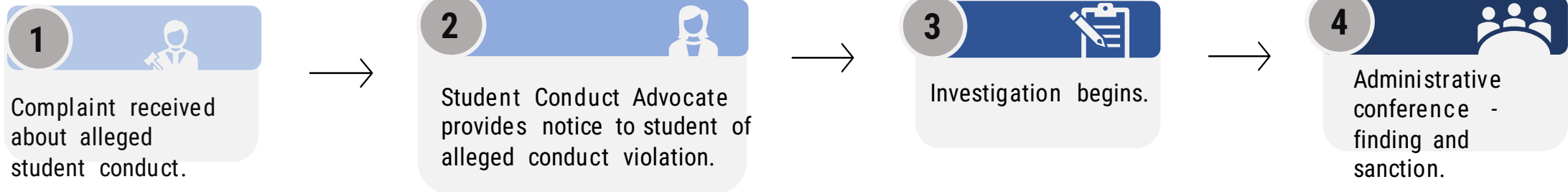
Participation in College restorative justice process (e.g. conferences, impact circle, apology letter, leadership coaching).

Conduct Violation	Level 1 Sanction	Level 2 Sanction	Level 3 Sanction
Plagiarism	<i>Reflective Activity</i>	<i>Workshop</i>	<i>Restorative Guidance</i>
Collusion	<i>Reflective Activity</i>	<i>Workshop</i>	<i>Restorative Guidance</i>
Falsification	<i>Reflective Activity</i>	<i>Workshop</i>	<i>Restorative Guidance</i>
Sabotage	<i>Reflective Activity</i>	<i>Workshop</i>	<i>Restorative Guidance</i>
Cheating on Test	<i>Reflective Activity</i>	<i>Workshop</i>	<i>Restorative Guidance</i>

Student Conduct Disciplinary Process

A Student May Appeal Decision

Hearing Process



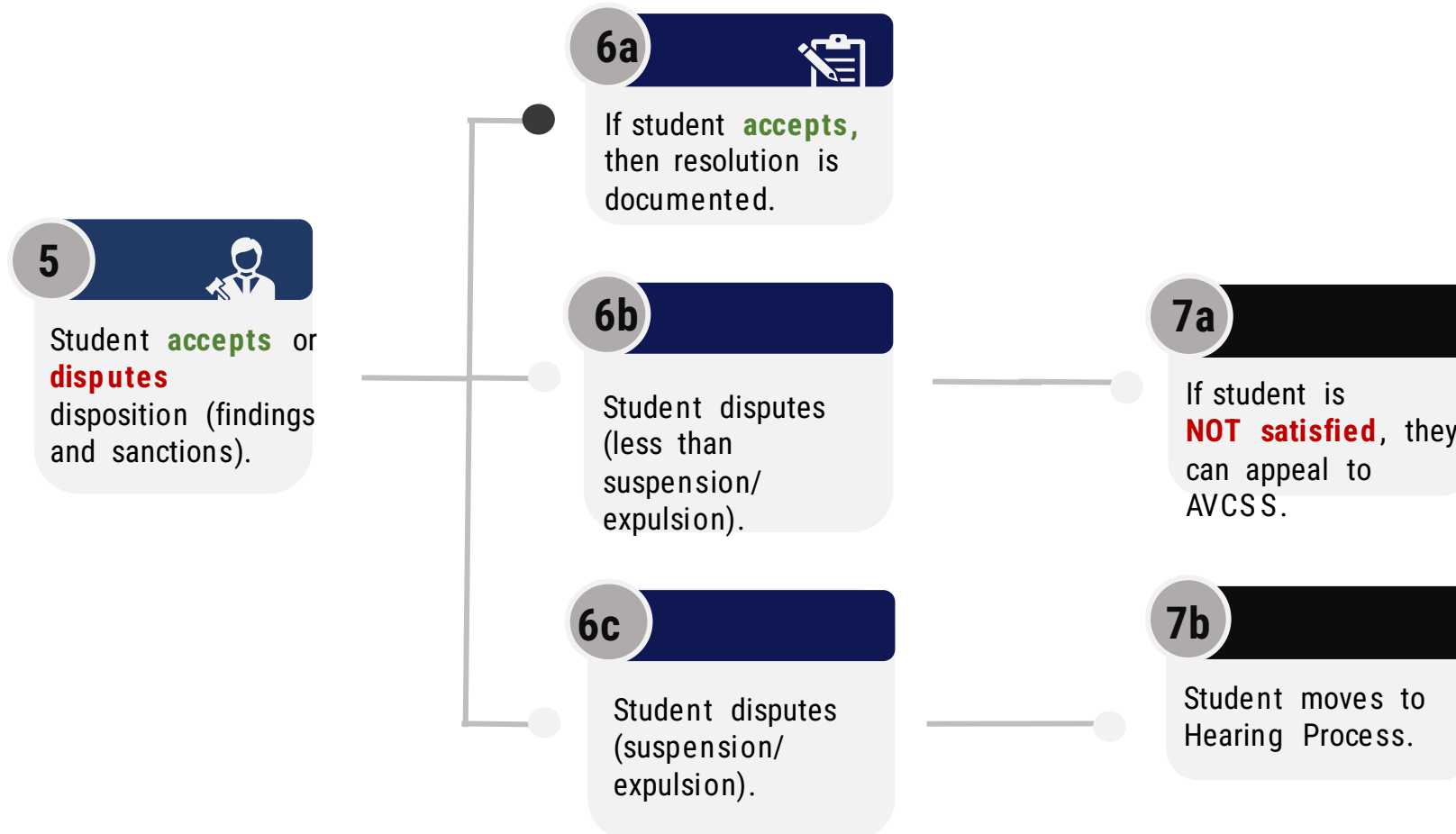
Student Conduct
Disciplinary Process
continues on next slide

Student Conduct Disciplinary Process

Hearing Process



A Student May Appeal Decision



Hearing Process
On next slide



1



It is determined that the hearing process shall be used to determine responsibility for the violation.

2



A three-person Committee is Established.

3



Hearing notice sent to student with date of hearing, etc.

4



Hearing is held and student is provided the opportunity to share their side of the story with the committee.

5



The Committee reviews all evidence and renders a **determination of responsibility and assesses relevant sanctions if found responsible.**

6



Letter is sent to student with the **final decision.**

7



Student may appeal to AVCSS.



Thank you!

OVERVIEW OF POLICY ITEM NO.5.1.

TASB Cumulative Update: BBF, BD, BDB, DIAB, EFCD, GCB, GDA and GE

The Chancellor recommends that the Board of Trustees take the following actions regarding Board Policy changes proposed in the Texas Association of School Boards' (TASB*) Updates 34-38.

*TASB deletions are shown in **red** and additions are in **blue** font. Revisions by the General Counsel appears in **green** font.

Effective Date: Upon Board Approval

LOCAL POLICY

EXPLANATORY NOTES

BBF – Board Members, Ethics

Revisions to local policy are recommended to clarify the Board's obligation to adhere to all state and federal laws and College District policies and to prohibit conduct that constitutes unlawful discrimination and harassment.

BD – Board Meetings

Revisions to local policy are recommended to reflect a change to the deadline for notice of a meeting (from two to one hours before) called due to an emergency or urgent public necessity. All other revisions are for formatting purposes.

BDB – Board Meetings, Public Participation

Revisions to local policy are recommended to address the statutory requirement that College Districts allow each member of the public who wants to comment on agenda items of an open meeting to do so prior to or at the time the items were considered.

DIAB – Freedom from Discrimination

Revisions to local policy are recommended to clarify the list of protected characteristics and to update old policy references.

EFCD – GED Testing Centers

Revisions are recommended to clarify provisions addressing the administration of high school equivalency tests.

GCB – Requests for Public Information

Revisions to this policy relate to the method by which public information requests must be made and address the suspension of the Texas Public Information Act during a catastrophe, as permitted by law.

GDA – Community Use of College Facilities

Revisions to policy would add provisions addressing the withdrawal of consent to remain on College District premises and clarify the use of tobacco and e-cigarettes.



Existing Policy



Deleted Policy



New Policy



GC Edits

GE – Advertising
and Fundraising

Revisions would add new provisions to local policy to clarify that the College District may acknowledge sponsorship and donations as it deems appropriate and that it retains full editorial control over such acknowledgment.

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

**Code of
Responsibility**

Each Board member shall adhere to all state and federal laws, College District policies, and~~subscribes~~ to the following code (as written in the first person):

1. To devote time, thought, and study to the duties and responsibilities of a Dallas ~~County Community~~ College ~~District~~ Board member so that I may render effective and credible service.
2. To bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points or issues.
4. To ~~work with other Board members to~~ establish and adhere to effective policies and practices prohibiting unlawful discrimination, including ~~conduct that constitutes sexual~~ harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law. .
5. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; to abide by and support the final majority decision of the Board.
6. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.
7. To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the College District.
8. To recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operation.
9. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the College District is to be administered, but that the administration of the educational program and the conduct of College District business shall be left to the Chancellor and his or her staff.

DATE ISSUED:
12/17/2019~~4/21/2009~~
UPDATE 37~~LDU 2009.01~~
BBF(LOCAL)-X

ADOPTED:

1 of 2

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

10. To welcome and encourage active communications by citizens, organizations, and the media with respect to establishing policy on current College District operation and proposed future developments.
11. Finally, to strive step by step toward ideal conditions for the most effective College District Board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

BOARD MEETINGS

BD
(LOCAL)

**Meeting Place
and And Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the first Tuesday of each month at 4:00 p.m. ~~first Tuesday of each month at 4:00 p.m.~~ When determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice.

Special and
Emergency
Meetings

The Board Chair shall call a special meeting at the Board Chair's discretion or on request by three ~~three~~ members of the Board.

The Board Chair shall call an emergency meeting when it is determined by the Board Chair or three ~~three~~ members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Submission of
Topics

A Board member, with the concurrence of another Board member, may request that a subject be included on the agenda for a meeting. The request shall be made in writing and submitted to the Board Chair and/or the Chancellor on or before the seventh calendar ~~the seventh calendar~~ day before regular meetings and the fourth calendar ~~the fourth calendar~~ day before special meetings.

Nothing in this provision shall prevent the consideration of a submission for inclusion on the agenda to address an immediate and/or unexpected need, concern, or public necessity.

Preparation

The Chancellor ~~Chancellor~~ shall compile for review by the Board Chair all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the Chancellor.

The Board Chair and the Chancellor ~~Chancellor~~ shall confer regarding the proposed topics, and the Board Chair shall determine the topics for the official meeting agenda. The Board Chair shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chair shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by

DATE ISSUED:

12/17/2019 ~~4/28/2017~~
UPDATE 37 ~~LDU 2017.02~~
BD(LOCAL)-X

1 of 2

BOARD MEETINGS

BD
(LOCAL)

one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour~~two hours~~ prior to the time of an emergency meeting.

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

**Limit on
Participation**

Audience participation at a Board meeting is limited to the ~~public comment~~ portion of the meeting designated to receive public comment in accordance with this policy ~~for that purpose~~. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment
Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited ~~allot a portion of the meeting~~ to items on the agenda posted with notice of the meeting.

Procedures

~~Individuals hear persons who desire to make comments to the Board. Persons~~ who wish to participate ~~during the~~ in this portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic ~~on about~~ which they wish to address the Board. ~~Speak.~~

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not ~~No presentation shall~~ exceed ~~five~~ five minutes per meeting.

Meeting
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on nonagenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. ~~Delegations of more than five persons shall appoint one person to present their views before the Board.~~ The presiding officer may also provide expanded opportunity for public comment, establish an overall ~~shall have the discretion to modify the~~ time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments. -

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

Board's Response	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
Complaints and Concerns	<p>The presiding officer or designee shall determine whether <u>an individual</u>a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the <u>Board shall hear the complaint or concern and refer the individual</u>person shall be referred to the appropriate policy (see list below) to seek resolution:</p> <p>Employee complaints: DGBA</p> <p>Student complaints: FLD</p> <p>Public complaints: GB</p>
Disruption	<p>The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any <u>individual</u>person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the <u>individual</u>person removed from the meeting.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sexual misconduct, including sex/gender-based discrimination or harassment, targeting employees, see DIAA. For discrimination, harassment, and retaliation targeting students based on race, color, national origin, religion, or disability, see FFDB.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, ~~religion~~, national origin, religion, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Scope

The College District prohibits discrimination, including harassment, in all of its programs and activities. Accordingly, this policy applies to any instance in which a College District employee is alleged to have engaged in discrimination or harassment against any person (e.g., student, employee, or third party such as a guest speaker or vendor), or believes he or she has been subjected to discrimination or harassment.

Definitions

Solely for purposes of this policy, “employee” includes former employees, applicants for employment, third-party vendors, and interns (paid or unpaid).

Discrimination

For purposes of this policy, discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, ~~religion~~, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

Harassment

Prohibited harassment of an employee under this policy is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, ~~religion~~, national origin, religion, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

**Reporting
Procedures**

An employee who believes he or she has been or is being subjected to prohibited conduct shall bring the matter to the attention of the appropriate officials in accordance with procedures in DGBA(REGULATION).

Complaints involving sexual misconduct, including sex/gender-based discrimination or harassment, shall be handled under FFDA or DIAA(LOCAL) and FFDA or DIAA(REGULATION).

ADA / Section 504
Coordinator

~~Each college within the~~ The College District has a designated ADA/Section 504 ~~coordinator~~ Coordinator is responsible for coordinating efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Contact information for the ADA/Section 504 ~~coordinator~~ Coordinator ~~for each college~~ can be found on the ~~College District's website at:~~ College District's website at: <https://www.dccd.edu/SS/OnCampus/DisSvs/DisSvsOffices/Pages/default.aspx>.ⁱ

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee handbook and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College Dis-

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

trict's administrative offices and shall be distributed to an employee
who makes a report.

ⁱ ADA / Section 504 coordinator contact information:
<https://www.dcccd.edu/SS/OnCampus/DisSvs/DisSvsOffices/Pages/default.aspx>

SPECIAL PROGRAMS
GED TESTING CENTERS

EFCD
(LOCAL)

	<p>An official General Educational Development (GED) <u>high school equivalency</u> testing center shall be located at one or more College District facilities designated by the Board.</p>
Procedures	<p>The Chancellor or designee shall develop written procedures concerning the operation of the center <u>and administration of the test</u>. The procedures shall:</p> <ol style="list-style-type: none">1. Address the selection, requisition, and permanent storage of restricted test materials;2. Address the provision of a suitable place for administering the test;3. <u>Address test security;</u>3.4. Include a written emergency plan; and4.5. Address other operational matters as appropriate.
Testing Schedule <u>information</u>	<p>The Chancellor or designee shall annually publish a testing schedule in appropriate College District publications.</p>
CHIEF EXAMINER	<p>The Chancellor or designee shall designate a qualified chief examiner and shall seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA) <u>publish information about the available testing opportunities on the College District's website and in appropriate College District publications.</u> The chief examiner shall attend training annually as required by law.</p>
Fees	<p>In accordance with law <u>If permitted by the Texas Education Agency (TEA) and the test provider,</u> the Board shall <u>may</u> approve a fee for the administration of the a test, and the College District shall submit the amount and any subsequent changes to TEA for approval.</p>
Annual Report	<p>The Chancellor or designee shall report to the Board annually concerning the center, including the number of tests administered and the fees received for administering the test.</p>

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Suspension of
Public Information
During Catastrophe

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to 1601 S. Lamar St, Dallas, TX 75215; or
3. Email at memiller@dcccd.edu.

In the event a catastrophe, as defined by law, impacts the College District, the Board shall suspend the applicability of the Texas Public Information Act to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

Withdrawal of
Consent to Remain
on Campus

In accordance with law, during a period of disruption, the Chancellor or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District. If the College District elects to withdraw consent to remain on campus, such withdrawal will occur in accordance with applicable law and College District policies, including the provision of any hearing or appeal to which the party who is the subject of the withdrawal may be entitled.

~~Hearing Procedures~~

~~A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.~~

~~Appeal~~

~~The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]~~

**Tobacco and
E-cigarettes**

The College District prohibits ~~smoking and~~ the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the Chancellor or designee. ~~[See FLBD]~~

ADVERTISING AND FUNDRAISING

GE
(LOCAL)

**Promotional
Activities**

College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-College District~~nonschool-~~ related purpose without prior approval of the Chancellor~~Chancellor~~ or designee.

[For information relating to community use of College District facilities, see GD.]

Acceptance of advertising shall not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District's formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

**Sponsorships and
Donations**

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

OVERVIEW OF POLICY ITEM NO. 5.2.

Approval of Amendments to Policies Concerning Academic Achievement – EGA (LOCAL)

The Chancellor recommends that Board policy EGA (LOCAL) be amended to align with new academic classifications required as a result of the Bachelor of Applied Science Early Child Education degree offering.

Effective Date

Upon Board Approval

LOCAL POLICY

EGA – Grading and Credit

EXPLANATORY NOTES

Revisions to local policy would add “Junior” and “Senior” as academic classifications, clarify the basis for determining the amount and level of credit awards, and update references throughout to align with the one-college model.



Existing Policy



Deleted Policy



New Policy

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

Classification

The following are the standards for academic classification of students:

1. Freshman: A student who has completed fewer than 30 ~~units~~credit hours.
2. Sophomore: A student who has completed 30 credit hours but fewer than 60 semester credit hours, or more units, has not received an associate's degree, and does not have upper division standing in a four-year institution.
3. Junior: A student who has completed 60 semester credit hours but fewer than 90 semester credit hours.
- 2.4. Senior: A student who has completed between 90 to 120 semester credit hours (or completion of baccalaureate degree requirements).
- 3.5. Part-time: A student carrying fewer than 12 ~~units-credit hours of work during a Spring or Fall semester or less than six credit hours in a summer session.~~
- 4.6. Full-time: A student carrying 12 or more ~~units-of-work~~credit hours during a Spring or Fall semester or at least six credit hours in a summer session.

Credit Courses

Credit Hours / Units
of Work

The College District adheres to the Coordinating Board's Lower Division Academic Course Guide Manual (ACGM) for academic transfer courses ~~and~~, the Texas Workforce Education Course Manual (WECM) for technical courses, and the Upper Division Course Manual (UDCM) for 3000- and 4000-level courses in our Baccalaureate Degree(s) to determine the amount and level of credit awarded for all courses, regardless of delivery.

Degree /
Certification

The successful completion of course requirements for a credit-bearing program of the College District shall be marked by the timely conferral, as prescribed by College District regulations, of a two-year degree, four-year degree or certificate (as applicable), recognized by the Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and defined by a Classification of Instructional Programs code.

Equivalent College
Credit

~~The colleges~~Dallas College shall award equivalent credit, with a grade of CR without grade point value or a letter grade with grade point value, for prior learning activities that merit equivalent college

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

credit based upon a student's decision after completion of the course.

Appeals

The chief student affairs officer at each [campusecollege](#) is responsible for establishing procedures whereby students may appeal any of the standards, including early warning, probation one, two, and three, suspension, academic dismissal, and indefinite academic dismissal. An appeal must be in writing and must include any extenuating circumstances having a bearing on academic performance. The appeal must also address how the student plans to address future academic performance. The college may limit the student's coursework and total number of credit hours and may require the student to enroll in specific coursework.

Other Colleges

A student on suspension or academic dismissal from another institution is ineligible for admission to ~~any~~ [Dallas](#) College ~~District college~~ unless the student has met the academic standards of the College District.

Transfer of Credits

The College District shall accept transfer credit for passing work completed at accredited colleges and universities. The total number of transfer credits accepted may not exceed 75 percent of the total number of credits required for the student's specific certificate or [associate's](#) degree objective unless an exception is granted by the regional accreditation commission. The registrar or Transcript Evaluation Center (TEC) shall be responsible for the evaluation of all transfer credit. The conditions governing transfer of credit are specified in FBA(LOCAL).

Students who are admitted with a grade point deficiency shall normally be required to earn additional grade points in the College District to offset the deficiency.

Transcripts of Credit

Upon request by a student, the registrar shall send the student's transcript without charge to any college or agency named by the student. A registrar is authorized to limit the number of transcripts requested.

**Articulation with
Other Institutions**

Secondary Schools,
Colleges, and
Universities
Colleges and
Universities

Students enrolled in high schools within the College District service area shall be apprised of opportunities for postsecondary education [within in College District colleges](#) [Dallas College](#).

Prior Learning

The Chancellor shall ensure continuous communication between ~~College District colleges~~Dallas College and other colleges and universities concerning transfer and other articulation problems. Special efforts shall be made to facilitate the transfer process and to minimize problems involved in transferring specific courses.

The College District is committed to serve students and the community in the most effective manner possible while maintaining high standards of education. Students learn in a variety of ways and through a multitude of experiences; therefore, the ~~colleges~~ College District shall assess these learning activities and grant equivalent college credit. The following policies apply:

1. Credit may be granted for any course that is approved by the Coordinating Board.
2. Credit shall be awarded for prior learning in accordance with principles of good educational practice and federal, state, and regional accreditation standards. To be eligible to receive a prior learning credit, the student receiving the award of prior learning credit must be enrolled in one of the ~~campuses col-~~leges of the College District.
3. The number of equivalent credits that are awarded may not exceed 75 percent of the total number of credits required for the student's specific certificate or ~~associate's~~ degree objective. No graduation, residency, degree, or program requirements shall be waived as a result of credits earned as provided by this policy.
4. A student who is currently enrolled in ~~one of the colleges of the Dallas~~ College District may apply for prior learning credit.
5. The "CR" grade is awarded for prior learning coursework accepted for credit.
6. Career and Technical Education (CTE) high school graduates must enroll in a ~~n-associate's~~ degree or certificate program at ~~a College District college~~Dallas College to receive college credit for high school CTE courses.

OVERVIEW OF POLICY ITEM NO. 5.3.

Approval of Amendment to Policy Concerning Relations with Educational Accreditation Agencies – GK (LOCAL)

Dallas College's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires institutions of higher education to adopt a substantive change policy and procedure. Per SACSCOC, the institution's substantive change policy and procedure must be approved through institutional processes and published in institutional documents accessible to those who may be affected by the policy.

While the individual colleges of DCCCD may have adopted substantive change policies and procedures, the consolidation of DCCCD and the transition to Dallas College necessitates the adoption of one formal substantive change policy and procedure that is consistent with and applicable to the new one-college model.

Per SACSCOC Dallas College must submit its approved substantive change policy by September 1, 2021; accordingly, the Chancellor recommends that the Board amend GK (LOCAL) as follows.

Effective Date

Upon Board Approval

LOCAL POLICY

GM – Substantive Change

EXPLANATORY NOTES

Establishes the policy, and provides for the promulgation of procedures, to ensure timely coordination and notification of substantive changes involving Dallas Colleges, including institutional changes, programmatic changes, and off-site/additional location changes.



Existing Policy



Deleted Policy



New Policy



GC Edits

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK
(LOCAL)

	<p>The Colleges <u>Dallas College</u> shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District and shall maintain other national and state accreditations as required for specific programs, <u>including but not limited to high school educational partnerships.</u> <u>The Chancellor shall promulgate procedures to ensure this purpose is achieved.</u></p>
<u>Substantive Change</u>	<p><u>The purpose of this policy, and related procedures, is to establish the requirements and processes necessary to ensure timely coordination and notification of substantive changes involving Dallas College. As used in this policy, substantive change shall mean a significant modification or expansion of the nature and scope of Dallas College and shall include, but is not limited to, institutional changes, program changes, and off-site / additional location changes. [See GK (REGULATION)]</u></p> <p><u>This policy is applicable to any substantive change to academic and non-academic College District programs and activities, including those that may be considered a substantive change under the most recent SACSCOC Substantive Change Policy and Procedures, and all College District officials who have the authority or may be authorized to initiate, modify, review, approve and allocate resources toward such a change.</u></p>
<u>Institutional Changes</u>	<p><u>The Dallas College Board of Trustees shall review and approve all institutional substantive changes. After approval by the Board and prior to implementation, the College District shall report approved institutional changes to the Dallas College SACSCOC Accreditation Liaison for submission to and approval by SACSCOC. Under this policy, an institutional change is a substantive change across or that affects most or all of Dallas College programs (e.g., level-change or change in governance).</u></p>
<u>Program Changes</u>	<p><u>All program-based substantive changes must be reviewed and approved by designated College District-academic leadership and reported to the Dallas College SACSCOC Accreditation Liaison for submission to and approval by SACSCOC prior to implementation. Under this policy, a program change is a substantive change that is specific to a Dallas College program or set of programs (e.g. elimination of a program or establishing a new program).</u></p>
<u>Off-Site / Additional Location Changes</u>	<p><u>The expansion of Dallas College educational partnerships (e.g. dual credit and early college high school programs) to high schools and other Texas Education Agency (TEA) and Texas Higher Education Coordinating Board (THECB) regulated sites is central to the mission of the College District and does not represent a significant</u></p>

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK
(LOCAL)

modification or expansion of the nature and scope of the institution. Accordingly, such Dallas College off-campus instructional site and additional location changes do not qualify as a substantive change as defined by this policy. Notwithstanding the forgoing, the College District shall comply with all SACSCOC substantive change reporting policies and procedures for off-site/additional location changes, as applicable.

OVERVIEW OF POLICY ITEM NO. 5.4.

Approval of Amendments to Policies Concerning Sexual Misconduct – DIAA & FFDA (LOCAL)

The Chancellor recommends that Board policies DIAA and FFDA (LOCAL) be amended to provide for the biennial review of the College's sexual misconduct policy and related procedures and materials, as required by state law.

Effective Date

Upon Board Approval

LOCAL POLICY

DIAA & FFDA –
Policy Review

EXPLANATORY NOTES

Revisions to local policy would provide for the biennial review of the sexual misconduct policy (including related procedures and materials).



Existing Policy



Deleted Policy



New Policy

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

Policy Review

The College District shall conduct a biennial review of this policy, related procedures, and any training materials used to train Title IX personnel. Consistent with that schedule, the Board shall adopt a resolution stating that it has reviewed this policy and shall create a record of any changes made to this policy.

OVERVIEW OF POLICY ITEMS NO. 5.5.

Approval of Amendment to Policy Concerning Student Rights and Responsibilities - FLB, FLD, FLDB, FM and FMA

The transition to one Dallas College, recent changes in state and federal law, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements necessitate amendments to those policies relating to student rights and responsibilities. Further, the College conducted its last review of the Student Code of Conduct in 2016; new developments in the area of student conduct call for the review and consideration of certain updates to the Conduct System to align with Association for Student Conduct Administration best practices. Accordingly, the Chancellor recommends the Board adopt the following amendments to Board policy.

Effective Date

Upon Board Approval

LOCAL POLICY EXPLANATORY NOTES

FLB
(LOCAL) –
STUDENT
CONDUCT

Electronic Media: Adds language establishing a general electronic media policy applicable to students. A similar policy is included among the standards of conduct applicable to Dallas College employees (DH (LOCAL)).

Prohibited Behavior: Adds language to clarify what qualifies as “disruptive behavior,” further define “scholastic dishonesty,” establish a breach of ethics or professional standards as prohibited behavior, and update references to “sexual misconduct,” “discrimination,” and “stalking” to align with recent changes to the College’s sexual misconduct policy.

Amnesty: Adds new provision, “Amnesty” to align with the new Code of Conduct for Restorative Justice procedure. Provides for amnesty for certain reports of sexual misconduct, as required by state law, for minor violations, and as safe harbor.

Discipline: Clarifies that the College reserves the right to adopt interim measures, including interim suspension, and to withhold grades, transcripts, and/or a degree pending discipline. As required by law, provides that a student who withdraws or graduates from the College with a pending



Existing Policy



Deleted Policy



New Policy



GC Edits

allegation remains subject to the Student Conduct System until resolution of the matter.

Sanctions: Provides for enhanced disciplinary sanctions, including administrative and educational sanctions, to align with the Code of Conduct Matrix.

Disciplinary Records: Provides that the College will maintain a record of disciplinary actions and will note suspension on a student's transcript during a term of suspension.

FLD (LOCAL)
–STUDENT
COMPLAINTS Adds clarifying language to the informal student grievance procedure and amends the formal grievance procedure to provide for electronic submission of a grievance and up to three levels of review. Current policy allows for an appeal hearing, which is inconsistent with standard practice and the grievance procedure applicable to employees.

FLDB
(LOCAL)–
STUDENT
COMPLAINTS Amends the grade dispute procedure to align with current academic practices, organizational changes, and the one-college model; and provides for electronic submission of a grade dispute.

FM (LOCAL)
–DISCIPLINE
AND
PENALTIES **Student Conduct Advocate (SCA):** Establishes the SCA as the primary authority for student discipline.

Disciplinary Procedure: Clarifies that hearings will be conducted in accordance with FMA (LOCAL) and where the alleged violation, if proven to be true, would result in suspension or expulsion.

Notice: Clarifies that notice for purposes of the disciplinary procedure is effective if sent to a student's designated mailing address or email address.

Administrative Disposition: Clarifies that a student is entitled to appeal an administrative disposition if the penalty is not suspension or expulsion; students who receive a penalty of suspension or expulsion are entitled to a hearing. Adds language providing the consequences of failing to respond to an administrative disposition.

Other Changes: Updates and corrects titles/positions throughout to align with new organizational structure.



Existing Policy



Deleted Policy



New Policy



GC Edits

FMA
(LOCAL) –
DISCIPLINE
PROCEDURE

Clarifies that the disciplinary hearing procedure applies in cases where an allegation, if proven true, would result in suspension or expulsion and amends the student conduct hearing procedure to correspond with the disciplinary procedure required under Title IX regulations. Deletes “Authorized Disciplinary Penalties,” which is included in FLB (LOCAL), and updates and corrects titles/positions throughout to align with new organizational structure.



Existing Policy



Deleted Policy



New Policy



GC Edits

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Purpose

Dallas College exists to serve students and our community stakeholders. Students are important members of the College District environment. Each campus of the College District supports a positive educational environment designed to encourage student completion. In order to ensure the protection of student rights and the health and safety of the College District community, as well as to support the efficient operation of College District programs and services, the College District has established a Student Code of Conduct. The purpose of ~~policies about student conduct~~ the Student Code of Conduct and related policies and procedures ~~and discipline~~ is to provide guidelines for the educational environment of the College District.

The College District ~~views~~ students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Every student should know ~~his or her~~ their responsibility as a member of the College District community.

Definitions

Definitions to be used in this policy, and at FM(LOCAL) and FMA(LOCAL), are as follows:

1. ~~“Designated administrator or DA”~~ “Student Conduct Advocate” (SCA) shall mean ~~an~~ a College administrator or the College officer or officers directly responsible for student affairs in the College District. ~~{See DNA}~~
2. A “student” shall mean an individual who is currently enrolled in the College District. This includes credit, noncredit, and dual credit students, regardless of method of delivery, as well as any prospective or former student who has been accepted for admission or readmission to ~~any component institution while he or she is on the campus of any component institution~~ the College District.
3. A “complainant” is the person who makes the allegation or complaint.
4. A “respondent” is the person against whom an allegation or complaint is made.
5. The “Student Conduct System” includes standards of conduct established to protect the educational mission of the College District while protecting the rights and responsibilities of students. Students who are accused of violating College District standards of conduct may be referred to the “Student Conduct System” for review.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

6. "Campus Title IX coordinator" shall mean the College District employee responsible for administering responsibilities related to and compliance with Title IX of the Education Amendments of 1972. Each campus within the College District has a designated Title IX coordinator. [See FFDA]
7. "College District-sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College District.
8. A "campus" means one of the campuses of Dallas College.
9. "College District premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College District.
10. "Business days" means those days the administrative offices of the College District are open for business purposes—Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding weekends and holidays.
11. "Published College District regulation or policy" means standards of conduct or requirements located in the:
 - a. College District catalog;
 - b. Board policies and administrative procedures as may be set forth in the Dallas College Board Policy Manual or any amendment thereof;
 - c. Student handbook; or
 - d. Any other official publication of the College District.

As a member of the Dallas College community, a student is free to take advantage of all of the educational opportunities available and to participate in all extracurricular activities sponsored by the College District for which the student is eligible. Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the state of Texas. ~~They enjoy the same freedoms of speech and peaceable assembly as all citizens.~~ However, by virtue of their membership in the ~~college~~-College community, students are under certain legal obligations in the exercise of those freedoms.

Responsibilities

Each student and student organization shall be charged with notice and knowledge of the contents and provisions of ~~the~~ College District's policies, procedures, and regulations concerning student conduct (collectively, "College Policies"), and shall be expected to

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

~~Student Code of
Conduct Prohibited
Behaviors~~Electronic
Media

abide by those ~~policies, procedures, and regulations~~College Poli-
cies. In cases of noncompliance with ~~the Student Code of Con-
duct~~College Policies, the College District may impose discipline
that is consistent with the impact of the offense on the College Dis-
trict community. The College District reserves the right to pursue
criminal and/or civil action where warranted. Unfamiliarity with
these ~~such College policies~~Policies and procedures shall not ex-
cuse a violation ~~of the Student Code of Conduct~~.

Students shall be held to the same conduct standards in their pub-
lic use of electronic media as they are for any other public conduct,
and shall adhere to the rules set forth herein in their use of elec-
tronic media, as well as any and all applicable College policies and
procedures and applicable laws. Electronic media includes all
forms of social media, such as text messaging, instant messaging,
electronic mail (e-mail), web logs (blogs), electronic forums (chat
rooms), video-sharing websites, editorial comments posted on the
Internet, and social network sites. Electronic media also includes
all forms of telecommunication, such as landlines, cell phones, and
web-based applications.

Prohibited Behavior

All students shall obey the law, show respect for properly consti-
tuted authority, and observe correct standards of conduct. In addi-
tion to activities prohibited by law or by other published College
District ~~regulations and policies~~policies and regulations, ~~[see poli-
cies FLBA, et. seq.]~~, the following types of behavior are expressly
prohibited:

1. Failure to produce a College- District-issued photo identifica-
tion card when requested by a College District official. The
College District shall issue each student a photo identification
card at no cost to the student. Students shall visibly wear their
College District-issued identification card while on College
District property or at any College District-sponsored or re-
lated activity. The identification card shall be the property of
the College District. Replacement identification cards shall be
assessed a fee in accordance with administrative regulations.
2. Intentionally causing physical harm to any person on College
District property or premises or at College District-sponsored
activities, or intentionally or recklessly causing reasonable ap-
prehension of such harm.
3. Except as may be permitted in any published College ~~District
Policies~~regulations or policies or by applicable state laws, un-
authorized use, possession, or storage of any weapon, as de-
scribed in CHF, on College District property or premises or at
College- District-sponsored activities. This includes but is not

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

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limited to firearms, tasers, stun guns, explosives, location-restricted knives, clubs, knuckles, other prohibited weapons, dangerous chemicals, or improper use of fire extinguishers on College District property or premises.

4. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District property or premises or at College District-sponsored activities.
5. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on College District property or premises. Interference with the proper educational functions and the appropriate educational climate of the College District, including aiding and abetting another to breach the peace on College District-owned or -controlled property or premises, at functions sponsored/supervised by the College District, or off-campus conduct that adversely affects the College District community and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom (face-to face or distance learning) or an instructional program that interferes with the instructor's or a presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.

~~Classroom behavior~~ Behavior is considered disruptive if a reasonable person would view the behavior as being likely to substantially interfere or repeatedly interfere with the instructor's ability to conduct or control the class/program or the substantially disrupt the ability of other students to benefit from the class/program or the instruction provided therein.

For purposes of this policy, "substantially disruptive" shall mean the that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of instruction to address the disruptive conduct; substantially interferes "shall mean that the student has been insubordinate to the instructor or has failed to adhere to the instructor's directive to cease the disruptive behavior.

~~5. Examples of classroom disruptions~~ disruptive classroom behavior may include, but are not limited to, repeated, heckling or making distracting noises, unauthorized use of cell phones in the classroom; persistent speaking without being recognized; physical threats, and-unexcused and repeated tardiness and otherwise interfering with the orderly process or respectful climate of the classroom environment. -

STUDENT RIGHTS AND RESPONSIBILITIES
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(LOCAL)

6. Intentionally interfering with College District-sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.
7. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.
8. Intentionally or maliciously furnishing false information to the College District. Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification. Making, possessing, submitting, or using any falsified college document or record; ~~or altering any college document or record, including identification cards~~. Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which ~~he or she is~~ they are not eligible. Altering any College District document or record without permission is expressly prohibited, including, but not limited to, furnishing false personal or student organization registration information, withholding material information from ~~the~~ College District processes or procedures, or any other type of fraudulent act involving documentation provided to or for the College District.
9. Sexual misconduct, ~~which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity~~ as defined in FFDA (LOCAL). In the event of an allegation of sexual misconduct, the ~~DA~~ SCA will coordinate with the ~~college~~ campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct ~~as set forth in College District rules and regulations~~. A violation of the College District's Sexual Misconduct Policy is a violation of the Code of Conduct. [See ~~DIA series and FFDA~~ A series]
10. Unauthorized use of computer hardware or software or violation of the College District Technology Resources policy [see CR(LOCAL)].
11. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed

STUDENT RIGHTS AND RESPONSIBILITIES
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FLB
(LOCAL)

by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework, as assigned, plagiarism, fabrication, falsification, and sabotage and collusion.

“Cheating ~~on a test~~” shall include, but is not limited to:

- a. All forms of academic dishonesty, including but not limited to to cheating, fabrication, facilitating academic dishonesty, ~~plagiarism, and collusion.~~
- b. Copying from another student's test paper.
- c. Using test materials not authorized by the person administering the test.
- d. Collaborating with or seeking aid from another student, technological aid, or electronic resource during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism,” which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

“Fabrication,” which shall be defined as the construction and/or addition of data, observations, or characterizations that never occurred in the gathering of data or running of experiments.

“Falsification,” which shall be defined as the changing or omission of results and data to support claims, hypotheses, or other data. Falsification may also include the manipulation of research instrumentation, materials, or processes.

“Sabotage,” which shall be defined as disrupting or destroying another person's work so that person cannot complete the academic activity.

STUDENT RIGHTS AND RESPONSIBILITIES
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FLB
(LOCAL)

“Collusion,” which shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.

12. Intentionally and substantially interfering with the freedom of expression or association of others on College District property or premises or at College District-sponsored activities.
13. Theft of property or of services on College District property or premises or at College District-sponsored activities or being in possession of stolen property on College District property or premises or at College District-sponsored activities. Sale, possession, or misappropriation of any property without the owner’s permission is also prohibited.
14. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
15. Intentionally or recklessly destroying or damaging College District property or premises or property of others while on College District premises or at College District-sponsored activities.
16. Failure to comply with the direction of College District employees or officials, including but not limited to, [College District](#) police or campus security/safety officers, and instructors or administrators, acting in performance of their duties. Students are required to produce identification for a college official when asked.
17. Violation of published College District regulations or policies. Such regulations or policies include, but are not limited to, those relating to entry and use of College District facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.
18. Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on College District property or premises or at College District-sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol, except as expressly

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permitted by federal or state law or College District policy or regulations, on College District property, premises, or at College District-sponsored activities.

19. Use or possession of an alcoholic beverage on College District property or premises, with the exception of a specific beverage-related course within a College District-sponsored course of study; a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement (TCOLE); or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy or regulation.
20. Nonpayment or failure to pay any debt owed to the College District with intent to defraud.

(Appropriate personnel at the College District location may be designated by College District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the ~~DA~~-SCA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)

21. Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording another person without his or her consent, and transmitting images of another person without his or her consent.
22. Stalking another person, ~~which, for purposes of this Code of Conduct, shall be, as~~ defined ~~in FFDA (LOCAL) as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to~~ (a) fear for his or her safety or the safety of a third person; or (b) suffer other emotional distress. Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or other digital technologies, directed at or about a specific person, causing emotional distress to that

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person. ~~“Course of conduct” shall mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to, or about, a person, or interferes with a person’s property.~~

23. Discrimination and, harassment as defined in FFDAB (LOCAL), ~~and offensive against any person, student, or staff member on the basis of race, creed, sex, age, marital status, religion, disability, national origin, gender identification, or sexual orientation~~a.
24. Retaliation or retaliatory harassment, which is any adverse action taken against a person because of the person’s participation in a complaint or investigation of a complaint.
25. Engaging in hazing, which, for the purposes of this Code of Conduct shall be defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group organization and/or sport. No student or person associated with the Dallas College ~~District~~ or attending ~~a DCCCD~~ Dallas college ~~College~~ shall commit any act that injures, degrades, or disgraces a member of the College District community. The express or implied consent of the victim shall not be accepted as a defense for violation of this policy. Apathy or acquiescence in the presence of hazing is not a neutral act; each is a violation of the Student Code of Conduct.
26. Unauthorized entry in or use of College District facilities and/or any College District property or premises, including unauthorized possession, duplication, or use of keys to any College District property. Unauthorized entry into, presence in or use of College District facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.
27. The use of Collee District resources to infringe upon copyright laws (print, digital, and internet). This applies to all forms of electronic media, including but not limited to, software, electronic encyclopedias, image files, video files, and sound files.
28. Conduct that is indecent or obscene, including:
 - a. The use of any device to capture audio, video, or digital record or photograph of any person while on College

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District property or premises or at College District events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms).

- b. The storing, sharing, and/or distributing of such unauthorized records by any means.
- c. Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.

29. Violation of federal, state, and local laws. Engaging in conduct that violates any municipal or county ordinance, federal, or state law.

~~29.~~30. Violation or breach of any generally recognized and published code of ethics or standards of professional practice that govern the conduct of a profession for which the student is taking a course or pursuing a certificate, degree, or as an educational goal or major.

~~30.~~31. Misusing, failing to comply with, disrupting, or jeopardizing Code of Conduct procedures, sanctions/interventions, or interfering with Student Code of Conduct proceedings. Abuse of the Student Conduct System includes, but is not limited to:

- a. Failure to comply with an order or decision of the Student Conduct officer or hearing committee.
- b. Falsification, distortion, or misrepresentation of information.
- c. Disruption or interference with the orderly conduct of a hearing.
- d. Knowingly filing a false and/or malicious complaint.
- e. Attempting to influence or discourage an individual's participation in or use of the Student Conduct System.
- f. Attempting to influence the impartiality of a member of ~~the any~~ Student Conduct Committee ~~or the DA SCA, or~~ any other employee of the College District responsible for or participating in the administration of student conduct prior to, during, and/or after a student conduct proceeding.
- g. Any form of harassment (and/or intimidation) of a member of the Student Conduct Committee, the SCA or a College District representative prior to, during, and/or after a student conduct proceeding.

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- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- i. Influencing or attempting to influence another person to violate or otherwise abuse the Student Conduct System.

Amnesty

The College District may grant amnesty for students in certain cases: Where amnesty is granted, the College District may assign to the student certain educational options, as appropriate, in lieu of disciplinary action. ["Educational Sanctions"]

Sexual
Misconduct

In accordance with the Texas law, the College District shall grant to a student who reports, in good faith, that the student was the victim of or a witness to an incident of sexual misconduct amnesty (i.e., not take disciplinary action against) for a violation by the student of the Student Code of Conduct occurring at or near the time of the incident. This policy shall apply irrespective of the location at which the incident occurred or the outcome of the disciplinary process regarding the incident, if any. This provision shall not apply to a student who reports their own commission or assistance in the commission of sexual misconduct.

Minor
Violations

In cases where a student offers help to others in need of assistance and/or reports, in good faith, serious violations by others, the College District, may in its sole discretion, grant to the student amnesty for a minor, but related, violation by the student of the Student Code of Conduct occurring at or near the time of the incident reported by the student or for which the student offered assistance. A student who reports their own commission or assists in the commission of the incident for which they offered assistance is ineligible for such an application of amnesty.

Where amnesty is granted, the College District may assign to the student certain educational options, as appropriate, in lieu of disciplinary action. ["Educational Sanctions"];

Safe Harbor

A student who voluntarily identifies themselves as a user of illicit drugs and alcohol, prior to being so identified by other means, and who voluntarily seeks counseling or rehabilitation assistance, may receive safe harbor or immunity from disciplinary action for such use. Such immunity applies to disciplinary action imposed by the College District only; safe harbor does not extend to any criminal charges that may stem from a student's use of illicit drugs and alcohol, which are beyond the control of the College District.

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<u>Eligibility</u>	<u>A student is ineligible for safe harbor if the information regarding the student's use/addiction has already been disclosed to College District officials or would otherwise become available to the College District officials through disciplinary proceedings.</u>
<u>Safe Action Plan</u>	<u>If safe harbor is granted, the College District may, as appropriate, issue a safe action plan with which to implement and track corrective measures. Safe action plans must be in writing and signed by the student. Failure to comply with an approved safe action plan or assigned educational options shall nullify any safe harbor protection and initiate the student conduct request.</u> <u>The chancellor shall promulgate procedures for the provision of amnesty.</u>
<u>Discipline</u> <u>Pending Discipline</u>	Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FM and FMA] <u>Interim Suspension. The College reserves the right to impose interim disciplinary suspension and/or other restrictions when such action is deemed necessary to ensure the safety and well-being of the campus community and or the safety of the student; to alleviate a threat; and/or when the behavior significantly disrupts or interferes with the learning environment and/or operational functions of the College. Interim actions may include, but are not limited to, suspension, restriction from classes and/or facilities, contact restrictions, limitations on participation in organization meetings, events, and/or activities. The Associate Vice Chancellor of Student Success or a designee is responsible for determining appropriate interim actions. [See FM (LOCAL)]</u> <u>Withholding of Grades, Official Transcript, and/or Degree. The Associate Vice Chancellor of Student Success may withhold the issuance of an official transcript, grade, diploma, certificate or degree to a student alleged to have violated the Student Code of Conduct or any other policy or procedure of the College District that would reasonably allow for the imposition of such a sanction. The Associate Vice Chancellor may take such action, pending a hearing or resolution by administrative disposition for an alleged violation of this Student Code of Conduct and/or exhaustion of appellate rights under applicable College District policies and procedures, if the Associate Vice Chancellor or a designee has provided the student an opportunity to respond to the allegations and, in the opinion of the Associate Vice Chancellor, the best interests of the College District would be served by this action, or, in the case of an allegation of sexual misconduct, as may be required by law. In such cases, the</u>

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Sanctions

College District shall notify the student in writing of implementation of any such hold.

Withdrawal/Graduation. A student who withdraws or graduates from the College District with an investigation or hearing pending for an alleged violation of this Student Code of Conduct shall remain subject to the processes outlined in this policy, as well as those included in FM and FMA (LOCAL) and the FFDA series. Any student violating this policy found to be in violation of College Policy shall ~~may be~~ subject to disciplinary sanctions.

A student found to be in violation of a College policy, procedure, regulation, or administrative rule (collectively "College Policy") may be subject to one or more of the disciplinary sanctions provided herein. A "violation" means an act or omission that is contrary to a published College Policy, including but not limited to, any violation of this Student Code of Conduct.

Sanctions are designed to promote the College's educational mission and enhance the safety of the College District environment. Some behavior such as ~~Repeated~~ repeated or aggravated violations of any provision of ~~this code~~ the Student Code of Conduct are so harmful or disruptive to the College District community that it may require more serious sanctions, such as ~~may also result in~~ expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation that resulted, or could have resulted, if foreseeable, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

The following factors are generally considered when determining sanctions for a particular case:

1. The nature of the violation(s)
2. Prior findings of responsibility and sanction(s)
3. Mitigating circumstances surrounding the violation
4. The student's motivation(s) for engaging in the behavior
5. Impacts of the behavior
6. Sanctions which have been imposed in similar cases in the past
7. The developmental and educational impact on the student

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Administrative Sanctions

Administrative sanctions are more formal actions and relate to a student's status in the College District. Administrative sanctions may be assigned independent of or in conjunction with educational sanctions. An administrative sanction imposed at one campus of the College District shall apply to all campuses of the College District.

The following administrative sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Written warning — A notice in writing to the student that the student is violating or has violated institutional policies and/or regulations.
2. Probation — A designated period of time that includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional policies and/or regulation(s) during the probationary period.
3. Grade Modification – A failing grade (a grade of “F”) may be given to a student for a course or assignment in which the student was found responsible for scholastic dishonesty, along with other sanctions, as appropriate. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for scholastic dishonesty under applicable College District policies and procedures, the grade sanction will replace an notation of withdrawal on the student's transcript.
- ~~3.4.~~ Loss of privilege/restriction — Denial of specified privilege or access for a designated period of time.
- ~~4.5.~~ Restitution — Reimbursement for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- ~~5. Discretionary sanctions — Work assignments, service to the college or community, or other related discretionary assignments. Such assignments must have the prior approval of the vice president of student services.~~
6. Suspension — Separation of the student from the College District for a definite period of time after which the student is may be eligible to return. Conditions for readmission may be specified.
- ~~6.7.~~ Suspension of Eligibility -- prohibits, during a period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities or attending its meetings or

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functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.

~~7.8.~~ Removal from program of study — The student may also be subjected to disciplinary procedures set forth by specific programs with specialized admissions requirements.

9. Expulsion — Permanent suspension of the student from ~~the college~~Dallas College.

10. Conditional Reenrollment — If a student is suspended or expelled from the College District, the student is not eligible for continued or re-enrollment unless the student meets all conditions stipulated and explained in the letter of suspension or expulsion. In extraordinary circumstances, a student may submit an appeal of the condition to the Associate Vice Chancellor for Student Success.

~~8.-~~

Educational
Sanctions

Educational sanctions are designed to include developmental and restorative activities related to specific acts of misconduct. These sanctions take into account a student's learning style and stage of development, as well as the unique factors of a given situation. The goals of educational sanctions are to reduce the probability of repeated behavior, give students the opportunity to demonstrate personal growth, and to appropriately challenge students. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

1. Reflective Activity— An assignment designed to help students reflect on their decisions and identify strategies to prevent recurrence. Examples include, but are not limited to: writing assignments, letters of apology, completion of an assigned online module, research paper, and/or reflection paper on assigned readings, videos, or assessments. Completion is recognized by a student's fulfillment of the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or viewpoint.

2. Reflective Workshop – Requires attendance at an assigned College District-sponsored meeting, educational session, and/or campus workshop on topics including, but not limited to, ethical decision making, personal responsibility, and improving coping skills.

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3. Student Success Coaching – Requires a series of meetings with a designated College District employee, each designed to address specific behaviors that are negatively impacting the learning environment, identify appropriate resources, and monitor the student's progress in repairing harm to the community. The student may be required to attend multiple sessions and provide proof of active participation. Potential topics include anger management, interpersonal skills, and alcohol or drug counseling.
4. Counseling – Completion of an assessment with a licensed counselor as well as documentation of learning about possible resources for follow up.
5. Deferred Suspension – Designated period of time during which a student, while continuing to be enrolled before beginning a period of suspension, is given an opportunity to demonstrate the ability to abide by the Student Code of Conduct. During this period of a time, a student must successfully complete all assigned sanctions, which typically includes meeting one-on-one with a licensed counselor or social work for behavioral interventions.

Disciplinary
Records

The College District will maintain a permanent written disciplinary record for every student assessed the sanction of suspension, expulsion, denial or revocation of a degree, dismissal from an academic program or withdrawal of a diploma. Suspension is also noted on the official transcript during the term of suspension. The notation can be removed upon the request of the student when all conditions of the suspension are met. The request for the removal of the transcript notation of suspension should be directed to the Dean of Students. A permanent notation of expulsion is also placed on the official transcript. A written record of any other cases for which there is a determination of responsibility for violation of this policy will also be maintained by the College District in accordance with College District record retention policies and applicable laws. A student's disciplinary record will reflect the nature of the charge, the sanction assessed, and any other pertinent information. The contents of a student's disciplinary record may be made available to persons outside the College District only upon written request of the student or in accordance with applicable state and federal laws.

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STUDENT COMPLAINTS

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Definition

Grievance

A student grievance is a formal written allegation or charge against the College District or a College District employee regarding a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.

~~A student grievance is a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.~~

Scope

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College District. ~~This~~ The student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule, or grade if discrimination on the basis of race, color, religion, national origin, disability, or age is the basis for the grievance.

Exceptions

*Sexual
Misconduct*

The student grievance procedure is not applicable to complaints of sexual misconduct, ~~including complaints of sex/gender-based discrimination or harassment~~ as described in FFDA (LOCAL). Student grievances or complaints involving sexual misconduct shall be governed by FFDA(LOCAL) and ~~DIAA(REGULATION)~~ FFDA (REGULATION).

Other Exceptions

The student grievance procedure is not designed to address changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are generally handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under FLDB(LOCAL).

Informal

~~Procedures~~ Procedures

Every effort should be made to resolve a grievance informally between the student and ~~A student who wishes to file a College District-related grievance should, but is not required to, discuss it with the College District employee most directly involved or responsible for the condition that brought about the alleged grievance or, such efforts failing, by the employee's supervisor. When an issue cannot be resolved informally, students may avail themselves of the formal grievance process. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the~~

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**Other Procedural
Matters**

~~grievance, the student may proceed to the appropriate vice president with a written presentation of the grievance. If the vice presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.~~

~~If a student files a grievance informally by discussing it with the College District employee most directly responsible, and the like, the following procedures shall apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.~~

**Formal
Procedures**
Grievance

A student may submit a formal grievance by Procedures for appeals are as follows: If the grievance is not resolved to the student's satisfaction through an informal process, or would be inappropriate to address directly, the student may appeal to the next level of authority by submitting an online grievance form, available through the Student Services website, or filing a written grievance with the Student Advocacy Office. A student must submit their grievance, along with any supporting documentation, within ~~15~~thirty (30) days of the date of the incident that is the subject of the grievance, or the date of written notice to the student of the action that is the subject of the grievance. Exceptions to the 30-day limit will be considered by the Student Advocacy Office only in extraordinary circumstances. Once filed, the ~~business days of knowing the decision or action giving rise to the complaint or grievance. The complaint~~grievance will be reviewed and investigated by a Student Conduct Advocate, who will render a decision based on the good judgment of a reasonable person. A grievance that is incomplete in any material aspect may be dismissed, but may be refiled with all required information, provided it is re-filed within the designated time for filing. The College District prohibits retaliation against a student for filing or assisting with the filing of a grievance.

The formal grievance process has a maximum of three levels of review ~~and~~, including appeal. The entire process should take no longer than 30 business days. Should the process need to exceed 30 days, the parties to the grievance shall be notified in writing ~~and includes the following procedures:~~.

1. First Level of Review: A Student Conduct Advocate shall conduct the first level of review. The Student Advocate, upon receipt of a formal grievance, shall review the allegations included in the grievance and any supporting documentation. ~~Upon submission of the online grievance form, the Student~~

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~~Advocacy Office will receive and conduct a review of the submitted concerns.~~ As deemed necessary and appropriate, the Student Advocate will meet with the grievant and any related parties, collect and review ~~other related artifacts~~ relevant ~~and~~ documents and consult with appropriate departments. The Student Advocate will render a decision regarding the allegations contained in the grievance within 10 business days of its filing. If the student is ~~unsatisfied with this determination~~ not satisfied with the grievance resolution, ~~they~~ student may ~~submit an~~ appeal to the second level of review. Appeals to the second level must be submitted in writing to the Student Advocacy Office ~~form~~ within 5 business days of the decision date.

2. Second Level of Review: When the grievance cannot be resolved to the satisfaction of the student at the First Level of Review, the student may appeal in writing to the Dean of Students by submitting an electronic appeal form. The appeal, the grievance and the decision of the Student Advocate shall be forwarded. ~~A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice president of student development (VPSD) or the employee who is responsible for student development. To appeal the determination of the Student Advocate, the student shall submit a written appeal form. The appeal form will be directed to the appropriate Dean for consideration. The Dean has authority to require production of documents and/or the appearance of witnesses as may be relevant to and necessary for the review. The Dean a determination. This individual shall render their a decision in writing within 5 business days of receipt of the appeal. If the a student is not satisfied is unsatisfied with the decision is review, they student may submit a final appeal submit a final appeal.~~

4.3. Final Appeal: A student who wishes for a final review of their to appeal the decision of the Dean grievance must submit the request for appeal and its basis in writing to the Student Conduct Advocate appeal of the Dean's determination within 5 business days of the date of the decision notice. Final appeals will be forwarded for review and considered by the appropriate Vice Chancellor or a designee. It will be reviewed by the appropriate Vice Provost or Associate Vice Chancellor. Their Vice Chancellor or designee decision will be rendered will render a decision within 5 business days of receipt of the appeal and is final.

2. ~~The VPSD or responsible employee will convene and chair the appeal committee.~~

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Board Action

- ~~3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.~~
- ~~4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality.~~
- ~~5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the College President. The decision of the College President shall be final.~~

By law, the Board is not required to take any action concerning a grievance but is required to listen if the grievance is presented at a public meeting. Under the Texas Constitution, any student may present a grievance to the Board regardless of the scope of this policy.

**Appeal Committee
Procedures**

~~Committee procedures for appeals are as follows:~~

- ~~1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
 - ~~a. The student's name and address;~~
 - ~~b. The nature of the grievance, including the date it occurred;~~
 - ~~c. The corrective action sought; and~~
 - ~~d. Any other relevant information.~~~~
- ~~2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.~~
- ~~3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
 - ~~a. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;~~
 - ~~b. Require any student or employee to appear and testify;~~
 - ~~c. Question each individual who testifies; and~~~~

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~~d. Copy all documents.~~

~~This is not an adversarial proceeding. The VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner, and all participants are expected to do likewise.~~

~~The following guidelines shall apply:~~

- ~~1. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.~~
- ~~2. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgment of a reasonable person.~~
- ~~3. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.~~
- ~~4. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witnesses (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.~~

Records Retention

Retention of records related to a grievance shall be in accordance with the College District's record retention procedures. [See CIA]

STUDENT COMPLAINTS
COURSE GRADE COMPLAINTS

FLDB
(LOCAL)

Applicability

Grade Dispute
Resolution

~~This policy is applicable to all students, including a student who receives a failing grade based upon scholastic dishonesty and the student's faculty member is not seeking suspension of the student under the Code of Student Conduct. This policy is not applicable, however, to a student who wishes to appeal a temporary or final grade resulting from allegations of scholastic dishonesty and for whom suspension is sought under the Student Code of Student Conduct in this manual. No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.~~

Students who wish to dispute a credit course grade must complete and submit an online grade dispute form. Grade disputes may sequentially follow the steps below, unless the dispute is resolved at a preceding step:

1. Discuss the dispute with the instructor who awarded the grade.
2. Submit the dispute in writing ~~Discuss the dispute with~~ to the appropriate appropriate division deanDean of Students Division Chair or a designee.
3. Appeal, in writing, to the ~~appropriate vice presidentAssociate Vice Chancellor of the academic programAcademic Dean or a designee. A decision by the Associate Vice ChancellorDean or the designee is the final decision in the grade dispute process.~~
4. ~~Appeal, in writing, to the president of the college, whose decision is final.~~

A student ~~shall~~ will receive a written response under steps two and three of the grade dispute process within ten (10) working days ~~after a written appeal~~ of the date of receipt of a dispute or appeal submitted by the student or on behalf of the student. A grade will not be changed by the ~~Dean of StudentsChair and/or Associate Vice Chancellorthe Dean, or their respective designees, without first consulting with and considering the position of the course instructor.~~ -The ~~appropriate faculty memberinstructor~~ shall be notified in writing regarding the resolution of the matter.

Limitations

-A grade dispute shall not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated not later than the end of the following fall semester.

STUDENT COMPLAINTS
COURSE GRADE COMPLAINTS

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(LOCAL)

By law, the Board is not required to take any action concerning a grade dispute but is required to listen if the grade dispute is presented at a public meeting.

DISCIPLINE AND PENALTIES

FM
(LOCAL)

	<p>Interpretation of Regulations: Disciplinary regulations for the College District are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.</p>
	<p>Inherent Authority: The College District reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. <u>Final authority in disciplinary matters, however, is vested in the College District administration and in the Board.</u></p>
Student Participation	<p>Students are <u>may be</u> asked to assume positions of responsibility in the College District Student Conduct System in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the College District administration and in the Board. <u>Students participating in the Student Conduct System shall be trained on related policies and procedures and how to provide support to students participating in the College District Student Conduct System.</u></p>
<u>Student Conduct Advocate</u>	<p><u>The Student Conduct Advocate (SCA) has primary authority and responsibility for the administration of student discipline, including but not limited to the imposition of disciplinary sanctions for failure to comply with the requirements of this policy. [See FLB (LOCAL) Unless otherwise provided herein, it shall be the SCA's responsibility to investigate allegations that a student has violated the College District Student Conduct System.</u></p>
Standards of Due Process	<p>All students are entitled to fair and equitable proceedings in determining whether a violation of College District policy <u>the College District Conduct System</u> occurred. An investigation may include, but is not limited to, conducting interviews, reviewing student records, and gathering and examining other relevant documents or evidence. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a respondent <u>(person against whom an allegation or complaint is made)</u>, complainant, if any, and/or the College District may result.</p>
Accountability	<p>Students may be accountable to both civil and criminal authorities and to the College District for acts that constitute violations of law and this code <u>the College District Student Conduct System</u>. College District disciplinary action with respect to any act or omission on</p>

DISCIPLINE AND PENALTIES

FM
(LOCAL)

**Disciplinary
Proceedings
Investigation,
Conference, and
Complaint**

the part of ~~the~~ a student shall proceed during the pendency of criminal or civil proceedings and shall not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. Students who participate in a college course at any College District location, off-site or through distance learning, shall be subject to the Student Code of Conduct.

The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student was within the jurisdiction of the College District when the action that is the subject of the allegation occurred. ~~When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. [See FLB(LOCAL)]~~

Sexual
Misconduct

In the event of an allegation of sexual misconduct, the SCA shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures applicable to allegations of sexual misconduct, as set forth in College District rules and regulations [See DIAA series and FFDA series]

Grade Dispute

Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under the Student Code of Conduct

Unless otherwise provided, when the SCA receives information that a student has allegedly violated a published College District policy or regulation, the SCA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. All allegations and information relating to the alleged conduct shall be provided to the SCA or the designated investigator.

~~In the event of an allegation of sexual misconduct, the DA shall coordinate with the College Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]~~

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~~Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under this code.~~

~~The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student remains within the jurisdiction of the College District.~~

After completing the investigation, the ~~DA~~ SCA may:

1. Dismiss the allegation for failing to allege facts sufficient to indicate that a violation of policy more likely than not occurred.
2. Proceed administratively, which includes a notice to appear, conference, and disposition-; and/or
3. Proceed with a hearing under FMA (LOCAL), provided the alleged violation, if proven more likely than not to be true, would result in a sanction of suspension or expulsion. [See "Disposition"]~~Upon appeal, prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.~~

~~The DA will notify the complainant, if any, and the student against whom the complaint was filed (the respondent) of the disposition of the complaint. The respondent may appeal, in writing, to the college president or his or her designee within five business days after disposition. The college president or the designee shall review the basis of the DA's decision and issue a determination within ten business days; neither the college president nor his or her designee shall conduct a new investigation. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.~~

Interim Remedies

The College District reserves the right to pursue interim remedies up to and including suspension [See FLB (LOCAL)]. ~~upon receiving notice of an alleged violation of a College District policy or regulation when there is reasonable evidence that the continued presence of the student on College District property or premises poses a substantial threat to himself or herself, others, or the stability and continuance of normal College District functions or operations.~~

Suspension or
Partial/Full Bar

A student who is suspended on an interim basis, or who is temporarily barred from attending any program or course sponsored by

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the College District, shall be given an opportunity to appear before the Dean of Students ~~college-president~~ or a designee within five (5) business days from the effective date of the interim suspension or bar. If the Dean determines there is good cause, the five-day period may be extended for a reasonable period.

A hearing with the Dean of Students ~~college-president~~ shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, ~~including the matter of his or her identity; and~~
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on College District property or premises poses a substantial threat to ~~himself or herself~~ the student, to others, or to the stability and continuance of normal College District functions or operations.

After the hearing, the ~~college-president~~ Dean or ~~his or her~~ a designee may, at ~~his or her sole discretion~~ their, modify the interim suspension as reasonably necessary to protect the respondent, or, for cases alleging an act of violence for which there is a complainant (alleged victim), the complainant, if any, the public, and/or the College District.

~~No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.~~

Notice

If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at their last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. Notice sent to a student's designated mailing or email address shall constitute full and adequate notice.

Administrative
Conference

The SCA shall notify a student regarding an alleged violation of the Student Code of Conduct via a Notice to Appear.

Notice to Appear

The notice shall direct a student to appear at a specific time and place not less than five (5) business days after the date of the notice. The notice shall describe the alleged violation in general terms and include a copy of the published college regulation or policy that

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Notice to Appear

is the subject of the alleged violation. If a student who is the subject of a notice fails to appear after proper notice and without good cause, the College District may proceed with the administrative conference in their absence

~~The DA shall notify a student regarding an alleged violation of this code by letter, e-mail, or personal delivery. If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address.~~

~~The notice shall direct a student to appear at a specific time and place not less than five business days after the date of the notice, unless the student can show good cause as prescribed below. The notice shall describe the alleged violation in general terms and cite the published college regulation or policy that is the subject of the alleged violation.~~

~~The DA has authority to impose restrictions up to and including disciplinary sanctions upon a student if the student fails, without good cause, to comply with notice to appear.~~

Disposition

At a conference with a student in connection with an alleged violation of the Student Code of Conduct~~this code~~, the SCADA shall provide the student with a copy of this code related policies and regulations and discuss administrative disposition (i.e. determination of responsibility) of the alleged violation.

Upon issuance of the administrative disposition, ~~t~~The following shall apply:

1. If a respondent-student accepts the administrative disposition, the student shall sign a statement that ~~he or she~~they understands the charges, the disposition, the penalty or penalties imposed, and their~~his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the~~their under the College District Student Code of Conduct System, including the right to appeal. The student shall return the signed form by 5:00 p.m. of the first business day following issuance of the administrative disposition. ~~Failure to return this form shall constitute a waiver of the student's right to appeal. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.~~
2. If a respondent-student refuses or disputes the administrative disposition of the alleged violation, such objection must be communicated to the SCA in writing by 5:00 p.m. of the first

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business day following issuance of the administrative disposition. ~~If a student refuses administrative disposition of the alleged violation, such refusal shall be noted by the DA and acknowledged in writing by the student. A student refusing administrative disposition may request to pursue the disciplinary hearing process under FMA(LOCAL). Where the alleged violation could result in suspension or expulsion, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted is at the sole discretion of the DA.~~

3. If a respondent-student refuses or disputes the administrative disposition and the penalty does not include a sanction of suspension or expulsion, the respondent may appeal the disposition under this policy.

4. If a respondent refuses or disputes the administrative disposition and the penalty includes a sanction of suspension or expulsion, the respondent shall have the right to a hearing.

5. In cases where the respondent fails to respond to the administrative disposition, either to accept or dispute the disposition within the time allotted, and the recommended penalty includes a sanction of suspension or expulsion, the SCA will designate an entry of not responsible and set up a hearing under FMA (LOCAL). In all other cases, failure to respond to the administrative disposition, after proper notice and without good cause shall constitute acceptance of the administrative disposition.

~~3.—Administrative disposition means:~~

~~a.—The voluntary acceptance of the penalty or penalties provided in this code.~~

~~b.—Other appropriate penalties administered by the DA.~~

~~c.—Without recourse by the student to hearing procedures provided herein.~~

The ~~DA~~ SCA shall prepare an accurate, written summary of each administrative disposition and send a copy to the respondent (and, if the student is a minor, to the parent or guardian of the student); for cases alleging an act of violence for which there is a complainant, to the complainant; ~~to the student against whom the complaint was made (the respondent) (and, if the student is a minor, to the~~

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~~parent or guardian of the student~~), to the director of campus security, ~~to the complainant, if any,~~ and to other College District officials as may be appropriate ~~officials~~.

Appeal

The SCA may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business days of receipt of the notice of the administrative disposition or within three (3) business days of receipt of notice of the result of an appeal, as applicable.

A student may appeal an administrative disposition by submitting the appeal, in writing, to the Associate Vice Chancellor of Student Success (AVCSS) or a designee within five (5) business days after receipt of the disposition. The document should state the specific reason for the appeal. The AVCSS or a designee shall review the basis of the decision and issue a determination within ten (10) business days; neither the AVCSS nor the designee shall conduct a new investigation. Sanctions shall not be imposed while the review is pending

Publication

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.

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Hearing Committee

The student disciplinary process may include a hearing to determine whether a violation occurred; ~~however, a hearing is not a prerequisite for disciplinary action. In the event of an allegation of sexual misconduct, the designated administrator (DA shall coordinate with the College District Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct, as set forth in College District rules and regulations. [See DIA series and FFD series]~~ Where an alleged violation, if proven more likely than not to be true, would result in suspension or expulsion a hearing will be scheduled. In the event of an allegation of sexual misconduct, the Student Conduct Advocate (SCA) shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct, as set forth in College District rules and regulations. [See DIAA series and FFDA series]

~~A hearing request must be made to the DA (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth business day after the date of refusal of administrative disposition. Where the alleged violation could result in suspension or expulsion will, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted shall be at the sole discretion of the DA.~~

If it is determined that the hearing process shall be used to determine responsibility for the violation, the matter shall be heard before a three-person committee composed of one individual from each of the following groups: the student body, academics (employee) equal numbers of students, administrators, and/or faculty of the college student success (employee). ~~The Ccommittee who will render a determination of responsibility and assess relevant sanctions.~~ The committee and its chair shall be appointed by the ~~college president~~ Dean of Students on a rotating basis or on the basis of availability. ~~The committee chair will be selected from the administration or faculty.~~ The committee chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

~~The chair of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chair's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.~~

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Notice

Hearing
Notice

Content of
Notice of
Rights

~~The chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.~~

A student who is alleged to have violated College District policy and who is subject to a hearing under the procedures provided herein ("Respondent") may challenge the impartiality of a member of the committee or the chair. Any such challenge must be made in writing, include the basis of the challenge, and be received by the Dean of Students at least three days prior to the start of the hearing. The DA shall represent the college before the student discipline committee and present evidence to support any allegations of violations.

If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. Notice sent to a student's designated mailing or email address shall constitute full and adequate notice.

The committee chair shall notify ~~the parties~~ a party to the hearing of the date, time, and place for the hearing ~~by letter, email, or personal delivery~~ via the Hearing Notice. ~~If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the parties' last known address. If notice is provided by email, the notice shall be emailed to the designated email address for each party.~~ The notice shall specify a hearing date not less than five (5) nor more than ten (10) business days after the date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chair may, for good cause, postpone the hearing, ~~so long as~~ provided all interested parties are notified of the new hearing date, time, and place.

The notice shall include the alleged violation, the basis for the allegation, and advise the parties of their right:

1. To a ~~private~~ hearing, ~~unless a party requests and each party affirmatively consents to a public hearing.~~
2. To appear alone or with a representative or legal counsel, ~~if the alleged violation could subject the charged student to expulsion or suspension.~~ The role of legal counsel is limited, as provided at "Role of Legal Counsel," below.

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	<p>3. <u>If the student is a minor, t</u>To have a <u>(1)</u> parent or legal guardian present at the hearing.</p> <p>4. <u>To cause the committee to summon witnesses and to present or require to be introduced at the hearing documentary and other evidence. However, evidence, including testimony, that is irrelevant, immaterial, or unduly duplicative or repetitious, as determined by the Chair, may be excluded.</u></p> <p>4.5. <u>To know the identity of each witness who will testify.</u></p> <p>5.6. <u>To cause the committee to summon witnesses and to require the production of documentary and other evidence possessed by the college or to be introduced at the hearing.</u> <u>To Appeal</u></p> <p>6. <u>To cross-examine each witness who testifies.</u></p>
<p>Failure to Comply with <u>Hearing</u> Notice</p>	<p><u>If a</u>A student who is alleged to have violated College District policy (the respondent) and who fails to appear for a hearing appear after proper notice and without good cause <u>the hearing will proceed as scheduled and the student will be notified of the committee's determination of responsibility in accordance with this procedure. Additionally, if a student withdraws or graduates from the College District with a hearing pending, the College District will proceed as provided in FLB (LOCAL).</u> shall be deemed to have admitted responsibility to the violation pending against the student. The committee shall impose an appropriate penalty and notify the respondent in the same manner as the notice of the hearing.</p>
<p><u>Impartiality/Bias</u></p>	<p><u>A student who is alleged to have violated College District policy and who is subject to a hearing under the procedures provided herein ("respondent") may challenge the participation of a member of the committee, the chair or an advisor, assigned by the College District in accordance with this policy, based on a perceived conflict of interest, impartiality or bias. Any such challenge must be made in writing, include the basis of the challenge, and be received by the Associate Vice Chancellor of Student Success (AVCSS) at least three (3) days prior to the start of the hearing. Whether a conflict of interest, impartiality or bias exists will be determined by evaluating the particular facts of the situation according to a reasonable personal standard. The decision of the AVCSS will be share with the student and is final.</u></p>
<p>Role of Legal Counsel</p>	<p>Legal counsel may represent a student in a <u>who is a party to a</u> hearing where the alleged violation could result in expulsion or suspension. The role of legal counsel <u>in a student disciplinary proceeding, including a hearing,</u> is limited to advising and assisting the student during the hearing <u>proceeding</u>. This limitation means that</p>

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Evidence

legal counsel shall not question or cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. ~~The same limitations apply to legal counsel for the College District. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject a student to expulsion or suspension.~~

Disciplinary hearings are not trials and are not constrained by the same rules of procedure and evidence typically used in a court of law. Accordingly, legal rules of evidence shall not apply to hearings under this policy.

Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly duplicative or repetitious evidence, as determined by the committee chair, may be excluded. No evidence other than that admitted at the hearing shall be considered by the committee.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling, or Guidance Center where such communications were made in the course of performance of the staff member's official duties and when the matters discussed were understood by the staff member and the student to be confidential.

The committee shall presume a student innocent of the alleged violation unless there is a preponderance of evidence, i.e., it is more likely than not, that the student violated a published College District regulation or policy. The committee will make a determination based on the evidence presented.

A student who is alleged to have violated College District policy may choose not to testify.

Preliminary Matters

Consolidated
Hearing

Charges arising out of a single transaction or occurrence against one or more students may be heard together or, upon request by one of the students in interest, separate hearings may be held. The Dean of Students shall make a final determination regarding consolidation.

Disclosures

~~Not later than 12:00 p.m.,~~ At least five (5) full business days before the hearing date, ~~each parties~~ to the hearing shall provide to the committee chair ~~for disclosure to the other:~~

1. Any documentary evidence and/or summaries of testimony intended to be introduced at the hearing. ~~At the request of a party, the committee chair~~ The committee chair shall exclude any evidence ~~at a hearing~~ that was not disclosed ~~at least five~~

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~~business days before the hearing~~ in accordance with this policy, unless the chair determines that the evidence could not have been disclosed within ~~that~~ the allotted period and/or is exculpatory in nature. ~~time.~~

2. The name of each witness ~~he or she wants~~ a party wants summoned for purposes of questioning. Written witness statements will be accepted at the discretion of the chair and in accordance with this policy.
3. Any objection that, if sustained by the committee chair ~~of the student disciplinary committee~~, would prevent the hearing.
4. If applicable, ~~t~~The name of the representative or legal counsel, ~~if any, and the name of any parent or guardian,~~ who may will accompany a ~~the~~ student.
- 4.5. If the student is a minor, the name of a (1) parent or guardian who will accompany the student.
- 5.6. A request for a separate hearing, if applicable, and the grounds for such a request.

Hearing Procedure
General Order

The hearing shall be conducted by the committee chair who shall provide opportunities for witnesses to be heard and rule on all procedural matters, including but not limited to objections regarding procedure; the admissibility of evidence and testimony of witnesses; and for purposes of exclusion, whether a question asked during the hearing is irrelevant, duplicative or unduly repetitious, or immaterial. -

The SCA shall represent the college before the hearing committee and has the burden of proving the charges by a preponderance of the evidence. If a student is represented by legal counsel in a hearing ~~where the alleged violation could result in suspension or expulsion~~, the College District ~~shall~~ may also be represented by legal counsel. The limitations on the role of legal counsel, as set forth at "Role of Legal Counsel," above, shall be enforced.

Recording /
Transcript

No party to the hearing, nor ~~his or her~~ a party's legal counsel, parent/guardian or any other representative or affiliate of the party, or witness, or participant to a hearing, ~~as permitted by this policy~~, may record a hearing proceeding, unless otherwise permitted by law or College District policy. If a hearing may result in expulsion or suspension of a student, the College District shall arrange for transcription or recording of the proceedings. ~~If a hearing will not result in expulsion or suspension of a student, recording of the hearing by any means is not permitted unless authorized by law.~~

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Standard of
Conduct

All parties to a hearing, their representatives and/or parents/guardians and all other participants to the hearing, including witnesses shall be subject to all applicable College District policies and procedures during the hearing proceedings, including but not limited to those relating to standards of conduct. The chair may eject or exclude any person participant in who violates College District standards of conduct or who disrupts the hearing proceedings.

Conduct of
Hearings

Unless otherwise provided, ~~a party has requested and each party has affirmatively consented to a public~~ the hearing, the committee shall proceed generally as follows:

1. Persons present shall be the respondent; ~~complainant, if any, the respondent~~, the DASCA; ~~a parent or guardian, if desired as permitted by this policy~~; and legal counsel, ~~as may be permitted by this policy.~~
- ~~2. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~
2. The chair shall determine whether the respondent was informed of their rights in accordance with this policy.
3. The chair of the committee shall read the complaint.
- ~~4. The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~
- ~~5.4. The DASCA may present an opening statement and evidence. shall present the college's case.~~
5. The respondent may ~~present his or her defense~~ present an opening statement and evidence.
6. The SCA may call witnesses. The respondent shall have the right to question those witnesses. For cases alleging an act of violence for which there is a complainant (alleged victim), and upon the request of a complainant who is expected to testify, questioning of the complainant shall be conducted by an advisor assigned by the College District, instead of the respondent. An advisor assigned for this purpose, shall be trained on the College District's Student Code of Conduct System and the purpose and scope of questioning permitted under this policy. The College District shall not assign a professional (i.e., an attorney or experienced advocate) for the purpose of questioning a complainant or for any other purpose provided herein. If an advisor provided by the College District is so credentialed, such credentials shall be incidental to the individual's position within the College District and their role as an

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advisor and shall have no effect on the advisor's role in the hearing or the limitations thereto.

7. Upon completion of a presentation of the SCA's witnesses, the respondent may present witnesses. The SCA shall have the right to question those witnesses. ~~Each party may present rebuttal evidence and argument.~~

8. Upon conclusion of the presentation of evidence, the SCA, followed by the respondent, may make closing statements.

~~8.—~~The Chair, as well all other members of the hearing committee, may question parties to, and/or witnesses involved in, the hearing at any time during the proceeding. All questioning permitted under this policy shall be conducted in accordance with the College District's established standards of conduct. Only relevant questions shall be permitted [See "Hearing Procedure, General Order"]. Accordingly, all parties to the hearing should endeavor to ensure that questions asked are relevant and respectful of all hearing participants; yelling, abusive language, and acts of intimidation during questioning or at any other time during the hearing are prohibited. ~~The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~

~~9.—~~The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.

~~10.—~~A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.

~~If a party has requested and each party affirmatively consents to a public hearing, the committee shall proceed generally as follows:~~

~~1.—~~Persons present shall be the complainant, if any, the respondent, the DA, a parent or guardian if desired, and legal counsel as

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~~may be permitted by this policy. Designated college representatives for the following groups may have space reserved if they choose to attend:~~

- ~~a. _____ Faculty association;~~
- ~~b. _____ College newspaper; or~~
- ~~c. _____ College president.~~

~~2. _____ Other persons may attend based on the seating available. The chair may limit seating accommodations based on the size of the facilities.~~

~~3. _____ Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~

~~4. _____ The chair of the committee shall read the complaint.~~

~~5. _____ The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~

~~6. _____ The DA shall present the college's case.~~

~~7. _____ The respondent may present his or her defense.~~

~~8. _____ Each party may present rebuttal evidence and argument.~~

~~9. _____ The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~

~~10. _____ The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.~~

~~11. _____ A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.~~

Determination of
Responsibility

The committee shall determine, using a preponderance of the evidence standard, the responsibility of the respondent regarding the

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alleged violation. The chair, on behalf of the committee, shall state in writing each finding of a violation of a published College District regulation or policy and include in the statement the basis for the finding. The respondent shall receive notice of the decision in the same manner as the notice of the hearing. For cases alleging an act of violence for which there is a complainant, the complainant shall also receive notice of the decision. The chair shall endeavor to provide notice of the determination of responsibility within seven (7) business days of the conclusion of the hearing.

Within three (3) business days of receipt of the notice of determination of responsibility and before the issuance of any sanction; the respondent and the SCA shall be afforded an opportunity to submit evidence or statements to the committee concerning the appropriate sanction/penalty to be imposed. **Evidence**

~~Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.~~

~~The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling, or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.~~

~~The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, i.e., it is more likely than not, that the student violated a published College District regulation or policy. A student who is alleged to have violated College District policy may choose not to testify against himself or herself.~~

~~All evidence shall be offered to the committee during the hearing.~~

~~The committee will make a determination based on the evidence presented.~~

Record

~~The hearing record shall include: a copy of the notice of the hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording.~~

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(LOCAL)

Authorized
Disciplinary
Penalties

**Petition for
Administrative
Review**

The hearing committee may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business day of receipt of the notice of determination or within three (3) business days of receipt of notice of the result of any administrative review, as applicable.

No later than five (5) business days after a respondent has received notice of the determination of responsibility or any sanctions/penalties assessed, ~~A student is a~~ respondent may ~~entitled to~~ submit in writing a petition for administrative review to the ~~college president~~AVCSS -or a designee who may alter, modify, or rescind (requiring that the hearing be reopened for the presentation of ~~ad-~~~~ditional~~ material evidence not previously available and reconsideration of the decision) the finding of the ~~student discipline hearing~~ committee and/or the penalty imposed by the committee. ~~A student is ineligible to petition for administrative review if the penalty imposed by the committee is less than suspension or expulsion.~~ The SCA or, for cases alleging an act of violence for which there is a complainant, the complainant may submit a response to the appeal, which must be received by the AVCSS no later than five (5) business days after receipt of notice of the petition. A petition for administrative review shall contain the date of the hearing committee's action and the basis for the petition, i.e., why the student believes such review is necessary. Sanctions shall not be imposed while the review is pending.

~~The college president or designee shall automatically review every penalty of suspension or expulsion. All other requests for review shall be granted at the discretion of the college president or designee. Sanctions shall not be imposed while the review is pending.~~A review of a petition for administrative review of the decision of the hearing committee is a review of the hearing record; it is not a new hearing.

~~A petition for administrative review of the decision of the student discipline committee is a review of the record; it is not a new hearing.~~

~~A petition for administrative review shall contain the date of the student discipline committee's action and the basis for the petition, i.e., why the student believes such review is necessary. A student shall file his or her petition with the college president or his or her designee on or before the third business day after the date the stu-~~

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~~dent discipline committee issued the penalty. If the college president or designee rejects the petition, the decision is final and the action of the student discipline committee stands.~~

The ~~college president or designee~~ AVCSS or designee in ~~his or her~~ their review, may take any action that the ~~student discipline committee~~ is authorized to take under this policy; however, neither the ~~college president~~ AVCSS nor ~~his or her~~ their designee may increase the ~~sanction/penalty assessed by the committee~~. The ~~college president or designee~~ AVCSS or designee may, at their discretion, receive written briefs and or hear oral arguments during the review.

The ~~college president or designee~~ AVCSS or designee ~~shall~~ may modify or set aside the finding of violation, penalty, or both, if of it is determined that ~~the student discipline committee~~ if the substantive rights of a student were ~~prejudiced~~ violated because the ~~student discipline hearing~~ committee's finding of facts, conclusions, or decisions were:

1. In ~~consistent with or in~~ violation of federal or state law or a published ~~college~~ College District regulation or policy;
2. Clearly erroneous in view of the reliable evidence and ~~the a~~ preponderance of the evidence; and/or
3. Capricious or characterized by an abuse of discretion or clearly unwarranted exercise of discretion.

The ~~college president or designee~~ AVCSS shall provide written ~~notification~~ notice of the result of the administrative review to ~~each party to the hearing~~ the respondent and, for cases alleging an act of violence for which there is a complainant, to the complainant ten (10) business days after the petition and any related documents are received by the College District. ~~in the same manner as the notice of the hearing.~~

Hearing Record

The hearing record shall include: a copy of the notice of the hearing; all documentary and other evidence offered or admitted in evidence; any other materials considered by the committee; and the committee's determination of responsibility and any petition for review. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording. The hearing is considered part of the disciplinary record, as described in FLB (LOCAL).

**Authorized
Disciplinary
Penalties**

~~The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule~~ A sanction imposed at one college shall apply to all colleges of the College District.

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1. ~~An “admonition” means a written reprimand to the student on whom it is imposed.~~

2. ~~“Warning probation” means further violations may result in disciplinary probation. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.~~

3. ~~“Disciplinary probation” means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities including, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on College District property or premises, and gambling.~~

4. ~~“Withholding of transcript or degree” may be imposed upon a student who fails to pay a debt owed to the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.~~

5. ~~“Bar against readmission” may be imposed on a student who has been expelled for disciplinary reasons.~~

6. ~~“Restitution” means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.~~

7. ~~“Suspension of rights and privileges” is intended to be a flexible penalty, which may include limitations or restrictions to fit the particular case.~~

8. ~~A “suspension of eligibility for official athletic and nonathletic extracurricular activities” prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization’s activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities including, but not limited to, the use or possession of alcoholic beverages in any college facility, with the exception of specific beverage-related courses within the College District, or any College District sponsored program or event when service of alcoholic beverages is permitted by College District pol-~~

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~~icy; giving false information in response to requests from the College District; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction for any act that is classified as a misdemeanor or felony under state or federal law.~~

9. ~~“Denial of degree” may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.~~

10. ~~“Suspension” from the College District prohibits, during the period of suspension, the student on whom suspension is imposed from being initiated into an honorary or service organization; from entering upon any College District campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the College District.~~

11. ~~“Expulsion” is permanent severance from the College District and any college that is a part thereof.~~

12. ~~“Failing grade” means a grade of F may be assigned for the course as a result of scholastic dishonesty along with suspension, or other sanction, as appropriate.~~

~~A sanction imposed at one college shall apply to all colleges of the College District.~~

ITEMS FOR REVIEW NO. 6.1.a.

Education Workforce Committee Notes for June 1, 2021

An Education Workforce virtual meeting of the Board of Trustees of Dallas College was held Tuesday, June 1, 2021, beginning at 2:48 p.m. on the Cisco WebEx platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- Mr. Cliff Boyd
- * Ms. Monica Lira Bravo
- Ms. Charletta Rogers Compton
- * Ms. Diana Flores
- Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter (committee chair)
- JL Sonny Williams
- Ms. Dorothy Zimmermann

Members Absent

JL Sonny Williams

- * *Denotes a committee member*

1. **Roll Call** - Announcement of a Quorum confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None

4. **Committee Presentations**

1. Academics and Online Futures

Presenters: Shawnda Floyd, Terry Di Paolo

Provost Floyd introduced Terry Di Paolo and expanded on the core of their presentation of how we got to where we are now from a district of seven colleges to a single college with seven academic schools. She advised they would then shift to speaking about online learning and how the restructuring of Dallas College has created an opportunity to refocus on what we have done in the past and to better serve our current students and community in the future. Floyd reported that Di Paolo has been overseeing our newly formed Office of E-Learning which is housed at the LeCroy Center focusing on expansion and enhancement. Floyd reminded everyone that the decision to move from seven separately accredited colleges to a single Dallas College was not a snap decision but made with

thoughtful deliberation from this Board and purposeful inquiry of the needs of our Dallas College students. Floyd reported that the Office of E-Learning is charged with invigorating this area and have not only structured critical activity but are embarking on the forefront with serving the diverse needs of Dallas County residents.

It was noted that Chair Bravo joined the meeting.

Floyd stated that the Board has heard collaboration of academics, schools, student success and workforce and operations with many common themes connecting what we do to the newly transformed Dallas College. She shared that with aligning the mission and vision of the board, we are developing programs that will serve regional demand and provide a living wage. Floyd reported that we have created pathways through programs using certificates to quickly provide students qualifications and employers with skilled employees for upskilling and know that student's success depends on the coaching provided to students. She reported that we are looking at ways to meet the diverse needs of our community and the needs of Dallas and ways to increase workforce to refresh activities like online learning. She stated that the living wage is an annual estimate required by households to be finally independent from aid and be free of housing and food insecurity. She also reported that this does not include things like entertainment, eating out or vacations. Floyd advised this is based on food, utilities, childcare, and transportation. Floyd reported that it is getting harder and harder for many to afford to live in Dallas, so we need to provide a bridge to employment that offers a living wage. She stated that 1 in 5 residents are considered poor with Latin X and African American considered as the in Dallas County.

Chair Boyd said he has reviewed the presentation and is motivated and concerned about how we move this needle of a living wage if we don't find a front and innovation with futuristic jobs. He stated that if we do not get people working at a higher living wage then it is not going to create anything except less unemployment. He advised we need to accelerate in a big way our innovation of bringing different kinds of jobs or new jobs to our region and this is a priority. He said he believed when given a challenge we have always demonstrated we rise to the challenge and we don't do not move the needle for a higher living wage – need to accelerate bring new and different jobs to the forefront. He advised the group that we have got to make this happen with different ingredients.

Floyd reported that there are multiple innovations coming down the pike to meet the needs of corporations and increase innovation. She shared that we will be exposing our faculty members to newer and current technologies applicable to their field and will come into play with the systematic review.

Trustee Zimmerman asked the group if they were aware of the Mechatronics program at Eastfield and stated she was disappointed that she had to find out about it from the Dallas Morning News. Trustee Boyd stated that we cannot do this by ourselves but need partners

like the Amazon Mechatronics program at Eastfield. He shared that he was given a tour of this when visiting the campus. He also said our sales force needs to be out on the streets making these things happen since we cannot do this by ourselves. We need to find more partners such as this and it will take a team effort. He shared with other board members that we have lists and goals coming to them and nothing to help them understand the outcome. Trustee Flores asked that this be defined such as X number and X percentage and that each time a presentation is shown to us that there is no metrics and it is too open-ended. Flores advised that Dallas College has not stayed up with the trend of offering new programs. Chancellor May agreed and advised we would present specific programs in this manner going forward. He advised that when we get into the budget workshop that Presidents will speak on this as that will be part of their role. Pyper Wilkins will also contribute in this area as it is a team effort. He states that our leadership are engaged and with the structural change and educational programs the expectation of faculty will be to become directly engaged with businesses.

Floyd advised that the point is taken and will make sure this is added in the future in how we arrived at where we are today outlining one college with seven schools and they are aligned across campuses. She reported that as this is brought forward, Vice Provosts can identify their specific goals in terms of perhaps student completion and how any student who completes the program with Dallas College can move into a living wage job. She advised that this is currently a high-level overview of how we are organized and operating currently and why we perform this way. Floyd shared that there had been previous questions that arose regarding structure across schools.

Trustee Boyd shared with the board that he believes Trustees need to invest more time than just one day a month and we need a high level overview and should drill down to understand finite situations He believes they need to do more as trustees.

Trustee Ritter advised this was a point well taken and he would discuss it with the chair.

Provost Floyd proceeded with the presentation showing the timeline in Fall 2016, our district was selected to be one of the first community colleges in Texas to take part in the state Guided Pathways launch which would connect colleges to K-12 and employers. She shared that with major employee consultation, seven career paths were chosen in Spring 2017 and became integrated into the Board Strategic Priorities. Floyd advised that this began the work of reframing our programs and our curriculum in terms of career paths and guided pathways with these pathways being featured into our Educational Plan. In March 2019, she reported that the board was presented with a regional analysis that aligned needs with the seven GPS career paths and the need to transfer around these pathways that serve regional employment needs and how to best serve local business needs and ensure student success. Floyd shared that just prior to the pandemic in 2020, the Board approved a new operational structure and program consolidation and plan for seven schools. She reported that SACS then began their review and it was clear to them

Dallas College undertook the task of consolidation to better the education experience for our students, employees, and the entire Dallas County community. The committee issued no recommendations and fully endorsed our substantive change to a single Dallas College.

Floyd shared that she is asked regularly what is going on with our college as it is no secret that we have undergone monumental change. She advised the best way to answer this question is “Old” – separate to single accreditation – academics organized differently, competition and siloed CE/CR versus “New” - organized seven schools present at each campus, no silo, leadership different at each college, presidents working alongside Provosts, no competition and now collaborative, partnered and cooperative. She stated it is seven schools working together so well and all wanting the same thing to help our community succeed.

Trustee Boyd inquired why we called the School of ETMS instead of STEM if students they live in the world of STEM and would be confusing. Trustee Ritter advised it is called different things by different schools. Floyd reported that they tend to get stuck on Science and Mathematics with the STEM acronym and everything different in all of these schools with there being a silo between CE/CR and never intersecting/crossing. She advised that we have intertwined both. We will continue to work closely with Pyper Wilkins having an incubator. She reported that the vision for having an incubator in our structure and the way it was set up is to have faculty members work with members of the corporate community and other community partners come in to talk about what is needed, the skills that are lacking in students or in their workforce and we develop programming around that to be responsive so the community is getting what they need as well as our students. She went on to say that our Vice Provosts are expected to serve as advocates of their school for students, faculty, community members, local business and industry and actively engage with employee partners for the purpose of creating new partnerships, responsive programs, and revenue opportunities. The Chairs are expected to oversee high quality instruction and take the primary functions of programs. Educational partnerships work with over 250 high schools to offer dual credit, P-Tech, and early college high schools. The Office of E-Learning is dedicated to partnerships across Dallas College with e-learning, online learning and digital tools becoming a part of the pandemic’s new normal. Floyd advised that teaching online is not easier than teaching in a traditional classroom. She advised the e-learning strategy is focused on the development and expansion of online programs and the program with the schools, the enhancement of the student experience and the enhancement of online learning and teaching.

Dr. Terry Di Paolo gave a brief history of his background stating he has been in this country for 10 years and worked as faculty, administrator, and an instructional designer. He worked for the Open University in the United Kingdom which was a pioneering institution across the world. Di Paolo also provided an overview of the e-Learning Center having been created in 1972 pioneering work on telecourses. He also shared that telecourses gained national acclaim and growth with the telecourses lead to the center for

telecommunications in 1991 with this center being named for one of our chancellors and is situated adjacent to the Richland campus. Di Paolo went on to explain that the Office of e-Learning at the LeCroy Center has a state-of-the-art studio and is shaping higher education not in Dallas but across the United States. He reported that the studio is the home for online learning and houses approximately 100 employees with the mission remaining unchanged of advancing education through technology, innovation, and collaboration.

Di Paolo advised that the center comprises great services, motion graphics, digital prints, as well as live and virtual events for all our programs across seven campuses. He reported that the center serves current trends in online learning not just through web pages but explores new ways to reach audiences on TikTok and Instagram social media. Through this diverse and expanding marketplace, he advised that learners and employers want flexible and affordable programs with a focus on quality of product, teaching and outcomes.

Di Paolo advised that there is increasing competition from businesses like Microsoft. He shared that providers and consumers are seeking new, flexible, low-cost skills that are stackable and take minimal time to complete. The pandemic quickly sparked conversation regarding quality of online courses and teaching which Di Paolo stated the biggest issue was engagement and if content was not relevant it was not likely students would learn and succeed.

Di Paolo reported that for this fall semester there would be four modalities with face to face requiring the least explanation with instructors having teaching space on a regular schedule where they meet with their instructor. Hybrid meets face to face in a classroom for a portion of the week and students are required to study and complete assignments online. Online or fully online is where most, if not all, will take place online and the students have assigned instructor who gets a schedule and will follow it each week featuring reading assignments, group discussions, grades assignments and will support the assignments and engage with students as needed. Some instructors wanted the ability to lead a discussion at a specific time so wanted the ability to combine both formats. He went on to share pre-pandemics statistics that showed 40% of students were taking face to face, 30% online only, 30% combination of both where 1 in 3 students took an online course—roughly 45,000 face-to-face and 38,000 online.

Trustee Flores asked what is being done to ensure that those students have the best experience possible in terms of the delivery, content, and persistency?

Di Paolo reported that during the pandemic the focus was on the quality of online learning and creating a culture of professional development around teaching. He shared that students are experiencing online learning in grade school.

Trustee Flores asked if we will be monitoring the success of online just like our face to face?

Trustee Ritter asked Di Paolo to describe the state/region on inter-institutional cooperation between schools with there being no greater accelerant than ECHS. He also asked if Di Paolo saw an opportunity of cooperating with other institutions. –

Di Paolo advised that we need to replace or revisit initiatives at Dallas College. He shared that the THECB has established a new office around digital learning and one area they have brought together with partners is the open educational resource where partners create and share content across institutions with a major grant. He went on to say that they are creating a repository for smaller of colleges so their students wanting to complete a program online have access.

Di Paolo further shared that an area of focus is tied to developing partnerships for employment. This program will focus on stacking credentials for urgent employers needs and shifts to programs that impact lives significantly through access to these stacked credentials. Lastly, Di Paolo stated that at the heart of the expansion is collaboration and partnership with schools, academic areas, and work to accomplish two things – service the diverse needs of our community and the economic disparity of its residents. He stated this is a job-centric approach.

Di Paolo suggested that national and regional areas of growth and urgent employer needs are in the Technology/Business/Health/other areas.

Trustee Ritter stated that the LeCroy Center is recognized as one of the best in world.

Dr. May shared that the LeCroy Center was far out there at the time of its creation and with the development in partnership with PBS has changed the way we looked at e-Learning in the old way vs. new world. He shared that recognition is important to people's future and as Di Paolo said it is all about jobs and the goal of putting people to work. He further shared that we only had two programs where you could get a credential if you were able to find enough time in our catalog it was doable but did not make it easy.

Trustee Flores shared that she actually took some telecourses which had been taped where you popped it in and could see they were done in the 70's with the long-haired men and bell bottom pants.

Trustee Ritter shared that he remembered reading a book in the 90's called "The Monster Under the Bed" about online and distance education. This has become so important and even have an Associate Vice Chancellor who got their PhD online.

Chair Bravo suggested creating short one-minute videos and putting them on Facebook or other media outlets.

Trustee Ritter thought this was a great suggestion. He reminded everyone that a year ago we recorded a commencement video for our students.

Dr. Beatrice Joseph commented that this has truly been a collaboration to make sure students get what they need with a job centric approach. She stated that success coaches understand the journey and are looking forward to bigger and better progress in the way they way student want to learn and how we guide them to good paying jobs.

Pyper Wilkins agreed that the integration that Dr. Joseph mentioned the Workforce and Advancement's role is to pull in busines partners role and are being very intentional working internally and externally to make sure students are getting what they need to be successful.

Trustee Ritter asked if Student Services planned to go online at the similar level.

Dr. Joseph advised that as a product of the pandemic students want to receive their services online and we will continue that partnership. She stated Student Services is here for support of students who want the online experience.

5. Items for Review

1. Committee Notes

a. Education Workforce Committee Notes for May 4, 2021

6. Executive Session

7. Adjournment

The meeting was adjourned at 3:58 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.