

<https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>

Procedures to Review (set 2)
College Council 3/6 and 3/20
Academic Senate 3/5 and 3/12
Classified Senate 3/6

March 4, 2019

Edits to review:

6100.01 College Flags

5030.02 Websites

2101.01 Enrollment at the Children's Center

2090.07 Reassigned Time Guidelines

To delete:

3012.03 Cafeteria Conduct

Procedures Revision Recommendations for College Council.
Strike-through sections are recommended for deletion. *Parts in italics are recommended additions.*

DVC Procedure 6100.01

COLLEGE FLAGS

College Flags

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The flag shall be lowered to half-staff, by order of proclamation, from ~~as directed by the U.S. President or State California Governor for national~~ in the event of the death of principal figures, officials, significant events or the loss of public safety personnel in the line of duty. ~~The police services office will be notified by the college president's office to lower the flag.~~ Police services shall monitor such proclamations and subsequently direct all flags to half-staff as appropriate.

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~~The flag may be lowered in memory of members of the governing board, chancellors, or college presidents.~~

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WEBSITES

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- The DVC website (www.dvc.edu) shall be compatible with college graphics and marketing efforts and have a consistent look and feel throughout— including defined headers, sidebars and footers.
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Compliance/References:

Board Policy 5030

ENROLLMENT IN THE CHILDREN'S CENTER

Enrollment in the Children's Center

DVC maintains a childcare laboratory for its *Early Childhood Education (ECE) Program* ~~Family Life Program~~.

Guidelines

The ~~family life education~~ ECE department procedural guidelines for assignment of children to the laboratory program will adhere to the following sequence:

- ~~Returning families by established registration dates;~~
 - ~~Sixteen CalWORKs children;~~
 - ~~New families including up to five classified staff/faculty slots by established registration dates.~~
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- *Returning children by established DVC registration dates*
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 - *New families, including up to six classified staff/faculty slots by established DVC registration dates.*
 - *Enrolled families can take leave from the Children's Center for two semesters and maintain their returning family status. Their children will be enrolled after returning children and their siblings.*

The ECE department shall designate six slots in the Children's Center for children of DVC's faculty and classified staff. These slots are to be assigned to DVC's faculty and staff children according to the guidelines established by the ECE department. It will be the responsibility of the staff/faculty parent to:

- *Enroll in a minimum of one unit of study in ECE 100/111/112/113/114 every semester that their child is enrolled at the Children's Center*
 - *Volunteer at the Children's Center one hour per week for the first two semesters their child is enrolled.*
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- ~~The family life education department shall designate five slots in the developmental children's center for children of DVC's faculty and staff. These slots are limited to one child in the infant room and one child in the young toddler room. The remaining three slots will be distributed in the classrooms for children ages 2 to 5 years. These slots are to be assigned to DVC's faculty and staff children according to the guidelines~~

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~~established by the family life education department. The parent's responsibility will be to complete one of the following requirements each semester that their child is enrolled in the center:~~

~~- Enroll in a Family Life 150 series course for a minimum of one unit. This requirement entails attending class sessions, and completing a parent job;~~

~~or~~

~~- Enroll in a Family Life 150 series course for two units. This requirement entails attending class sessions and three laboratory participation hours per week in the children's center.~~

- Fees for staff and faculty will be set based on the average going rate in the community as determined by the local childcare resource and referral agency (Contra Costa Child Care Council).

No enrolled family will lose a ~~childcare opening~~ *their spot* in the children's center unless they do not adhere to the program policies. The policies of the children's center are maintained and available for review in the office of the children's center director. *There are several reasons why services at the DVC Children's Center may be terminated. They include:*

- Parent leaves the DVC campus or is not in a class or lab as scheduled
- Non-payment of fees
- Non-fulfillment of parent responsibilities
- If the center staff determine that the program is unable to meet the individual needs of the child

Compliance/References:

Approval History:

ADOPTION: May 10, 2004

REASSIGNED TIME GUIDELINES

Reassigned Time Guidelines

Purpose

The reassignment of faculty to specific non-instructional tasks may be used to meet special educational, technical, or administrative needs at DVC. In addition to the reassigned time allocated through CCCCD Human Resources Procedure and that stipulated in the collective bargaining agreement with the United Faculty, the college may choose to reassign faculty from their normal assignments in order to undertake specific functions for a designated period of time.

Reassigned time may take faculty away from their responsibility of providing classroom instruction and direct services for students. ~~Therefore, reassigned time will be considered when using our internal faculty expertise, through the mechanism of reassigned time, is in the best interest of the college.~~

Reassigned time may be granted for such activities as preparation of accreditation reports, grant management, curriculum/program development, staff development, or any *other functions that may be* effectively performed by faculty on reassigned time.

Computation

Based on the United Faculty contract, the computation of faculty reassigned time from released time is derived from the following:

Discipline faculty FTE reassigned X 35 = weekly hours of reassigned duties

Library faculty FTE reassigned X 40 = weekly hours of reassigned duties

Counseling faculty FTE reassigned X 30 = weekly hours of reassigned duties

Approval

Reassigned time shall be recommended by one of the college vice presidents in consultation with the appropriate dean. Reassigned time may also be recommended by the academic senate president. The final determination of assignments is made by the college president.

Duration

Reassigned time will be granted for a designated period not to exceed two years (renewable). Once a semester has begun, a faculty member's reassigned time cannot be rescinded until the end of that semester unless the faculty member

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agrees to such an action. If, in the opinion of the administration, duties are not being performed at an appropriate level or the required numbers of hours are not being spent, the administration has the right to rescind the reassigned time for the subsequent semester(s) after consultation with the academic senate president.

Budget

Whenever possible, grants or agencies will be charged the full-time replacement costs of the faculty rather than the part-time replacement costs. If the reassigned time is not funded by an outside agency or grant, the replacement cost will be calculated based on the actual salary of the substitute. Such reassigned time will be specifically budgeted rather than absorbed by the college's part-time faculty budget.

Compliance/References:

Board Policy 2027

Human Resources Procedure 2090.07

Approval History:

ADOPTION: December 5, 2005

Procedures Revision Recommendations for College Council.
Strike-through sections are recommended for deletion. *Parts in italics are recommended additions.*

DVC Procedure 3012.03

~~STUDENT CAFETERIA CONDUCT AND ACTIVITIES~~

~~Student Cafeteria Conduct and Activities~~

~~The primary function of the college's student cafeteria is to provide food services for the Diablo Valley College campus community and visitors.~~

~~*The Student Code of Conduct [see college catalog or DVC procedure 3012.01] represents the foundation for student behavior and activity in the student cafeteria.*~~

~~The following activities or restrictions in addition to those noted above have been established by the College Council:~~

- ~~• The playing of cards and other games may create a disruptive environment and prevent students and others from using the cafeteria for its original purpose. Therefore, the college prohibits disruptive game playing in the cafeteria so that students, staff and visitors will have the opportunity to eat and socialize in a comfortable environment.~~

Compliance/References:

Board Policy 3012

Approval History:

ADOPTION: May 17, 2004

REVISED: November 23, 2009

Research, Planning, and Evaluation Committee Existing Description

Introduction:

The Research, Planning, and Evaluation Committee (RPEC), taking direction from College Council, supports the work of the college to achieve its strategic plan, annual priorities and other objectives. This committee supports College Council to set annual priorities by providing high quality research about the state of the college. The committee provides College Council with evaluation of the work undertaken by committees, task forces, workgroups, units and college programs. The Research, Planning and Evaluation Committee supports data-driven decision-making throughout the college thereby promoting a culture of evaluation. This Committee supports the alignment of all existing college plans and ensures the alignment of plans under development coming from committees, task forces and workgroups, with DVC's Strategic Plan and the annual outcomes set by the College Council. In these ways, the Research, Planning and Evaluation Committee informs the work of the College Council, Academic Senate Council, and Classified Senate Council, and informs the work of college and Academic Senate committees, task forces and workgroups and units throughout the college.

Meeting Times/Days: Twice a month and are listed on the campus meeting calendar linked to the DVC homepage

Reporting Status: College Council

Co-Chair Structure: Co-chairs: Selected by committee members.

Membership:

The Research, Planning and Evaluation Committee membership is based on three criteria: expertise in educational research; expertise in planning; and broad knowledge of the college. Membership is drawn from all areas of the college, including SRC, and includes faculty, managers, classified staff and students. The size of the committee is determined by the work the committee must undertake, and selection of individuals to serve will be based on the above criteria.

Categories:

Membership of the committee shall consist of five (5) faculty, three (3) managers and two (2) classified staff. A representative from the District Office of Research will serve as an ex-officio member.

Membership:

3 administration 5 faculty 2 classified 1 district research (ex officio)

Term of Membership:

Three-year staggered terms, may be reappointed for one additional term.

Outcomes	Process
The college will have useable high quality research supporting the development of annual priorities and expected outcomes. [I.B.4, I.B.5]	The Research, Planning and Evaluation Committee works with College Council and the Academic and Classified Senate Councils to inform them in their decision-making about annual college priorities and outcomes with research and analysis of the impact of the prior year's activities to advance the Strategic Plan directive and goals, annual priorities and expected outcomes, and other mandates.
The college's plans and committee work will be aligned with the Strategic Plan and the college's annual priorities. [I.A.]	The Research, Planning and Evaluation Committee works with college and Academic Senate committees, task forces and work groups to align all plans and activities with the Strategic Plan and the college's annual priorities and expected outcomes.
All committees, task forces, workgroups, units, governance bodies and college programs will make data-driven decisions and evaluate their activities. [I.B.3, I.B.4, I.B.5]	The Research, Planning and Evaluation Committee supports the development of this capacity throughout the college.
The committee will produce a summative evaluation of the impact of the college's activities on the annual priorities. [I.B.8]	The Research, Planning and Evaluation Committee will work with appropriate groups to collect relevant information and will analyze and present this information to College Council.
The college will have on-going training and education to develop expertise on the design of research and use of data for decision-making. [III.A.14]	The Research, Planning and Evaluation Committee will develop professional development curricula and provide training for this purpose.

Draft Revision to Replace Existing

January 29, 2019 Draft

Formed: 9/10/15

Revised:

Accreditation Standards: I.A., I.B.3, I.B.4, I.B.5, I.B.8

The Research, Planning, and Evaluation Committee (RPEC), taking direction from College Council, supports the work of the college to achieve its Educational Master Plan, annual priorities and other objectives. The Research, Planning and Evaluation Committee supports data-driven decision-making throughout the college thereby promoting a culture of evaluation. This Committee supports the alignment of all existing college plans. In these ways, the Research, Planning and Evaluation Committee informs the work of the college.

Charge and Function

Research

The RPEC evaluates the data/research needs of the college.

The RPEC facilitates administration and evaluation of college wide research initiatives. When warranted, the RPEC communicates the results of the evaluation.

As per Procedure 4001.01, the RPEC serves as the research conduit for the college. The Procedure outlines the steps through which individuals within and from outside of the college submit research proposals and how those proposals are processed.

Planning

The RPEC makes recommendations to the College Council on college goals, provides summative evaluations of plans and activities, and makes recommendations for the future.

The RPEC works with college committees on the alignment of goals across planning documents.

This committee supports the College Council's efforts to set annual priorities.

Evaluation

The RPEC reviews research and data collected by the college and other sources, writes reports that interpret the data, and assists with developing instruments for projects.

The RPEC makes recommendations to the College Council on metrics.

Professional Development

RPEC, in collaboration with the Profession Development Committees, facilitates activities and trainings about research, evaluation, and planning.

Special Projects

The RPEC completes special projects as directed by the College Council.

It works with the Academic Senate, Classified Senate, college committees, and others to align plans and activities with the Educational Master Plan.

It works collaboratively on district-wide planning efforts with the District Office and with Los Medanos and Contra Costa College.

Meeting Time and Dates: Every other Tuesday at 2:30-4:30

Reporting Status: Reports to College Council

Co-Chairs: The Dean of Institutional Effectiveness and one person selected from the membership

Membership:

Membership is drawn from all areas of the college, including both the San Ramon Campus and the Pleasant Hill Campus, and includes faculty, managers, classified staff, and students.

Members:

3 administration (The Dean of Institutional Effectiveness and two others)

5 faculty

2 classified staff

1 student

Term of Membership:

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REVISED: November 23, 2009