



San Joaquin Valley College Board of Governors Meeting September 1, 2016	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Jill Sozinho, Susan Good, and Carol McLellan
ABSENT	Marlea Lyon
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Anthony Romo, Director of Graduate Services Angela Heinz, Director of Growth & Development
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

I. **CALL TO ORDER:** Meeting was called to order at 9:14 a.m. by John Swiger.

II. **BOARD BUSINESS**

A. **Meeting Minutes:** Minutes from the May 5, 2016 Board of Governors meeting were reviewed. Corrections were noted.

Voting Item: Mike moved to approve the minutes with the noted corrections, Jill seconded the motion. All in favor.

B. **Academic Oversight Committee Report:** John advised the board that the committee reviewed and discussed the following program review reports: Aviation Maintenance Technology and Dental Assisting. He informed the board that further revisions will be made to the reports, therefore, the AOC will give a full report on these program reviews at the next board meeting.

C. **Annual Certifications/Disclosures:** The forms were distributed with instructions to complete and return them to Crystal before the next board meeting.

D. Review Board Policies: Board reviewed and discussed the Academic Honesty and Academic Freedom policies. Revisions were suggested for both policies along with the recommendation that the revised policies be reviewed by a faculty committee before approval by the board.

E. Mid-Term Report: See attached email from C. VanderTuig (09.06.2016)

III. CAMPUS VISITS

A. Modesto Campus

i. Introduction of Ron Gardner: Mr. Gardner, the newly appointed Campus Director, introduced himself to the board. He gave an overview of his educational background and work history, including previous positions held at SJVC. Mr. Gardner informed the board of his vision for the campus and plans for growth.

Voting Item: Susan moved to ratify Mr. Gardner's promotion to Campus Director, Carol seconded the motion. All in favor.

ii. CAO Staff Presentations

a) Graduation Rate: Crystal VanderTuig, Director of Institutional Relations, reported that the year-to-date graduation rate is 63% against the institutional standard of 60% and the strategic goal of 70% graduation rate. She informed the board that the campuses have strategic initiatives in place to support attainment of the strategic graduation goal, which, at present, is to focus on re-enrollments.

b) Graduate Placement: Anthony Romo, Director of Graduate Services, presented on the new placement process and the likely impact the new process will have on SJVC's placement rate. He also informed the board of the placement rate by program and campus for 3Q2015 – 2Q2016. Anthony discussed the strategic initiatives in place to improve placement at under-performing (<75%) campuses and programs.

In the aggregate, during 3Q15-2Q16, SJVC achieved 74% placement rate at the campus and program levels against an institutional standard of 65% and the strategic placement goal of 75% (refer to attached handouts).

c) Growth & Development Initiatives: Angela Heinz, Director of Growth & Development, presented a proposal to migrate the Dental Assisting program to the SJVC Hesperia Campus. She gave an overview of the **Evaluation Summary & Recommendation**

(attached) which highlights the rationale for this change through the lens of SJVC's strategic plan. Discussion took place concerning the local need for the program, the equipment requirements, and approval process.

Voting Item: John moved to approve the migration of the Dental Assisting program to the SJVC Hesperia Campus, Carol seconded the motion. All in favor.

- d) Gainful Employment:** Joseph Holt, Chief Administrative Officer, gave an overview of the GE regulation and its likely impact on SJVC, the timeline for the final steps in the implementation process, as well as SJVC's plans and preparations for compliance with the regulation.
- iii. Campus Tour:** Alaine Johnson, Academic Dean and Anthony Alejandre, Enrollment Services Director gave the board a tour of the campus.
- iv. Board Recognitions:** The following student and employees were recognized:
 - a)** Silvestre Parra for exceptional academic performance and community service
 - b)** Dawn Stamper for exceptional performance in graduate placement
 - c)** Susie Disher for her role in the community and support of the campus
 - d)** Ashvindar Singh for her commitment to students and the improvement of their lives
- v. Student Life Presentation:** A presentation by Ashvindar Sing and ASB representatives was given on the opportunities available on campus and in the community for student involvement, including clubs, activities, and events (see attached handout, "**Student Life at the Modesto Campus**").

B. Rancho Cordova Campus

- i.** Jeff Rutherford, Campus and Program Director, welcomed the board and gave a tour of the campus. During the tour, the board visited the following classrooms and interacted with students and instructors:
 - a)** RT 30 – Instructor, Julia Foss
 - b)** RT 10B – Instructor, James Maddox
 - c)** RT 41 – Instructor, Jodilee Prophet
 - d)** BIO 24 – Instructor Arthur Braden

Term 3 and 4 students conducted two real-life hospital scenarios using the “sim man” and demonstrated various respiratory skills and the type of decision-making required of practicing RT’s in this setting.

- ii. **Student Performance on RRT Exam:** Jeff gave an overview of the history behind the improvement of the RRT exam. When he became the Program Director, the pass rate was in the 50% range and is now in the 90% and the program has received the CoARC Distinguished RRT Credentialing excellence award. Jeff discussed the various changes that have been implemented over the years that are attributed to the increase in RRT pass rates.
- iii. **Board Recognitions: The following employees were recognized:**
 - a) Stephanie Taylor for exceptional performance in admissions
 - b) Amy Bianco for exceptional performance in graduate services
 - c) Jodilee Prophet, James Maddox, and Julia Foss for their role in preparing students for the RRT exam
 - d) Robert Vosper for negotiating and securing multiple contracts benefitting the RT program across the institution
- iv. **PLC/Synergy Team Meetings:** Amy Bianco and Julia Foss gave an overview of the Professional Learning Community in place at the campus. The PLC has been focused on revising the academic year structure to better align courses within the program to improve student learning.

There being no further business, the meeting adjourned at 4:32 p.m.

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, *SJVC* strives to foster and maintain a climate of academic freedom as set forth below.

- Instructors and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards. *SJVC* will promptly conduct an investigation upon learning of an instructor who has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure other sources of instructional integrity or critical thinking practices.
- *SJVC* extends the definition of academic freedom to include the methods used by instructors to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual instructor to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio visual presentations
 - Class discussion
 - Guest speakers
 - Role Playing
 - Simulations
 - Skill demonstrations
 - Case studies and research

ACADEMIC HONESTY

The entire *SJVC* community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not ~~and will not~~ tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College.

If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1. Misrepresentation of academic work:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and asking the instructor for permission.
- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- Giving, receiving, or using unauthorized assistance on examinations.
- Collaboration with others when independent work is required.

- Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. Buying, selling, or bribing

- Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
- Offering or accepting bribes related to academic work.

Investigation

- If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
- If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, *SJVC* strives to foster and maintain a climate of academic freedom as set forth below.

- Instructors and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good ~~taste and socially~~ taste, socially established standards and socially established standards upholding cultural diversity integrity. *SJVC* will promptly conduct an investigation upon learning of an instructor who has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure other sources of instructional integrity ~~or critical thinking practices~~.
- *SJVC* extends the definition of academic freedom to include the methods used by instructors to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual instructor to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio visual presentations
 - Class discussion
 - Guest speakers
 - Role Playing
 - Simulations
 - Skill demonstrations
 - Case studies and research

Formatted: Indent: Left: 0", Hanging: 0.13"

ACADEMIC HONESTY

The entire *SJVC* community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not ~~and will not~~ tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College.

If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1. Misrepresentation of academic work:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and asking the instructor for permission.
- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- Giving, receiving, or using unauthorized assistance on examinations.

- Collaboration with others when independent work is required.
- Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. Buying, selling, or bribing

- Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
- Offering or accepting bribes related to academic work.

Investigation

- If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
- If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

From: Patrick Krebs
Sent: Monday, October 03, 2016 12:10 PM
To: David Morra; Debi Nichols; Douglas Patch; Theresa Paserb
Cc: Tammi Clearfield; Jamie Danforth; Juan Aldape; Stephanie Stevens
Subject: Academic Freedom and Honesty Policies
Attachments: BoG revisions to Academic Freedom and Honesty policies.docx

Hello Everyone,

Recently our Board of Governors had reviewed our Academic Freedom and Honesty Policies. Attached is our document with their suggestions. I'm hoping that you wouldn't mind reviewing the document and providing me with some feedback with their revisions? The document is a little more than a page, the time needed to provide feedback is minimal. I know it's week/unit 5, but if you have a few minutes to spare, I'd greatly appreciate it. If you could send me your feedback by 10/14?

I really appreciate the assistance.

Thanks,

Patrick Krebs | Curriculum Specialist
San Joaquin Valley College | 559.302.1132 | sjvc.edu
Central Administrative Office
Know of a job opening? Help an SJVC grad – [submit here!](#)

From: Debi Nichols
Sent: Monday, October 03, 2016 12:53 PM
To: Patrick Krebs; David Morra; Douglas Patch; Theresa Paserb
Cc: Tammi Clearfield; Jamie Danforth; Juan Aldape; Stephanie Stevens
Subject: RE: Academic Freedom and Honesty Policies

Hi,
It appears to be reasonable and clear as to action(s) and outcome(s).

Debi Nichols
Business Administration
Ontario Campus
Debi.nichols@sjvc.edu
909-267-5575



From: Patrick Krebs
Sent: Monday, October 03, 2016 12:10
To: David Morra ; Debi Nichols ; Douglas Patch ; Theresa Paserb
Cc: Tammi Clearfield ; Jamie Danforth ; Juan Aldape ; Stephanie Fenton
Subject: Academic Freedom and Honesty Policies

Hello Everyone,

Recently our Board of Governors had reviewed our Academic Freedom and Honesty Policies. Attached is our document with their suggestions. I'm hoping that you wouldn't mind reviewing the document and providing me with some feedback with their revisions? The document is a little more than a page, the time needed to provide feedback is minimal. I know it's week/unit 5, but if you have a few minutes to spare, I'd greatly appreciate it. If you could send me your feedback by 10/14?

I really appreciate the assistance.

Thanks,

Patrick Krebs | Curriculum Specialist
San Joaquin Valley College | 559.302.1132 | sjvc.edu
Central Administrative Office
Know of a job opening? Help an SJVC grad – [submit here!](#)

From: Douglas Patch
Sent: Monday, October 03, 2016 2:20 PM
To: Patrick Krebs; David Morra; Debi Nichols; Theresa Paserb
Cc: Tammi Clearfield; Jamie Danforth; Juan Aldape; Stephanie Stevens
Subject: RE: Academic Freedom and Honesty Policies

Follow Up Flag: Follow up
Flag Status: Completed

Hi Patrick,

These Academic Freedom policies promote balance and give opportunities for opposing opinions through various educational means. I would like to see wording in the text that possibly promotes the following:

- Respecting and listening to others with opposing views
- The willingness to accept both diversity and diverse opinions
- Upholding the dignity of others by not attacking opposing viewpoints
- An appreciation of diverse viewpoints through respectful exchange

I believe that we need to integrate instruction that instills mutual respect along with giving people a voice to express diverse opinions.

Regarding the Honesty Policies... They look good! J

Douglas Patch
Business Administration
Hesperia, CA Campus
Douglas.patch@sjvc.edu
760-948-1947



From: Patrick Krebs
Sent: Monday, October 03, 2016 12:10 PM
To: David Morra ; Debi Nichols ; Douglas Patch ; Theresa Paserb
Cc: Tammi Clearfield ; Jamie Danforth ; Juan Aldape ; Stephanie Fenton
Subject: Academic Freedom and Honesty Policies

Hello Everyone,

Recently our Board of Governors had reviewed our Academic Freedom and Honesty Policies. Attached is our document with their suggestions. I'm hoping that you wouldn't mind reviewing the document and providing me with some feedback with their revisions? The document is a little more than a page, the time needed to provide feedback is minimal. I know it's week/unit 5, but if you have a few minutes to spare, I'd greatly appreciate it. If you could send me your feedback by 10/14?

I really appreciate the assistance.

Thanks,

Patrick Krebs | Curriculum Specialist
San Joaquin Valley College | 559.302.1132 | sjvc.edu
Central Administrative Office
Know of a job opening? Help an SJVC grad – [submit here!](#)

From: Theresa Paserb
Sent: Sunday, October 09, 2016 2:57 PM
To: Patrick Krebs
Subject: RE: Academic Freedom and Honesty Policies

Hi Patrick,
Hope all has been well. I read through the policy the day after your email and found both the academic freedom and honesty policies to be acceptable. Read through Doug's feedback. His points are good and perhaps needed more in the on-ground environment than online?. Either way, his proposed wording would apply online, too.
All the Best,
Theresa

Theresa Paserb
Instructor
SJVC Online

CONFIDENTIALITY NOTICE ***** This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message from your system. Thank you.

From: Patrick Krebs
Sent: Monday, October 03, 2016 12:09 PM
To: David Morra; Debi Nichols; Douglas Patch; Theresa Paserb
Cc: Tammi Clearfield; Jamie Danforth; Juan Aldape; Stephanie Fenton
Subject: Academic Freedom and Honesty Policies

Hello Everyone,
Recently our Board of Governors had reviewed our Academic Freedom and Honesty Policies. Attached is our document with their suggestions. I'm hoping that you wouldn't mind reviewing the document and providing me with some feedback with their revisions? The document is a little more than a page, the time needed to provide feedback is minimal. I know it's week/unit 5, but if you have a few minutes to spare, I'd greatly appreciate it. If you could send me your feedback by 10/14?
I really appreciate the assistance.

Thanks,

Patrick Krebs | Curriculum Specialist
San Joaquin Valley College | 559.302.1132 | sjvc.edu
Central Administrative Office
Know of a job opening? Help an SJVC grad – [submit here!](#)



San Joaquin Valley College Board of Governors Meeting December 8, 2016	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Jill Sozinho, Susan Good, and Marlea Lyon (by telephone)
ABSENT	Carol McLellan
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Russ Lebo, Chief Financial Officer Carole Brown, Vice President of Academic Affairs Nick Gomez, Chief Operating Officer Angela Heinz, Director of Growth & Development Heather Blunt, Medical Assisting Instructor (Lancaster Campus) Jerry Franksen, Associate Director, Administration (Madera Campus)
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 5:09 p.m. by John Swiger.

- II. **BOARD RECOGNITION:** The following employees of the Lancaster Campus were recognized for their contributions to and support for student and employee involvement in community service: Cheri Johnson, Campus Director and Heather Blunt, Medical Assisting Instructor.

 Heather then gave a short presentation on the various events that the Lancaster Campus students and staff have been involved in.

- III. **INTRODUCTION OF JERRY FRANKSEN:** Mike Perry introduced Jerry Franksen, the Associate Director, Administration of the Madera Campus. Jerry gave an overview of his

educational and experiential background, including his history with SJVC. He also informed the board of the goals he and his team will be working toward in 2017, including improving job placement and credentialing rates and increasing the campus' presence within the local community.

- IV. NEW SJVC POSITIONS:** Nick Gomez informed the board of two newly created campus leadership positions: Associate Director, Administration and Campus President. Nick explained the purpose for these new positions – that is, to better reflect the responsibilities and complexities of the oversight of the SJVC campuses. He explained that the Campus President is a regional position by the leader of a large campus with a diversity of academic offerings (modular and linear) at the certificate and associate degree levels. This position provides oversight of the large campus as well as the smaller campuses within a geographical region. The Associate Director, Administration position is for a smaller campus with the three core certificate credentials (MA, BA, and MOA). Lastly, SJVC's current Campus Director Position reflects the responsibilities of one managing a medium-sized campus with a variety of certificate and associate degree programs.

Nick advised the board that this model has been implemented in the Fresno region with Dr. Sumer Avila serving as the Campus President with oversight of the SJVC Madera and Fresno Aviation campuses. If successful, Nick advised that the model will be rolled out in other geographical regions.

Board engaged in discussion about the impacts of the new model, including the reporting structures for student and employee grievances, potential confusion over the Campus and College President roles and titles, and the community viewpoint on the various leadership titles. The board requested that more consideration be given to the new structure as well as the new titles. Nick will present any proposed revisions to the new structure at the first meeting in 2017.

- V. AKT PRESENTATION:** The presentation has been re-scheduled for the first board meeting in 2017 (February 9th).
- VI. STRATEGIC PLANNING UPDATES:** Nick Gomez presented the new Strategy Map for 2017-2019. He discussed the review process, including the next steps in the process which is to review the document with the Campus Directors. Nick also described the revisions that were made as a result of the Senior Management's review of the Strategy Map. Discussion took place concerning the strategic goals set for the next two years as well as SJVC's progress on reaching the 2016 strategic goals.

Voting Item: Susan moved to approve the draft of the Strategy Map for dissemination to campus leadership. Mike seconded the motion. All in favor.

VII. GAINFUL EMPLOYMENT (GE) UPDATE: Mike, Joseph, and Russ gave an overview of preparations that have been made for the implementation of the GE regulation as well as those that are planned for 2017. Joseph informed the board that – from the time of the last GE update (9/1/16), the earnings data has been received. Based upon the data, five SJVC degree programs failed the calculation and one certificate program is in the “zone.” Joseph then described the sanctions associated with the various categories (pass, fail, and zone) and the 2017 plans to address this issue. Questions were asked and answered concerning the impact of the regulation on college operations.

VIII. STUDENT VALUE PROPOSITIONS: At the request of the board, Joseph Holt presented on the student value propositions that distinguish SJVC from other educational providers: 1.) career outcomes aligned to academic program offerings, 2.) time to completion, and 3.) exceptional student services.

IX. GROWTH & DEVELOPMENT

A. Surgical Technology: Angela Heinz presented a proposal to migrate the Surgical Technology program to migrate the Surgical Technology program to the SJVC Rancho Cordova and Temecula campuses. She gave an overview of the Evaluation Summary & Recommendation (attached) which highlights the rationale for this change through the lens of SJVC’s strategic plan. Discussion took place concerning the local competition, need for the program, and timeline for the approval processes.

Voting Item: Mike moved to approve the migration of the Surgical Technology program to the SJVC Rancho Cordova and Temecula campuses, Susan seconded the motion. All in favor.

B. PHLEBOTOMY COURSE: Angela informed the board of an initiative to offer a short-term phlebotomy course. The course will be offered on a cash pay basis to meet need for training in this area. The course will be piloted at one campus. Continuance of the course and expansion to other campuses will be determined after an evaluation of the course and its outcomes.

X. INSTITUTIONAL PERFORMANCE DATA

A. Graduation and Licensure: Carole reported on the institution’s progress toward its strategic graduation goal of 70% (59-64% over last four years). She further explained the student success challenges that the Online Division continues to experience. Carole informed the board that a task force has been established to identify the root causes of the under-performance and recommend improvements.

Carole reported on the academic programs that are not meeting the institutional or programmatic accrediting body licensure pass rate requirement. These

programs include: RT (Visalia), RN (Ontario), VT (Fresno), and MA. Carole then described the actions that have and will continue to be taken to improve licensure pass rates in these programs.

- B. Graduate Placement:** Joseph informed the board that – due to the BPPE’s new placement definitions (which went into effect on July 1, 2016), SJVC does not have placement data that complies with the new definitions for the third quarter of 2016. He reported that SJVC has been working under the new definitions for two modules and that employment starts are being counted as a leading indicator of placement outcomes (placement rates will not be available until March 2017). Joseph reported that the employment starts in the first module of the new cycle were good; whereas, the starts in the second module were not.

XI. BOARD BUSINESS

- A. San Diego Campus:** Mike informed the board of the Senior Management’s recommendation to close this campus and provided the rationale for doing so. Questions were asked and answered concerning current students and the completion of their education.
- B. Finance Committee Report:** Marlea informed the board that the committee met on November 21, 2016 (see attached Finance Committee meeting minutes). She informed the board that SJVC is in compliance with the Department of Education’s composite score and 90:10 ratio. Marlea also informed the board that the ACCJC has placed SJVC on Category “M” status (Enhanced Monitoring). She explained that this status was conferred on the basis of the data provided in SJVC’s 2015 Annual Financial Report. Marlea then stated that the committee reviewed the data and concluded that SJVC is was below the Commission’s threshold for the primary reserve ratio and operating revenue ratio. She reported that the committee has recommended that SJVC’s CFO contact the ACCJC to get a copy of their calculations for SJVC’s Composite Financial Index.

Marlea then discussed current financial view as well as the 2017 forecast and the implications of the GE regulation on SJVC finances.

- C. Accreditation Updates:** Crystal informed the board of the ACCJC’s recent decision to approve the following substantive changes reviewed at the October 27, 2016 Substantive Change Committee meeting: New branch campus (Porterville); new educational program in Veterinary Assisting (Bakersfield and Fresno campuses); and migration of the Dental Assisting program (Hesperia Campus).
- D. Minutes from September 1st, 2016 BoG Meeting:** Minutes from this meeting were reviewed.

Voting Item: Susan moved to approve the minutes with the noted corrections, Mark seconded the motion. All in favor.

- E. Report by the Academic Oversight Committee:** Committee members, John and Jill, reported that they met just prior to the board meeting. The committee reviewed the Dental Assisting, Aviation Maintenance Technology, and Surgical Technology program review reports. John reported that – based upon this review, the committee had no substantial concerns but did note the following:
- i. Surgical Technology:** The graduation and licensure pass rates for the Bakersfield program are declining.
 - ii. Dental Assisting:** There are some variations in licensure and graduation rates.
- F. Discuss results of annual BoG Self Evaluation:** The results of the 2015-2016 board self-evaluation were discussed. Based upon the overall results, members are in agreement that the board is satisfactorily fulfilling its duties and responsibilities. Discussion took place concerning the longevity of a few members and whether there is need for a larger or smaller board; especially, in light of SJVC's pursuit of accreditation by WASC Senior.

G. Academic Honesty and Freedom policies: Board reviewed the faculty recommendations to these policies.

Voting Item: Mike moved to approve the minutes the policies as revised. Jill seconded the motion. All in favor.

- H. 2017 BoG Meeting Dates and Campus Visits:** Board members reviewed dates for 2017 meetings and decided upon the following: February 9th, May 4th, August 3rd (campus visit), and November 21st.

There being no further business, the meeting adjourned at 8:20 p.m.

STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. **SJVC** has established specific rules governing student behavior along with applicable disciplinary actions that may be taken against any student found in violation of these rules. The **Student Code of Conduct**, published in the **Student Handbook**, sets forth the behavioral standards students are expected to meet along with the College's discipline policy. By enrolling in **SJVC**, students agree to abide by the terms of the **Student Code of Conduct**. Students are responsible for familiarizing themselves with the **Student Code of Conduct**.

The **Student Handbook** is available at every **SJVC** Campus Administrative Office and may be accessed on the InfoZone homepage (<https://infozone.sjvc.edu>).

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, **SJVC** strives to foster and maintain a climate of academic freedom as set forth below.

- Instructors and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards. **SJVC** will promptly conduct an investigation upon learning of an instructor who has allegedly expressed his/her personal opinions without the balance of introducing other sources of instructional integrity or critical thinking practices.
- **SJVC** extends the definition of academic freedom to include the methods used by instructors to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual instructor to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio visual presentations
 - Class discussion
 - Guest speakers
 - Role Playing
 - Simulations
 - Skill demonstrations
 - Case studies and research

CAMPUS DISTURBANCE

SJVC is dedicated to the maintenance of academic freedom in the classroom and in co-curricular activities. While freedom of expression is encouraged, forms of protest that disrupt the normal activities of the College

and interfere with the rights of other students will not be tolerated. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with College staff at all times. Failure to comply, resisting, or obstructing College staff in the performance of their duties will not be tolerated. Examples of such misconduct include but are not limited to: failure to show proper identification upon request or failure to leave a classroom or office when asked to do so by an instructor, a security officer, or any **SJVC** staff member. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

ACADEMIC HONESTY

The entire **SJVC** community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College.

If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1. Misrepresentation of academic work:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and asking the instructor for permission.

- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- Giving, receiving, or using unauthorized assistance on examinations.
- Collaboration with others when independent work is required.
- Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. Buying, selling, or bribing

- Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
- Offering or accepting bribes related to academic work.

Investigation

- If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
- If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

Student records are permanently maintained in an electronic database.

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their educational records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students:

1. The right to inspect and review the student's educational records within 45 days after the day **SJVC** receives a request for access.

A student should submit to the Campus Registrar, Dean of Students, or other appropriate Official, a written request that identifies the record(s) the student wishes to inspect. The School Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, the

Official shall advise the student of the correct Official to whom the request should be addressed.

2. The right to request amendment of student's educational records, that the student believes are inaccurate, misleading, or a violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School Official responsible for the record, clearly identifying the date of the record(s) that they are wanting to have amended and specifying the reasons they believe them to be inaccurate, misleading, or a violation of privacy.

SJVC will notify the student in writing and/or verbally of the decision and, if the decision is negative, of the right to a hearing regarding his/her request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before **SJVC** discloses Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.

The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the School in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as disciplinary or grievance committee. A School Official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of **SJVC** who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks. A School Official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a professional responsibility for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington DC 20202-4605