

District Academic Standards Meeting Agenda

Thursday, October 6, 2022

3:00-5:00pm

CAADO 209/Zoom

Committee Members	Guests
<input checked="" type="checkbox"/> Kelly Douglass (DCC Chair, ENG, RIV)	<input checked="" type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input checked="" type="checkbox"/> Susan Mills (DCC Co-Chair, VC Ed Services)	<input checked="" type="checkbox"/> Sabina Fernandez (CPRO, MOV)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" type="checkbox"/> Casandra Greene (CPRO, RIV)
<input checked="" type="checkbox"/> Ann Pfeifle (HIS, MOV)	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)	
<input checked="" type="checkbox"/> Nick Franco (AO, NOR)	
<input type="checkbox"/> Jeanne Howard (AO, MVC)	
<input checked="" type="checkbox"/> Clara Lowden (KIN, RIV)	
<input checked="" type="checkbox"/> Debbi Renfrow (LIB, MOV)	
<input type="checkbox"/> Lisa Martin (GUI, NOR)	
Additional Guests: Edd Williams	

Zoom Information

<https://rccd-edu.zoom.us/j/89610128269?pwd=NmJPd0xaTDJJSVc4Q095Z2JCMmkxZz09>

+1 669 900 6833

Meeting ID: 896 1012 8269

Passcode: 175527

Discussion Items

1. Ethnic Studies Title 5 Changes
 - a. No official guidance from the State Chancellor’s Office at this time.
 - b. Topic will be reagendaized for November meeting.

2. BP/APs

BP 2110 – Honorary Degrees

 - a. The committee discussed the awarding honorary degrees and posthumous degrees. The district is recommended to have a BP/AP, but it is not required. Additionally, there is no specific deadline for developing a BP/AP related to honorary degrees.
 - b. Per District Counsel Keith Dobyons, the committee is able to draft anything they deem appropriate for the AP. One possible example could be Napa Valley’s policy, AP 4110, located at <https://go.boarddocs.com/ca/nvccd/Board.nsf/Public#>
 - c. Question: What would be the process for awarding honorary degrees?
 - d. Question: If the determination is made that honorary degrees should not be awarded, should the BP/AP in place explicitly state this so that it is clear that the policy has been reviewed?

- e. The committee discussed some instances where it would be valuable to be able to award honorary and posthumous degrees. Doing so could also be a way to engage the local community.
- f. The committee agreed that District Academic Standards should not be the committee that determines whether the district should have an Honorary Degree policy, but instead that decision should be made by Academic Senate. If the Senate decides the policy should be in place, then Academic Standards can review the AP. The BP/AP should also indicate that the policy was developed in conjunction with the Academic Senate.
- g. Kelly Douglass agreed to bring this topic to Academic Senate.
- h. This topic will be agendized for the November Standards meeting.

BP/AP 2231 – Grade Changes

- i. Timeline – The Board Policy can be submitted prior to the Administrative Policy. It would be ideal to have the Board Policy submitted as soon as possible.
- j. Susan Mills - When the policy was previous reviewed, there were questions regarding the language stating “Persons authorized to change grades shall be designated by the Dean of Enrollment Services.” There were general questions about how the only person who can change the grade is the faculty member who gave the grade. This language may be referring to an instance that once the faculty member has agreed to the grade change that someone in Enrollment Services needs to ensure the grade is changed in the system.
- k. Kelly Douglass – There may be a need to specify differences in situations of validation versus litigation. Additionally, we may need to have District Counsel Keith Dobyms present at the November Standards meeting for additional discussion.
- l. The committee reviewed the Board Policy and had no recommended changes. The Board Policy would then be brought back to District Counsel, provided to the three Academic Senates for review, then brought to the District Academic Senate before continuing forward.
- m. The committee reviewed the Administrative Policy and provided recommended changes. The committee agreed that IT should also review the AP, as the section regarding system security does not fall under Academic Standards purview.
- n. Once reviewed by IT, the AP should be brought back to the next Standards meeting for review.
- o. A final read-through of AP 2231 will be agendized for the November Standards meeting.

AP 2231 GRADE CHANGES AND GRADE RECORDS SECURITY

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

NOTE: This procedure is legally required. The following language in red ink is provided as a sample. Local practice may be inserted, but must comply with the Education Code and Title 5 and address the following:

Changing Grades

~~The instructor of record shall determine the final grade to be awarded to each student. The determination of the student's grade by the instructor is final. The instructor is the only person in the District authorized to access electronic student records to record or change a grade in the absence of a mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization. For security purposes, instructors shall not give access information to any other District employees.~~

~~In the absence of mistake (which may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors), fraud (which may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization), bad faith or incompetence, the instructor, by way of an access code, is the only person in the District authorized to access electronic student records to record or change a grade. For security purposes, instructors shall not give their access codes to any other District employees.~~

~~The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.~~

~~If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

REQUESTS FOR GRADE CHANGES

~~A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process. If this does not resolve the request and a student still wants to request a grade change from the instructor, if a~~

Commented [MB1]: What is the legally required language for this section?

Examples:

In the case of a mistake, fraud, bad faith or incompetence xxxx may make changes according to xxxxx

Example from Peralta:

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization

~~student requests a grade change from the instructor, they will follow AP 3500[B] regarding Student Grievance Process for Instruction and Grade Related Matters.~~

~~If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if:~~

- The student has filed a discrimination complaint, which has been substantiated by an investigation conducted by the Department of Diversity, Equity & Compliance;
- The instructor is not available; or,
- The District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College Chief Academic Officer, or designee, in consultation with the Academic Senate of the College, or designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The student has one year following the term in which the grade was recorded to initiate a request for change of grade. After the one year, the grade is no longer subject to change.

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When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

Students may file a grievance regarding the denial of a request for a grade change by following the grievance procedures outlined in AP 3500[A] [Student Discipline Procedures](#).

Commented [MB2]: Is this the correct AP?

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades according to the above policy shall be designated by the Dean of Enrollment Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The District has in place a network security system, such as a firewall and an intrusion detection system, to prevent outsiders from hacking into the system and accessing student grades. The system detects any attempts to send probing inquiries or to break into the system and immediately notifies network employees. Network employees will immediately investigate to determine the source of the attempt and notify the proper parties, (District Police, Vice President of Academic Affairs, Instructor, etc.). If a student's grade record, or the District's grade record system, is accessed by an unauthorized source, the District will immediately notify the student and faculty involved, as well as any transfer institutions or accreditation agencies and necessary law enforcement agencies, who will take appropriate action.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Academic Affairs immediately. The Vice President of Academic Affairs shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

[Also see BP/AP 1825 Records Retention and Destruction; BP/AP 2230 Grading and Academic Record Symbols; BP/AP 3040 Student Records, Directory Information, and Privacy; and AP 3500\[B\] Student Grievances Process for Instruction and Grade Related Matters.](#)

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this procedure in August 2006, August 2007, and February 2008. The language in **black ink** is from current RCCD **AP 2231 Grade Changes** approved on 2-2-09 and revised on 4-13-09, 4-16-12, 4-14 (job titles only), and 8-15 (job titles only). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely added by the District and requires careful review by RCCD leaders to ensure the language remains accurate and up-to-date. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

Administrative Approval: February 2, 2009

(Replaces RCCD Regulation 5050)

Revised: April 13, 2009

Revised: April 16, 2012

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised:

Formerly: 4231

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BP 2110 HONORARY DEGREES

Reference:

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The Chancellor shall establish procedures and criteria for the award of honorary degrees.

Date Adopted:

August 16, 2022

BP 2231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

The Chancellor, in consultation with District Academic Senate, shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 1825 Records Retention and Destruction, [BP/AP 2230 RCCD Grading and Academic Record Symbols](#), and BP/AP 3040 Student Records, Directory Information and Privacy.

Date Adopted: December 9, 2008

Revised: October 18, 2022

Formerly: 4231