

BOARD POLICIES SUBCOMMITTEE
RECOMMENDATIONS REGARDING POLICIES – 5-31-2017

CHAPTER 2 – BOARD OF TRUSTEES

New Board Policy	Current Board Policy	Board Subcommittee's Recommendation
BP 2340 Agendas	MPC Policies 1020 and 1021	1. BP 2340 – ADOPTION 2. Revisions to AP 2340
BP 2355 Decorum	No MPC policy	BP 2355 – ADOPTION
BP 2360 Minutes	MPC Policy 1035	1. BP 2360 – ADOPTION 2. Revision to AP 2360
BP 2365 Recording	No MPC policy	BP 2360 – ADOPTION
BP 2750 Governing Board Member Absence from the State	No MPC Policy	BP 2750 – ADOPTION

CHAPTER 4 – ACADEMIC AFFAIRS

BP 4021 Program Discontinuance	MPC Policy 3005	BP 4021 – ADOPTION, with a request to staff that review of career/technical programs be added to Board biennial calendar.
BP 4025 Philosophy and Criteria for Associate Degree and General Education	MPC Policy 3001	BP 4025 – ADOPTION, with revision to Section B to clarify S/P is authorized to establish procedures, which will provide for collaboration with the Academic Senate.
BP 4040 Library and Learning Support Services	MPC Policy 3050	BP 4040 - ADOPTION
BP 4100 Graduation Requirements for Degrees and Certificates	MPC Policy 3000	BP 4100 – ADOPTION, with revision to third paragraph to clarify S/P is authorized to establish procedures, which will include collaboration with the Academic Senate
BP 4220 Standards of Scholarship	No MPC policy	BP 4220 – ADOPTION, with revision to clarify S/P is authorized to establish procedures, which will include collaboration with the Academic Senate.

CHAPTER 5 – STUDENT SERVICES

BP 5220 Shower Facilities for Students	No MPC policy	1. BP 5220 – ADOPTION 2. Revision to AP
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ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2340

AP 2340 Agendas

An agenda for each regular meeting shall be prepared and posted as prescribed by law by the Superintendent/President at least 72 hours in advance of the meeting.

Preparation of Agenda Items

The initiator prepares a proposed agenda item using the designated Board agenda item format. Templates for agenda items are provided by the President's Office and are available through the Vice Presidents of Academic Affairs, Student Services, and Administrative Services.

The information item template is used for agenda items that are informational and do not require Governing Board action. The resolution template is used for agenda items that require action, i.e., adoption or approval, by the Governing Board.

The initiator submits the proposal to the appropriate vice president whose area of responsibility covers the requested action. Upon review and endorsement by the vice president, proposed agenda items are forwarded to the President's Office by the established agenda deadline. Backup documents for agenda items shall also be delivered to the President's Office by the established deadline.

The President's Office reviews agenda items and assembles the agenda packet, for review and approval by the Superintendent/President. The agenda document is further reviewed at the monthly board agenda review meeting by the Superintendent/President, Vice Presidents, Deans, and President's Office staff. [This version will be forwarded to the Board Chair and Vice Chair for discussion with the Superintendent/President.](#)

The final agenda packet is submitted to the Print Shop for production.

Posting

The President's Office posts the agenda document at the Administration Building and on the Governing Board meeting page of the District's website at least 72 hours prior to the meeting.

Receipt of Agenda

The agenda shall be mailed or delivered to the Governing Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions. Copies are also distributed to key college staff.

ADMINISTRATIVE PROCEDURES

Members of the public and of the college community can view Governing Board agendas on the District's website.

The public can receive copies of the agenda through the President's Office at the standard District charge for photocopies. Any individual can print the agenda from the website.

Agenda Items from Board Members

Any Board member may request that an item be placed on the agenda. Items proposed will be considered for inclusion on a future agenda by the Governing Board under the Advanced Planning section of the regular meeting agenda.

Agenda Items from the Public

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Superintendent/President or his/her designee.

To place an item on the agenda, the requestor shall submit a written request to the Superintendent/President describing the item to be placed on the agenda. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed 50 words.

The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The Superintendent/President shall consult with the Governing Board Chair regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Governing Board meeting that follows the request, the Superintendent/President and Board Chair have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of District business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of District business requiring discussion and/or action, and time limitations for conducting the regular business of the college.

ADMINISTRATIVE PROCEDURES

Placement of an item directly on the agenda of the Governing Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Governing Board. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

See Board Policy 2340 – Agendas and Board Policy/Administrative Procedure 3300 – Public Records

References: Education Code Section 72121

President's Cabinet Approved:

ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2360

AP 2360 Minutes

The executive assistant to the Governing Board, or designee determined by the Superintendent/President, will take minutes at all Governing Board meetings.

Minutes of open meetings shall contain, at minimum, the following information:

- Meeting details, such as date, time, location and meeting type;
- Accounting of Governing Board members present and absent;
- A record of all actions taken by the Governing Board, including all motions, the names of members making and seconding motions, and the votes;
- Time of adjournment.

The minutes may include brief summaries of information items and verbal reports made by administrators, senate and other designated representatives, and Board members. The minutes may also include a log of public comments, consisting of the name of the commenter, if provided, and the topic.

Meetings are recorded to ensure accuracy and completeness of the minutes. (Access to and maintenance of tape recordings are addressed in Board Policy/Administrative Procedure 2365 - Recording.)

After approval by the Governing Board (normally at the following Governing Board meeting), the approved minutes shall be maintained in the President's Office and posted on the District website. Minutes may be accessed ~~by college employees and members of the public~~ on the District website.

See Board Policy 2360 -- Minutes

References: Education Code Section 72121(a)

President's Cabinet Approved:



BP 4025 Philosophy and Criteria for Associate Degree and General Education

At Monterey Peninsula College courses that are designated to fulfill the general education and depth requirements shall meet the following criteria:

A. General Education Philosophy

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think critically and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the students shall possess sufficient depth of knowledge in a selected field to contribute to a lifetime of interest in that field.

Central to an Associate degree, general education is designed to introduce students to the variety of ways in which people comprehend the modern world. Monterey Peninsula College's general education curriculum reflects the conviction that students who receive Associate degrees shall possess knowledge of certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the natural world, the culture, and the society in which they live. Most importantly, general education shall lead students to a better understanding of their world.

MPC shall assist students by creating coherence and integration among the requirements of the separate disciplines, so that students recognize the interrelationships among social, political, cultural and economic institutions both within and between global societies. Participation in general education programs shall provide students with opportunities to critically examine the values and beliefs inherent in proposed solutions to major societal problems.

At Monterey Peninsula College, the institution's General Education Outcomes specify the ways students will demonstrate knowledge and abilities gained while completing the General Education program.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

B. General Education Course Designation Procedures and Requirements

The Superintendent/President, ~~in collaboration with the Academic Senate,~~ shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate MPC Curriculum Advisory Committee and Academic Senate ~~involvement~~ collaboration. The General Education requirements shall be published in the MPC Catalog.

See Administrative Procedure 4025 – Philosophy and Criteria for Associate Degree and General Education

References: Title 5 Section 55061
ACCJC Accreditation Standard II.A

Formerly Governing Board Policy 3001 – General Education

Adopted: October 25, 2005

Revised and Adopted:



BP 4100 Graduation Requirements for Degrees and Certificates

The District grants the degrees of Associate in Arts, Associate in Science, and Associate Degrees for Transfer (ADTs) to those students who have completed the degree-applicable requirements for graduation and who have maintained a 2.0 average in degree applicable courses. All courses that count toward the associate degree major or area of emphasis must be “satisfactorily completed” with grades of A, B, C, CR (credit), or P (pass). Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed to develop certain capabilities that may be oriented to career or general education as recommended by the MPC Curriculum Advisory Committee. All courses that count toward the Certificate of Achievement and skills certificates must be “satisfactorily completed” with grades of A, B, C, CR (credit), or P (pass).

The Superintendent/President, ~~in collaboration with the Academic Senate~~, shall establish procedures to determine degree and certificate requirements that include appropriate ~~involvement~~ collaboration with the Academic Senate and of the MPC Curriculum Advisory Committee.

The procedures shall assure that graduation requirements are published in the MPC Catalog and included in other resources that are convenient for students.

See Administrative Procedure 4100 -- Graduation Requirements for Degrees and Certificates.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55060 et seq.

Formerly Governing Board Policy 3000 – Degrees and Certificates Offered

Adopted: August 10, 1988.

Revised and Adopted: December 20, 2005.

Revised, Renumbered, and Adopted:



GOVERNING BOARD POLICIES

BP 4220 Standards of Scholarship

The Superintendent/President, ~~in collaboration with the Academic Senate~~, shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy. The procedures will include appropriate collaboration with the Academic Senate.

These procedures shall address:

- grading practices,
- academic record symbols,
- grade point average,
- credit by examination,
- academic and progress probation,
- academic and progress dismissal,
- academic renewal,
- course repetition,
- limits on remedial coursework, and
- grade changes.

These procedures shall be described in the MPC Catalog.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55031 et seq., and 55040 et seq.

Adopted:

ADMINISTRATIVE PROCEDURES

AP 5220 Shower Facilities for Students

The District maintains shower facilities for student use on campus that may be used by any enrolled student (including enrolled students who identify as homeless) who is ~~in~~-enrolled in a minimum of 1 unit of coursework, has paid enrollment fees, and is in good standing with the District, regardless of housing status.

A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelter; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the Physical Education facilities, gymnasium, general student's room. Operating hours for the use of facilities are available on the District's website. With the exception of use for classes, the District has identified the hours of 7:30 a.m. to 10:30 a.m., Monday through Friday, as a preferred time ~~to~~for use. In the event that these hours conflict with the hours of a special event, appropriate notice will be posted and the District will post alternative hours to use the facilities.

See Board Policy 5220 – Shower Facilities for Students

References: Education Code Section 76011

President's Cabinet Approved: April 20, 2017