



UPDATE: FHDA Administrative Procedure/Board Policy Review Committee

October 26, 2023

Committee Charge

To review and recommend revisions to the following Board policies and administrative procedures:

- + BP 5500 Student Rights and Responsibilities (No revisions needed)
- + AP 5500 Student Rights and Responsibilities (No revisions needed)
- + AP 5510 Student Code of Conduct
- + AP 5520 Student Due Process & Discipline
- + AP 5530 Student Grievances

Committee Members

Faculty Representatives:

- + John Fox (FHC)
- + Tim Shively (DAC)
- + Shaelyn St. Onge (FHC)
- + Voltaire Villanueva (FHC)
- + Hyon Chu Yi-Baker (DAC)

Administrators:

Michele LeBleu-Burns (DAC)
Leticia Maldonado (FHC)
Catalina Rodriguez (FHC)

Classified Representative:

- + Becket DiGregorio (DAC)

Student Representatives:

- + Sunnie Chen (DAC)
- + Akira Chou (DAC)
- + Esha Dadbhawala (DAC)
- + Annika Dhebar (DAC)
- + Fatai Heimul (FHC)
- + Ranjan Akre (FHC)
- + Priya Vasu (FHC)

Policy Revision Process

- + The Purpose of this review is to ensure that the policies comply with current Title 5, California Education Code, and other state and federal regulations.
- + Updated drafts of the BP's and AP's were prepared by the Student Grievances Board Policy/Administrative Procedures Workgroup beginning in Winter 2022. The work continued this academic year (2022-2023) and the initial deadline for the completion of the work was the end of the 2023 Winter quarter. The final first drafts were completed in May of 2023.
- + The first drafts are currently undergoing review by the District Academic and Professional Matters Committee (APM).

Policy Revision Process (continued)

- + After APM returns updated drafts to committee co-chairs, these drafts will be presented to the college academic senates, DASG and ASFC for questions and feedback prior to the second read at APM.
- + The committee co-chairs will make final edits to the policies based on feedback from the senates and forward them to the APM, which will do the final read/approval, prior to sending to Chancellor's Advisory Council (CAC) for approval.
- + The final versions of the policies and procedures will be sent to the Board for approval.

Current Committee Status

- + The AP/BP Work group completed all the first round of revisions for AP 5510: Student Code of Conduct, AP 5520: Student Due Process and Discipline and AP 5530: Student Grievances.
- + After presentations updating constituency groups on the status of the project the policies were submitted to APM for a first read/review.

Highlights of Major Changes – Student Grievances

- + Clarified time designations in the Student Grievance Policy (work days and calendar days).
- + Made all pronouns gender neutral.
- + Lengthened the timeframe for students to file a grievance.
- + Clarified the process for students to pursue an informal resolution to their concerns.
- + Added additional definitions for terms used in the policy.
- + Added and removed grounds for a grievances to ensure proper jurisdiction for addressing concerns.

Highlights of Major Changes – Student Code of Conduct

- + Included equity as an essential principle in the preamble.
- + Incorporated changes in line with current technology (i.e. campus technology resources in place of computing facilities).
- + Updated Title IX /discrimination language in the policy.
- + Added anti-bullying language to the standards of conduct.
- + Included additional conduct standards based on previous cases.

Highlights of Major Changes – Student Due Process and Discipline

- + Changed the standard of evidence from substantial evidence to preponderance of the evidence.
- + Included the right of the accused to cross examine witnesses (via the Hearing Board Chair).
- + Incorporated changes in line with current technology (i.e. Zoom).
- + Included a list of the possible range of sanctions.
- + Clarified the appeal process.
- + Provided an opportunity for classified staff to serve on hearing boards.

Important Change to Class Removal Policy

Removal from Class (Education Code Section 76032)

Any instructor may order a student removed from his or /her/their class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the **Division Dean/Vice President and the Student Discipline Officer**. The **division dean** shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the **Student Discipline Officer** shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Student Discipline Officer from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal.

Questions

