



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 A EDUCATION WORKFORCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL

Tuesday, November 9, 2021, 1:30 p.m.
1601 Botham Jean Blvd., Room #036, Dallas, Texas 75215
www.dcccd.edu/boardmeetingslive




DUE TO HEALTH AND SAFETY CONCERNS RELATED TO THE COVID-19 CORONAVIRUS, THIS MEETING WILL BE CONDUCTED BY VIDEOCONFERENCE OR TELEPHONE CALL. AT LEAST A QUORUM OF THE BOARD OF TRUSTEES WILL BE PARTICIPATING BY VIDEOCONFERENCE OR TELEPHONE CALL IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 551.125 OR 551.127 OF THE TEXAS GOVERNMENT CODE THAT HAVE NOT BEEN TEMPORARILY SUSPENDED BY ORDER OF GOVERNOR ABBOTT ON MARCH 16, 2020.

Education Workforce Committee Meeting 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**
 - 4.1. Biotech+ Building the Ecosystem in Dallas
Presenters: Pyeper Wilkins, Nicole G. Small, CEO of LH Capital, Inc.
and Lyda Hill Philanthropies, Tom Luce, CEO of Biotech+ Initiatives at
Lyda Hill Philanthropies, Dr. Marc Nivet, Executive Vice President for

- 4.2. Academic Services: Supporting Instruction, Business and Our Community 4 - 17
[4.2\) 2021Nov9_EduWkfc Cmte presentation Academic Services final.pdf](#) 
 Presenter: Greg Morris
- 4.3. 2021 Fall Enrollment Update 18 - 38
[4.3\) 2021NOV9_EduWkfc Cmte presentation 2021 Fall Enrollment Update final.pdf](#) 
 Presenter: Marisa Pierce

5. Overview of Regular Agenda Items

- 5.1. Policy Items - First Reading
- a. Approval of Amendments to Policies Concerning Student Rights and Responsibilities - FLD, FLDB, FLB, FM and FMA (LOCAL) 39 - 91
[5.1\) 2021NOV9_EduWkfc Cmte_Student Conduct Policy presentation.pdf](#) 
[5.1.a\) Policy Item-First Reading_FLB, FLD, FM, FMA \(LOCAL\)_combined final.pdf](#) 
 Resource Contact: Tricia Horatio
- b. Approval of Amendments to Policies Concerning Term Contracts – DCA and DMAB (LOCAL) 92 - 98
[5.1.b\) Policy - First Reading_DCA-DMAB_combined final.pdf](#) 
 Resource Contact: Tricia Horatio

6. Items for Review

- 6.1. Committee Notes
- a. Education Workforce Committee Notes for October 5, 2021 99 - 102
[6.1.a\) 2021OCT5_education workforce committee meeting notes final.pdf](#) 

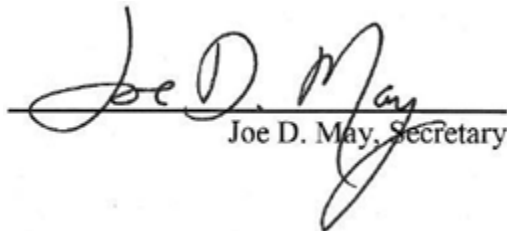
7. Executive Session (if required)

- 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 Third Person - Section 551.072
- 7.4. Deliberate Regarding Security Devices or Security AuditsSections 551.076 and 551.089

8. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE NOVEMBER 9, 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 5th day of November 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



Academic Services



**Connecting the Academic Enterprise to
Business, Students, and our Community**



CONNECTED ACADEMICS



Academic Services



Special Academic Programs

Academic Incubator

Learning Commons

Center for Excellence in Teaching and Learning

Academic Scheduling

Office of Curricular Innovations

Office of Academic Compliance





Academic Services



Special Academic Programs

Academic Incubator

Learning Commons

Center for Excellence in Teaching and Learning

Academic Scheduling

Office of Curricular Innovations

Office of Academic Compliance



CONNECTED ACADEMICS



Special Academic Programs

To build a cohesive student-centered academic enrichment experience that focuses on enhancing the academic experience, increasing student **marketability**, and empowers the next generation of **global citizens**.

Dean of Special Academic Programs, Dr. Maria Boccalandro

- 3 Senior Managers
- 2 Coordinators

Honors, Phi Theta
Kappa, & Honorary
Societies



International
Engagement



Service Learning &
Focused Community
Engagement



Academic
Enrichment
Programs



CONNECTED ACADEMICS



Special Academic Programs

Formalize **service learning** and **international** Education experiences in both honors and PTK programming

Increase honors program **equity & access** to all students regardless of campus location

Seek external funding to endow a world-class honors program.

Honors, Phi Theta Kappa, & Honorary Societies



Expand marketable skills through **internationalization** of curriculum opportunities across general education/core curriculum

Expand **Study Abroad** and Global Citizen Alliance (GCA) offerings

Formalize co-curricular, speaker series, and K-12 partnerships with **World Affairs Council** of Dallas Fort Worth

International Engagement



Expand post-COVID Emeritus programming by **20%** from 2019-2020 levels-expanding both offerings and campus locations

Launch **pop-up** emeritus speaker/special topic series and mentoring program

Expand meaningful **service-learning opportunities** with key community agencies, museums, and service organizations.

Service Learning & Targeted Community Engagement



Expand impact and reach of the **Common Book** program with 2021-22/2022-23 *Caste* book selection. Make Common Book integral across PTK and Honors.

Support campus and college based **academic enrichment programs** that greatly contribute to the student experience.

Academic Enrichment Programs



CONNECTED ACADEMICS



Academic Services



Special Academic Programs

Academic Incubator

Learning Commons

Center for Excellence in Teaching and Learning

Academic Scheduling

Office of Curricular Innovations

Office of Academic Compliance





The Academic Incubator

A center for **curricular and system innovation** where industry leaders, faculty subject matter experts, labor-market analysts, and designers respond swiftly and nimbly to the training and education needs of business and community.

Director of Incubator, Beth Stall

- 3 Project Leaders
- 1 System Solutions Lead
- 2 Faculty-in-Residence
- 1 Corporate Fellow (TBA)





Before the Incubator...

Mechanics

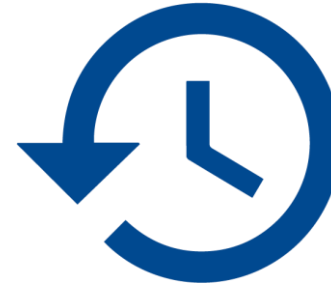


System favored compliance-driven processes over **innovative solutions**

Campus competition delayed curriculum action

Lack of a structure where faculty and industry could **ideate and create**

Timing



Average curriculum process exceeded **2 years** leaving industry hanging

No entity responsible for urgency of curricular solutions

Disconnect



Labor Market Analysis

Industry Needs

Continuing Education & Credit Alignment

Credit Content & Industry Certification

Curriculum Process and Industry Timelines



The Academic Incubator

7 Schools

Workforce Training

Industry Needs

Labor Market Intelligence

Industry certifications

K-12 Needs

Pathways

**Academic
Incubator**



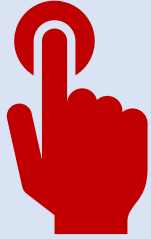
**Curriculum
Innovation**



CONNECTED ACADEMICS



How Do We Accomplish this?



Curriculum Prototyping & Innovation

Gen-Tech Model

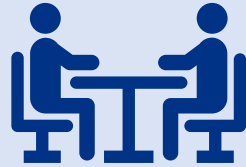
Virtual Care Assistant

Embedded Certifications

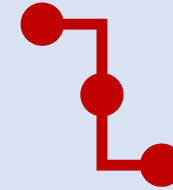
True Pathways

Prior Learning Assessment

Virtual Internships



Industry Collaboration



Leveraging Internal Capacity

Continuing Education to Credit Pathways

General Education and Marketable Skills Integration

Course Content and Industry Alignment



Building & Supporting Faculty Expertise

Promoting increased faculty industry certifications

Faculty-in-Residence Program

Corporate Fellows Program

Creating environment for faculty engagement, exploration, and expression



Academic Incubator



Insurance Representative Certificate

- Recognizes 12 credits via **Prior Learning**
- Leads to 18 credit hour Level 1 Certificate
- Transferrable to the Associate of Arts degree
- Recognizes Property & Casualty License + AINS Certification



CONNECTED ACADEMICS



Academic Incubator

NEW AMERICA

We are dedicated to renewing the promise of America by continuing the quest to realize our nation's highest ideals, honestly confronting the challenges caused by rapid technological and social change, and seizing the opportunities those changes create

In Dallas, Connecting College and Careers to High School Talent

BLOG POST



Photo by Jeswin Thomas on Unsplash

By Iris Palmer

June 25, 2021



CONNECTED ACADEMICS



Academic Incubator



Jobs for the Future

JFF drives change in the American workforce and education systems to promote economic advancement for all.



1/7 Sundar Pichai, CEO of Google, speaks before signing the White House's Pledge to America's Workers to the President, on Thursday, October 3, 2019 at El Centro College in Dallas. Google announced they are ex Professional Certificate. (Ashley Landis/The Dallas Morning News) (Ashley Landis / Staff Photographer)



CONNECTED ACADEMICS



Academic Incubator



The Dallas College Salesforce Industry Cert prep course is important as it is the **first fully accredited Salesforce** Administration course created specifically for students to earn college credit. The curriculum was designed for a three-credit hour using the Carnegie method and can be delivered successfully either in person or virtually... we are grateful to **Belicia Alborno** for being the first instructor to teach the course and for **Beth Stall** for her work in bringing the course to the students.

Sharon Hartwig
Manager, Trailhead GTM Partners and Programs





Fall 2021 ENROLLMENT UPDATE

Dr. Marisa Pierce
Associate Vice-Chancellor
Enrollment Management



76,350

**Fall 2020 Dallas College
Students (unduplicated)**

VS.



70,849

**Fall 2021 Dallas College
Students (unduplicated)**

23,033 DC/ECHS

All detected instances of student while participating in Dual Credit, Early College High School or Richland Collegiate in corresponding term

11,548 FTIC

First detected instance of higher education in corresponding term

41,297 Returning

Returning after having previously attended Dallas College in a previous term

2,997 Transfer-in

First detected instance of Dallas College, but with previous higher education experience in corresponding term

21,979 DC/ECHS (-5%)

9,421 FTIC (-18%)

36,573 Returning (-11%)

2,876 Transfer-in (-4%)



Fall Enrollment

-7.2% Total percentage
difference

As of October 25, all parts of term.

Source: Dallas College Strategic Research & Analytics




Total Enrollment



Hispanics



African American



16-weeks



1st 8-weeks



2nd 8-weeks

-13.9%

7%

19%

-12% Female
-10% Male

12% Female
16% Male

29% Female
32% Male

-14% Female
-11% Male

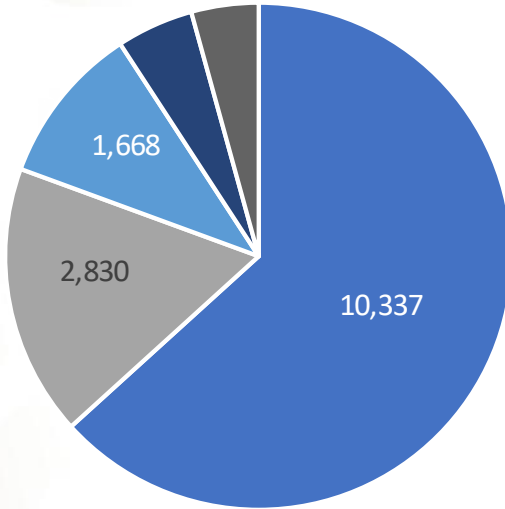
11% Female
7% Male

17% Female
14% Male

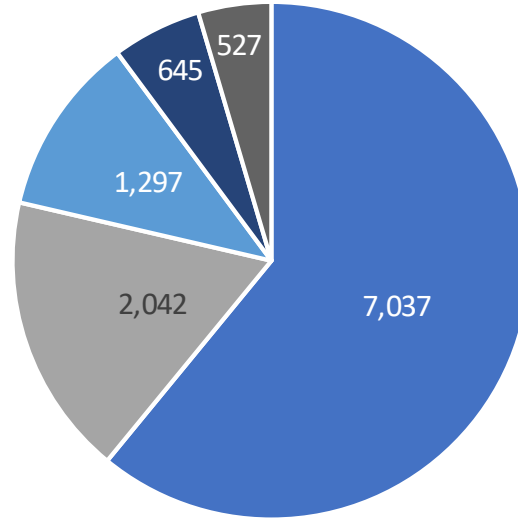
Data comparison – Fall 2020 to Fall 2021

Demographics by Population

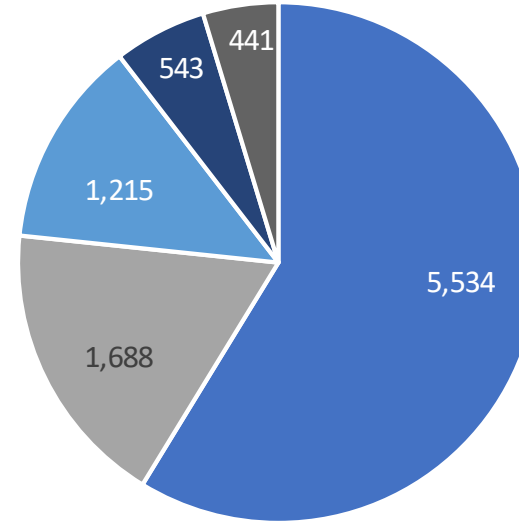
2019FA



2020FA



2021FA

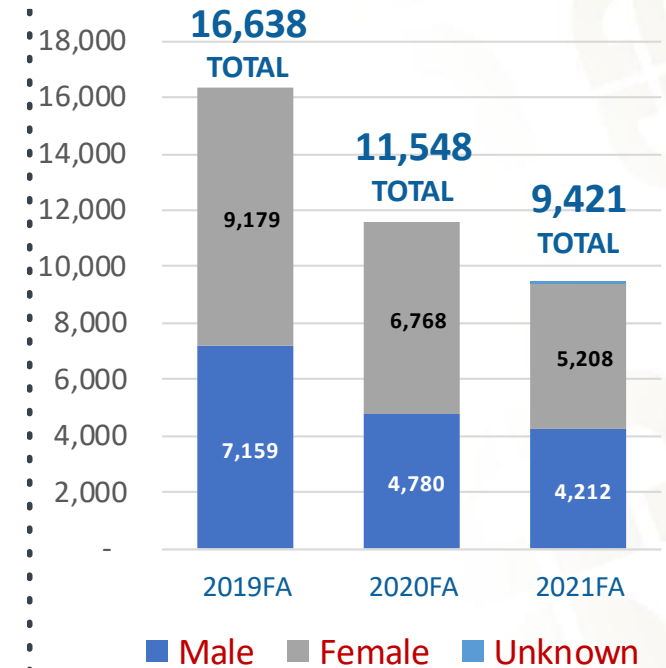


■ Hispanic ■ Black/African Am. ■ White ■ Asian ■ Other

Term Definition

FTIC: All students enrolled in higher education for the first-time.

Demonstrated upward progression throughout enrollment; however, towards start of class change in behavior.

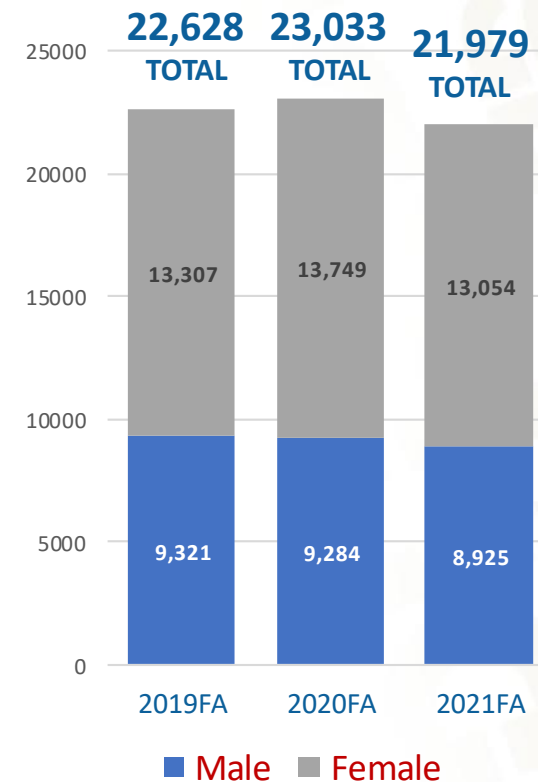
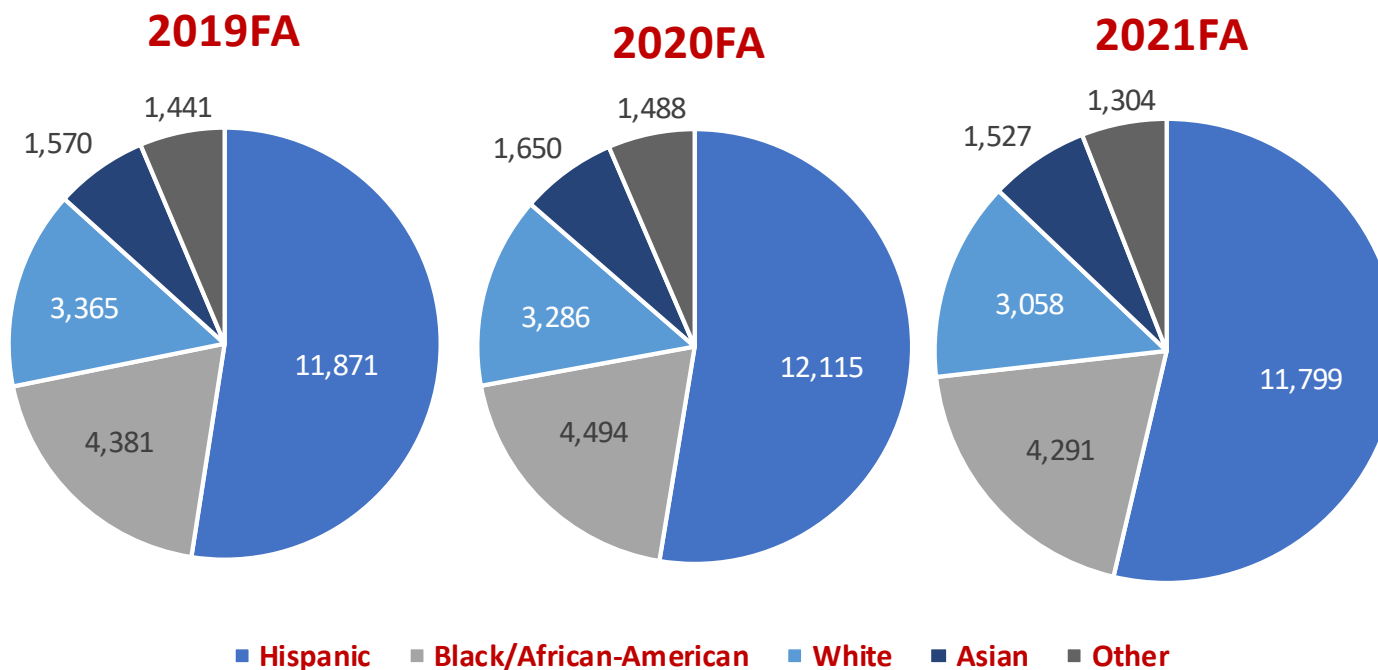


Demographics – First Time in College (FTIC)

Race and Gender



P-TECH/ ECHS/DC students continue to be predominantly Hispanic (53%) and African American (19%) to achieve 60X30 TX Goals.



Term Definition

DC/ECHS: Participating in Dual Credit, Early College High School

Demographics – P-TECH/ECHS/DC

Race and Gender

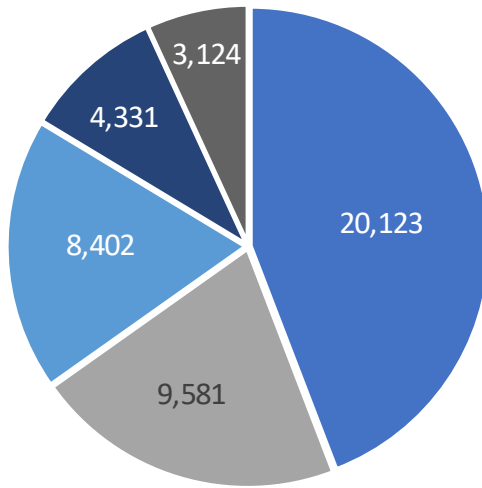
Age

25

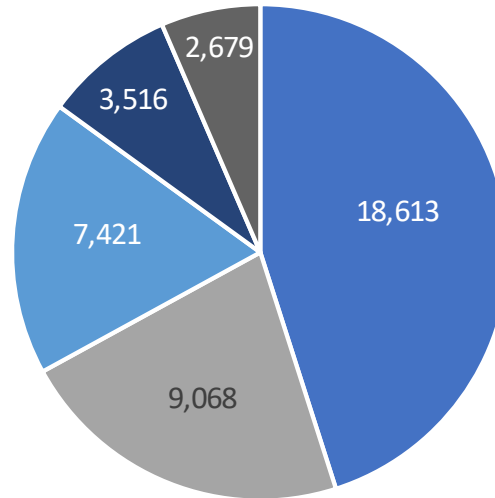
The average age for students in the Returning population in the past 5 years

Race

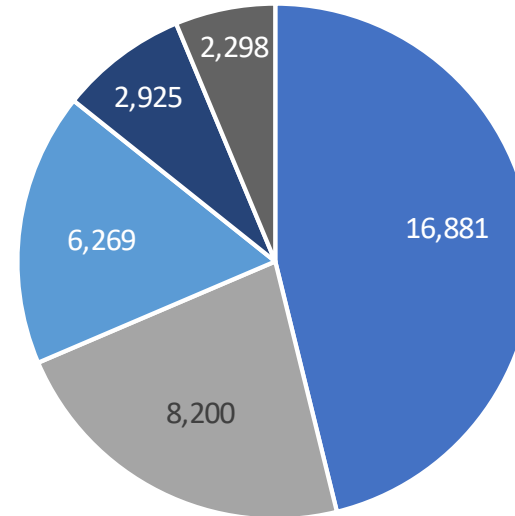
2019FA



2020FA



2021FA



■ Hispanic ■ Black/African-American ■ White ■ Asian ■ Other

Term Definition

RETURNING: Returning after having previously attended Dallas College in a previous term

Time Management, Employment and Family remain top priority.

Demographics – Returning

45,561
TOTAL

50,000

45,000

40,000

35,000

30,000

25,000

20,000

15,000

10,000

5,000

-

41,297
TOTAL

36,573
TOTAL

1

■ Male ■ Female ■ Unknown

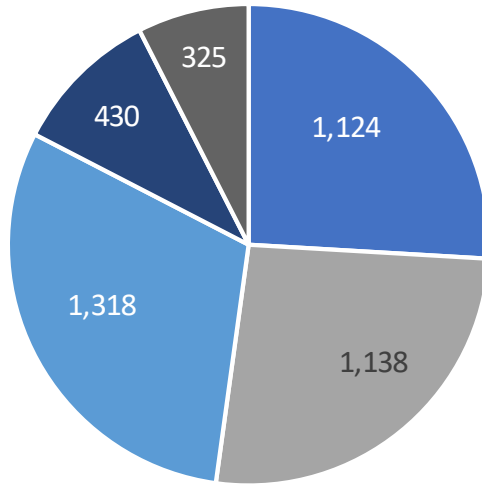
Age

25

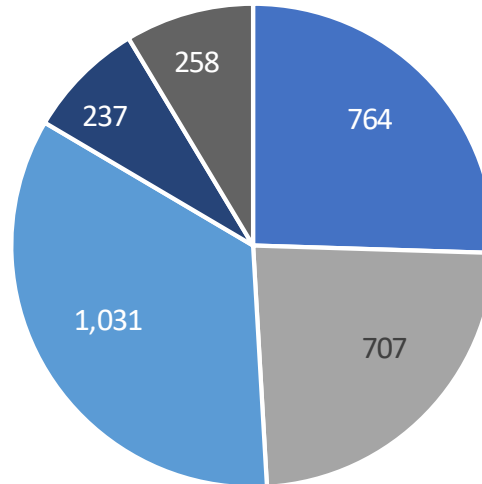
The average age for students in the transfer-in population for the past 5 years

Race

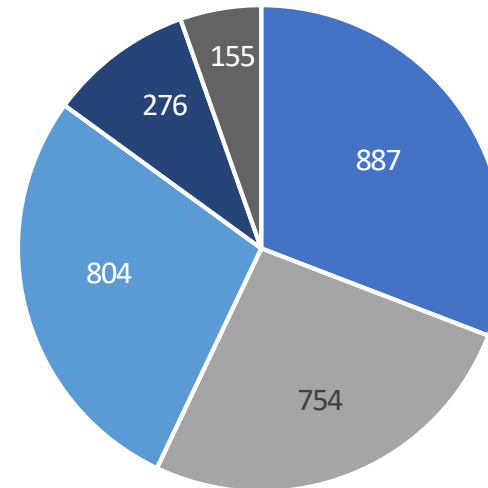
2019FA



2020FA



2021FA



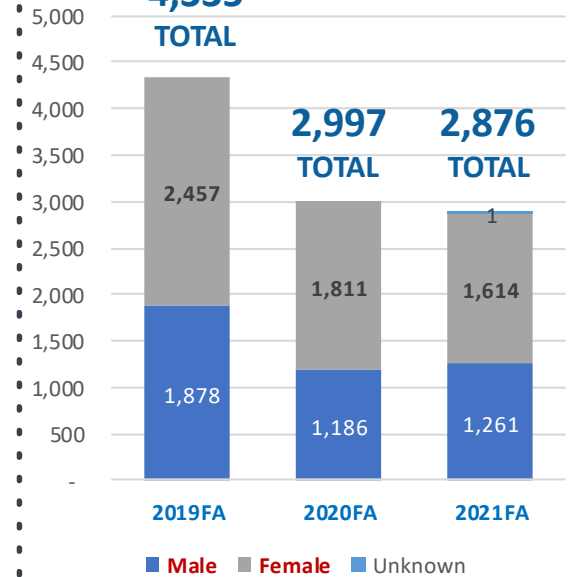
■ Hispanic ■ Black/African-American ■ White ■ Asian ■ Other

Term Definition

Transfer In: First time enrolled at Dallas College, but with previous higher education experience

Increase demonstrated in Males, Hispanics, African American and Asians.

4,335
TOTAL

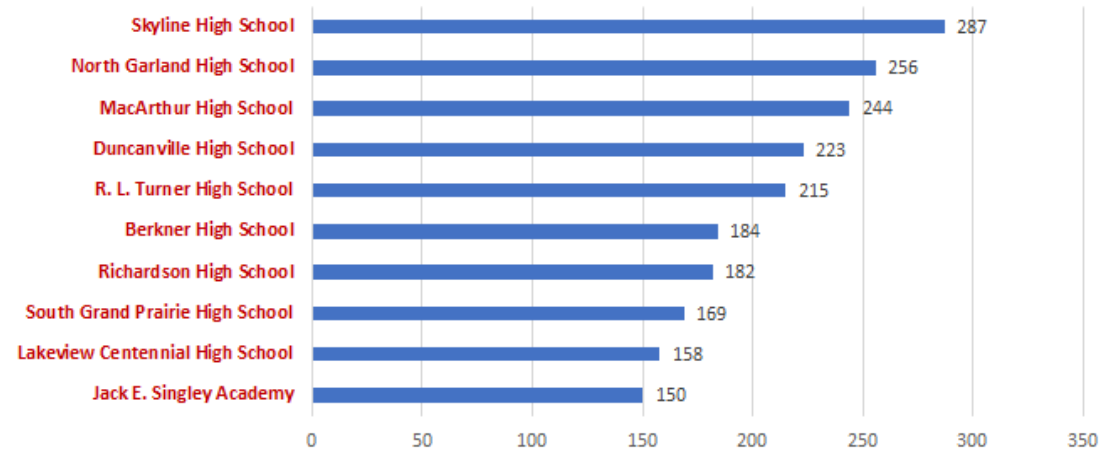


Demographics – Transfer In

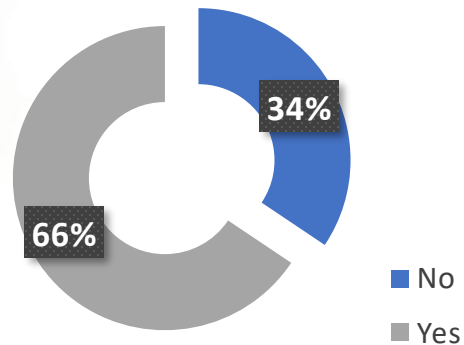


**5,322
Enrolled**

Top 10 high schools



First Generation

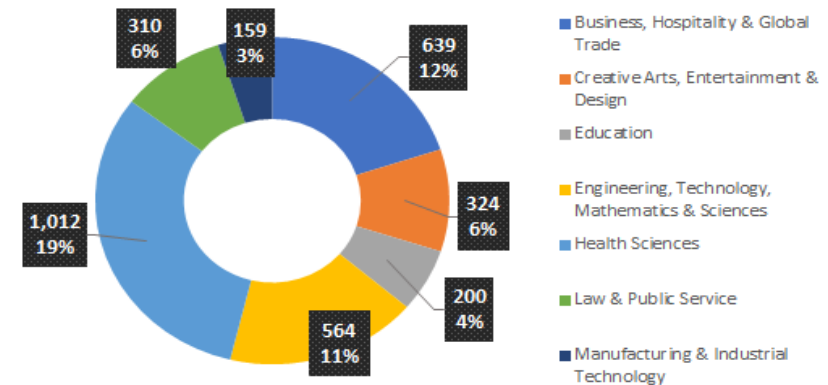


Median Family Income Range




Less than \$32K

Career Pathways



Dallas College Promise Students Facts



Meeting Our Students' Needs Interventions by Population

All Populations

Social Media

Geofencing – Zip Code Impact



- Calling Campaigns (Empathy)
- Removal of Financial Barriers



- Specialized Events
- Removal of Financial Barriers
- Marketing Alignment and Collaborations



- University Publications

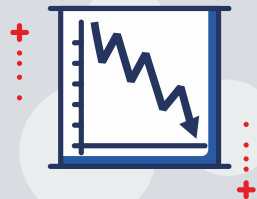
Meeting Our Students' Needs

Interventions by Population



CHALLENGE

**Increase college
access opportunities
& enrollment in
declining zip codes**



INTERVENTION



**Geofencing targeting
zip codes that
demonstrate recurring
low enrollments**



OUTCOME



75211 – Dallas

75227 – Dallas

75043 – Garland

75217 – Dallas

75038 – Irving

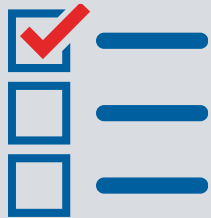
**No longer appear in Top 5
declining codes**

All Populations - Geofencing



CHALLENGE

Getting Dallas
ISD students
Registration Ready



INTERVENTION

Registration ready drive with
Dallas ISD partners



35 high schools



over a
4-week period



hosting
72 workshops



OUTCOME



917
Registered



521
Attended



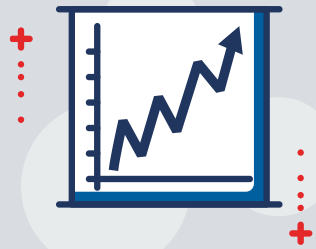
231
Enrolled

First Time in College (FTIC) Students



CHALLENGE

Increase enrollment opportunities



INTERVENTION

College wide

1. Saturdays for Success



over the summer

6 Saturdays event

Face to Face & Virtual Services

2. Preview Day



Welcome to campus event

information sessions

president welcome, swag, tours



OUTCOME



10,223
Served



3,667
Enrolled



862
Registered



830
Attendees

First Time in College (FTIC) Students



CHALLENGE

Accurate projection of dual credit, ECHS & P-TECH course requests and enrollment in collaboration with partner schools.



INTERVENTION



Provide course projections using historical data and align enrollment with priority registration



Increase number of Dallas College credentialed high school instructors to teach dual credit courses



OUTCOME



Timely enrollment of increasing number of dual credit students in Early College High Schools and P-TECHs to ensure student success and completion of certificates & degrees

Dual Credit, P-TECH/ECHS Students



CHALLENGE

Remove Financial barriers – HEERF



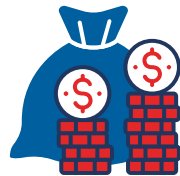
INTERVENTION

1. Fresh Start



Clearing balances for students over the last academic year

2. Incentive Pay Plan



\$260.00 payment plan incentive to support entering into payment plan



OUTCOME



13,780

total recipients



33%

3,504 enrolled



1,264

total recipients



97%

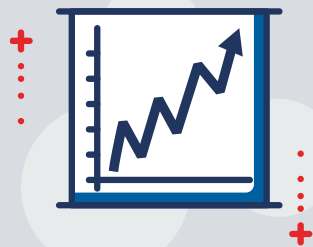
1,232 enrolled

Returning Students



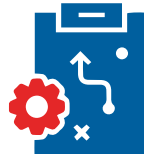
CHALLENGE

Improve declining numbers among female students registered



INTERVENTION

Support for our women



Conducted an empathy campaign



Identified the issues



Sent text messages



OUTCOME



200

phone calls



27%

43 re-enrolled



37,143

text messages



18%

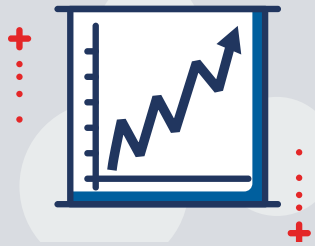
5,692 re-enrolled

Returning Students (female focused)



CHALLENGE

Increase number of transfer in students



INTERVENTION



Advertised in
University
Publications



Social Media/
Geofencing



OUTCOME

Males 7.6% (1,136)



Hispanics 17% (803)

African/American 8% (687)

Asian 10.6% (240)

Transfer In Students



Moving Forward Next Steps





Leverage Technology Resource using Salesforce



Leveraging New Enrollment Management Conversion Team

- Support Enrollment Transition
- Re-Engage Stop Outs
- Support Specialized Populations



Collaboration with faculty and academic leads



Executing Successful Enrollment/ Re-Enrollment Strategies

- Geofencing – Targeting Zip Codes
- Data Analytics – Deep Dive Responsive to Observations
- Success Coaching – Case Management/Appointments



Holistic approach for Adult Students – including ESOL and GED graduates.

Moving Forward/Next Steps

Recruitment and Retention



Thank you





Student Rights & Responsibilities

November 2021 Board Presentation

Student Rights & Responsibilities Committee



Executive Task Force Leaders

Dr. Tracy P. Johnson, AVC
Dr. Greg Morris, SVP

Task Force Purpose

The task force was formed to examine and make recommendations in key policy areas including, but not limited to, student conduct, student complaints, and academic affairs.

Committees

1. Board Policy Review
2. Complaint Process
3. Conduct Sanctions
4. Employee Training
5. Website Design

Task Member Area

Academics

Student Success

Marketing

Board Policy Review

Cynthia Aguilar
Dean of Students

Katy Launius
Assoc. Dean of Support Programs

Shanee' Moore
Assoc. Dean of Student Life and Student Advocacy

Miyoshi Holmes
Director of Student Advocacy and Conduct

Complaint Process

Cristina Rangel

Mark Meyer

Tiffany Kirksey, Dean

Candace Batiste

Rebecca Garza

Lizeth Moyao

Conduct Process

Katy Launius

Shanee' Moore

Alexander Snowden

Dr. Veronique Tran

Employee Training

Beverly Neu Menassa

Cynthia Aguilar

Dr. Joe Martinez

Kevela Kirby

Website Design

Alexander Snowden

Shanee' Moore

Merrill Redfern

Marielle McGregor

Rebecca Garza

Luis Merino

Student Rights and Responsibilities



Student Grievances & Grade Disputes – Student Initiates

FLD

Relates to the process for student **Grievances**, i.e., a student's request for the resolution of a problem or concern

FLDB

Relates to the student **Grade Dispute Process**, i.e., a student's request to dispute a credit course grade

Student Conduct System – College Initiates

FLB

Relates to **Student Rights and Rights and Responsibilities**, including a student's obligation to observe correct standards of conduct and to avoid prohibited behaviors ("Code of Conduct")

FM

Relates to the **Disciplinary Procedure** that follows alleged violations of the Code of Conduct

FMA

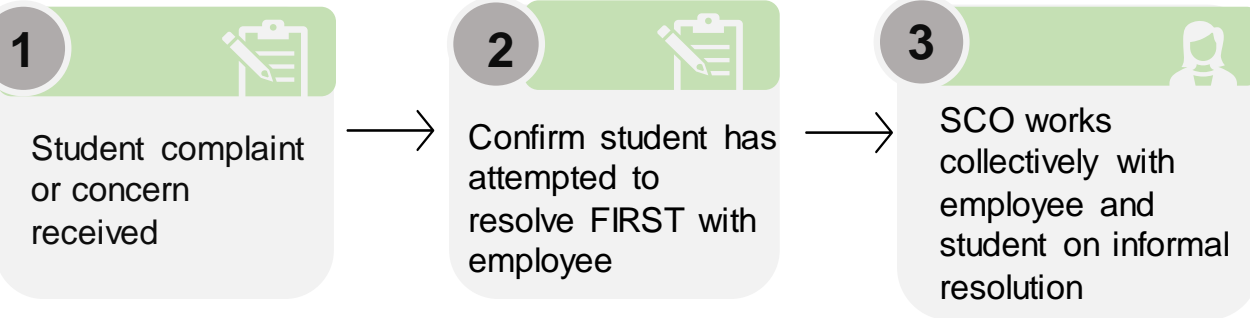
Relates to the **Hearing Procedure** that may apply to alleged violations of the Code of Conduct



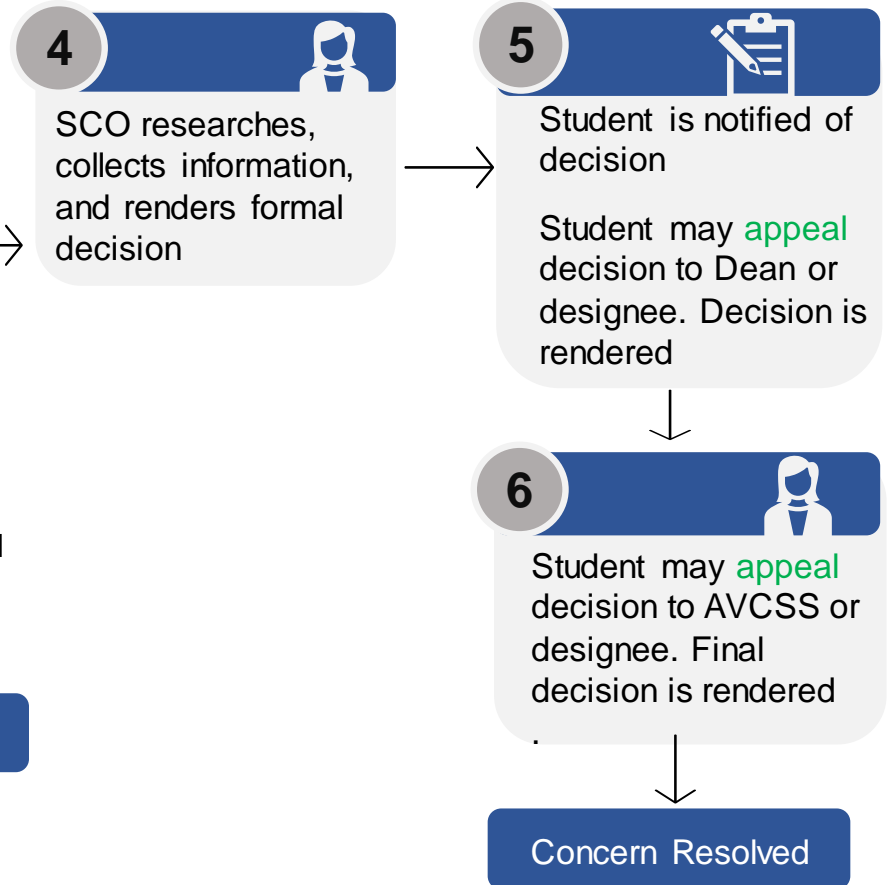
Non-Academic Student Complaints/Grievances

FLD (LOCAL) – General Complaints/Grievances

Informal Student Complaint/Grievance Process



Formal Student Complaint/Grievance Process



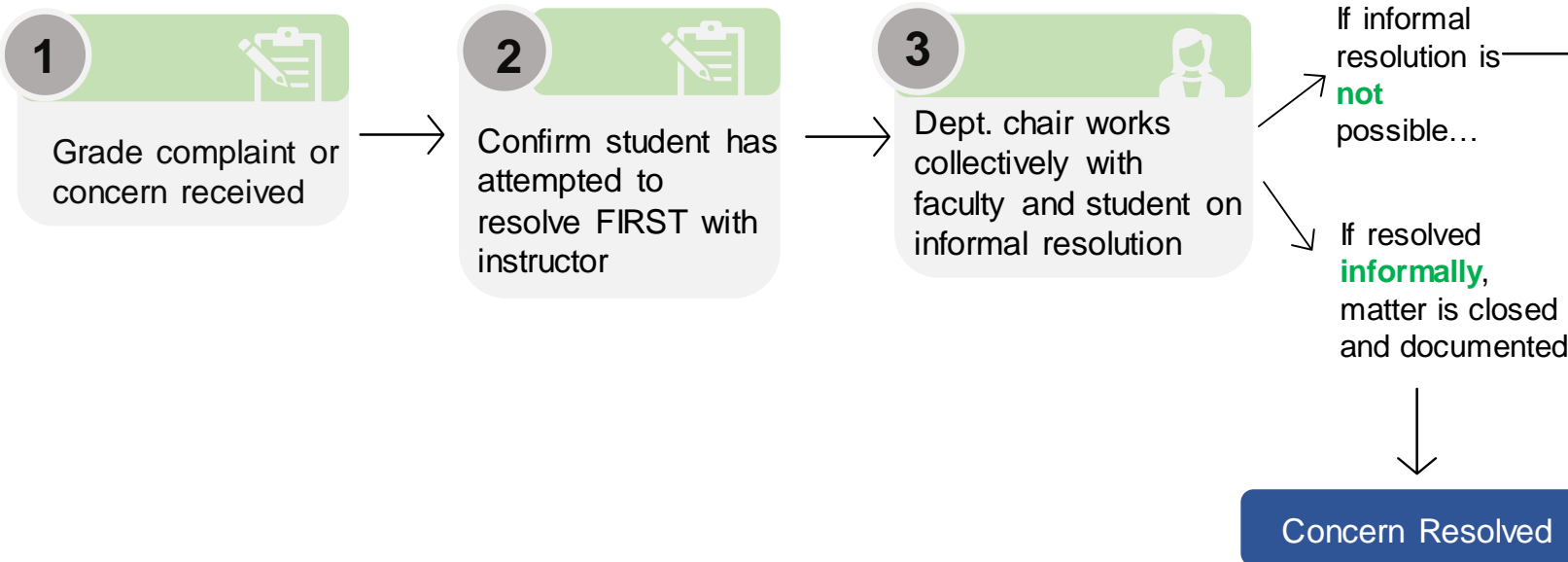
FLD (Local)



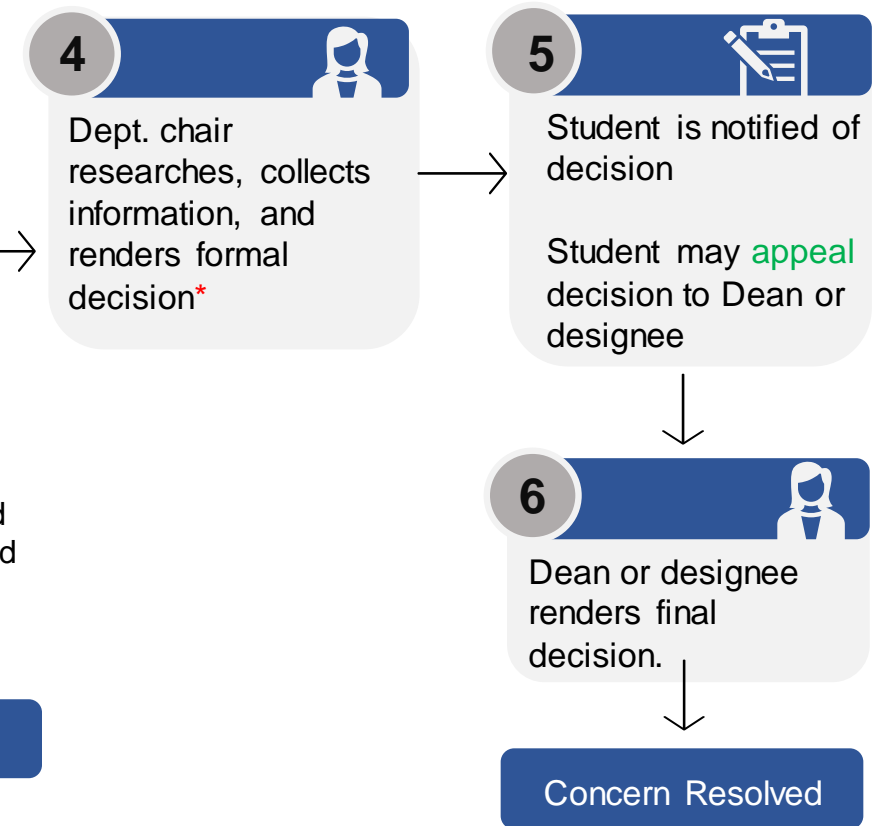
Grade Dispute and Academic Concerns

FLDB (LOCAL) – Course Grade Complaints

Informal Grade Dispute Process



Formal Grade Dispute Process



FLDB (Local)

* In cases where a change of grade is approved, dept. chair must first consult with instructor

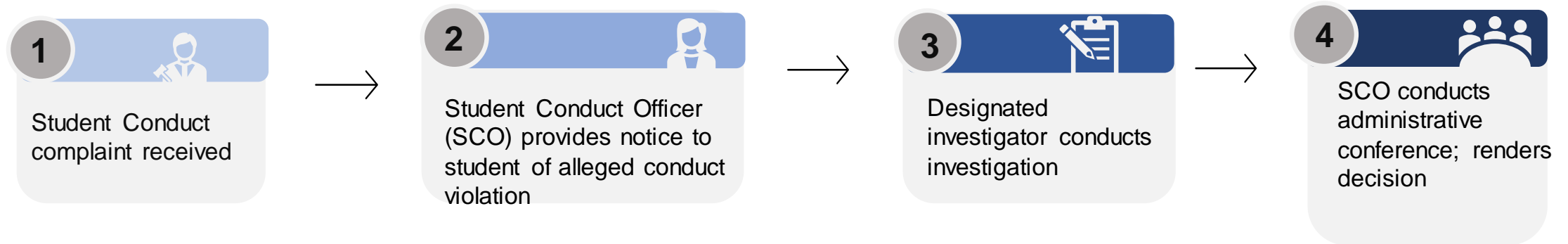
5



Student Conduct Disciplinary Procedure

FM (LOCAL) – Discipline and Penalties

Intake and Investigation



Student Conduct
Disciplinary Process
continues on next slide

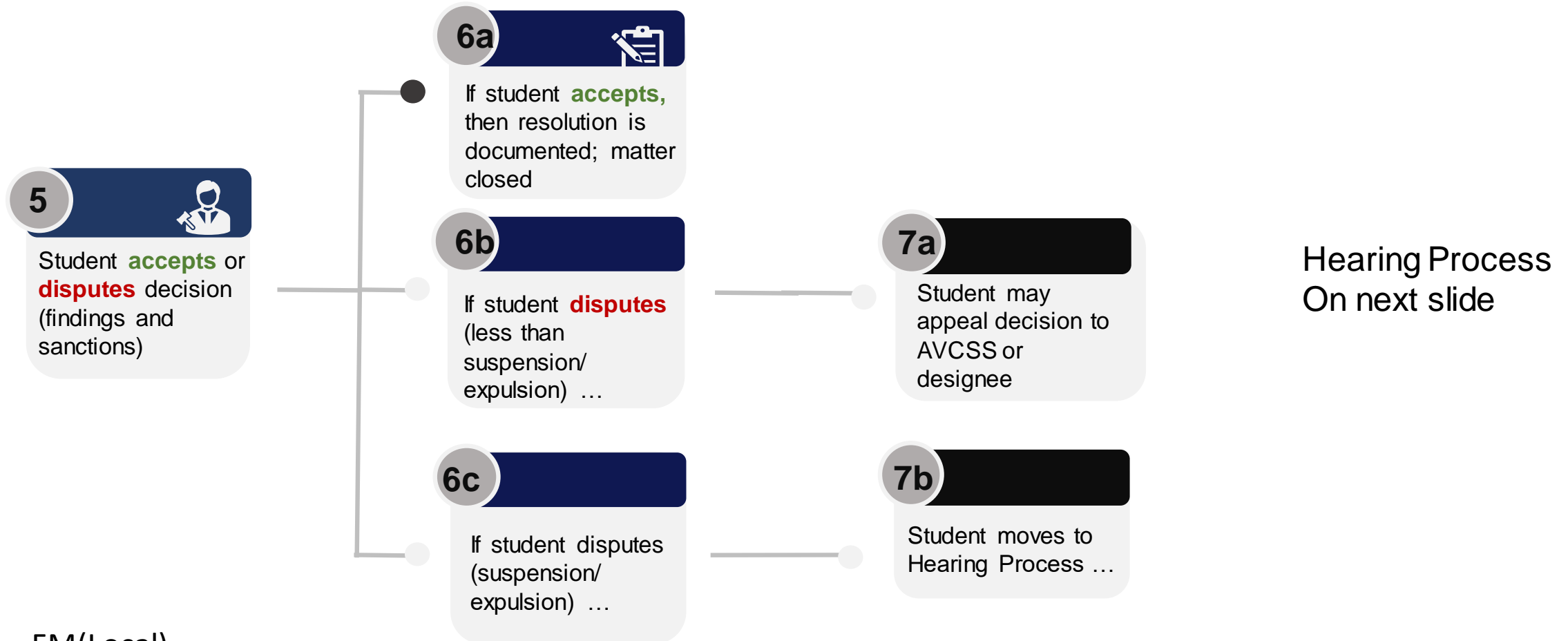
FM(Local)

Student Conduct Disciplinary Procedure

Conference and Disposition



FM (LOCAL) – Discipline and Penalties, *Cont'd*



Hearing Process
On next slide

FM(Local)

Student Conduct Disciplinary Procedure

Conduct Hearing



FMA (LOCAL) – Discipline and Penalties

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 **decision**

7



Student may **appeal** to AVCSS

8



If appealed, AVCSS renders decision

9



Matter is closed and documented



Thank you!

<u>OVERVIEW OF REGULAR AGENDA ITEMS NO. 5.1.a</u>		
<u>Approval of Amendments to Policies Concerning Student Rights and Responsibilities - FLD, FLDB, FLB, FM, and FMA</u>		
<p>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. Accordingly, new developments in the area of Student Success require certain updates to the College's 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.</p>		
<u>EFFECTIVE DATE</u> Upon Board Approval		
<u>LOCAL POLICY</u>	<u>EXPLANATORY NOTES</u>	<u>PG.</u>
<i>Student Grievances & Grade Dispute – Student Initiated</i>		
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.	
<i>Student Conduct System – College Initiated</i>		
FLB (LOCAL) – STUDENT CONDUCT	<p>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)).</p> <p>Prohibited Behavior: Adds language to clarify what qualifies as “disruptive behavior” and further define “scholastic dishonesty;” establishes a breach of ethics or professional standards as prohibited behavior, and updates references to “sexual misconduct,” “discrimination,” and “stalking” to align with recent changes to the College’s</p>	

Existing Policy

Deleted Policy

New Policy

GC Edits

	<p>sexual misconduct policy.</p> <p>Amnesty: Adds new provision, “Amnesty.” Provides for amnesty for certain reports of sexual misconduct, as required by state law.</p> <p>Educational Sanctions: Adds educational sanctions, including developmental and restorative activities, as a category of sanctions that may be assigned independent of or in conjunction with administrative sanctions.</p> <p>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 disposition. As required by law, provides that a student who withdraws or graduates from the College with a pending allegation remains subject to the Student Conduct System until resolution of the matter.</p>	
FM (LOCAL) – DISCIPLINE AND PENALTIES	<p>Disciplinary Procedure: Clarifies the disciplinary process alleged violations of the Student Code of Conduct, beginning with the administrative conference.</p> <p>Notice: Clarifies that notice is effective if sent to a student’s designated mailing address or email address.</p> <p>Administrative Disposition: Clarifies that a student is entitled to appeal under FM (LOCAL) 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 a request for administrative conference.</p> <p>Other Changes: Updates and corrects titles/positions throughout to align with new organizational structure.</p>	
FMA (LOCAL) – DISCIPLINE PROCEDURE	<p>Clarifies that the disciplinary hearing procedure in the Student Conduct System 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.</p>	



Existing Policy



Deleted Policy



New Policy



GC Edits

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

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.

Scope

The student grievance procedure is not intended to supplant the Student ~~Code of~~ Conduct System, 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~~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~~Procedure
e

~~A student who wishes to file a College District-related grievance~~Every effort should, ~~but is not required to, discuss it with the~~ be made to resolve a grievance informally between the student and the College District employee most directly involved or responsible for the condition that brought about the ~~alleged~~ grievance. ~~If or, such efforts failing, by the grievance is not~~employee's supervisor. When an issue cannot be 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 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~~

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(LOCAL)

**Other Procedural
Matters**

~~seek review under~~ informally, students may avail themselves of 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~~ grievance ~~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** Grievanc
e

~~Procedures for appeals are as follows:~~

- ~~1. 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.~~
- ~~2. The VPSD or responsible employee will convene and chair the appeal committee.~~
- ~~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.~~

A student may submit a formal grievance by submitting an online grievance form, available through the Student Services website, or filing a written grievance with the Student Rights and Responsibilities Office (SRRO).

A student must submit their grievance, along with any supporting documentation, within 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 SRRO only in extraordinary circumstances.

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Once filed, the grievance will be reviewed and investigated by a Student Conduct Officer, 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, 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.

1. First Level of Review: The SCO shall conduct the first level of review. The SCO, upon receipt of a formal grievance, shall review the allegations included in the grievance and any supporting documentation. As deemed necessary and appropriate, the SCO will meet with the grievant and any related parties, collect and review relevant documents and consult with appropriate departments. The SCO will render a decision regarding the allegations contained in the grievance within 10 business days of its filing. If the student is not satisfied with the grievance resolution, the student may appeal to the second level of review. Appeals to the second level must be submitted in writing to the SRRP 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 SCO shall be forwarded to the 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 shall render a decision in writing within 5 business days of receipt of the appeal. If the student is not satisfied with the decision, the student may submit a final appeal.
3. Final Appeal: A student who wishes to appeal the decision of the Dean must submit the request for appeal and its basis in writing to the SCO 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. Their Vice Chancellor or designee will render a decision within 5 business days of receipt of the appeal.

Board Action

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

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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~~
 - ~~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.~~

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~~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, This policy is not applicable~~ 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 ~~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.~~ Student Code of Conduct I.

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. Discuss~~ Submit the dispute ~~with the appropriate division dean.~~
- ~~3. 2. Appeal,~~ in writing, to the appropriate ~~vice president~~ Division Chair or designee.
- ~~4. 3. Appeal,~~ in writing, to the ~~president of the college, whose Aca-~~ ademic Dean or designee. A decision by the Dean or the de-
signee is the final decision in the grade dispute process.

A student ~~shall~~ will receive a written response under steps two and three of the grade dispute process within ten (10) working days ~~af-~~ ter of the date of receipt of a written dispute or appeal. ~~submitted by the student or on behalf of the student. A grade will not be changed by the Chair or the Dean, or their respective designees, without first consulting with and considering the position of the course in-~~ structor. The ~~appropriate faculty member~~ instructor 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.

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.

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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 Officer (SCO) 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.

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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

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~~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

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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. -

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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

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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.

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“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~~ [SCO](#) 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 orientationa.~~
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 SCO, 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
Sexual Misconduct

To encourage individuals to make reports of sexual misconduct, 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 pursue 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.

The chancellor shall promulgate procedures for the provision of amnesty.

Discipline
Pending
Discipline

~~Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FM and FMA]~~ **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)]

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

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Sanctions

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 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 shall 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

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Administrative Sanctions

6. Sanctions which have been imposed in similar cases in the past

7. The developmental and educational impact on the student

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~~

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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 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

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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.
3. Life-Skills 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

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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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	<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.</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 Officer</u>	<p><u>The Student Conduct Officer (SCO) has primary authority and responsibility for the administration of student discipline, including but not limited to the imposition of disciplinary sanctions for violations of the Student Code of Conduct. [See FLB (LOCAL)]</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 Student Code of Conduct</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, complainant, if any, and/or the College District <u>(person against whom an allegation or complaint is made)</u> 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 Student Code of Conduct</u>. College District disciplinary action with respect to any act or omission on the part of the <u>a</u> 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</p>

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at any College District location, off-site or through distance learning, shall be subject to the Student Code of Conduct.

Interim Remedies

The College District reserves the right to pursue interim remedies up to and including suspension [See FLB (LOCAL)].

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 the College District, shall be given an opportunity to appear before the Dean of Students 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 shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct;
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 the student, to others, or to the stability and continuance of normal College District functions or operations.

After the hearing, the Dean or a designee may, at 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.

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

~~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)]~~

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.

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Sexual
Misconduct

In the event of an allegation of sexual misconduct, the ~~DA~~SCO shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures ~~govern-~~
~~ing~~applicable to allegations of sexual misconduct, as set forth in College District rules and regulations. [See ~~DIADIAA~~ series and ~~FFDFFDA~~ 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 ~~this code.~~the Student Code of Conduct

Notice

The ~~College District reserves the right to pursue disciplinary action against~~SCO shall notify a student ~~for~~in writing regarding an alleged violation of ~~College District~~the Student Code of Conduct.

The notice shall describe the alleged violation in general terms and include a copy of the published college regulation or policy as long as the~~that is the subject of the alleged violation.~~

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 remains within the jurisdiction of the College District.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.

Investigation

Unless otherwise provided, when the SCO receives information that a student has allegedly violated a published College District policy or regulation, 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 designated investigator.

After completing the investigation, the ~~DA~~SCO 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. ~~Upon appeal, prepare a complaint based on~~Proceed with a hearing under FMA (LOCAL), provided the alleged violation

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~~for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.~~

3. ~~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~~proven more likely ~~than~~ not to be true, would result in a sanction of suspension or expulsion. [See "Disposition"]

~~The College District reserves the right to pursue interim remedies up to and including suspension 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. A student who is suspended on an interim basis shall be given an opportunity to appear before the college president or a designee within five business days from the effective date of the interim suspension. A hearing with the 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, to others, or to the stability and continuance of normal College District functions or operations.~~

~~After the hearing, the college president or his or her designee may, at his or her sole discretion, modify the interim suspension as reasonably necessary to protect the respondent, 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.~~

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Administrative
Resolution

Notice to Appear

~~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, determined that the letter shall be sent by certified mail, return receipt requested, and addressed to matter will proceed administratively, the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed SCO will issue a notice to appear to the student's designated e-mail address.~~

student. The notice shall direct ~~a~~the student to appear at a specific time and place not less than five (5) 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~~include a copy of 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. If a student if the student who is the subject of a notice to appear fails, to appear after proper notice and without good cause, to comply the College District may proceed with notice to appear. the administrative conference in their absence~~

Conference /
Disposition

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

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

1. If a respondent-student accepts the administrative disposition, the student shall sign a statement that ~~he or she understand~~they understand the charges, ~~his or her right to a hearing or to waive same~~the disposition, the penalty or penalties imposed, and ~~that he or she waives their, and rights 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 ~~refusal shall objec-~~

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~~tion must be noted by~~communicated to the DA and acknowledged SCO in writing by ~~the student. A student refusing~~ 5:00 p.m. of the first business day following issuance of the administrative disposition ~~may request to pursue the disciplinary hearing process under FMA(LOCAL). Where the alleged violation could result in,~~

3. ~~If a respondent-student refuses or disputes the administrative disposition and the penalty does not include a sanction of suspension or expulsion, a request for~~the respondent may appeal the disposition under this policy. [See "Appeal" below]

4. ~~If a respondent-student 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. [See FMA (LOCAL)]~~

~~2.5.~~ In cases where the respondent-student 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 SCO will designate an entry of not responsible and set up a hearing ~~shall be granted under FMA (LOCAL).~~ In all other cases, ~~whether a request for hearing is granted is at the sole discretion of the DA~~ 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~~

The SCO shall prepare an accurate, written summary of each administrative disposition and send a copy to the ~~student against whom the complaint was made (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 director of campus security, ~~to the complainant, if any,~~ and to other College District officials as may be appropriate officials.

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**Authorized
Disciplinary
Penalties**

The SCO 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.

Appeal

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.

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

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. Where an alleged violation, if proven more likely than not to be true, would result in suspension or expulsion a hearing may be scheduled. In the event of an allegation of sexual misconduct, the ~~designated administrator (DA)~~Student Conduct Officer (SCO) 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 ~~DIADIAA~~ series and ~~FFDFFDA~~ 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, 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 ~~equal numbers of students, administrators, and faculty~~one individual from each of the college following groups: the student body, academics (employee) and student success (employee). The committee will render a determination of responsibility and assess relevant sanctions. The committee and its chair shall be appointed by the ~~college president on a rotating basis or on the basis~~Dean of availability. ~~The committee chair will be selected from the administration or faculty~~Students in accordance with College District procedures. .

~~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.~~

~~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.~~

~~The DA shall represent the college before the student discipline committee and present evidence to support any allegations of violations.~~

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

Notice

~~The committee chair shall notify the parties of the date, time, and place for the hearing by letter, email, or personal delivery. If notice is provided~~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 ~~parties'~~student at their last known address. If notice is provided by ~~email~~e-mail, the notice shall be ~~emailed~~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 ~~for each~~shall constitute full and adequate notice.

Hearing Notice

The committee chair shall notify a party to the hearing of the date, time, and place for the hearing via the Hearing Notice. 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.

~~Content of~~
Notice of Rights

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.~~

1. To a 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.

3. ~~To~~If the student is a minor, to have a (1) parent or legal guardian present at the hearing.

4. 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.

~~4.5.~~To know the identity of each witness who will testify.

~~5. 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.~~

~~6. To cross-examine each witness who testifies.~~

DISCIPLINE AND PENALTIES
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(LOCAL)

Failure to Comply with <u>Hearing</u> Notice	<p><u>6. To Appeal</u></p> <p>If a student who is alleged to have violated College District policy (the respondent) and who fails to appear <u>for a hearing</u> after proper notice and without good cause shall be deemed to have admitted the hearing will proceed as scheduled and the student will be notified of the committee's determination of responsibility to the violation in accordance with this policy. Additionally, if a student withdraws or graduates from the College District with a hearing pending against, the <u>College District will proceed as provided in FLB (LOCAL).</u></p>
<u>Impartiality/Bias</u>	<p>A student. The <u>who is alleged to have violated College District policy and who is subject to a hearing under this policy ("respondent") may challenge the participation of a member of the committee</u> shall impose an appropriate penalty and notify, including the respondent in chair, based on a perceived conflict of interest, impartiality or bias. Any such challenge must be made in writing, include the same manner as basis of the notice of the hearing 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 persona standard. The decision of the AVCSS will be share with the student and is final.</p>
Role of Legal Counsel	<p>Legal<u>An advisor or legal</u> counsel may represent a student in who is a party to a hearing where the alleged violation could result in expulsion or suspension. The role of <u>an advisor or</u> legal counsel <u>in a student disciplinary proceeding, including a hearing,</u> is limited to advising and assisting the student during the hearing proceeding. This limitation means that <u>neither an advisor nor</u> legal counsel shall not may 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.</p>
Preliminary Matters	<p>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.</p> <p>Not later than 12:00 p.m., five full business days before the hearing date, each party to the hearing shall provide to the committee chair for disclosure to the other:</p>

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DISCIPLINE PROCEDURE

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(LOCAL)

Hearing Procedure

- ~~1. Any documentary evidence and summaries of testimony intended to be introduced at the hearing. At the request of a party, the committee chair shall exclude any evidence at a hearing that was not disclosed at least five business days before the hearing, unless the chair determines that the evidence could not have been disclosed within that time.~~
- ~~2. The name of each witness he or she wants summoned.~~
- ~~3. Any objection that, if sustained by the chair of the student disciplinary committee, would prevent the hearing.~~
- ~~4. The name of the legal counsel, if any, and the name of any parent or guardian, who may accompany a student.~~
- ~~5.1. A request for a separate hearing, if applicable, and the grounds for such a request.~~

~~The hearing shall be conducted by the chair who shall provide opportunities for witnesses to be heard. 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 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.~~

~~No party to the hearing, nor his or her legal counsel, as permitted by this policy, may record a hearing proceeding. 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.~~

~~Unless a party has requested and each party has affirmatively consented 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 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.~~
- ~~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. The DA shall present the college's case.~~
- ~~6. The respondent may present his or her defense.~~

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- ~~7. Each party may present rebuttal evidence and argument.~~
 - ~~8. 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 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.~~

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Evidence

- ~~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.~~

Legal 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 ~~code.~~ 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, or 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. ~~Committee members may freely question witnesses.~~

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

DISCIPLINE AND PENALTIES
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<p><u>Disclosures</u></p> <p>-innocent of the alleged violation until there is a Hearing Procedure General Order</p> <p><u>Recording / Transcript</u></p>	<p><u>Dean of Students shall make a final determination regarding consolidation.</u></p> <p><u>At least five (5) full business days before the hearing date, parties to the hearing shall provide to the committee shall presume a chair:</u></p> <ol style="list-style-type: none"><u>1. Any documentary evidence and/or summaries of testimony intended to be introduced at the hearing. The committee chair shall exclude any evidence that was not disclosed in accordance with this policy, unless the chair determines that the evidence could not have been disclosed within the allotted period and/or is exculpatory in nature.</u><u>2. The name of each witness 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.</u><u>3. Any objection that, if sustained by the committee chair, would prevent the hearing.</u><u>4. If applicable, the name of the representative or legal counsel who will accompany the student, as permitted by this policy.</u><u>5. If the student is a minor, the name of a (1) parent or guardian who will accompany the student.</u><u>6. A request for a separate hearing, if applicable, and the grounds for such a request.</u> <p><u>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.</u></p> <p><u>The SCA shall represent the Collee District before the hearing committee and has the burden of proving the charges by a preponderance of <u>the</u> evidence, (i.e., if the allegation is more likely than not, that the student violated to be true). If a student is accompanied by legal counsel in a hearing, the College District may also be accompanied by legal counsel. The limitations on the role of legal counsel, as set forth at "Role of Legal Counsel" above, shall be enforced.</u></p> <p><u>No party to the hearing, nor a party's representative/legal counsel, parent/guardian or any other representative or affiliate of the party,</u></p>
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DISCIPLINE AND PENALTIES
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Standard of
Conduct

or witness, or participant to a hearing may record a hearing proceeding, unless otherwise permitted by law or College District policy. The College District shall arrange for transcription or recording of the hearing proceedings.

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 or participant to the hearing who violates College District standards of conduct or who disrupts the hearing proceedings.

Conduct of
Hearings

Unless otherwise provided, the hearing shall proceed generally as follows:

1. Persons present shall be the respondent; the SCA; a parent or guardian, as permitted by this policy; and the respondent's representative or legal counsel, as permitted by this policy.
2. The chair shall determine whether the respondent was informed of their rights in accordance with this policy.
3. The chair shall read the complaint.
4. The SCA may present an opening statement and evidence.
5. The respondent may present an opening statement and evidence.
6. The SCA may call witnesses. The respondent shall have the right to question those witnesses.
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.
8. Upon conclusion of the presentation of evidence, the SCA, followed by the respondent, may make closing statements.

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.

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Determination of
Responsibility

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

Authorized
Disciplinary
Penalties

~~-.A student who is~~ 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 to have violated College District policy may choose not to testify against himself or herself 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.

~~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.~~

**Petition for
Administrative
Review**

~~A student is entitled to~~ No later than five (5) business days after a respondent has received notice of the determination of responsibility or any sanctions/penalties assessed, a respondent may submit in writing a petition for administrative review to the college presidentAVCSS or a designee who may alter, modify, or rescind (requiring that the hearing be reopened for the presentation of material evidence not previously available and reconsideration of the

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

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 college president or designee shall automatically review every penalty of suspension or expulsion. All other requests SCA or 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 petition for administrative review of the decision of the student discipline committee is a review of the record; it is not a new hearing.~~

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 ~~student discipline hearing~~ 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 student 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.~~ 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.

The ~~college president~~ 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~~ AVCSS or designee may, at their discretion, receive written briefs and /or hear oral arguments during the review.

The ~~college president~~ AVCSS or designee ~~shall~~ may modify or set aside the finding of violation, penalty, or both, ~~of the student discipline committee if~~ if it is determined that 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~~ Inconsistent with or in violation of federal or state law or a published ~~college~~ College District regulation or policy;

DISCIPLINE AND PENALTIES
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(LOCAL)

**Authorized
Disciplinary
Penalties**

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 in the same manner as the notice of the hearing.~~

~~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:~~

- ~~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 the respondent and, 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 cases alleging an act of violence for which there is a complainant, to the complainant ten (10) business days after the petition and 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.~~

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

~~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 documents are received by the College District; or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy; 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. Hearing Record

The hearing record shall include: a copy of the notice of the hearing; the transcript; all documentary and other evidence offered or admitted at the hearing; any other materials considered by the committee; the committee's determination of responsibility and any petition for review. The hearing is considered part of the disciplinary record, as described in FLB (LOCAL).

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

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OVERVIEW OF REGULAR AGENDA ITEMS NO. 5.1.b

Approval of Amendments to Policies Concerning Term Contracts – DCA and DMAB (LOCAL)

Although state law does not preclude the College from offering multi-year contracts, there is no statutory requirement for the College to offer rolling three-year contracts. The practice is not only inconsistent with that of other community colleges, but also creates a vested property right that is virtually perpetual, while limiting the ability of the College to be nimble, flexible and responsive as the needs of students, the community and programming prerogatives change.

As a follow-up to the October 4, 2021 Board meeting discussion regarding faculty evaluations and contracts, and to ensure Dallas College policies relating to term contracts are consistent with statutory requirements and aligned with our peer institutions, the Chancellor recommends the Board amend DCA and DMAB (LOCAL) as follows.

The policy amendments, if approved, will apply to those contracts first issued after the effective date of the policies. Contracts issued before the effective date will run through their current term, subject to the terms and conditions provided therein.

EFFECTIVE DATE

Upon Board Approval

LOCAL POLICY

EXPLANATORY NOTES

DCA – Term Contracts

Revisions to policy provide that administrator and faculty contracts will be issued in accordance with law and College policies and administrative procedures, as promulgated by the Chancellor. Further revises policy to allow for the provision of multi-year contracts, for a term of up to three years, as determined by an enhanced evaluation process. As revised, any renewal of the contract will be for a term of one year unless otherwise provided by the College.

DMAB – Non-Renewal

Revisions to policy clarify the terms under which notice of non-renewal of a contract will be provided and the procedural protections that accompany such notice.



Existing Policy



Deleted Policy



New Policy



GC Edits

EMPLOYMENT PRACTICES
TERM CONTRACTS

DCA
(LOCAL)

General Provisions

All term contracts shall be in writing on a form approved by the ~~Board~~Chancellor, setting forth the length of the contract and other terms and conditions of employment. In most circumstances, contracts shall not be for specific assignments but shall indicate employment as "faculty" or "administrator." No term contract shall be valid or binding on the Board until approved by ~~Board action~~the Chancellor. Contracts shall be signed by the employee and the ~~Board's~~Chancellor's designee.

~~The Chancellor, upon recommendation of the appropriate staff, shall recommend contracts for approval.~~

~~In exceptional circumstances, the Chancellor may authorize the employment of personnel when, in the opinion of the Chancellor, the deferral of employment authorization until the next regular Board meeting would cause a disruption in the operation of the College District. The terms of employment of such personnel must conform to policies in this manual concerning compensation, workload, benefits, and the like. Personnel so authorized shall be submitted to the Board for ratification at the earliest practical time.~~

Unless expressly authorized elsewhere in this manual, no employee has the authority to offer or promise to offer a contract of employment to any person without authorization from the ~~Board~~Chancellor. Nor shall any person expect to receive a contract of employment until the ~~Board~~Chancellor authorizes the contract and the appropriate personnel execute such contract. Neither renewal of employment contracts nor other employment procedures or practices shall give rise to an expectation of continued employment beyond the term of the contract or a belief in de facto tenure.

Administrative Personnel

~~Administrative contracts shall normally be issued for the fiscal year. Contracts may be issued for periods of less than 12 months, based upon length of service required.~~Administrative contracts shall be issued in accordance with applicable laws and College District policies and administrative procedures, as promulgated by the Chancellor.

An administrator who, in the opinion of the Chancellor, has significant administrative duties such that it would be in the best interest of the College District to enter into a contract of employment for a term longer than one year, and who has rendered high-quality services to the College District as determined by the most recent employee evaluation obtained through the College Performance Evaluation System, may be offered a multi-year contract, be eligible to receive a contract for a term not to exceed of up to three years, in accordance with Dallas College procedures upon recommendation from the Chancellor, provided that, nothing contained herein shall prohibit a recommendation of a contract term of less

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TERM CONTRACTS

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~~than three years for any such administrator.~~ Persons eligible for such a contract shall be ~~direct reports to the Chancellor~~ members of the Chancellor's Leadership Team. [See BG (REGULATION)]

~~Before completion of the first year of a contract, for any administrator with a contract term longer than one year, the Chancellor shall evaluate the administrator to determine whether to recommend another contract of the same term or a contract of another term, up to and including a three-year contract. At any time after the completion of the first year of a three-year contract, an administrator with a three-year contract term, having been evaluated by the Chancellor and upon recommendation of the Chancellor, may be offered a successor three-year contract at the discretion of the Board.~~

Renewal

Unless an employee on an administrator contract is otherwise notified by the Chancellor or a designee in accordance with applicable laws and College District policies and procedures, and before the expiration of the contract term, the employee will be employed by the College District for a successive term of up to one year, subject to a written, approved and executed contract being timely filed with Human Resources. The position and terms of employment for the successor term will be determined by the College District in its sole discretion and included in the written contract. In no event will any contractual employee have any property right to or expectation of continued employment with the College District beyond the term of their contract or any successor contract.

Nothing contained herein shall prohibit a recommendation of a contract term of less than one year for any administrator if it is determined, at the sole discretion of the Chancellor or a designee, that such recommendation is determined to be in the best interest of the College District.

All active administrator contracts issued prior to the term contract revisions effective December 7, 2021, will be permitted to run through their current term, subject to the terms and conditions provided therein. Any subsequent renewal of an administrator contract issued before December 7, 2021 shall be in accordance with the terms provided herein. For administrator contracts issued after December 7, 2021, the contract term shall be prescribed in accordance with this policy and related administrative procedures.

Faculty

Part-Time Faculty

EMPLOYMENT PRACTICES
TERM CONTRACTS

DCA
(LOCAL)

Full-Time Faculty

Part-time faculty members shall be employed under a contract for part-time credit teaching that shall include a special employment agreement and an addendum listing part-time faculty responsibilities.

~~One-year faculty contracts shall normally be recommended for consideration at a May Board meeting.~~ Full-time faculty contracts shall be issued in accordance with applicable laws and College District policies and administrative procedures, as promulgated by the Chancellor.

A faculty member who has rendered high-quality services to the College District, as determined by the most recent faculty evaluation obtained through the College Performance Evaluation System, ~~Full-time faculty members~~ may be offered a multi-year contract, for a term of up to three years, in accordance with Dallas College procedures. Nothing contained herein shall prohibit a recommendation of a contract term of less than three years for any such faculty member. ~~employed for contractual periods of up to three years if the following conditions exist:~~

~~1. A faculty member has received a one-year contract for each of the first three years of faculty employment in the College District.~~

~~2. Upon completion of three consecutive years of faculty employment with the College District, a faculty member has rendered high-quality services to the College District as determined by the most recent rating obtained through the performance evaluation system established by the Chancellor.~~

~~At any time after the completion of the first year of a three-year contract, if a faculty member has an "effective" performance rating, he or she may be offered a successor three-year contract at the discretion of the Board.~~

Renewal

Unless a full-time faculty member who is on a faculty contract is otherwise notified by the Chancellor or a designee in accordance with applicable laws and College District policies and procedures, and before the expiration of the contract term, the faculty member will be employed by the College District for a successive one-year term, subject to a written, approved and executed contract being timely filed with Human Resources. The position and terms of employment for the successor one-year term will be determined by the College District in its sole discretion and included in the written contract. In no event will any contractual employee have any property right to or expectation of continued employment with the College District beyond the term of their contract or any successor contract.

All active full-time faculty contracts issued prior to the term contract revisions effective December 7, 2021, will be permitted to run

EMPLOYMENT PRACTICES
TERM CONTRACTS

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(LOCAL)

through their current term, subject to the terms and conditions provided therein. Any subsequent renewal of a full-time faculty contract issued before December 7, 2021 shall be in accordance with terms provided herein. For full-time faculty contracts issued after December 7, 2021, the contract term shall be prescribed in accordance with this policy and related administrative procedures.

Wind-Down
(Voluntary)

Faculty members serving a ~~three~~multi-year contract may request, in writing, a reduced load during the term of their contract. When a faculty member makes such a request and is granted a reduced load, no additional multi-year contract will be offered. Upon approval of a request for a reduced load, the faculty member shall be placed in "wind-down" contractual status, with a proportionate reduction in compensation, and shall continue to serve at such reduced contract level for the remainder of the term of his or her employment contract. For purposes of this provision, "wind-down contractual status" refers to effective nonrenewal of a multi-year contract.

Once approved, a reduced contract request may not be withdrawn by the faculty member. Accordingly, the contractual workload may not thereafter be increased, except as necessary to meet extenuating circumstances for the benefit of the College District or as required by law. Any increase in contractual workload after a reduction shall be approved in writing by the Chancellor. The Chancellor shall promulgate procedures for the submission and evaluation of requests for reduced load.

Requests for modifications or reductions to faculty load that may otherwise be authorized by law or College District policy shall be considered and/or provided in accordance with same.

Nothing contained herein shall prohibit the College District from initiating- a wind-down of a multi-year contract issued to any contractual employee if it is determined, at the sole discretion of the Chancellor or a designee, to be in the best interest of the College District.

~~Part-Time Faculty~~

~~Part-time faculty members shall be employed under a contract for part-time credit teaching that shall include a special employment agreement and an addendum listing part-time faculty responsibilities.~~

TERM CONTRACTS
NONRENEWAL

DMAB
(LOCAL)

**Faculty Members on
~~One-Year~~Full-Time
Faculty Contracts**

The employment of a faculty member serving on a full-time faculty contract ~~one-year contract~~ may be concluded at the end of the contract term. If it is the intent of the College District not to recommend renewal of a faculty member's contract for the ensuing academic year, the faculty member shall be notified, in writing, in accordance with applicable laws and College District policies and procedures. If the term of the contract is one year, such notice will be provided in the current contract year; if the contract term is longer than one year, notice may be provided in or before the final year of the contract term. ~~usually by the Vice President of Instruction, on or before the last day in March of the current contract year.~~

~~A faculty member whose current employment with the College District has continued uninterrupted for the previous six years or more at the time he or she receives notice of intention to recommend nonrenewal shall be afforded the procedural rights in DMAA(LOCAL) even though he or she may be on a one-year contract at the time of such notice.~~

**~~Faculty Members on
Three-Year Contract~~**

~~If it is the intention of a supervisor to recommend against re-employment of a faculty member who is on a three-year contract, the supervisor shall normally confer with the college president, and, if the college president concurs in the intention not to re-employ the faculty member, the supervisor must inform the faculty member by memorandum on or before the first day of March of the final year of the three-year contract. This memorandum shall contain a full statement of the reasons why renewal of the contract will not be recommended.~~

**~~Request for
Hearing~~Grievance
Rights**

The Board designates the director of human resources as the person to whom a faculty member may present a grievance on an issue related to their nonrenewal.

A faculty member may, within ten days after receipt of such ~~memorandum~~ notice, submit to the ~~college president~~ Chief Human Resources Officer a written request ~~for a hearing on the~~ to present a grievance on the matter of intention to recommend nonrenewal.

~~The hearing shall be held according to procedures in DMAA(LOCAL).~~

~~If a hearing is not requested~~ a grievance request is not received, the nonrenewal shall become effective as described in the notice.

**~~Grievance Filed
Under Education
Code 51.960~~**

~~The Board designates the director of human resources as the person to whom a faculty member may present a grievance on an issue related to his or her nonrenewal.~~

~~If a faculty member wishes to present a grievance under Education Code 51.960, it is recommended that he or she file a request to~~

~~present the grievance within ten working days after final action on the nonrenewal proceeding.~~

Once a request to present a grievance has been filed, the conference shall normally be scheduled within seven working days.

COMMITTEE REPORT NO. 8.1.c.

Education Workforce Committee Notes for October 5, 2021

An Education Workforce hybrid meeting of the Board of Trustees of Dallas College was held Tuesday, October 5, 2021, beginning at 3:43 p.m. at the Administrative office in room 036 and was broadcasted 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. Diana Flores
- Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter (committee chair)
- Ms. Dorothy Zimmermann

Members Absent

Ms. Charletta Rogers Compton

* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Committee Chair Phil Ritter.
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. Fall 2021 Enrollment Update
Presenter: Marisa Pierce

Committee Chair Ritter noted that the Fall 2021 Enrollment update would be deferred to a future board meeting at the request of Chancellor May, due to time constraints.
 2. Faculty Evaluations and Contracts: A Dallas College Model
Presenter: Sherri Enright, Shawnda Floyd, Tricia Horatio

Chancellor May gave a brief introduction about faculty evaluations and contracts and introduced Dr. Floyd to present.

Floyd confirmed the faculty evaluation system had been the same since 1984. She explained that there was a group reviewing this system currently to ensure it was relevant and aligned with our current organizational model. Floyd mentioned human resources was engaged in an overall review of the performance evaluation process. She referenced faculty contracts being linked to faculty performance moving forward.

Enright reminded the Board members about their previous discussions on the new performance evaluation approach. She mentioned the current evaluation system was not based on performance-based competencies and the new evaluation would have performance-based competencies with relevant job-specific competencies, which would be tied to merit-based pay.

Chancellor May confirmed this would come before the Board for approval at a future meeting.

Enright explained job performance would be aligned with Dallas College mission, vision, goals, and incorporate the V2MOM process. She described the team identified included faculty who were working toward this goal.

Enright identified the plan for 2022: first quarter, identify core competencies with common and job-family related competencies; second quarter, receive input from key stakeholders and align; third quarter, bring new plan to the Board for review and approval.

Committee Chair Ritter asked if behavioral competencies had been defined yet and asked if it would be the same for all employees including administrators, staff and faculty.

Enright answered these were not currently identified and that the process would be a list that will be reviewed by the task force, Chancellor, the Board, and others who would work to identify the behavioral competencies.

Committee Chair Ritter asked if faculty would be giving input through the process.

Enright responded that faculty would be working on the performance-based process with all stakeholders having input on behavioral competencies.

Enright gave updated numbers of faculty as of end of August with 737 on three-year rolling contracts and 115 faculty on one-year contracts. She explained that the provision of three-year rolling contracts is unique to Dallas College. Enright introduced Tricia Horatio to discuss the aspects of the contracts.

Horatio walked the Board through three-year provisions for rolling contracts and described Texas Education Code 51.943 which was provided to the Board. She explained the difference for academic year, what the requirements of the code defined, and how Dallas College already meets and exceeds those requirements.

Horatio talked about the historical facts of the Dallas College three-year rolling contract and traced the records back to 1987, with a possible implementation in 1965. In summary, the current policy would allow for a faculty member who had completed three one-year contracts successfully, to be placed on a three-year rolling contract offered at the end of each year and would continue for length of the individual's employment only to be completed if terminated after a thorough due process hearing, retirement, or death.

Horatio shared what other colleges are currently offering their faculty compared with what Dallas College is offering.

Floyd commented that periodic review of the evaluation process that impacts faculty was a way for Dallas College to keep current faculty under contract and attract new faculty in the future.

Horatio explained the next steps would be to revise the two policies DCA and DLA for contractual policies based on current discussions.

Enright explained this process would get Dallas College in line with the contract timeline.

Committee Chair Ritter asked if each contract would have a different tool in their contract.

Chancellor May said that it would be a tool for all faculty.

Committee Chair Ritter asked if the evaluation tool is being designed by faculty and overseen by faculty.

Floyd answered leadership would be involved and eighteen faculty had been identified as part of the task force. She said there would be an aggressive timeline and SharePoint site available for all employee to access the work being done.

Chancellor May referenced their hard work and thanked the faculty council for their work on this issue. He confirmed the new process would align with where Dallas College was headed.

Trustee Flores talked about the student evaluations that were done at the end of semester which was not currently considered on the faculty evaluations. She wanted that addressed in this future evaluation process. Flores thanked everyone for responding to the Board with information about the three-year rolling contracts and shared her approval of removing the rolling three-year for many reasons. She stated that current three-year rolling contracts would be honored and would like to know what happened at the end of that contract.

Committee Chair Ritter thanked the faculty for being involved in this task force and the work surrounding the consolidation to one college. He described how the faculty was the group that worked with students and the importance to reward and maintain our faculty in this process. Committee Chair Ritter stated this was one of the most important conversations at the Board level, currently.

5. Items for Review

1. Committee Meetings

- a. Education Workforce Committee Notes for September 14, 2021
There was no discussion on the notes.

6. **Executive Session**

None.

7. **Adjournment** at 4:07 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.