

## District Academic Standards Meeting Agenda

**Thursday, November 3, 2022**

**3:00-5:00pm**

**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 checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input 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 checked="" type="checkbox"/> Jeanne Howard (AO, MVC)	
<input checked="" type="checkbox"/> Clara Lowden (KIN, RIV)	
<input type="checkbox"/> Debbi Renfrow (LIB, MOV)	
<input checked="" type="checkbox"/> Lisa Martin (GUI, NOR)	
Additional Guests:	

### Zoom Information

<https://rccd-edu.zoom.us/j/82506905881?pwd=ejYySWlreGJzRGoxa1k5YVJiT0dQQT09>

+1 669 900 6833

Meeting ID: 825 0690 5881

Passcode: 334261

### Discussion Items

1. Ethnic Studies Title 5 Changes
  - a. Nick Franco shared a draft of potential changes to the GE pattern that have not yet been finalized.
    - i. Mathematics would be its own area, but would allow college level courses, such as MAT-35, to satisfy the requirement.
    - ii. Social and Behavioral Sciences would be reduced from 2 courses to 1 course. May recommend merging both areas of the RCCD GE area into one area.
    - iii. Optional areas (Lifelong Learning and Self Development) are not required by Title 5. RCCD could potentially reduce the required units from 5 to 2-3.
    - iv. Language other than English is also another optional area, which is not part of Title 5. The LOTE courses are already included in the humanities area.
    - v. The new area, Area 7, is the Ethnic Studies area. Recommendation could be to include all CSUGE approved Area F courses.
    - vi. Minimum units for the pattern is 21. Our current draft is 27 units; 22 units

without optional areas; 24-25 with optional Lifelong Learning and Self Development.

- b. We are continuing to wait on guidance from the State Chancellor's Office regarding implementation timeline. Nick Franco will e-mail Bob Quinn at the State Chancellor's Office to see if there is any guidance available. Anticipated implementation deadline is for the 24-25 catalog.
- c. This topic will be agendaized for the next meeting.

## 2. BP/APs

### BP 2110 – Honorary Degrees

- a. District Academic Senate has requested that District Academic Standards draft a policy for Senate's review and potential approval.
- b. Question: To what extent does the committee feel the district should award honorary degrees?
  - i. After some discussion, the committee agreed that, generally, the district should not award honorary degrees. However, Kelly Douglass agreed to draft two versions of the AP, one with a process for awarding honorary degrees, and one that states the district does not award honorary degrees.
- c. Question: Where and to what degree should Academic Senate be included in the BP? Does Senate recommend the awarding of degrees and Board approves?
  - i. Included introductory sentence to specify the Chancellor in consultation with the Academic Senate shall establish policies for awarding degrees.
  - ii. District Counsel and the Academic Senate can review to ensure it is appropriate.
- d. Question: Regarding Ed. Code 66020, the language states the college shall confer certain honorary degrees, indicating the college is taking the responsibility upon themselves. Should this language remain?
  - i. The language in this section may need to be reviewed by District Counsel to determine if it is required in the policy.
  - ii. May be able to generalize the language and indicate that there are certain exceptions to the policy pursuant to Education Code 66020.
- e. The drafts of the policies can be presented at the December District Academic Senate meeting. Kelly Douglass will send a final version via e-mail for review.

### BP/AP 2231 – Grade Changes

1. No additional edits were made by the committee. Susan Mills will forward the documents to District Counsel for final review.

Next meeting:

December 1 – Topics to include Ethnic Studies and BP/AP 2110.

## **AP 2231 GRADE CHANGES AND GRADE RECORDS SECURITY**

### **References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

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.

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.

### **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, 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.

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.

### **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 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 shall implement security measures for student records that are consistent with BP/AP 2721.

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

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**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:** [REDACTED]

**Formerly:** 4231

**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.

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**Date Adopted:** December 9, 2008

**Revised:** **October 18, 2022**

**Formerly:** 4231