

COMPENDIUM OF BOARD POLICIES AND COLLEGE PROCEDURES



Office of Institutional Effectiveness

Office of the Vice President of Research, Accreditation and Planning

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EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

GENERAL ADMINISTRATION AND ORGANIZATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.01

DISTRICT GOVERNANCE

Because individuals and employee organizations need uniform and orderly methods for communication, the President shall develop an appropriate governance system, which provides for ready communication of ideas and feelings regarding the operation of the District. The governance system shall provide for (1) appropriate participation by faculty*, staff, students, and administrators; and (2) advice by all recognized District employee groups, and, where appropriate, the student association on matters relating to District Policies. The Board of Trustees, however, shall consider such a governance system as entirely advisory to the President.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

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Designated Contact: President of the College

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.01.10 Constituency Group Association Time Allotments

APPROVED: November 21, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To clarify the amount of time that may be spent by the constituency group association members on the activities of the organization during normal working hours.

PROCEDURE:

To insure the smooth operation of both the Classified Staff Association and Professional Staff Association and the offices in which members of the association are employed, the guidelines outlined below are to be followed:

- I. A maximum of five hours per week during normal working hours may be spent by the officers, members of the Rights and Responsibilities Committee, and/or other members related to the official activities of the organization. The officers of the Associations are the President, the Vice-President, and the Secretary.
- II. All absences by an employee related to Association activities must be cleared with the employee's immediate supervisor(s) in advance so that provision can be made to maintain the work schedules of the affected offices at normal levels of efficiency.
- III. Full-time Classified and Professional Support Staff members are authorized excused absences to participate in activities as outlined above. Part-time (hourly) staff members who participate in staff association activities must do so on their own time. Part-time staff may, however, coordinate with their supervisor to adjust their work schedules so that they can attend association activities without loss of pay.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.01.01.14 Committees

APPROVED: August 29, 1994
Year of last review: 2019

REVISED: February 19, 2010

AUTHORIZING BOARD POLICY: 2.01.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Effectiveness

OBJECTIVE: To provide guidelines for establishing committees and the assignment of faculty* and staff.

PROCEDURE:

I. General Provisions

Definitions: Committees shall be identified as District-Standing, District-Ad Hoc, Administrative-Standing or Administrative Ad-Hoc. Each type of committee shall forward recommendations, in a timely manner, through the Chair or the committee's administrative liaison, to the Vice President whose area(s) of responsibility is/are affected by the recommendations. In accordance with Board Policy 2.01.01, *District Governance*, the Board of Trustees shall consider the advice rendered as entirely advisory to the President.

A District Standing Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate ongoing recommendations that have District-wide impact. The nature of the impact is one that could have a fundamental effect on the Mission of the College. A District Standing Committee shall be in effect until dissolved by the President.

A District Ad Hoc Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate recommendations regarding a single or limited number of concerns that have District-wide impact. The nature of the impact is one that could have a fundamental effect on the Mission of the College. A District Ad Hoc Committee shall be dissolved after its recommendations have been forwarded to the appropriate Vice President.

An Administrative Standing Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate ongoing recommendations that have localized, functional area impact. The impact is primarily one that affects administrative processes. District Administrative Committees shall be in effect until dissolved by the President.

An Administrative Ad hoc Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate recommendations that have localized, functional area impact. The impact is primarily one that affects administrative processes. An Administrative Ad Hoc Committee shall be dissolved after its recommendations have been forwarded to the appropriate Vice President.

II. Process

A. Establishment of Committees

The need to establish a committee (standing or ad hoc) may arise from a variety of sources, including but not limited to: Instructional Deans, other administrators or constituency group representatives. The need must be presented as a formal written request with rationale and justification to the originator's Vice President for Cabinet review and Presidential approval. The written request shall include recommendations concerning the committee's charge, the number of appointees, and any stipulations concerning representation by site, by department, by job title, by work classification, by department or by administrative area. An approved request shall be forwarded by the Vice President to the Office of Institutional Effectiveness (IE) for inclusion in the IE committee database.

* Note: The word "faculty" denotes instructors, counselors and librarians.

B. Approval

Upon approval of the establishment of a Standing or Ad Hoc Committee, the President shall review the recommended charge and other recommended stipulations concerning the committee, and create an official charge to the committee which delineates the committee's scope, the context of its major role(s), and the Vice President to whom the committee's product or recommendations are to be given.

III. Assigning Committee Members

A. Faculty and staff shall be provided the opportunity to volunteer for Standing Committee vacancies during the spring semester. A solicitation form shall be distributed to all faculty and staff by February 1, by all Instructional Deans and appropriate Supervisors. The form shall require those volunteering for committee service to indicate supervisor approval of their service on the desired committee. The president may appoint a student(s) or the Director of Student Leadership and Campus Life to those committees which have an impact on student issues.

B. Instructional Dean and Supervisors shall compile solicitation forms and send them to the Office of Institutional Effectiveness by March 1. The Office of Institutional Effectiveness shall convene a meeting with Instructional Deans, Constituency group Presidents, and Vice Presidents by March 15 to discuss and recommend committee membership. The Vice Presidents shall forward final recommendations for appointment, through the Office of Institutional Effectiveness, to the President. New committee members shall be notified of their committee appointment by the President, by April 15. The Office of Institutional Effectiveness shall ensure that those appointed to a committee have informed their supervisors of their desire to serve on a committee.

If a Standing Committee cannot be appointed in March, or if a new Standing Committee is approved after the normal solicitation period, the IE Office shall distribute solicitation forms as per the established process to secure District participation; appointments shall be made in consultation with the Instructional Deans, Constituency group Presidents, and Vice Presidents as per procedure.

C. The President shall assign a nonvoting Administrative Liaison to each Standing Committee. The Administrative liaison may provide clerical support as needed to the committee and is generally expected to act in a supportive role, helping the Chair with the operation of the committee for example. The President may replace the liaison as needed with full knowledge of the committee Chair and Cabinet. Ad Hoc Committees do not require presidential administrative liaison appointments.

D. Generally, the composition of committees should include at least one full-time faculty representative from each division, one Librarian, one Counselor and one representative from each Constituency Group. Each committee should also include one representative each from Continuing Education and Workforce Development. The composition of Ad-Hoc committees should include representation from those District departmental areas which are directly related to the charge of the committee with some representation from the instructional areas as appropriate to the extent possible. Committee membership may include representation from community organizations as deemed appropriate. All committees shall consider equitable representation as to gender, ethnicity, and campus location. The charges, membership requirements, and membership rosters of the Standing Committees shall reside on the College's Internet site, and the Office of Institutional Effectiveness shall review and revise them as necessary, in consultation with the President and the Cabinet.

E. Committee members shall serve on no more than two Standing Committees at a time. The membership term shall be for a minimum of two years and a maximum of three years. A committee member's term of service on a committee beyond his or her period of employment at the College does not obligate the College to extend his or her period of employment. One-half of the members shall rotate off each year if members of a committee serve for two years. One-third of the members shall rotate off each year if members of a committee serve for three years. Generally, a person may not serve consecutive terms on the same committee with the possible exception of extenuating circumstances due to lack of personnel such as may be possible at small campuses or worksites. Non-attendance or non-participation on a committee may result in removal from that committee. Each committee shall determine guidelines regarding attendance and participation for committee members. The committee Chair shall be responsible for implementing the guidelines.

Committee members seeking to resign from a committee may do so only after consulting with the committee chair and securing the permission of their supervisors. The consultation having been done and the supervisor's permission secured, the committee chair shall convey a committee member's wish to resign from a committee, through the Office of Institutional Effectiveness, to the President. The resignation shall not be effective until

approved by the President in writing, and the member wishing to resign shall remain on the committee until a successor is appointed by the President.

- F. In the event a member can no longer complete his/her term of service, or because of non-attendance or non-participation as per Section III. E., the appropriate appointing Instructional Dean, Supervisor, or Constituency Group President shall select a replacement and forward a recommendation through the appropriate Vice President for approval and recommendation to the President. This appointment shall only be for the remainder of the former member's term.
- G. If the need arises after the membership selection timeline to add member(s), the committee Chair shall forward the request to the appropriate Vice President, who shall forward the request to the President and Cabinet for consideration. The new member(s) shall serve a term which begins on the previous September 1 date, for a minimum of two years, and a maximum of three years as per Section III. E.

H. Ex Officio and Resource Persons

Ex Officio members may be added as needed /determined by the committee. Resource Persons may be invited to provide specific information or advice as needed. Neither Ex Officio members nor Resource Persons may vote.

IV. Records of Committee Transactions

- A. Normally the membership of Standing Committees shall elect a Chairperson at the first meeting of the academic year; the President may, however, appoint the Chairperson. The standing committee Chairperson shall serve for the academic year; whereas the Chair of an ad hoc committee serves only during the committee's tenure. Committees may also elect a co-Chair.
- B. Generally, the committee Chair, in conjunction with the Administrative Liaison, shall be responsible for calling meetings, preparing and posting of agendas, and providing minutes of the meetings (see minutes template on page 7). The committee Chair may appoint, in conjunction with the Administrative Liaison, a committee secretary who shall be responsible for taking minutes and preparing them for distribution.
- C. Committees shall prepare minutes, which shall be distributed no later than two weeks after each meeting to: the President, members of the Cabinet, the Constituency group Presidents, and committee members. Each receiving entity shall be responsible for distributing the minutes to the appropriate District personnel affected. The administrative liaison shall provide the Office of Institutional Effectiveness an electronic version of the minutes. The District Email system/Website shall be used for general distribution.
- D. A meeting calendar, objectives and year-end report with the plan of action for the next year, all of which shall be prepared for each standing committee, are the responsibility of the Chair and Administrative Liaison. The year-end report, plan of action and an annual committee survey shall be reported by May 15 on the attached forms *Annual Standing Committee Chairs' Year-End Report* and the *Standing Committee Member Survey*. Both reports shall be submitted to, and kept on file in, the Office of Institutional Effectiveness. The purpose of the forms is to facilitate the year-to-year transmission of committee objectives and actions to ensure the productiveness of standing committees. The District Email system/Website shall be used for general distribution.
- E. A committee, as appropriate, may submit a *Response and Outcomes* form, via the IE Office, to the appropriate administrator who shall respond within 30 days as to the action(s) taken toward the implementation of the committee's recommendation(s). A completed copy of the *Response and Outcomes* form shall be returned to the Chair, the Administrative Liaison and the Office of Institutional Effectiveness.

V. Review of Standing Committees Status and Dissolution of Committees

The I.E. Office shall maintain the standing committee meeting calendar, ensure that the committees are staffed, contact the Chair of each committee to ascertain whether a committee has met, has forwarded recommendations to the Vice President most impacted by the committee's deliberations and has an appropriate charge and an appropriate committee composition. The I.E. Office shall report its findings to the said Vice President and the President. The I.E. Office may recommend changes in the charge or status of a committee, including dissolution, to the President.

VI. Standing Committee Rosters and Charge: The IE Office shall maintain a list of approved Standing Committees, their membership and charges.



RESPONSE AND OUTCOMES

For College Procedure 2.01.01.14:
Committees

Standing committee Chairs may send this form, via the Office of Institutional Effectiveness, to the appropriate administrator who shall respond within 30 days as to the action(s) taken toward the implementation of the committee’s recommendation(s). A completed copy of the *Response and Outcomes* form shall be returned to the Chair, the administrative liaison and the IE Office.

Standing Committee Name:	
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Current Academic year:		Date submitted:	
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Impacted Vice President:	
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I. Committee Recommendation(s) about which there is a concern:

II. Vice Presidential Response:



For College Procedure 2.01.01.14:
Committees

ANNUAL STANDING COMMITTEE CHAIRS' YEAR-END IMPROVEMENT REPORT

Standing committee Chairs shall use this form to submit their year-end report on accomplishments and the committee's plan of action for the next year, as described in Section IV of College Procedure 2.01.01.14: *Committees*. Completed copies shall be submitted to the Office of Institutional Effectiveness and the Office of the President by **May 15**.

Standing Committee Name:	
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Current Academic year:		Date submitted:	
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Meeting dates (Month(s)):	
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List the accomplishments of the committee.

1. Action(s) in response to the plan of action recommended by last year's committee Chair:

2. Additional accomplishments:

3. Recommended plan of action (e.g. objectives) for the committee during the next academic year. This report will be shared with the subsequent Chair of the committee.



For College Procedure 2.01.01.14:
Committees

STANDING COMMITTEE MEMBER SURVEY

The committee member shall submit this survey to the Office of Institutional Effectiveness by May 15.

Standing Committee Name: _____

Current Academic year: _____ **Date submitted:** _____

Please place an x below the appropriate answer.

MY COMMITTEE:	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
Was needed.	_____	_____	_____	_____	_____
Had an adequate charge.	_____	_____	_____	_____	_____
Had members who could competently address the charge.	_____	_____	_____	_____	_____
Had an attendance rate sufficient for productive meetings.	_____	_____	_____	_____	_____
Saw participation from all of its members.	_____	_____	_____	_____	_____
Was adequately served by College Procedure 2.01.01.14: <i>Committees</i> .	_____	_____	_____	_____	_____
Was productive overall.	_____	_____	_____	_____	_____

MY COMMITTEE:

Met during the current academic year. (Please circle)	Never	Once	Twice	3 or more times
Recorded minutes. (Please circle)	Yes	No		

Recommended Improvements to the committee process or to my committee:



[Template]

NAME OF COMMITTEE

MINUTES

Date/Location of Previous Meeting

Members in attendance: (List of members present).

Members not in attendance: (List of members not present).

I. The meeting was called to order at (time).

II. Approval of Minutes

III. Old Business

A.

1.

2.

B.

1.

2.

IV. New Business

A.

1.

2.

B.

1.

2.

V. The next meeting will be on (Date of next meeting)

VI. Adjournment: (member's name) moved to adjourn the meeting. It was seconded by (member's name). The meeting was adjourned at 5:00 p.m.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.03

THE PRESIDENT OF THE COLLEGE

The Board shall appoint a chief executive officer of the El Paso Community College to be known as the President of the College. Within the framework of the law and of these Policies, the President of the College shall be directly responsible to the Board for the administrative operation of the College and shall have the following responsibilities:

- A. The interpretation, implementation and enforcement of Board Policies and Orders.
- B. The recruitment and recommendation of all employees of the College to the Board.
- C. The recommendation to the Board of Policies and plans for the operation of the College.
- D. The development and recommendation to the Board of the organizational and administrative structure of the College.
- E. The development of job descriptions of all employees of the College for approval by the Board.
- F. The recommendation of promotions and transfers of employees of the College to the Board.
- G. The recommendation of leaves of absence and professional development leaves to the Board.
- H. The guidance, management and control of all employees of the College.
- I. The development of procedures necessary for the implementation of Board Policies, Orders and Resolutions.
- J. The development and implementation of the Board's master plan for college development.
- K. The recommendation to the Board of programs of instruction and other educational and community Services.
- L. The review of the educational program on a continuing basis and the recommendation of changes that will improve the quality and scope of services offered by the College.
- M. The recommendation to the Board of candidates for graduation and certification.
- N. The formulation of all reports required by local, state, and federal agencies.

Adopted: Jan. 16, 1980
Year of Last Review: 2018

Amended: Sept. 22, 1994

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Designated Contact: President of the College

- O. In cooperation with the Board and staff, the President of the College shall be the representative of the College to the public.
- P. The provision of information to the Board necessary for informed decision-making.
- Q. The application for grants, contracts, and gifts.
- R. The development and submission of an annual budget to the Board.
- S. The lending of his or her influence toward the development of local, state and national educational Policies.
- T. The lawful operation of the College.
- U. The performance of such other duties as the Board may from time to time assign.

Adopted: Jan. 16, 1980
Year of Last Review: 2018

Amended: Sept. 22, 1994

2.01.03 - 2 of 2

Designated Contact: President of the College



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.01.03.14 College Procedures

APPROVED: November 4, 1979 **REVISED:** January 4, 2021
Year of last review: 2021

AUTHORIZING BOARD POLICY: 2.01.03

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Effectiveness

OBJECTIVE: To provide a process for the development, review, revision, approval, maintenance, dissemination, and deletion of College Procedures.

PROCEDURE:

I. General

- A. **Implementation:** A College procedure describes the method by which a Board policy will be implemented by the President.
- B. **Types of Procedures:** A College procedure is classified as Institutional or Administrative. Institutional procedures have College-wide impact, whose nature could have a fundamental effect on the Mission of the College. Administrative procedures impact specific areas that have localized, functional impact on administrative processes. The Institutional Effectiveness (IE) Office shall maintain a database of procedures and of Cabinet Administrators responsible for each. The IE Office shall place the procedures on the College's web page.
- C. **Staggered Review:** Procedure review shall be staggered so that one-third (1/3) of the procedures shall be reviewed every year. Each year, the review shall commence with those procedures with the oldest approval date and with no revision date, and then progressing to those with the oldest revision date. The IE Office shall annually create a review calendar. Revised or proposed procedures shall not be reviewed or approved between May 1 and August 31, except as authorized by the President. The most recent date of review shall be noted on each Board policy and College procedure.
- D. **Who may submit Procedures for Review:** Generally, any College employee may submit to the IE Office for consideration a new procedure or a revision to an existing procedure; otherwise, the normal three-year review cycle will be followed. The Cabinet Administrator most impacted submits the recommended new or revised procedure (or the document for deletion) to the President and Cabinet. If the submission is new, the appropriate format must be used (See *Style Sheet for Writing and Revising College Procedures* in this procedure). If a revision is submitted, strikeouts denote material proposed for deletion; shading denotes material proposed for addition. Proposals to delete procedures shall follow the process used to create and revise such documents.
- E. **Working Draft:** If the Cabinet Administrator requests the President and Cabinet to allow the new or revised procedure to be implemented as a "working draft" for sixty (60) days, pending approval, the Cabinet Administrator shall forward the "working draft" to the IE Office, which shall place the draft on the College web page. The "working draft's" authority shall expire sixty 60 days after its effective date, after which the current procedure's authority is restored. In extenuating circumstances, a thirty (30) day extension may be granted by the President.

II. Process

- A. The Cabinet Administrator most affected will submit the recommended, newly developed, or revised procedure or the document for deletion to the President and Cabinet for review. A procedure that is discovered to have been inadvertently omitted from the recognized canon of procedures will follow the same process as if it were a new procedure. If approved by the President and Cabinet, the Cabinet Administrator shall send the draft procedure or the document for deletion to the IE Office.

B. Types of Review: The process shall be either a District Review (most common) or a Cabinet and President Review.

1. District Review:

- a. Normally, the IE Office emails the draft procedure (or the document for deletion) to the District for twenty-one (21) days of review and comment and gathers the comments. At the same time, the IE Office meets with the constituency presidents and Student Government Association president regarding their signing of the College Constituency Review of College Procedures form (attached to this procedure) to indicate their opportunity to study the procedure under review. The IE Office shall maintain a file of comments.
- b. The IE Office sends to the Cabinet Administrator a packet of documents with the College Constituency Review of College Procedures form signed by the constituency presidents and with comments (if any).
- c. The Cabinet Administrator submits the packet to the President for approval. The President signs the College Constituency Review of College Procedures form and sends the form to the IE Office, which maintains a file of the review forms and which gives the draft procedure its final version.
- d. The IE Office disseminates, via the College's web page, the procedure and informs College employees of the new or revised procedure (or informs employees of a deletion). The IE Office ensures that deleted procedures are removed from the College's web page and archived.

2. Cabinet and President Review: If the procedure addresses Federal or State requirements, or addresses non-substantive changes, the President normally signs the form Cabinet Review of College Procedures without a District twenty-one (21) day review and comment, and sends the form to the IE Office. The IE Office shall maintain a file of the review forms, shall give the draft procedure its final version, and shall place the procedure on the College web page.



For College Procedure 2.01.03.14
College Procedures

PROCEDURE NUMBER AND TITLE:

Proposed Change: _____ **Revision** _____ **New** _____ **Deletion**

Merge into College Procedure (No. and Title): _____

Other change: _____

PRESIDENTIAL APPROVAL

In accordance with College Procedure 2.01.03.14 *College Procedures*, the signature of the President indicates that the creation, revision, deletion, or other change to the above procedure has been approved and that the Office of Institutional Effectiveness has been directed to disseminate the procedure or remove the deleted document from the College web site, while archiving a copy of the deleted document. The Office of Institutional Effectiveness shall maintain a copy of this form.

Signature of the President

Date of Signature

STYLE SHEET FOR WRITING AND REVISING COLLEGE PROCEDURES

Authorization: See College Procedure 2.01.03.14 *College Procedures*, for information on the process by which College Procedures are created, developed, and approved. The Office of Institutional Effectiveness (IE) is responsible for directing the foregoing efforts and may be contacted for assistance at 915-831-6740. Board Policies are approved by the Board; College Procedures are approved by the President.

REVISING BOARD POLICIES AND COLLEGE PROCEDURES

Using an editable version of the College Procedure provided by the IE Office, indicate by gray shading material to be added and indicate by strike-outs material to be deleted. The IE Office will provide the revision date after the revision is approved.

WRITING NEW COLLEGE PROCEDURES

FIRST CONSIDERATIONS:

- The purpose of a procedure is to enumerate and describe the steps of a **PROCESS**. Non-process content would be more suitable for other publications, such as the College *Catalog*, a Board Policy, an existing procedure, or the College web page.
- The process must implement some aspect of a Board Policy and cannot contradict or go beyond a Board Policy. The IE Office will help the writer of a process to identify the applicable Board Policy.
- The writer of a procedure must be certain that the College has no other procedure with the same objective and that the process under consideration cannot be added to an existing procedure.
- The writer must consider whether to add one or more cross-references to other College Procedures whose processes may impact, or be impacted by, the contemplated new procedure.
- The procedure must clearly indicate the office responsible for the process and all the actions that the office must take to achieve the objective.
- As all College Procedures appear on the College web page, the procedure must be succinct and understandable to College employees, students, accrediting agencies, and the public.

TYPE FACE AND FONT: College Procedures are written in Times New Roman 10-point type. The margins are: Top .5"; bottom .5"; left .7"; and right .7". The text is single space with double spacing between paragraphs.

FORMAT: College Procedures use an outline format, as exemplified by the template below. The IE Office will provide the standardized heading of the procedure's first page (e.g. College logo, section for number, title, and approval date).

PROCEDURE NUMBER: The number of the procedure will be supplied by the IE Office. The procedure number consists of the associated Board Policy number to which two or more digits unique to the procedure are added.

TITLE: The procedure's title should accurately and succinctly identify the objective.

APPROVAL DATE: The approval date will be determined by the President and added to the procedure by the IE Office.

OBJECTIVE: Beginning with the word “To,” is a phrase stating what the procedure is designed to achieve. For example, College Procedure 2.01.03.14 *College Procedures*, has the following objective:

“OBJECTIVE: To provide a process for the development, review, revision, approval, maintenance, dissemination, and deletion of College Procedures.”

PROCEDURE: Following the objective is the procedure. Normally, the procedure consists of two parts.

Part I: The first part is normally entitled “General” or “General Provisions.” This section is an introduction, which may contain a list of definitions, the rationale for the process, and/or other preliminary information needed to understand the context of the process.

Part II: This section is the “Process.” This section identifies the steps of the process. If the process requires forms, the forms should be appended to the procedure and referenced in Part II. If referring to related handbooks, the writer should be aware that the College has no mechanism for reviewing and updating handbooks; thus, handbooks may become obsolete and/or irrelevant to the procedure.

PROCEDURE TEMPLATE (Provided by the IE Office)



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

[No. supplied by IE Office] [Title]

APPROVED: [Date supplied by IE Office] REVISED:

Year of last review: [Date supplied by IE Office]

AUTHORIZING BOARD POLICY:

Designated Contact: **[Contact supplied by IE Office]**

OBJECTIVE: To

PROCEDURE:

I. General Provisions:

(e.g. Definitions, rationale, impetus (If any))

II. Process

A.

- 1.
- 2.

B.

- 1.
- 2.

Etc.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.03.18 Unscheduled Closing of College/Delay of Instruction

APPROVED: December 6, 1978 **REVISED:** March 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.01.03

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology

Designated Contact: Vice President of Information Technology

OBJECTIVE: To establish guidelines for canceling classes and for reporting to work during an unscheduled closing of the District.

PROCEDURE:

I. Closing Authority

- A. The President or his/her designee will be the sole authority for the closing of the District due to inclement weather or for other unscheduled reasons. The President has the authority to close District facilities and/or suspend classes when inclement weather or other conditions make such action advisable in the interest of public safety.
- B. The Chief of Police or first responder will communicate with the Critical Response Team Lead to convey information regarding conditions at each campus and center.
- C. The Critical Response Team Lead or designee will relay the latest information on the situation in accordance with the College's emergency management process.

II. Public Notice

Campus closures will be announced via the Tejano Alert System which will be sent by the Police Department after the President or his/her designee has authorized the closing. The Associate Vice President of External Relations, Communication and Development will work with the Marketing Department to review all circumstances and determine the best way to communicate the closure to the public which may include e-mail, social media, EPCC website and/or the news media.

III. Notice to Employees

- A. The Critical Response Team Lead or designee will notify Cabinet Officers, who will then notify their personnel of the President's decision and any action required.
- B. Students and employees should register for and pay attention to Tejano Alerts for the most current closure information. Depending on the nature of the unscheduled closure, social media, emails, the EPCC website or the news media may also have updates.

IV. Absence Reporting

- A. If all District facilities are closed, no leave of any type will be charged against the salaried employee. For full-time regular employees, such time should be reported under "Paid Item Hours" as "Other" on the Monthly Time and Absence Report. Hourly paid employees earn no compensation for such District closures and continue to be paid for only actual hours worked. If the District closure exceeds twenty-four (24) hours, employees on scheduled leave will be paid without loss of accrued time and the leave form will have to be revised. In the case when only one facility is closed and staff is released from work duties due to unscheduled utility outage or other facility related issue, employees on scheduled leave will report their time as originally approved to be charged against their accrued time. It is at the supervisor's discretion to determine if hours can be made up at a future date.

- B. The closing of the campus shall mean the suspension of classes at that campus. Classes at other campuses or centers will be held unless a complete closing of all District facilities is announced by the President.
- C. All employees will report for work unless weather conditions render unsafe any reasonable attempt to report.
 - 1. In such cases, the employee unable to report shall advise his/her immediate supervisor as soon as possible.
 - 2. Employee absences, when duly reported and justified, shall be deemed excused absences and will be charged to vacation, personal leave, or leave without pay; or the hours absent (not to exceed eight hours) may be made up within the same pay period and so reported on the time report.

V. Facility Coverage

The President and Cabinet Officers have the discretion to relocate or call in employees to fill necessary functions.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.03.22 Prevention of Health-Related Exposure to Communicable Diseases

APPROVED: October 26, 1988 **REVISED:** November 8, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.03

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline guidelines to protect students, faculty*, and staff from unnecessary risk of communicable disease exposure.

PROCEDURE: The most recent guidelines on standard precautions from Centers for Disease Control will be followed in all on-campus and off-campus clinical learning experiences. If affiliate procedures exceed minimum recommendations, affiliate procedures will be followed. The following general preventive guidelines apply in all situations.

- I. Students, faculty, and staff participating in situations requiring direct (patient) contact will utilize protective accessories such as gloves, masks, gowns, and eye goggles. Use of these accessories is necessary when there is potential contact with blood or other body fluids.
- II. Protective devices will be available in appropriate instructional laboratories and clinical affiliates. In certain circumstances, students may be required to purchase items through the College bookstore or other locations.
- III. Storage devices for needles or other objects that are contaminated by blood or other body fluids will be disposed of in biohazard containers as provided by the College and/or the clinical affiliate.
- IV. Faculty, staff, and students at risk of contracting infectious diseases because of their possible high exposure to them will be familiar with the sources and methods of transmissions as well as the proper techniques to utilize in preventing their transmission.
- V. All students and faculty in health-related programs must complete the on-line community orientation annually.
- VI. All personnel will utilize the following standard precautions when providing patient care during clinical or laboratory experience:
 - A. Obtain an adequate medical history. Although it is important to take a medical history, the health care provider should treat all patients as potential sources of infection even when the medical history is negative.
 - B. Use protective attire and barrier techniques. The health care provider will use protective attire and barrier techniques whenever there is a possibility of coming in contact with body fluids such as blood or saliva, exudates from wounds or sores, and body excrements, or when touching mucous membranes or infected tissues. These barrier techniques include the use of gloves, gowns, surgical masks, and protective eye wear or face shields.
 - C. Hand washing. Always scrub using an approved technique before the first patient, between patient contacts, after touching inanimate objects likely to be contaminated by blood or saliva from patient and before leaving the patient treatment area. Hand sanitizers may be used in lieu of hand washing if there are no visible sores on the hand.
 - D. Appropriate use and care of sharp instruments. Items such as needles, scalpels, blades, and sharp instruments should be considered as potentially infective and must be handled with extraordinary care to prevent unintentional injuries. For instance:
 1. Use disposable instruments such as needles and scalpel blades whenever possible and then dispose of these items in such a way as to prevent possible injury and infection to all persons, (including the janitorial staff) that might come in contact with these instruments. Sharp instruments should be placed in puncture-resistant containers for disposal.

* Note: The word "faculty" denotes instructors, counselors and librarians.

2. Prevent needle sticks by recapping needles even if the treatment provider might want to reuse the needle later during the same treatment procedure on the patient not recapping needles and promptly disposing of needles in appropriate Bio Hazard containers.
 3. Use heavy duty rubber gloves when cleaning contaminated sharp instruments of gross debris. Use ultrasonic cleaners whenever possible.
- E. Disinfect or sterilize instruments.
1. Instruments that normally penetrate soft tissue and/or bone must be cleaned and sterilized after each use. The sterilization should be accomplished by approved methods using manufacturer's recommendations vapor. The adequacy of these sterilizers should be verified by the periodic use of spore-testing devices.
 2. Instruments that are not intended to penetrate soft tissue, but may come in contact with soft tissue should be sterilized if possible. If such sterilization is not feasible these instruments should at least receive a high-level disinfection. The disinfectant should be one that is registered with the EPA as a high level disinfectant. Check the label.
- F. Decontaminate environmental surfaces at the completion of work activities on each patient. All surfaces that may have become contaminated with patient fluids or exudates should be wiped with an absorbent toweling to remove extraneous organic material and then disinfected with a suitable germicide. This germicide should be registered with the EPA and classified as tuberculocidal.
- G. Cover surfaces that may be contaminated by blood or other body fluids with impervious-backed paper, aluminum foil, or clear plastic wrap. Remove, discard, and replace these coverings between patients.
- H. Dispose of contaminated wastes. All sharp instruments to be discarded, and any material such as gauze that has been contaminated with blood or other material from the patient should be disposed of with special precaution. Contaminated fluids may be poured into a drain connected to the sewer system. Contaminated wastes should be disposed of in accordance with local or state environmental regulatory agency requirements.
- VII. Students and faculty with exudative lesions should avoid direct patient care or handling of patient care equipment until the condition is resolved.
- VIII. Chemical germicides at manufacturer's recommended dilutions will be used to decontaminate spins of blood and other body fluids. Gloves will be worn during the cleaning procedures.
- IX. Soiled linen will be handled as little as possible and bagged.
- X. Waste which includes blood, exudates, or secretions will be placed in a red, plastic bag to be incinerated or autoclaved.
- XI. An individual with exposure (parenteral or mucous membrane) to blood or other body fluids should obtain serologic tests for hepatitis or HIV infection and medical follow-up for any febrile illness occurring within 12 weeks. All medical treatments and tests will be at the individual's expense or as covered by individual health insurance. An incident report should be completed at the affiliate and at the College. A written counseling form indicating the individual has been advised of the need for medical follow up and testing will be placed in the student's program file.
- XII. Fit-Testing and Purchase of N-95 Masks
- A. Students and faculty will be required to be fit-tested for an appropriate sized N-95 Mask for use as required by clinical affiliates and /or in preparation for emergency situations.
 - B. Fit-Testing will be performed by trained faculty and staff in the Emergency Medical Technology Program.
 - C. N-95 Masks will be purchased at the student's expense as one of the mandatory equipment requirement for identified health career programs.
 - D. The cost of faculty and staff N-95 Masks will be charged to the appropriate program budget through a journal entry.
 - E. Students and faculty will adhere to procedures at assigned clinical affiliates for appropriate use of N-95 Masks.



For College Procedure 2.01.03.22:
 Prevention of Health Related Exposure
 to Communicable Diseases

AFFILIATE INCIDENT REPORT FORM

General Information

Name of affiliate _____ Unit Assigned _____

Report prepared by _____ Address _____

Phone number _____ Email _____

Incident Report Information

Title of Report _____

Date of Incident ____ / ____ / ____ Duration _____

Location _____

Name of Incident _____

Brief Description _____

Person(s) Involved in Incident _____

Activities of above person at the time of incident _____

Any other outside party involved in incident _____

Contact Details _____

Witness of Incident, Name and Contact Details _____

Any Injury taken place, provide details _____

Any Police complaint filed, provide detail _____

Describe any actions taken after the incident _____

Signature _____ Date ____ / ____ / ____

Report Submitted to: Name _____

Signature _____ Date ____ / ____ / ____

8/2011



For College Procedure 2.01.03.22:
Prevention of Health Related Exposure
to Communicable Diseases

SHARPS INJURY REPORTING FORM

Employee or Student Information

Name _____ EPCC ID _____

Address _____ Phone _____

Course _____

Incident

Date/Time of Incident _____ Date/Time of Reporting _____

Location _____

Procedure

Procedure at Time of Incident _____

Purpose Sharp was Used for _____

Implements Causing Injury

Implement Involved _____

Cause of Injury _____

Nature of Injury

Superficial Deep Moderate bleeding Glove Penetrated by Sharp

Part of Body Injury _____

Type of Contamination

Blood Blood Stained Fluid Non Blood Stained Fluid Unknown

Risk Assessment/Treatment

First Aid Yes Advised N/A Risk Assessed Yes No N/A

Incident Report Yes Advised N/A Gloves Worn Yes No N/A

Date of Last Hepatitis B Course/Booster/Anti HBS _____

Date of Last Tetanus _____

Information Regarding Source Patient Known Unknown

Follow Up Strategy/Comments _____

Signature _____ Date _____ / _____ / _____

Signature _____ Date _____ / _____ / _____

8/2011



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.04

ACTING CHIEF ADMINISTRATOR

The Board recognizes that occasionally the President must be absent from the District. Therefore, the President shall designate an Acting Chief Administrator during his absence.

Adopted: May 23, 1979
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.04 - 1 of 1

Designated Contact: President of the College



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.05

COLLEGE ORGANIZATION

It shall be the Policy of the Board of Trustees to achieve the philosophy, mission, and goals of the District through a single college multi-campus organizational structure that:

- A. Serves the educational needs of the various communities within the District.
- B. Equalizes accessibility of educational opportunities to citizens of the District, and
- C. Accommodates increased enrollment in the District in such a manner that each unit is kept to reasonable and functional size.

Accordingly, the educational programs of the District shall be administered through one accredited community college operating a number of educational campuses located within the District. The President of the College shall develop and maintain a District administration responsible for centralized management functions with de-centralized distribution for such services as instructional and student services, business and finance, personnel, and planning and development. He or she shall also develop and maintain an organizational and administrative handbook for approval by the Board which shall reflect the organizational and administrative structure of the College. Additionally the President shall maintain, as a part of this handbook, a current job description for each administrative position shown on the organizational chart, describing the assigned functions and authority delegated to each administrator.

Adopted: Jan. 16, 1980
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.05 - 1 of 1

Designated Contact: President of the College



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.06

DISTRICT MASTER CALENDAR

The President shall develop and submit for approval a District Master Calendar that shall include the dates of all major activities required for the operation of the District. These dates include, but are not limited to, the following:

- A. Class Registration Dates
- B. Class beginning and ending dates
- C. Final examinations
- D. Class recesses
- E. Holidays
- F. Summer Sessions
- G. Commencement dates

Adopted: May 23, 1979
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.06 - 1 of 1

Designated Contact: President of the College



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.06.10 Spring Break

APPROVED: July 30, 1985
Year of last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 2.01.06

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admission and Registrar

OBJECTIVE: To establish timelines and responsibilities for scheduling Spring Break

PROCEDURE:

I. Timelines

A. Dates

1. As a general guideline, Spring Break will be scheduled for the week following the end of the eighth week of the semester.
2. Spring Break begins on Monday and extends for seven days, ending on Sunday.
3. When Easter falls during the month of March, Spring Break will be adjusted so that the Good Friday holiday falls within the Spring Break. Spring Break shall not be scheduled later than the last week of March.

B. Coordination with class schedule publication

Spring Break dates will be determined in advance of the timelines for publication of the appropriate class schedule for the fall semester of every year

II. Responsibility for Implementation

A. Executive Director of Admission and Registrar

The Associate Vice President of Student Services is responsible for identifying the Spring Break periods of other educational entities within El Paso County. The Associate Vice President of Student Services will recommend a Spring Break period which most, nearly coincides with the schedules of these other educational entities and which accommodate the District's academic calendar.

B. President's Office

Upon the recommendation of the Vice President of Student Services, the President will establish the dates for Spring Break and will notify the appropriate administrative offices for dissemination.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.07

SAFEGUARDING DISTRICT ASSETS

The President is authorized to implement appropriate controls to safeguard the assets of the District, specifically the physical plant, equipment and operating supplies. The President shall establish a system of accountability for assets within which liability can be assigned for the safeguarding and/or recovery of District assets.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

2.01.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.07.10 Furniture and Equipment Capitalization Guidelines

APPROVED: September 18, 1989 **REVISED:** January 16, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.07

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To establish guidelines for classifying property as capital asset or operating expenditure.

PROCEDURE:

I. The terms defined below are used in conjunction with the procedure statements to follow:

Property Units are composed of one or more items whose life and utility are interdependent and generally identified as an operating unit.

Unit Acquisition Cost includes all costs to acquire, install, and test property; if trade in, the unit acquisition cost is recorded net of any trade-in allowance.

Useful Life is an estimate of the period of time a unit of property is expected to be used.

Capital Improvements are those subsequent additions to a unit of property that either increase the value or extend the life of the unit. Examples include upgrades to computer servers or accessories for industrial machines.

II. Expenditures meeting all of the following guidelines should be classified as furniture/equipment. Any unit that does not meet the dollar or useful life guidelines below should be treated as a supply expenditure.

An expenditure is considered furniture/equipment if it has:

- a. Useful life in excess of one year.
- b. Identity which is not altered materially through use.
- c. Unit acquisition cost of \$5,000 or more.

Excluded, regardless of cost, are glass, cloth, and rubber products.

III. With the exception of microcomputer software, capital improvements to furniture/equipment that cost \$1,000 or more will be added to the cost of the property unit if it increases the value, life or utility of the unit.

IV. Furniture and equipment with a unit acquisition cost of \$5,000 or more should be budgeted out of the designated capital expenditure code.

V. Furniture and equipment with a unit acquisition cost of less than \$5,000 should be budgeted out of the supplies expenditure code. For inventory control management purposes, controlled asset items will be inventoried and tracked, but not capitalized.

VI. Exceptions to the general guidelines are items that do not meet the dollar limit, but are sensitive to personal conversion. Examples include: handguns, digital cameras, televisions, camcorders, microscopes, monitors, printers, sewing machines, and any other items determined to be exceptions for accountability and tracking purposes.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.07.14 Processing of Library Fines and Lost or Damaged Library Material Charges

APPROVED: March 28, 1980 **REVISED:** December 6, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.07

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To provide a process for assessing fines for overdue materials and for billing users for lost or damaged library materials.

PROCEDURE:

I. Delinquent Materials

A. Library materials become due on the date due indicated on each library item.

Books	3 weeks
Audiovisual Material	1 week

B. The fine for delinquent (overdue) materials is \$.25 per day per item to a maximum of \$10.00 per item.

Library users will have a four (4) day grace period per item from the date due before a fine is assessed. If the item is not returned within the grace period, the four (4) day grace period will be included in the fine assessment when the item is returned.

The collected fines will be credited to the College Institutional Library Fund account.

C. Overdue notices will be sent two weeks after an item(s) is due.

Forty (40) days after the item(s) due date, the Public Service Supervisors will notify the Accounts Receivable Supervisor to place the user's registration and graduation records on hold until charges are settled.

Users with overdue item(s) or overdue charges will not be allowed to check out additional items.

D. Faculty and staff are not assessed overdue fines, but will be sent overdue notices.

II. Lost/Damaged Library Material Charges

A. The charge for lost library items or materials returned damaged beyond normal wear and tear will be the cost of each item reflected in the item record plus a \$10.00 per item non-refundable processing fee. The collected charges will be credited to the Library Materials Replacement Fund (\$12290). Each spring during the budget development process, the Library Technical Services Department (LTS) will inform the Head Librarians about the amounts for distribution. These amounts will be taken into consideration in the development of the following year's budget. The funds will be distributed according to the following formula:

Valle Verde Library	39%
Rio Grande Library	19%
Transmountain Library	19%
Mission del Paso Library	9%
Northwest Library	9%
Technical Services	5% (For supplies)

Gift items will be assigned a price by LTS.

* Note: The word "faculty" denotes instructors, counselors and librarians.

Materials overdue for more than a year from the billing date are considered outdated and the user will be responsible for the replacement cost plus the processing fee. Materials returned after one year from the date the fine was originally paid will be considered outdated and not eligible for a refund.

Faculty and staff will be charged the cost of lost or damaged materials plus a non-refundable \$10.00 processing fee per item.

B. Library items are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

1. Liquid damage
2. Torn covers or pages
3. Marked or underlined pages
4. Torn binding
5. Missing or damaged audiovisual materials

Users returning library items damaged, but still usable, will be assessed a repair fee of no less than \$5.00. The Head Librarian of the lending library will make this determination. The collected fees will be credited to the Library Materials Replacement Fund.

III. Ramifications of Delinquent Status

- A. A user with a delinquent record will not be allowed to check out additional item(s) until the overdue materials are either returned or paid.
- B. A user with a delinquent record will not be allowed to register for classes, or receive official copies of his/her transcript.
- C. A user with a delinquent record will not be allowed to graduate from the College.
- D. Head librarians will send a list of faculty members with outstanding library item(s) to Deans/Directors after attempts to get the materials back have been unsuccessful.
- E. The College's Accounts Receivable Department may employ collections procedures to include referring a user's account to a collection agency for payment resolution after account remains unpaid for more than one year.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.08

**PROHIBITION OF THE MANUFACTURE, POSSESSION, CONSUMPTION,
DISTRIBUTION, DISPENSATION, SALE, OR USE OF CONTROLLED SUBSTANCES**

The District prohibits the unlawful manufacture, possession, consumption, distribution, dispensation, sale, or use of controlled substance, as that term is defined in state and federal law, on all District premises and work sites, or at any College-related activity/event. Further, the District shall comply with the provisions of the Drug-Free Workplace Act of 1988.

The Board of Trustees directs the College President to develop procedures to implement these provisions. (Tex. Educ. Code 51.201; Tex. Civ. Stat. Ann. Art 4476-15; 21 U.S.C. 812; 21 C.F.R. 1300.11 et seq; and Pub. L. 100-690, Title V, Subtitle D.)

Adopted: Aug. 25, 1982
Year of last review: 2018

Amended: May 24, 1989

2.01.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.08.10 Compliance with the Drug-Free Workplace Act of 1988

APPROVED: July 31, 1989 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.08

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish procedures to ensure compliance with the Drug-Free Workplace Act of 1988.

PROCEDURE:

- I. The Drug-Free Workplace Act of 1988 (Pub. Law 10 ~ 690, Title V, Subtitle D.) requires institutions which are applicants and/or recipients of federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace. The Drug-Free Workplace Act and implementing regulations apply to the grant and contracting activities of all federal funding agencies.
- II. The following actions will be taken to ensure compliance with implementing the regulations of the Drug-Free Workplace Act.
 - A. The District will publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined in state and federal law) is prohibited on District premises or at any District-related activities/events, and specifying the actions that will be taken against an employee for violation of such prohibition. The statement will be distributed to all current employees by the Human Resources Department. This statement will also be included in information provided to each new employee and included in such publications as the *Employee Handbook*.
 - B. In compliance with federal regulations, the statement will notify each employee that as a condition of employment with the District the employee will abide by the terms included in the "Drug-Free" statement.
 - C. Employees will notify the District through their immediate supervisor of any criminal drug statute conviction for a violation occurring on District premises or at a District-related activity/event no later than five days after such conviction.
 - D. The President will notify the federal funding agency within ten days after receiving such notice from an employee or otherwise receiving actual notice of such conviction regarding an employee who is engaged in the performance of a grant.
 - E. The District will take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted:
 1. Take appropriate personnel action against such an employee up to and including termination from employment; or
 2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 - F. The District will continue the established drug abuse prevention and drug-free awareness program initiated in 1987 to inform employees about:
 1. The dangers of drug abuse in the workplace
 2. The District's Policy of maintaining a drug-free workplace
 3. Drug counseling, rehabilitation, and assistance programs that are available
 4. The penalties that may be imposed upon employees for drug abuse violations occurring on District premises or at District-related activities/events
 - G. The District will make a good faith effort to continue to maintain a drug-free workplace through implementation of these and other procedures.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.08.14 **Controlled Substances, Precursor Chemicals and Laboratory Apparatus**

APPROVED: September 27, 1996 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.08

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Physical Plant

OBJECTIVE: To comply with the Memorandum of Understanding (MOU) by the Texas Department of Public Safety (TDPS) and the Texas Higher Education Coordination Board (THECB) in compliance with the Texas Health and Safety Code, Section 481.0621 (b).

PROCEDURE:

- I. The use of drug precursors shall be reviewed and approved by the Institutional Laboratory Safety Committee.
- II. Drug precursors shall not be ordered without authorization by the El Paso Community College Department of Public Safety (EPCC DPS) and the El Paso Community College (EPCC) Safety Specialist.
- III. The sale, furnishing, or transfer of any controlled item(s) to a person or entity not holding a TDPS permit or waiver is prohibited, unless the recipient is specifically exempted by law or rule.
- IV. A copy of all records of purchase, sale, furnishing or transfer of a controlled item must be maintained at the EPCC DPS. EPCC DPS will report to the TDPS every sale, furnishing or transfer of a controlled item(s) leaving the immediate campus location by the 15th day of the month following the month of sale, furnishing or transfer, using TDPS Form Nar-22.
- V. Each campus site is responsible for ensuring the security of the controlled items by cost-effective means that afford a reasonable sense of safety and accountability. All doors are to be kept locked when a room containing a controlled item is unoccupied and personnel are to be alert and attentive to the disappearance of any of the controlled items.
- VI. In addition, each campus site is responsible for requiring the controlled items to be stored in accordance with recommendations of the manufacturer, the Texas Natural Resource Conservation Commission (TNRCC) and the Federal Environmental Protection Agency (USEPA)
- VII. Discovery of a readily unacceptable discrepancy, loss, pilferage, rained or theft of a controlled item is to be reported immediately to the EPCC DPS at 831-2200. The EPCC DPS will forward a copy of the incident report to the TDPS within five (5) business days.

NOTE: Breakage of glassware during regular laboratory class, due to student or instructor mishandling, is considered an acceptable discrepancy.

- VIII. The EPCC Safety Specialist is responsible for ensuring that the District is in compliance with the Health and Safety Code, Section 481.0621 (b), and as prescribed by the TDPS and THECE MOU. He or she shall develop in-house procedures to handle these controlled items from purchase, sale, furnishing, or transfer point to their final destination, and will ensure that EPCC DPS receives the proper information for reporting to the TDPS as indicated in Paragraph II above. EPCC DPS shall be the liaison to the TDPS and other governmental agencies.
- IX. The following precursor chemicals and laboratory apparatus are controlled items:

Precursor Chemicals

Laboratory Apparatus

- | | |
|------------------------|-------------------------|
| 1. Methylamine | A. Condensers |
| 2. Ethylamine* | B. Distilling apparatus |
| 3. D-lysergic acid | C. Vacuum dryers |
| 4. Ergotamine tartrate | D. Three-necked flasks |

- | | | | |
|-----|---------------------|----|---|
| 5. | Diethyl malonate | E. | Distilling flasks |
| 6. | Malonic acid | F. | Tableting machines |
| 7. | Ethyl malonate | G. | Filter funnels, buchner funnels, and separatory funnels |
| 8. | Barbituric Acid | H. | Erlenmeyer flasks, two-necked flasks, single neck flasks, round bottom flasks, thermometer flasks, and filtering flasks |
| 9. | Piperidine | I. | Soxhlet extractors |
| 10. | N-acetylanthranilic | J. | Transformers |
| 11. | Pyrrolidine | K. | Flask heaters |
| 12. | Phenylacetic acid | L. | Heating mantles |
| 13. | Anthranilic acid | | |
| 14. | Ephedrine | | |
| 15. | Pseudoephedrine | | |
| 16. | Norpseudoephedrine | | |
| 17. | Phenylpropanolamine | | |

*The only precursor chemical on EPCC property.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.09

PROHIBITION OF LOTTERIES

The Texas Attorney General has ruled that the Texas Constitution and the Texas Penal Code prohibit lotteries even though they might be conducted for a charitable purpose.

Any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win anything of value whether such scheme or procedure is called a lottery, pool, raffle, gift, gift enterprise, sale, Policy game, or some other game of chance through or within the College or conducted with or on College property is strictly prohibited. Therefore, the President shall take the necessary action, including the development and issuance of appropriate procedures, to assure compliance with this Policy.

Adopted: May 16, 1984
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.09 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.10

DISPLAY OF FLAGS

When displayed, the American and State of Texas flags shall be flown at full staff on all District property except when it is decreed by National or State authority or when approved by the Board of Trustees or the President.

Adopted: Feb. 27, 1980
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.10 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.11

RECORDS MANAGEMENT SYSTEMS

The Board of Trustees recognizes the need for an adequate records management system to provide for the care, custody and control of Institutional information. Therefore, the President shall develop an appropriate Records Management System which will be cost effective.

Adopted: Apr. 25, 1984
Year of Last Review: 2018

Amended: Jan. 20, 1988

2.01.11 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.11.10 Records Management

APPROVED: December 6, 2006

REVISED: January 15, 2010

Year of last review: 2018

AUTHORIZING BOARD POLICY: 2.01.11

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Director of Records Management

OBJECTIVE: The purpose of this procedure is to establish the requirements for the responsible management of El Paso Community College (EPCC or “College”) institutional and student records.

This procedure applies to all records created by College personnel. For the purposes of this procedure, “EPCC records” shall be defined as material in any format -- including, but not limited to, paper, photographs, film, audio and video tapes, drawings, and electronic records -- that are generated and received by administrative and academic offices of the College in the conduct of business. Records that are produced or received by any agency or employee of EPCC, in the transaction of EPCC business, are the property of El Paso Community College.

RESPONSIBILITIES:

The Chief Information Officer (CIO) is the responsible authority for this program and the proponent of this procedure. The CIO has designated the Director of Records Management as the primary developer and operator of the EPCC Records Management Program. The CIO is charged with establishing overall policy and guidelines for management and access to the information resources of El Paso Community College.

Director, Records Management: The EPCC Director, Records Management, a position in the Office of the Chief Information Officer, is authorized to develop and enter into the approval and implementation process of standards, procedures and techniques for the effective management and use of EPCC records. This position is also responsible for preserving the College’s documents and records of historical value.

Maintaining and providing access to records over time is a shared responsibility. Operating and improving the effectiveness of EPCC recordkeeping systems and practices require active participation by all who create, use, maintain, and dispose of records. Departments and programs should consult with the Director, Records Management to make effective use of expertise available in disciplines such as archives and records management, information technology, data and information management, business system analysis and design, auditing, risk management, and law. Sound records management practices and procedures results in a number of benefits: fulfilling legal mandates, reducing costs for retrieval of records, identifying strategies for the preservation of records, reducing the costs of storing obsolete records, and ensuring the creation and management of accurate and reliable records.

Departments, programs, and administrative offices designing or modifying recordkeeping systems or developing new programs, institutionally or externally-funded, should consult with the Director, Records Management at the start of these projects to discuss archival and records management requirements.

Release of College Records and/or Information:

- A. General College Records or Information: The release of general College records and/or information shall be in accordance with the Texas Public Information Act. The Employee Relations Department is responsible for the release of public information.
- B. Student Records: The release of student records must be in accordance with the Family Education Rights and Privacy Act (FERPA). The Employee Relations Department and the Office of Admissions and Registration are responsible for the release of student information and records.

PROCEDURE:

- I. Records shall be created and captured for all defined EPCC business functions and activities.

For the purposes of this procedure, records shall be defined as recorded information in any form created or received and maintained by the College, a department, a program or a person in the transaction of business or the conduct of affairs and kept as evidence of such activity.
- II. EPCC records shall be maintained in reliable recordkeeping systems.
 - A. Recordkeeping systems shall meet legal and administrative requirements, national and international standards, and best practices for recordkeeping.
 - B. Recordkeeping systems shall have written procedures, assigned responsibilities, and formal methodologies that fully and accurately document the overall management of the system.
 - C. Recordkeeping systems shall include adequate system controls, such as audit trails, guidelines for classifying and filing records, and procedures for measuring the accuracy of data input and output.
- III. Records shall be retained or disposed of in accordance with authorized and approved records retention schedules.
 - A. Recordkeeping systems shall include an approved disposition plan.
 - B. When creating new records, design the retention schedule for them.
- IV. Work processes and associated business procedures and tools should be capable of supporting the creation and management of EPCC records.
 - A. Recordkeeping shall be built into the defined business processes and the work environment thereby ensuring that records are captured, understandable and usable.
 - B. Whenever possible, a department or Records Management, IT, shall create models of business processes to determine where and when records are created, used and stored in the course of completing business transactions.
- V. EPCC records shall be protected and secure.
 - A. Records shall be protected from accidental or intentional alteration and from destruction while stored in the Records Warehouse.
 - B. Only authorized personnel shall be permitted to create, capture or destroy EPCC records.
- VI. EPCC records shall be preserved without loss of any vital information for as long as required by law, policy or best practice.
 - A. Records shall be stored in a controlled environment that preserves the record for as long as required.
 - B. The future usability of records with long-term value shall be ensured through the development of reformatting strategies for copying records to a more stable medium and conversion strategies designed to update hardware, software and storage media.
 - C. Recordkeeping systems shall manage and preserve for the useful life of the record both the content of the record as well as the associated metadata that defines or documents the record's content, context and structure.
- VII. Records shall be accessible and retrievable in a timely manner throughout their retention period.
 - A. Records shall be accessible and retrieved in a timely manner for the user upon request.
 - B. EPCC records shall be searchable and retrievable for reference and secondary uses including audits, legal proceedings, and historical research.
 - C. Training and user support in proper records management processes shall be available to ensure that users access and retrieve records properly.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.12

SMOKING REGULATIONS ON CAMPUS

The Board of Trustees directs the College President to develop procedures concerning smoking regulations on El Paso County Community College District premises.

Adopted: October 22, 1986
Year of last review: 2018

Amended: Jan. 20, 1988

2.01.12 – 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.01.12.10 College Smoking Regulations **APPROVED:** August 8, 1987 **REVISED:** April 8, 2016
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.01.12

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Chief of Police

OBJECTIVE: To ensure that all premises inside any El Paso County Community College District facilities, as authorized by Chapter 9.50 of the Municipal Code of the City of El Paso and Texas Penal Code Section 48.01, will be designated as "no-smoking" facilities.

I. General

A. Health Concern

1. The El Paso County Community College District recognizes the increasing evidence that tobacco use and second-hand tobacco smoke create a danger to the health of some citizens, and is a cause of annoyance and discomfort to those who are in confined spaces.
2. To provide a good healthy, learning and working environment, smoking will be prohibited inside any District building.

B. Definitions

“Smoking” as used in this procedure, refers to the inhaling, exhaling, burning, chewing or carrying of a tobacco product and any lighted smoking device equipment that includes, but is not limited to, cigarettes, electronic or vapor cigarettes, cigars, hookahs or pipes.

C. Designated Smoking Areas

1. Smoking areas are permitted outside El Paso Community College buildings provided that these areas are located far enough away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. In general, this is at least 15 feet from any gate, entryway, arch, doorway, and common path of travel, air intake or open window – or – in areas specifically designated as “Smoking Area.”
2. Each Campus Dean and/or the President of the College will identify designated smoking areas for each campus.
3. Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter.

II. Process: Citations and Enforcement

A. Misdemeanor offense:

Violation of the ordinance is considered a misdemeanor offense. Each day of violation can be considered a separate offense and a fine of up to \$200 may be imposed under the ordinance.

B. Enforcement:

The College Police Department, or any other law enforcement officer empowered by the State of Texas to enforce state laws, will enforce this procedure.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.01.13

INTERNAL AUDIT

In addition to the external audit described in Policy 4.01.07, the Board shall require the College President to establish a system of continuous internal auditing. This internal audit system shall be adequate to perform at least the following task: verify cash; determine the reliability and adequacy of accounting and reporting systems within the District; verify inventories; and assess the accuracy and integrity of payroll records. The internal audit system shall be extended to include advisory and management services as required by the circumstances and as directed by the College President. The results of the audit or management services assignment for each area will be presented, in report form, to the President of the College or his/her delegate. The College President shall be responsible for developing appropriate procedures for implementing required corrective action as identified by the internal audit or management service report.

Adopted: Nov. 21, 1978
Year of last review: 2018

Amended: July 27, 1989

2.01.13 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

PLANNING



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.02.01

STRATEGIC PLAN

The President shall develop for review and approval by the Board of Trustees a Strategic Plan.

Adopted: Mar. 22, 1979
Year of last review: 2018

Amended: May 8, 2002

2.02.01- 1 of 1

Designated Contact: Vice President of Research, Accreditation and Planning



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.02.01.10 Strategic Plan

APPROVED: February 26, 2002

REVISED: September 20, 2011

Year of last review: 2018

AUTHORIZING BOARD POLICY: 2.02.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Director of Institutional Planning

OBJECTIVE: To outline the College's review of the Strategic Plan.

PROCEDURE:

I. General

Every three years, the President may direct a Cabinet review of the Strategic Plan.

II. Process

A. Under the direction of the President, the College shall develop a Strategic Plan.

B. Each fiscal year, the College cabinet shall assess the progress in achieving the District Strategic Goals.

C. Every three years the president and cabinet may review the College's Strategic Plan and may update it as necessary.

D. Upon completion of the third year review, the President may submit to the Board a revised Plan or notice of the review as having been completed.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.02.01.14 Institutional Improvement Planning and Assessment

APPROVED: February 26, 2002 **REVISED:** December 17, 2019
Year of last review: 2019

AUTHORIZING BOARD POLICY: 2.02.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Director of Institutional Planning

OBJECTIVE: To outline the El Paso County Community College District’s (EPCCCD) Institutional Improvement Planning and Assessment Process and institutional improvement responsibilities of administrators for planning, assessment, and use of results for improvement in support of EPCCCD’s Mission and compliance with accreditation standards (administrative, academic and student support services).

I. Definitions:

- A. **Administrative Area** – An office, department, or division that performs a distinct activity(-ies) in support of EPCC’s Mission and implementation of the District’s Strategic Goals. College areas consist of cabinet offices including: the President’s Office, Vice Presidents’ Offices, Associate Vice Presidents’ Offices, Deans, Executive Directors, and Directors, and encompassing all academic and student support services and functions.
- B. **Area Improvement Plans** – One, two-year or multiple year plans establishing measureable objectives, developed by each academic and student support area administrator of the College, focused on creating improvements to the College in support of students’ success which addresses one or more of EPCCCD’s Strategic Goals and Outcomes.
- C. **Area Improvement Plan Assessment** – A review and documented written response with outcomes from an Area Plan. The Area Improvement Plan denotes how the objective resulted in improvements to the College or its services to students, challenges that have arisen during the academic year, and expected use of that information to make improvements and document follow-up conducted.
- D. **Assessment Process** – The primary goal of the Assessment Process is to plan improvements at the College and ensure that analysis of results and follow-up are used to create a continuous improvement cycle (defined as institutional effectiveness).
- E. **Area Mission Statement** – A statement of purpose for the core business and activities of a College area, in support of the College Mission that guides its core activities, approach, direction, and philosophy in providing service to the College, its students, and community.
- F. **College Mission Statement** – A statement of purpose, core values, and principal activities of the El Paso County Community College District.
- G. **Objective** – A statement of what is to be accomplished by a specific College area in order to bring about an improvement to the College. An objective describes an expected outcome and is specific, measurable, and contains a defined completion date. Each objective must support at least one or more of the Strategic District Goals and one or more of the Strategic District Intended Outcomes.
- H. **Outcomes** – The results of a Strategic Plan. Outcomes can be quantitative or qualitative and determine whether expected outcomes are being met or are not met.
- I. **Strategic District Goals** – Strategic goals serve to implement the College Mission, comprehensive services, and student support that EPCC strives to provide to the El Paso County Community College District.

- J. **Strategic Planning** – A process that demonstrates the overarching priorities which the College is pursuing in support of the District’s Mission. District Strategic Goals are identified in the College Strategic Plan, and are implemented through Area Improvement Plans.

PROCEDURE:

II. General:

EPCCCD engages in Area Improvement Planning, an ongoing, integrated, and institution-wide research-based planning and evaluation process that (1) incorporates a systematic review of institutional mission, goals, and outcomes; (2) results in continuing improvement in institutional quality; and (3) demonstrates that EPCCCD is effectively accomplishing its Strategic District Goals in support of its Mission.

All planning reflects the purpose directed by the College Mission and Strategic Plan District Goals and supports a continuous improvement cycle. EPCCCD’s Mission shall be periodically reviewed and revised as appropriate.

III. Overall Institutional Planning and Assessment Process

- A. **Area Improvement Planning and Assessment of Area Improvement Plans** – Each College administrative area will conduct Area Improvement Planning on an annual cycle. Area Improvement Plans are to be developed by area administrators and are due to the Office of Institutional Planning via electronic management planning system by September 30 of each academic year. Assessments of plans for each area will be done on a monthly basis and will be due by the last day of the month beginning in October of each academic year. A final assessment is due to the Office of Institutional Planning via electronic management planning system by August 31. A monthly assessment will not be due in August in lieu of the final assessment which will be due at that time.
- B. **Units Support** – All administrative areas will evaluate their area’s mission and goals to ensure alignment with EPCCCD’s Strategic Mission, Vision, and Goals. Each administrative area’s mission and goals are available for review via the electronic management planning system.
- C. **Development** – Each administrative academic and student support area must develop as many Area Improvement Plan objectives as necessary to accomplish its mission, but is required to develop, implement, and assess at least one of EPCCCD’s Strategic Goals during the annual cycle. Area Improvement Plans are due by September 30. Area Improvement Plans must address at least one District Strategic Goal, at least one District Strategic Outcome and
1. Set a goal for each plan
 2. Identify a measure to determine the success of the objective
 3. Determine whether a baseline (starting point) exists for the goal
 4. Establish an intended level of achievement for the goal

The items in C, 1-4 will be recorded in an electronic management planning system, according to instructions provided by the Office of Institutional Planning. The Office of Institutional Planning will provide and maintain training in planning, assessment, and use of the electronic planning management system. All plans, assessments and outcomes will be made available to all Associate Vice Presidents and Vice Presidents for each of the areas they oversee. All plans, assessments and outcomes will be made available to the EPCCCD President for all areas that submit to the Office of Institutional Planning.

- D. **Assessment** – All administrative areas will assess their objectives and outcomes by completing assessment templates created in the electronic planning management system.
- E. **Reporting of Final Assessments of Area Improvement Plans** – Final Assessment Forms will be completed by August 31 by all administrative areas via the electronic planning management system to determine the outcomes of the plan objectives. Administrative areas will determine the status of the Area Improvement Plan by denoting “Met,” “Not Met,” “Cancelled,” or “Delayed” and will give an explanation for its determination in writing in each Final Assessment Form. All Administrative areas will also determine whether the plan will continue to be monitored and will state how it will continue to be monitored. Final assessments of two-year plans or those plans requiring even longer timeframes will determine the status of each plan by stating what was accomplished during the reported academic year towards the stated outcome and will state what still needs to be achieved and/or followed up upon. All final Assessments of Area

Improvement Plans will describe how results of the plan objective resulted in improvement for the College or services provided by each area.

Supporting documents including: charts, graph, reports of data, surveys conducted, survey results, departmental reports, updated policies, procedures, photographs, and other documentation will also be submitted through the electronic planning management system as evidence of improvement to the College or to a specific area.

The Graphic Below Illustrates an Overview of the Area Improvement Planning Process



- F. **Use of Final Assessment Forms to Improve Future Plan Goals** – All administrative areas will revise area plans or create new area plans based on a review of the previous year's results before setting Area Improvement Plans for the following year. The previous year's results will be available to each administrative area via the electronic planning management system for review.
- G. **Approval of Assessment Plans by Director of Institutional Planning Provided to Administrators** – The Institutional Planning Director provides written comments and any revisions necessary to administrative, academic and student support area administrators regarding their Area Improvement Plans, measures therein, assessment during the academic year, Final Assessment use of results and follow-up, as well as any needed additional documentation.
- H. **Planning Calendar** – The EPCCCD Improvement Planning and Assessment Calendar, as described in this procedure, is reflected below:

Area Improvement Plans	New and continuing plans due by September 30 for one and/or two-year (or more) planning cycles
Assessments	Due by the last day of each month beginning in October. Excludes August each year when Final Assessments are due. (See below)
Final Assessments	Due by August 31 each year for one and/or two-year (or more) planning cycles
Planning for new cycle	Beginning September 1 and due no later than September 30

- I. **Area Improvement Planning and Assessment Report (District-Wide)** – A compilation of all EPCCCD Area Improvement Plans and Final Assessments will be posted on the Office of Institutional Planning’s website in the fall of each academic year for the previous academic year. This report will be reviewed by the President and the Cabinet Officers to encompass the achievements and needs documented for the District.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.02.02

NAMING OF COLLEGE DISTRICT FACILITIES

Except where an honorary name for a particular facility has been approved by the Board of Trustees, College facilities will ordinarily be given functional names that are reasonably descriptive of and will identify the principal activity or purpose of the facility. The Board of Trustees authorizes the President to develop appropriate procedures for the naming of College District facilities.

Adopted: May 8, 2002
Year of last review: 2018

Amended:

2.02.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.02.02.10 Naming of District Property and Facilities

APPROVED: October 30, 2013 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.02.02

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Vice President of Financial and Administrative Operations

OBJECTIVE: To establish the process of naming a property or facility belonging to or leased by the El Paso County Community College District or any facility on the property of the El Paso Community College District.

PROCEDURE:

I. Definitions

Property/facilities include, but are not limited to, any buildings, conference centers, wings, classrooms, laboratories, office areas, outdoor spaces, fountains, plazas, athletic fields, and streets.

Use-related or generic names refer to identification describing the function of the building or facility, such as “Library” or “Science Building.”

Honorary Naming is the naming of a property or facility or portion of a facility in order to honor an individual in extraordinary circumstances who has given significant and distinguished service to the College District.

Philanthropic Naming is the naming of a property, facility, or portion of facility in recognition of substantial financial contributions and gifts to El Paso Community College.

II. Guidelines

A. Naming of property or facilities after individuals must meet the following criteria:

1. The person must not be a current employee unless that employee has made a substantial financial contribution to the District.
2. Past employees with a minimum of 10 years of service with the College may be nominated for the naming of a District facility three years after separating from the District or one year after death.
3. Current students, Board Members, City elected officials, County elected officials, and area elected officials to state and national positions may be nominated for the naming of a District facility three years after separating from the elected position or one year after death.

B. Names of District property, buildings, or portions of facilities must not have an appearance of advertising. Business logos shall not appear on naming signs, and signage must be consistent with District regulations.

C. Naming of property, buildings, portions of buildings, or District facilities may be done for new construction, renovation of existing facilities/property, or previously unnamed existing facilities/property.

D. Philanthropic Naming of property, new or renovated buildings, portions of buildings, or other facilities requires 75 to 100 percent of funding for the construction or renovation which includes architectural, planning, construction, fees site clearance, landscaping, furnishing, and equipment costs.

E. Philanthropic Naming of existing property, portions of building, or District facilities requires a significant contribution proportional to the size of the facility to be named. The minimum gift for naming small places/spaces is \$25,000.

- F. The name will stay for the life of the property, building, or facility unless there is major renovation, the purpose of the site changes greatly, or the person named participated in an act that dishonored the College or committed a felony.
- G. The naming of a District property, building, or facility and the process of naming should avoid the appearance of conflict of interest.
- H. All proposed names for property/facilities shall be held in confidence during the review process and until approval has been given by the Board of Trustees.
- I. Any entity, agency, or organization with buildings or facilities on District property may use generic names on the location. However, if names that are not generic are desired, the entity, agency, or organization must seek prior approval from the El Paso County Community College District Board of Trustees at a regularly scheduled Board meeting.
- J. In unusual and exceptional circumstances, the El Paso County Community College District Board of Trustees, by unanimous consent, may waive this process in the naming of property/facilities at a regular Board meeting.

III. Process

- A. Generic naming of buildings/facilities
 - 1. New or renovated construction will be named by its function unless other name nominations are submitted and approved through the process described in Section III B, below.
 - 2. The generic name must be approved by the President's Cabinet and President and communicated to the Board of Trustees.
- B. Naming of buildings or other facilities for distinguished service
 - 1. Nominations for Honorary Naming may be made for new construction, renovated facilities, existing facilities, or portions of new or existing facilities.
 - 2. Nominations must include the full name of the nominee, nominee contact information, date of birth (and death, if applicable), relevant history or experience suitable for this nomination, significant honors and resume of nominee, and other relevant documentation.
 - 3. The President of the College may assemble a Task Force to review the nominations or may have the President's Cabinet conduct the review.
 - 4. The College District will conduct background investigations including criminal checks prior to recommending a nominee for the naming of property/facilities.
 - 5. The President will recommend the name to the Board of Trustees.
 - 6. The Board of Trustees must approve a recommendation by a two-thirds majority.
 - 7. The Board of Trustees' decision is final.
 - 8. No publicity shall be given to the recommendation until approved by the Board of Trustees.
 - 9. The signage must comply with existing regulations, be approved by the Department of Marketing and Community Relations, and be paid for by the District.
- C. Naming of buildings due to substantial contributions
 - 1. Nominations for Philanthropic Naming may be made for new construction, renovated facilities, or portions of facilities.

2. Donors of substantial financial contributions to the District for new construction or renovated facilities or other general substantial donations to the District may request property, buildings, or portions of facilities to be named in the donor's honor. This request must be made to the President of the College.
3. The President of College may assemble a Task Force to review the request or may have the President's Cabinet conduct the review.
4. The College District will conduct background investigations including criminal checks prior to recommending a nominee for the naming of property/facilities.
5. The President will recommend the name to the Board of Trustees.
6. The Board of Trustees must approve a recommended name by a two-thirds majority.
7. The Board of Trustees' decision is final.
8. No publicity shall be given to the recommendation until approved by the Board of Trustees.
9. The signage must comply with existing regulations, be approved by the Department of Marketing and Community Relations, and be paid for by the donor.

D. Removing Names from property or facilities.

1. Upon the razing of a building or facility, the Honorary or Philanthropic Name on that property shall be removed.
2. If the individual for which property or a facility is named is convicted of a felony or has participated in other action that is dishonorable to the College District or otherwise undermines the District's image and reputation, the President of the College shall review the situation.
 - a. The President of the College shall report the situation and review to the Board of Trustees.
 - b. The Board of Trustees may remove the name from property or a facility by a two-thirds majority vote.
 - c. No publicity shall be given to the recommendation until approved by the Board of Trustees.

IV. OTHER

A plaque recognizing substantial and distinguished academic contributions of a current employee might be hung in the area of the College benefiting from the employee's work if agreement for this recognition is obtained from the College constituency groups and the District's administrative leadership. The cost of the plaque will be borne by the individuals or group requesting the plaque, and the design and size must be approved by the Department of Marketing and Community Relations.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ACCOUNTABILITY



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.01

ACCOUNTABILITY FOR THE EFFECTIVENESS OF DISTRICT PROGRAMS AND ACTIVITIES

Consistent with its philosophy to provide equal opportunity for all citizens to gain meaningful post-secondary educational experiences that will prepare them for effective participation in the social and economic life of the contemporary world, the Board of Trustees subscribes to the concept that accountability for District programs and activities is an accepted responsibility of the entire District community.

Therefore, the President shall implement a process of ongoing evaluation of the District's programs and activities and shall report the findings to the Board at least annually. This evaluation shall include the extent to which the District programs and activities are fulfilling the stated overall philosophy and objectives of the District.

Adopted: Mar. 22, 1979
Year of last review: 2018

Amended: Jan. 20, 1988

2.03.01 - 1 of 1

Designated Contact: Vice President of Research, Accreditation and Planning



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.03.01.14 Assessment of Institutional Effectiveness **APPROVED:** February 26, 2002 **REVISED:** May 29, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning
Designated Contact: Director of Institutional Effectiveness

OBJECTIVE: To ensure appropriate assessment of instructional and non-instructional effectiveness of College activities and products.

PROCEDURE:

I. General

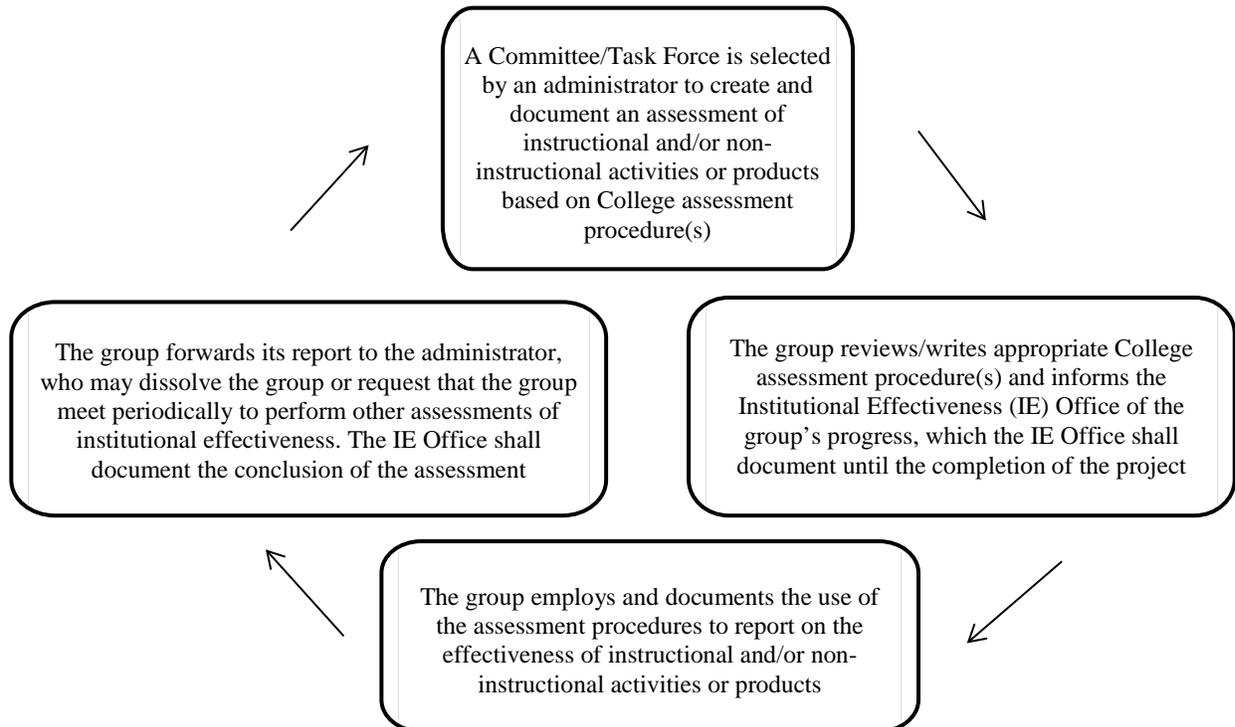
This procedure describes the essential elements of College Procedure-based assessment instruments and subsequent reports.

The process ensures that appropriate College procedures and derived assessment instruments are reviewed periodically.

The assessment process can start at any point in the flow chart below, depending on the status of the elements. For example, a group might skip a review of a robust procedure and proceed directly to the review and/or writing of an assessment instrument.

This is not a planning procedure. However, shortcomings noted in the process below may be addressed at any point.

II. The assessment sequence.





EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.03.01.18 Program Review

APPROVED: September 19, 2003 **REVISED:** June 30, 2017
Year of last review: 2019

AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Director of Institutional Effectiveness

OBJECTIVE: To assess the current and future viability of credit and non-credit instructional programs and to make recommendations on program improvement and viability. The Program Review Committee's authority concerning program viability is limited to recommending that the Vice President of Instruction and Workforce Education review a program's strengths and weaknesses and the program's capacity to improve its service to students and the community. The final decision on continuation rests with the President of the College. The foregoing shall constitute the charge of the Program Review Committee.

PROCEDURE:

I. Program Review Committee Composition

- A. The committee shall consist of twenty-one voting members. It shall be composed of six faculty* members from each of the following instructional areas: career and technical education and credit transfer/credit developmental. There shall be no more than three faculty/administrators from the non-credit instructional area. In addition, there shall be one representative from each of the following areas of the College: librarians, counselors, administrators from an area other than non-credit, professional staff and classified staff. The president of the Faculty Association shall be a permanent member of the committee. Resource persons shall include representatives from Research, Accreditation and Planning, the Curriculum Office, the Budget Office, Admissions/Registration, and the Vice President of Instruction and Workforce Education, all of whom shall serve as resource, non-voting members. For proxy voting, see the *Program Review Proxy Voting Form* attached to this procedure.
- B. There shall be two co-chairs, one of whom shall be declared the chair-elect, who shall serve as the senior co-chair during the following academic year, and both officers shall be elected from the voting members of the committee. Decisions of the committee shall require a majority of the voting members to be present and shall be made by a simple majority of the voting members.
- C. Terms of the committee members shall be for three years and shall rotate on a staggered basis with approximately one-third of the committee changing membership each year. Rotation shall take place prior to the beginning of the academic year. There shall be an orientation for new members and interested staff during Fall Faculty Development; the Office of Institutional Effectiveness shall inform new members of the orientation. The officers of the committee shall conduct the orientation.
- D. Attendance of committee members at all meetings is expected. The Chair shall ensure that each member is sent two notifications about the date, place and time of each meeting. Excessive absence (missing one-half of the meetings during a semester) may result in a member's removal from the committee, as per College Procedure 2.01.01.14: Committees. The committee chair shall be responsible for enforcing the attendance requirements.

II. Program Evaluation Criteria

The committee evaluates instructional programs based on performance indicators or at the request of the Vice President of Instruction and Workforce Education. The committee makes recommendations on program improvement and on program viability to the Vice President of Instruction and Workforce Education.

- A. **Definitions:** Instructional Programs are an instructional course or group of related courses for which students may or may not receive college credit upon completion. Courses taken for credit are grouped as

* Note: The word "faculty" denotes instructors, counselors and librarians.

transfer/developmental and occupational courses. Non-credit courses include courses taken through the EPCC Language Institute, and/or as requested by the Vice President of Instruction and Workforce Education. Courses shall be grouped under the discipline that staffs and schedules them. The words “program” and “discipline” may be used interchangeably in Program Review documents. Imbedded and Enhanced Skills certificates shall be evaluated as part of the program. Programs shall be evaluated District-wide, using data by campus where possible, every year. Courses or sequences of courses shall be evaluated only if they appear in the College Catalog or non-credit class schedule of the year during which the committee evaluates the programs and only if three consecutive years of data are available. Fields of Study and Areas of Concentration without program-specific courses will not be evaluated.

B. Evaluation:

1. Evaluation shall include, where applicable, data on a program’s mandatory accreditation status. The data shall include whether the program is accredited. If the program is not fully accredited, an explanation for the program’s status shall be provided.
2. Evaluation shall also include data indicating a program’s performance, which shall be reviewed as follows:
 - a. Instructional Programs will be classified as: Credit Transfer/Credit Developmental, Career and Technical Education, or Non-credit.
 - b. Performance indicators, for each instructional program, shall be grouped under one of two headings:
 - 1) Viability Indicators shall constitute measures that track the minimum performance levels required for program maintenance. There shall be two types of Viability Indicators for career and technical education programs:
 - a) State-mandated indicators shall address students’ demonstrated ability to advance in their studies and transfer or secure employment.
 - b) Instructional Support indicators shall measure critical non-classroom efforts to support student learning.
 - c) Student Learning Outcomes shall indicate student learning as a result of class instruction and learning activities.
 - 2) Quality Indicators shall encompass measures beyond minimal program performance.
 - c. Performance indicators shall possess a:
 - 1) Title (e.g. Enrollment Trends)
 - 2) Measure (e. g. whether or not there is increasing enrollment)
 - 3) Data source (e.g. Master Class Schedule)
 - 4) Standard (e.g. a numerical goal or a yes/no performance; for information only, some indicators have a second threshold of especially unacceptable performance which is scored “Not Met/Critical” as appropriate)
 - d. Data shall be collected for the previous three academic years prior to the academic year in which the committee makes recommendations (except as noted in the attached indicators, the most recent data shall be applied.)
 - e. Data shall be evaluated to determine whether the indicators' standards are "Met" or "Not Met."
 - f. The *Program Review Report* shall indicate, when possible, the data collected at each site, or by area for those programs embracing disparate divisions (e.g. EPCC Language Institute).
 - g. Applicable indicators for which there is no supporting data shall be evaluated "Not Met."
 - h. Indicators that are not applicable to a program shall not be evaluated.
 - i. Data used to score credit program performance include concurrent continuing education students, auditing students, and senior citizens.
 - j. Power Pack courses (December-January) are included with the fall semester data.
 - k. Indicators whose data are pending are ignored in calculating performance scores.
 - l. For those programs meeting 50% or fewer of their Viability Indicators, and/or failing to meet the “No. of Graduates” or “Student Success” indicators, the IE Office shall provide to

the Deans/Directors the IR Office data used to score Viability and Quality Indicators as “Not Met,” and a *Program Review Data Discrepancy Form*, which is attached to this procedure, shall be included with the data.

3. Voting members of the committee shall not vote on any recommendations pertaining to their own programs.

III. PROCESS:

- A. April: The Program Review Committee (PRC) reviews this procedure and may recommend changes to the appropriate vice president. No changes will be made to the Program Review procedure without prior consultation with the Committee. The Committee will be notified in writing by the appropriate Vice President of any changes required to comply with SACSCOC requirements or State law.

The PRC recommends objectives or a Plan of Action for itself for the following academic year. This Plan of Action is submitted by the Chair in the *Standing Committee Chairs' Year-End Improvement Report*.

- B. May: The PRC requests Institutional Research (IR) to provide, by September 8, data required by the indicators to the Institutional Effectiveness (IE) Office that will prepare a *Program Review Report* on program performance.
 1. The IR Office shall ensure that State data reported by CIP or other state program code are broken down for each EPCC program which may fall under a CIP or other code that embraces many disciplines, some of which may not be offered by the College.
 2. If an indicator requires data for multiple years, the IR Office shall provide separate data for each year and a combined number or other finding for the entire multi-year period.
 3. IR shall send, as necessary, requests for data to applicable program Deans/Directors by June 1. Data requests for all indicators except Career and Technical Education Student Learning Indicator 6 (Student Licensure/Certification, as applicable) shall be returned by June 15. The data for Career and Technical Education Student Learning Indicator 6 (Student Licensure/Certification, as applicable) are due August 15. If the data requests are not returned by their respective dates, the indicator scores pertaining to the requested data shall be zero. When more than one Dean/Director and District-wide Coordinator are responsible for a program, they shall confer amongst each other in order to prepare a joint, consolidated response to the data requests.
 4. The IR Office shall prepare a *Discrepancy Report* indicating any discrepancies in the College Banner database with respect to class optimums and maximum class size, and shall request clarification, if necessary, from the Registrar and the Physical Plant.
- C. August: The IR Office shall prepare for each program or discipline a report entitled *Data Associated with the Indicated Program Review Discipline*. The report shall indicate the associations that are essential to ensure accurate *Program Review Reports*. The report shall be sent to appropriate Dean(s)/Director(s), by August 1. The Dean(s)/Director(s)/Coordinator(s) shall be asked to review the report(s). If the reports contain errors, the Dean(s)/Director(s)/Coordinator(s) shall contact the IR Office to resolve discrepancies. After the report(s) have been determined to be correct, the Dean(s)/Director(s)/Coordinator(s) shall sign and return the report(s) to the IR Office by August 15 to indicate that the associations in the report are correct. Only after the signed report(s) have been received by IR can the *Program Review Report* be prepared.

The associations shall include:

1. The discipline or program name.
2. The name of the Dean of the District Coordinator who helps to staff and schedule the courses associated with the discipline or program.
3. The name of the District Coordinator.
4. The name(s) of other Deans supervising the discipline or program courses.
5. The campuses where the discipline or program courses were taught.
6. Majors associated with the discipline or program.
7. Course prefixes, course numbers and course titles associated with the discipline or program. The list of courses shall indicate those courses applicable during each of the three (3) academic years prior to the academic year in which the Program Report is sent to the Program Review Committee.

8. The optimum for each course. The optimum (No. of students that can be adequately taught in a section of the course) is set by the VP of Instruction and Workforce Education. Dean(s)/Director(s)/Coordinators should study the report to ensure that the proper optimums have been accurately recorded in the College mainframe computer. Changes to optimums must be approved by the Vice President of Instruction and Workforce Education. Changes to optimums shall affect data that are recorded after the changes are made.

D. September 10: The IE Office sends a *Program Review Report* to Deans/Directors and to District-wide discipline coordinators. The *Program Review Report* shall include the time frame of the data, Area Improvement Plans and, where applicable, data submitted by the Dean/Director on a program's mandatory accreditation status. The data shall include whether the program is accredited. If the program is not fully accredited, the Dean's/Director's explanation for the program's accreditation status shall be provided in the report.

As the PRC shall not be the forum for resolving Deans'/Directors' concerns about the accuracy of the IR data used to create the *Program Review Report*, the following process shall be followed to ensure that the report is accurate:

1. Upon receiving the report and its accompanying support data, if any, Deans/Directors disputing the data must complete a *Program Review Data Discrepancy Form* for each program about which there is a concern and send the report to the IE Office by September 20. If the *Program Review Data Discrepancy Form* is not submitted by September 20, the report shall be considered correct.
2. The IE Office in consultation with the IR Office, shall review the submitted *Program Review Data Discrepancy Forms*, and the IR Office shall make the final determination as to the data to be used in the report. The IE Office shall maintain a file of the completed forms and shall inform the Program Review Committee if a determination requires a change in the Program Review procedure.
3. The IE Office shall submit corrected *Program Review Reports*, as necessary, by October 1, to the Deans/Directors, District-wide Coordinators and to the PRC.

In the *Program Review Report*, programs meeting and/or exceeding all of their Viability and Quality standards (except "Sections taught by Full-Time Faculty") shall be declared "Exemplary"; those meeting and/or exceeding all of their Viability standards shall be declared "Viable"; and those meeting 50% or fewer of their Viability standards (or, if they are career and technical education programs, do not meet both the "No. of Graduates" or "Student Success" indicators) shall be declared "In Need of Formal Review."

E. October: Following the receipt of the *Program Review Report*, the PRC shall meet to evaluate instructional programs based on their achievement of the Viability and Quality Indicators or at the request of the Vice President of Instruction and Workforce Education.

To facilitate planning, budget adjustments and the removal of programs from the College Catalog in a timely manner, credit programs shall be reviewed first, prioritized by the severity of deficiencies (those with the lowest viability scores and those with a viability score of fifty-percent (50%) or less for three or more consecutive year(s)). Subsequently, the committee shall review the continuing education programs.

The Chair shall notify the Dean(s)/District Coordinators and the appropriate Vice President if a career and technical education program does not meet either the "No. of Graduates" or "Student Success" indicators. Upon initial review of the *Program Review Report* by the committee, the Chair shall notify the Dean(s)/District Coordinators, and the appropriate Vice President if a program falls into the "Critical" area of performance measured by one or more indicators.

When a program meets fifty-percent (50%) or fewer of its Viability Indicators, or, if it is a career and technical education program, does not meet both the "No. of Graduates" or "Student Success" indicators, the Dean/Director and District-wide Coordinator shall be required to appear before the committee to discuss the status of unmet Viability and Quality Indicators. The Chair shall be responsible for notifying, by letter, the appropriate Dean/Director and District-wide Coordinator that their program has been selected for review. The notification shall include:

- The date and time of the meeting
- The names of responsible persons expected to attend: Deans/Directors/District-wide Coordinators
- A *Program Review Justification Form*, which is attached to this procedure. (If the Dean/Director wishes to indicate extenuating circumstances that resulted in unmet Viability

and/or Quality indicators, the Dean/Director may complete the form and bring it to the scheduled Program Review Committee meeting.)

- A list of topics which the Dean/Director and District-wide Coordinator should be prepared to address, within a 30-minute time period, at the scheduled PRC meeting. When more than one Dean/Director and District-wide Coordinator are responsible for a program, they shall confer amongst each other, before appearing before the committee in order to prepare a joint, consolidated response to the findings of the report. The response must not include student names or student ID numbers. The list of topics shall include:
 - Viability Indicators not met (e.g. extenuating circumstances, if applicable)
 - Strengths of the program
 - Contemplated corrective actions for unmet indicators
 - Achievement of objectives of previous year's Area Improvement Plans

F. The committee shall make recommendations on:

1. The viability of programs whose Deans/Directors and District-wide Coordinators appeared before the committee. The committee shall consider indicator findings, the extenuating circumstances indicated on the *Program Review Justification Form*, and the testimony of the program's Dean/Director and District-wide Coordinator in determining program viability.
 - a. If a program is being reviewed by the committee for the first time, the committee shall vote on program viability immediately after hearing the testimony of the program's Dean/Director and District-wide Coordinator and shall immediately thereafter verbally inform the program's Dean/Director and District-wide Coordinator of the decision. The IE Office shall ensure that the decision is communicated to the full-time members of the discipline within 20 working days.
 - b. If the same program is reviewed the second year, the committee will only review the program's plans for improvement.
 - c. If the same program is reviewed the third or more consecutive year(s), the committee shall review the program as if doing so for the first time.

The committee Chair shall inform the Vice President of Instruction and Workforce Education by memorandum of the recommendations of the committee and shall forward the memo to the IE Office, which shall maintain a file of such memos. When recommending that the Vice President of Instruction and Workforce Education "review a program's strengths and weaknesses and the program's capacity to improve its service to students and the community," the recommendation shall indicate whether or not the committee recommends the possibility of closure.

The Vice President of Instruction and Workforce Education will take the committee's recommendation to the President. The Vice President will subsequently notify the committee and, if needed, the Curriculum Office Director, of the President's decision.

2. Program improvement for all programs. Deans/Directors shall submit an Area Improvement Plan(s) that addresses unmet Viability and Quality Indicators for these programs. If data available by site indicate that indicators are unmet at a particular site, the Dean/Director at the site must submit an Area Improvement Plan(s) that addresses unmet Viability and Quality Indicators at his or her site; at the discretion of the Vice President of Instruction and Workforce Education, a District Area Improvement Plan(s) that addresses the identified unmet Viability and Quality Indicators may also be submitted. Programs shall adhere to the planning procedures of the Office of Institutional and Community Planning.

The Institutional Effectiveness Office, in consultation with the Office of Institutional and Community Planning, shall contact those disciplines submitting Area Improvement Plans to ensure that subsequent *Program Review Reports* indicate the extent to which strategies were implemented and indicate the results of the implementation.

- G. Depending on the resources available, the College shall support programs in meeting Area Improvement Plans that address unmet Viability or Quality indicators.
- H. A copy of all correspondence between the Chair of the PRC and program Deans/Directors, District-wide Coordinators and Vice President of Instruction and Workforce Education shall be kept on file in the IE Office.



PROGRAM REVIEW KEY PERFORMANCE INDICATORS

Note: Some standards have critical thresholds, which, for information only, indicate especially unacceptable performance.

CREDIT PROGRAMS

Viability Indicators

1. CREDIT TRANSFER/CREDIT DEVELOPMENTAL

Indicators	Measures	Standard
1. Contact/Credit Hours per FT Faculty	Sufficient contact/credit hours, District-wide, disregarding lecturers, for FT faculty workload (per College policy), based on total no. of contact/credit hours for all courses in the discipline for last 3 years (Fall, Spring) and total no. of full-time faculty teaching during Fall and Spring of the last 3 years. (Excluding C.E. courses) (Unduplicated) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Source : <i>Program Review Status Form</i> completed by Dean of District Discipline Coordinator/CE Dean/Director	Yes; in red if No
2. Class Fill Rate	Data by District/Site. 1) Percent of classes 75% full (optimum fill rate) on census date, based on no. of students (including concurrent students) in each section for last 3 years on census date, excluding MILS (UTEP ROTC), MUAP (independent Music study), MUSR (recitals), Independent Study, Virtual College of Texas, classes whose instructors are not paid by EPCC. Optimum (set by VP of Instruction and Workforce Education): No. of students that can be adequately taught in a section of the course. 2) For information only, District average fill rate appears in the row below the foregoing data: Total number of seats filled divided by the total number of seats available) Room capacity (set by Physical Plant): No. of chairs/equipment in a room. If the room capacity is below the optimum, the room capacity is used to score the indicator. 3) For information only, the measure (Item 1) is also calculated to exclude concurrent students. Source: Master Class Schedule (Mainframe)	80%; in red if decreased <50%
3. Enrollment Trends (N/A to Developmental English & Math)	Data by District/Site. 1) Seat count (including concurrent students) is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1 st yr of the last 3 yrs). Seat counts for all the program-specific courses are added together to determine the seat count. 2) For information only, appears the unduplicated number of students by academic year. 3) For information only, the measure (Item 1) is also calculated to exclude concurrent students. Source: Banner	Enrollment (Including concurrent) increased, level or decreased no more than 5%; in red if decreased >10%.
4. Revenue Sufficiency (N/A to Developmental English & Math)	For each of the 3 previous years, program credit hours x average fall tuition per credit hour + state reimbursement (dollar reimbursement per contact hour by program x total contact hours per program x current reimbursement percentage rate) is greater than or equal to program budget + overhead costs (33% of entire program budget.) (For information only, the surplus above, or the deficit below, the program budget + overhead costs appears after the foregoing result and for each of the 3 previous years, with “Yes” or “No” preceding the amounts as appropriate) Excludes grant and external funding. When multiple programs are under the same budget, the same data shall be applied to all the programs. Faculty salaries are included in expenses. (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Student Banner Files, Budget Office, <i>Public Community/Junior & Technical College Basis of Legislative Appropriations</i>	Yes
5. Full-Time Faculty in Discipline	At least 1 FT instructor whose primary teaching load is in the discipline. (Sept. 1-May 1 of latest academic year) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Master Class Schedule (Mainframe), Fac. Employment Status (Mainframe)	Yes; in red if No
6. Student Learning Outcomes (Except Dev. English & Dev. Math)	For each 2-year cycle, has the program documented and implemented the recommendations for its active Student Learning Outcomes (SLOs) and completed its assessment process (which can include drafting new SLOs and selecting a method of assessment, conducting assessment, reviewing findings and making recommendations) for its active SLOs? Source: SLO Assessment Task Force (All fields must have data for applicable cycle—no blank fields)	Yes

2. CAREER AND TECHNICAL EDUCATION

1. State-Mandated

Indicators	Measures	Standard
1. No. of Graduates	No. of graduates within latest 5-year period (Fall, Spring, Summer) for which State data are available, based on no. of graduates for each program (Since the State counts awards, rather than persons, graduates with more than 1 award are counted more than once) (For information only, after the Current Score is printed the latest 5-yr total of awards known to the College, but not yet available from the State.) Source: Annual Data Profile, Mainframe	25; in red if decreased <15
2. Student Success	Percent of students employed/transfer/enter military w/in 1 yr. of grad., based on the no. of graduates for each program for last 3 years for which State data are available and the number of those graduates who are employed, have transferred to another institution or have entered the military within one-year of graduation. (Additional documentation may be provided by District-wide Coordinator.) Source: Annual Data Profile and/or Automated Student and Adult Learner Follow-up System	90%; in red if decreased <50%

2. Instructional Support

1. Workforce Demand	Whether the sum of new and replacement jobs in the field forecast for El Paso and Hudspeth Counties and the New Mexico counties of Dona Ana, Luna and Otero during the 5 years following the publication of the <i>Program Review Report</i> meets or exceeds the number of graduates during the 5 years preceding the publication of the report. To ensure that the data include career paths addressed by the program, each program shall provide the IE Office with a list of jobs for which it prepares graduates. (See Emsi Report) Sources: Mainframe/State Lonestar, Emsi Database	Yes
2. Contact/Credit Hours per FT Faculty	Sufficient contact/credit hours, District-wide, disregarding lecturers, for FT faculty workload (per College policy), based on total no. of contact/credit hours for all courses in the discipline for last 3 years (Fall, Spring) and total no. of full-time faculty teaching during Fall and Spring of the last 3 years. (Excluding C.E. courses) (Unduplicated) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Source: <i>Program Review Status Form</i> completed by Dean of District Discipline Coordinator/CE Dean/Director	Yes; in red if No
3. Class Fill Rate	Data by District/Site. 1) Percent of classes 75% full (optimum fill rate) on census date, based on no. of students (including concurrent students) in each section for last 3 years on census date, excluding MILS (UTEP ROTC), MUAP (independent Music study), MUSR (recitals), Independent Study, Virtual College of Texas, classes whose instructors are not paid by EPCC. Optimum (set by VP of Instruction and Workforce Education): No. of students that can be adequately taught in a section of the course. 2) For information only, District average fill rate appears in the row below the foregoing data: Total number of seats filled divided by the total number of seats available) Room capacity (set by Physical Plant): No. of chairs/equipment in a room. If the room capacity is below the optimum, the room capacity is used to score the indicator. 3) For information only, the measure (Item 1) is also calculated to exclude concurrent students.) Source: Master Class Schedule (Mainframe)	80%; in red if decreased <50%
4. Enrollment Trends	Data by District/Site. 1) Seat count (including concurrent students) is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1 st yr of the last 3 yrs). Seat counts for all the program-specific courses are added together to determine the seat count. 2) For information only, appears the unduplicated number of students by academic year. 3) For information only, the measure (Item 1) is also calculated to exclude concurrent students. Source: Banner	Enrollment (Including concurrent) increased, level or decreased no more than 5%; in red if decreased >10%.
5. Full-Time Faculty in Discipline	At least 1 FT instructor whose primary teaching load is in the discipline. (Sept. 1-May 1 of latest academic year) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Master Class Schedule (Mainframe), Fac. Employment Status (Mainframe)	Yes; in red if No
6. Student Learning Outcomes	For each 2-year cycle, has the program documented and implemented the recommendations for its active Student Learning Outcomes (SLOs) and completed its assessment process (which can include drafting new SLOs and selecting a method of assessment, conducting assessment, reviewing findings and making recommendations) for its active SLOs? Source: SLO Assessment Task Force (All fields must have data for applicable cycle—no blank fields)	Yes

Quality Indicators

1. CREDIT TRANSFER/CREDIT DEVELOPMENTAL

1. Stakeholder Satisfaction/Progress

Indicators	Measures	Standard
1. Student Satisfaction with Program	Data by District/Site. Percent of satisfaction, based on fall/spring % of students satisfied with labs & technology for the last 3 years (Fall, Spring). (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. Average of 1=Satisfaction) Source: Credit Student Faculty Evaluation	80%

2. Student Evaluation of Faculty	Data by District/Site. Percent of satisfaction, based on fall/spring overall average % of responses for last 3 years to question: "Would you recommend the instructor?" Source: Credit Student Faculty Evaluation	80%
3. Eligible to Advance to Next Level (Except Credit Transfer)	Data by District/Site. Percent of developmental students receiving credit for course, based on no. of students in each course on the census date and the % receiving a "C" for the course, for previous 3 years. (English, Math, Reading/RESL). Source: Credit Academic History	65%

2. Instructional Support

Indicators	Measures	Standard
1. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	100%
2. Part-Time Faculty Development	For most recent year, percent of PT teaching Faculty at 1 prof. development activity during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of PT teaching Faculty at 1 prof. development activity during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If PT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	75%
3. Sections taught by Full-Time Faculty	Data by District/Site. Percent of Fall and Spring sections taught by FT Faculty for last 3 years, excluding MILS (UTEP ROTC), MUAP (independent Music study), MUSR (recitals), Independent Study, Virtual College of Texas, classes whose instructors are not paid by EPCC. Sources: Master Class Schedule (Mainframe), Fac. Employment Status (Mainframe)	50%
4. Course Syllabus	Reviewed/revised within the last 3 years, based on no. of course syllabi in the program and the revision date of each syllabus. Source: Course Syllabus (Curriculum Office)	Yes

2. CAREER AND TECHNICAL EDUCATION

1. Stakeholder Satisfaction/Progress

Indicators	Measures	Standard
1. Student Satisfaction with Program	Data by District/Site. Percent of satisfaction, based on fall/spring percent of students satisfied with labs & technology for the last 3 years. (Fall, Spring) (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable = 0. Average of 1=Satisfaction) Source: Credit Student Faculty Evaluation	80%
2. Student Evaluation of Faculty	Data by District/Site. Percent of satisfaction, based on fall/spring overall instructor performance averaged percent of student satisfaction with instructor overall performance for last 3 years, based on question: "Would you recommend instructor?" Source: Credit Student Faculty Evaluation	80%
3. Graduate Satisfaction with Program	Percent of satisfaction, based on percent of cumulative graduates satisfied with "usefulness of my major courses with respect to my job," "availability of courses in my major," and "level of technology in my major" for previous 3 years. (Combined average of all three responses) Source: Graduate Survey	80%
4. Employer Satisfaction	Percent of employer satisfaction with EPCC graduates, based on no. of employers responding to a survey and the no. of employers satisfied with EPCC graduates for last 3 years. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator. (Each survey shall be scored 1 or 0 based on the combined average of the eight responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction) Source: Employer Survey	80%
5. Advisory committee Satisfaction with Program	Percent of satisfaction, based on the overall, averaged percent of satisfaction of each program advisory committee for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	80%
6. Student Licensure/Certification, As Applicable	Percent of graduates/completers receiving licensure/certification, based on annual pass rate for the most recent year. Source: THECB Statewide Annual Licensure Report	90%

2. Instructional Support

Indicators	Measures	Standard
1. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	100%

2. Part-Time Faculty Development	For most recent year, percent of PT teaching Faculty at 1 prof. development activity during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of PT teaching Faculty at 1 prof. development activity during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If PT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	75%
3. Sections taught by Full-Time Faculty	Data by District/Site. Percent of sections taught by FT Faculty for last 3 years, excluding MILS (UTEP ROTC), MUAP (independent Music study), MUSR (recitals), Independent Study, Virtual College of Texas, classes whose instructors are not paid by EPCC. Sources: Master Class Schedule (Mainframe), Fac. Employment Status (Mainframe)	50%
4. Course Syllabus	Reviewed/revised within the last 3 years, based on no. of course syllabi in the program and the revision date of each syllabus. Source: Course Syllabus (Curriculum Office)	Yes
5. Advisory Committee Meetings	Held at least once annually, based on the meeting date(s) of each program advisory committee for the last 3 years. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Sources: Advisory Committee Survey & Minutes, <i>Program Review Status Form</i> completed by Dean of District Discipline Coordinator/CE Dean/Director	Yes
6. DACUM	Completion within last 5 years, based on the completion date of each program DACUM. Source: DACUM Audit (Curriculum Office)	Yes
7. DACUM findings	Incorporated, as appropriate, into curriculum, based on the most recent DACUM Audit for each program. Source: DACUM Audit (Curriculum Office)	Yes
8. Secondary Articulation Agreements, as appropriate	Percent of ISD requests for articulation addressed through analysis of EPCC course objectives for last 3 years. Source: Curriculum Office	100%
9. Post-Secondary Articulation Agreements, as appropriate	Written evidence of attempted or revised articulation within the last 3 years. Source: <i>Program Review Status Form</i> completed by Dean of District Discipline Coordinator/CE Dean/Director	Yes
10. Program Accreditation, As Applicable	Maintains/actively seeking voluntary accreditation, based on documentation of accreditation or application for accreditation for last 3 years. Source: <i>Program Review Status Form</i> completed by Dean of District Discipline Coordinator/CE Dean/Director	Yes
11. Community Benefit/Service	Percent of advisory members acknowledging that the program is meeting community needs for each of the last 3 years, based on a survey of advisory members indicating the percentage of respondents acknowledging that the program is meeting community needs. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	85%
12. Program Need	Percent of employers acknowledging that the program is needed for each of the last 3 years, based on a survey of employers indicating the percentage of respondents acknowledging that each program is needed. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. Source: Employer Survey	85%
13. Competitive Advantage: Quality	Percent of respondents acknowledging EPCC meets/exceeds quality of proprietary schools for each of the last 3 years, based on a survey of the business community indicating the percentage of respondents acknowledging that each program's quality meets or exceeds that of proprietary schools. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. (Combined average of responses on both the Advisory Committee Survey and the Employer Survey) Sources: Advisory Committee Survey & Minutes, Employer Survey	85%

NON-CREDIT PROGRAMS

LANGUAGE INSTITUTE

Viability Indicators

Indicators	Measures	Standard
1. Contact Hours per FT Faculty	Sufficient contact hours, District-wide, for FT faculty workload (as per College policy), based on total no. of contact hours for all courses for last 3 years (Fall, Spring,) and total number of full-time faculty teaching during Fall and Spring of the last three year (Unduplicated). Sources: <i>Program Review Status Form</i> completed By Dean of District Discipline Coordinator/CE Dean/Director, Fac. Employment Status (Mainframe)	Yes
2. Class Fill Rate	Percent of classes 75 percent full (optimum fill rate) on census date, based on no. of students in each section for last 3 years on census date. (For information only, District average fill rate appears in comments column: Total number of seats filled divided by the total number of seats available) Source: Master Calendar Schedule (Mainframe)	80%
3. Enrollment Trends (All Language Dev. Areas of study only)	Seat count is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1 st yr. of the last 3 yrs. Seat counts for all area of study courses are added together to determine the seat count. (For information only, appears the unduplicated number of students by term and by year) Sources: Banner	Yes
4. Revenue Sufficiency	For the academic year prior to the academic year of the <i>Program Review Report</i> , revenue (tuition & fees plus state reimbursement) meets or exceeds expenditures. (For information only, the surplus above, or the deficit below, the breakeven point appears after the foregoing result) Sources: Assistant Registrar CE, Student Banner Files, Budget Office, <i>Public Community/Junior & Technical College Basis of Legislative Appropriations</i>	Yes
5. Student Learning Outcomes	For each 2-year cycle, has the program documented and implemented the recommendations for its active Student Learning Outcomes (SLOs) and completed its assessment process (which can include drafting new SLOs and selecting a method of assessment, conducting assessment, reviewing findings and making recommendations) for its active SLOs? Source: SLO Assessment Task Force (All fields must have data for applicable cycle—no blank fields)	Yes

Quality Indicators

1. Stakeholder Satisfaction/Progress

Indicators	Measures	Standard
1. Student Satisfaction with Program	Percent of satisfaction, based on percent of students satisfied with “Labs” & “Technology” for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) Source: <i>Credit and Language Institute Student Evaluation of Instructor Performance</i>	80%
2. Student Evaluation of Faculty (Program Summary)	Percent of satisfaction, based on overall instructor performance averaged percent of student satisfaction with instructor overall performance for last 3 years. Based on: The instructor's overall performance. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. An average of 1: Satisfaction) Source: Non-credit Student Faculty Evaluation	80%

2. Instructional Support

Indicators	Measures	Standard
1. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	100%
2. Course Outlines	Reviewed/revised within last 3 years, based on revision date of each program course outline. Source: CE Administrators/Dean/Director	Yes

MASSAGE THERAPY

Viability Indicators

Indicators	Measures	Standard
1. Contact Hours per FT Faculty	Sufficient contact hours, District-wide, for FT faculty workload (as per College policy), based on total no. of contact hours for all courses for last 3 years (Fall, Spring,) and total number of full-time faculty teaching during Fall and Spring of the last three year (Unduplicated). Sources: <i>Program Review Status Form</i> completed by CE Director, Fac. Employment Status (Banner)	Yes
2. Class Fill Rate	Percent of classes 100 percent full (optimum fill rate, at least 8 students minimum in all classes) on census date, based on no. of students in each section for last 3 years on census date. (For information only, District average fill rate appears in comments column: Total number of seats filled divided by the total number of seats available) Source: Master Calendar Schedule (Banner)	100%
3. Enrollment Trends	Seat count is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1st yr. of the last 3 yrs. Seat counts for all area of study courses are added together to determine the seat count. (For information only, appears the unduplicated number of students by term and by year) Sources: Banner	Yes
4. Revenue Sufficiency	For the academic year prior to the academic year of the <i>Program Review Report</i> , revenue (tuition & fees) meets or exceeds expenditures. (For information only, the surplus above, or the deficit below, the breakeven point appears after the foregoing result) Sources: Assistant Registrar CE, Student Banner Files, Budget Office, <i>Public Community/Junior & Technical College Basis of Legislative Appropriations</i> Tabled: See Christy	Yes
5. Full-Time Faculty in Discipline	At least 1 FT instructor whose primary teaching load is in the discipline. (Sept. 1-May 1 of latest academic year) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Master Class Schedule (Banner), Fac. Employment Status (Banner)	Yes
6. Student Licensure/Certification, As Applicable	Percent of graduates/completers receiving licensure/certification, based on annual pass rate for the most recent year. Source: THECB Statewide Annual Licensure Report	90%
7. No. of Graduates/Completers	No. of graduates/completers within latest 5-year period (Fall, Spring, Summer) for which State data are available, based on no. of graduates/completers for each program (Since the State counts awards, rather than persons, graduates/completers with more than 1 award are counted more than once) (For information only, after the Current Score is printed the latest 5-yr total of awards known to the College, but not yet available from the State.) Source: Annual Data Profile, Banner, THECB	25 / < 15
8. Student Success	Percent of students employed w/in 1 yr. of grad., based on the no. of graduates/completers for each program for last 3 years for which State data are available and the number of those graduates/completers who are employed within one-year of graduation. (Additional documentation may be provided by District-wide Coordinator.) Source: Annual Data Profile and/or Automated Student and Adult Learner Follow-up System, THECB	90%/ <50%
9. Workforce Demand	Whether the sum of new and replacement jobs in the field forecast for El Paso and Hudspeth Counties and the New Mexico counties of Dona Ana, Luna and Otero during the 5 years following the publication of the <i>Program Review Report</i> meets or exceeds the number of graduates during the 5 years preceding the publication of the report. To ensure that the data include career paths addressed by the program, each program shall provide the IE Office with a list of jobs for which it prepares graduates. (See Emsi Report) Sources: C.E. Director	Yes

Quality Indicators

Indicators	Measures	Standard
1. Student Satisfaction with Program	Percent of satisfaction, based on percent of students satisfied with "Required labs" & "Technology" averaged for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) Source: <i>Non-credit Student Evaluation of Instructor Performance</i>	80%
2. Student Evaluation of Faculty	Percent of satisfaction, based on overall instructor performance averaged percent of student satisfaction with instructor overall performance for last 3 years. Based on: The instructor's overall performance. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. An average of 1: Satisfaction) Source: Non-credit Student Faculty Evaluation	80%
3. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	100%

Indicators	Measures	Standard
4. Course Syllabus	Reviewed/revise within last 3 years, based on revision date of each program course outline. Source: <i>Program Review Status Form</i> completed by CE Director	Yes
5. Graduate Satisfaction with Program	Percent of satisfaction, based on percent of cumulative graduates satisfied with “usefulness of my major courses with respect to my job,” “availability of courses in my major,” and “level of technology in my major” for previous 3 years. (Combined average of all three responses) Source: Graduate Survey	80%
6. Employer Satisfaction	Percent of employer satisfaction with EPCC completers, based on no. of employers responding to a survey in the program field and the no. of employers satisfied with EPCC completers for last 3 years. Where applicable, the employers shall be surveyed from a list provided by the Director. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. Average of 1=Satisfaction) Source: Employer Survey Has own survey	80%
7. Advisory committee Satisfaction with Program	Percent of satisfaction, based on the overall, averaged percent of satisfaction of each program advisory committee for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	80%
8. Advisory Committee Meetings	Held at least once annually, based on the meeting date(s) of each program advisory committee for the last 3 years. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Sources: Advisory Committee Survey & Minutes, <i>Program Review Status Form</i> completed by CE Director	Yes
9. Program Accreditation, As Applicable	Maintains/actively seeking voluntary accreditation, based on documentation of accreditation or application for accreditation for last 3 years. Source: <i>Program Review Status Form</i> completed by CE Director	Yes
10. Community Benefit/Service	Percent of advisory members acknowledging that the program is meeting community needs for each of the last 3 years, based on a survey of advisory members indicating the percentage of respondents acknowledging that the program is meeting community needs. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	85%
11. Program Need	Percent of employers acknowledging that the program is needed for each of the last 3 years, based on a survey of employers indicating the percentage of respondents acknowledging that each program is needed. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. Source: Employer Survey	85%
12. Competitive Advantage: Quality	Percent of respondents acknowledging EPCC meets/exceeds quality of proprietary schools for each of the last 3 years, based on a survey of the business community indicating the percentage of respondents acknowledging that each program's quality meets or exceeds that of proprietary schools. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. (Combined average of responses on both the Advisory Committee Survey and the Employer Survey) Sources: Advisory Committee Survey & Minutes, Employer Survey	85%

NAIL TECHNICIAN

Viability Indicators

Indicators	Measures	Standard
1. Contact Hours per FT Faculty	Sufficient contact hours, District-wide, for FT faculty workload (as per College policy), based on total no. of contact hours for all courses for last 3 years (Fall, Spring,) and total number of full-time faculty teaching during Fall and Spring of the last three year (Unduplicated). Sources: <i>Program Review Status Form</i> completed by CE Director	Yes
2. Class Fill Rate	Percent of classes 100 percent full (optimum fill rate, at least 8 students minimum in all classes) on census date, based on no. of students in each section for last 3 years on census date. (For information only, District average fill rate appears in comments column: Total number of seats filled divided by the total number of seats available) Source: Master Calendar Schedule (Banner)	100%
3. Enrollment Trends	Seat count is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1st yr. of the last 3 yrs. Seat counts for all area of study courses are added together to determine the seat count. (For information only, appears the unduplicated number of students by term and by year) Sources: Banner	Yes
4. Revenue Sufficiency	For the academic year prior to the academic year of the <i>Program Review Report</i> , revenue (tuition & fees) meets or exceeds expenditures. (For information only, the surplus above, or the deficit below, the breakeven point appears after the foregoing result) Sources: Assistant Registrar CE, Student Banner Files, Budget Office, <i>Public Community/Junior & Technical College Basis of Legislative Appropriations</i>	Yes

Indicators	Measures	Standard
5. Full-Time Faculty in Discipline	At least 1 FT instructor whose primary teaching load is in the discipline. (Sept. 1-May 1 of latest academic year) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Master Class Schedule (Banner), Fac. Employment Status (Banner)	Yes
6. Student Licensure/Certification, As Applicable	Percent of graduates/completers receiving licensure/certification, based on annual pass rate for the most recent year. Source: THECB Statewide Annual Licensure Report	90%
7. No. of Graduates/Completers	No. of graduates/completers within latest 5-year period (Fall, Spring, Summer) for which State data are available, based on no. of graduates/completers for each program (Since the State counts awards, rather than persons, graduates/completers with more than 1 award are counted more than once) (For information only, after the Current Score is printed the latest 5-yr total of awards known to the College, but not yet available from the State.) Source: Annual Data Profile, Banner, THECB	25 / < 15
8. Student Success	Percent of students employed w/in 1 yr. of grad., based on the no. of graduates/completers for each program for last 3 years for which State data are available and the number of those graduates/completers who are employed within one-year of graduation. (Additional documentation may be provided by District-wide Coordinator.) Source: Annual Data Profile and/or Automated Student and Adult Learner Follow-up System, THECB	90%/ <50%
9. Workforce Demand	Whether the sum of new and replacement jobs in the field forecast for El Paso and Hudspeth Counties and the New Mexico counties of Dona Ana, Luna and Otero during the 5 years following the publication of the <i>Program Review Report</i> meets or exceeds the number of graduates during the 5 years preceding the publication of the report. To ensure that the data include career paths addressed by the program, each program shall provide the IE Office with a list of jobs for which it prepares graduates. (See Emsi Report) Sources: C.E. Director	Yes

Quality Indicators

Indicators	Measures	Standard
1. Student Satisfaction with Program	Percent of satisfaction, based on percent of students satisfied with “Required labs” & “Technology” averaged for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) Source: <i>Non-credit Student Evaluation of Instructor Performance</i>	80%
2. Student Evaluation of Faculty	Percent of satisfaction, based on overall instructor performance averaged percent of student satisfaction with instructor overall performance for last 3 years. Based on: The instructor's overall performance. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. An average of 1: Satisfaction) Source: <i>Non-credit Student Faculty Evaluation</i>	80%
3. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: Faculty Development Records	100%
4. Course Syllabus	Reviewed/revised within last 3 years, based on revision date of each program course outline. Source: <i>Program Review Status Form</i> completed by CE Director	Yes
5. Graduate Satisfaction with Program	Percent of satisfaction, based on percent of cumulative graduates satisfied with “usefulness of my major courses with respect to my job,” “availability of courses in my major,” and “level of technology in my major” for previous 3 years. (Combined average of all three responses) Source: Graduate Survey	80%
6. Employer Satisfaction	Percent of employer satisfaction with EPCC completers, based on no. of employers responding to a survey in the program field and the no. of employers satisfied with EPCC completers for last 3 years. Where applicable, the employers shall be surveyed from a list provided by the Director. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. Average of 1=Satisfaction) Source: Employer Survey (Uses survey of Cosmetology)	80%
7. Advisory committee Satisfaction with Program	Percent of satisfaction, based on the overall, averaged percent of satisfaction of each program advisory committee for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	80%
8. Advisory Committee Meetings	Held at least once annually, based on the meeting date(s) of each program advisory committee for the last 3 years. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Sources: Advisory Committee Survey & Minutes, <i>Program Review Status Form</i> completed by CE Director	Yes

Indicators	Measures	Standard
9. Program Accreditation, As Applicable	Maintains/actively seeking voluntary accreditation, based on documentation of accreditation or application for accreditation for last 3 years. Source: <i>Program Review Status Form</i> completed by CE Director	Yes
10. Community Benefit/Service	Percent of advisory members acknowledging that the program is meeting community needs for each of the last 3 years, based on a survey of advisory members indicating the percentage of respondents acknowledging that the program is meeting community needs. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: Advisory Committee Survey & Minutes	85%
11. Program Need	Percent of employers acknowledging that the program is needed for each of the last 3 years, based on a survey of employers indicating the percentage of respondents acknowledging that each program is needed. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. Source: Employer Survey	85%
12. Competitive Advantage: Quality	Percent of respondents acknowledging EPCC meets/exceeds quality of proprietary schools for each of the last 3 years, based on a survey of the business community indicating the percentage of respondents acknowledging that each program's quality meets or exceeds that of proprietary schools. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. (Combined average of responses on both the Advisory Committee Survey and the Employer Survey) Sources: Advisory Committee Survey & Minutes, Employer Survey	85%

TEXAS PEACE OFFICER

Viability Indicators

Indicators	Measures	Standard
1. Contact Hours per FT Faculty	Sufficient contact hours, District-wide, for FT faculty workload (as per College policy), based on total no. of contact hours for all courses for last 3 years (Fall, Spring,) and total number of full-time faculty teaching during Fall and Spring of the last three year (Unduplicated). Sources: <i>Program Review Status Form</i> completed by CE Director	Yes
2. Class Fill Rate	Percent of Phase 1 classes 100 percent full (optimum fill rate, at least 22 students per class) on census date, based on no. of students in each section for last 3 years on census date. (For information only, District average fill rate appears in comments column: Total number of seats filled divided by the total number of seats available) Source: Master Calendar Schedule (Banner)	100%
3. Enrollment Trends	Seat count is increasing or is level, or, if decreasing, does not decrease more than 5 percent from the benchmark year (1st yr. of the last 3 yrs. Seat counts for all area of study courses are added together to determine the seat count. (For information only, appears the unduplicated number of students by term and by year) Sources: Banner	Yes
4. Revenue Sufficiency	For the academic year prior to the academic year of the <i>Program Review Report</i> , revenue (tuition & fees) meets or exceeds expenditures. (For information only, the surplus above, or the deficit below, the breakeven point appears after the foregoing result) Sources: Assistant Registrar CE, Student Banner Files, Budget Office, <i>Public Community/Junior & Technical College Basis of Legislative Appropriations</i> , <i>Program Review Status Form</i> completed by CE Director	Yes
5. Full-Time Faculty in Discipline	At least 1 FT instructor whose primary teaching load is in the discipline. (Sept. 1-May 1 of latest academic year) (Cred. Tran. & Cred. Occ. Versions of programs share the same results) Sources: Master Class Schedule (Banner), Fac. Employment Status (Banner)	Yes
6. Student Licensure/Certification, As Applicable	Percent of graduates/completers receiving licensure/certification, based on annual pass rate for the most recent year. Source: THECB Statewide Annual Licensure Report	90%
7. No. of Graduates/Completers	No. of graduates/completers within latest 5-year period (Fall, Spring, Summer) for which State data are available, based on no. of graduates/completers for each program (Since the State counts awards, rather than persons, graduates/completers with more than 1 award are counted more than once) (For information only, after the Current Score is printed the latest 5-yr total of awards known to the College, but not yet available from the State.) Source: Annual Data Profile, Banner	25 / < 15
8. Student Success	Percent of students employed w/in 1 yr. of grad., based on the no. of graduates/completers for each program for last 3 years for which State data are available and the number of those graduates/completers who are employed within one-year of graduation. (Additional documentation may be provided by District-wide Coordinator.) Source: Annual Data Profile and/or Automated Student and Adult Learner Follow-up System See Steve Smith	90%/ <50%

Indicators	Measures	Standard
9. Workforce Demand	Whether the sum of new and replacement jobs in the field forecast for El Paso and Hudspeth Counties and the New Mexico counties of Dona Ana, Luna and Otero during the 5 years following the publication of the Program Review Report meets or exceeds the number of graduates during the 5 years preceding the publication of the report. To ensure that the data include career paths addressed by the program, each program shall provide the IE Office with a list of jobs for which it prepares graduates. (See Emsi Report) Source: C.E. Director	Yes

Quality Indicators

Indicators	Measures	Standard
1. Student Satisfaction with Program	Percent of satisfaction, based on percent of students satisfied with “Required labs” & “Technology” averaged for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) Source: <i>Non-credit Student Evaluation of Instructor Performance</i>	80%
2. Student Evaluation of Faculty	Percent of satisfaction, based on overall instructor performance averaged percent of student satisfaction with instructor overall performance for last 3 years. Based on: The instructor's overall performance. (Each survey shall be scored 1 or 0 based on the combined average of the responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. An average of 1: Satisfaction) Source: <i>Non-credit Student Faculty Evaluation</i>	80%
3. Full-Time Faculty Development	For most recent year, percent of FT teaching Faculty at 2 prof. development activities during the fall semester (1 st day of fall Faculty Development week through the last day of final exams) and percent of FT teaching Faculty at 2 prof. development activities during the spring semester (1 st day of spring Faculty Development week through the last day of final exams). If FT faculty teach in 2 or more programs, their attendance is credited to all the programs. Source: <i>Faculty Development Records</i>	100%
4. Course Syllabus	Reviewed/ revised within last 3 years, based on revision date of each program course outline. Source: <i>Program Review Status Form</i> completed by CE Director	Yes
5. Graduate Satisfaction with Program	Percent of satisfaction, based on percent of cumulative graduates satisfied with “usefulness of my major courses with respect to my job,” “availability of courses in my major,” and “level of technology in my major” for previous 3 years. (Combined average of all three responses) Source: <i>Graduate Survey</i>	80%
6. Employer Satisfaction	Percent of employer satisfaction with EPCC completers, based on no. of employers responding to a survey in the program field and the no. of employers satisfied with EPCC completers for last 3 years. Where applicable, the employers shall be surveyed from a list provided by the Director. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent: 1, Good: 1, Acceptable: 1, Weak: 0, Unacceptable: 0. Average of 1=Satisfaction) Source: <i>Employer Survey</i>	80%
7. Advisory committee Satisfaction with Program	Percent of satisfaction, based on the overall, averaged percent of satisfaction of each program advisory committee for the last 3 years. (Each survey shall be scored 1 or 0 based on the combined average of the eleven responses: Excellent = 1, Good = 1, Acceptable = 1, Weak = 0, Unacceptable = 0. An average of 1 indicates satisfaction.) When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: <i>Advisory Committee Survey & Minutes</i>	80%
8. Advisory Committee Meetings	Held at least once annually, based on the meeting date(s) of each program advisory committee for the last 3 years. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Sources: <i>Advisory Committee Survey & Minutes, Program Review Status Form</i> completed by Director	Yes
9. Program Accreditation, As Applicable	Maintains/actively seeking voluntary accreditation, based on documentation of accreditation or application for accreditation for last 3 years. Source: <i>Program Review Status Form</i> completed by Director	Yes
10. Community Benefit/Service	Percent of advisory members acknowledging that the program is meeting community needs for each of the last 3 years, based on a survey of advisory members indicating the percentage of respondents acknowledging that the program is meeting community needs. When multiple programs are under the same advisory committee, the same data shall be applied to all the programs. Source: <i>Advisory Committee Survey & Minutes</i>	85%
11. Program Need	Percent of employers acknowledging that the program is needed for each of the last 3 years, based on a survey of employers indicating the percentage of respondents acknowledging that each program is needed. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. Source: <i>Employer Survey</i>	85%
12. Competitive Advantage: Quality	Percent of respondents acknowledging EPCC meets/exceeds quality of proprietary schools for each of the last 3 years, based on a survey of the business community indicating the percentage of respondents acknowledging that each program's quality meets or exceeds that of proprietary schools. Where applicable, the employers shall be surveyed from a list provided by the Dean/District-wide Coordinator; the list shall be the same as that used for Career and Technical Education Student Learning Indicator No. 4: Employer Satisfaction. (Combined average of responses on both the Advisory Committee Survey and the Employer Survey) Sources: <i>Advisory Committee Survey & Minutes, Employer Survey</i>	85%



For College Procedure
2.03.01.18: Program Review

PROGRAM REVIEW COMMITTEE PROXY VOTING FORM*

This is to certify that the undersigned, a voting member of **the El Paso Community College Program Review Committee**, has designated _____ as her or his
Name of designee (Committee member)

representative to cast all votes and express all approvals or disapprovals that said member may be entitled to cast or express at the **Program Review Committee** meeting to be held on _____.
Date of Meeting

In no event shall this proxy be valid for a period longer than the day of the meeting for which it is given. This proxy must be presented by the designee at the meeting to ensure her/his participation. This proxy shall be revocable, at any time, at the request of the undersigned voting member prior to the start of the meeting on _____.
Date of Meeting

Signature of Voting Member Unable to Attend Meeting

Date of Signature

* A quorum is at least 11 voting members. (Resource and Administrative Liaisons do not vote.) The Committee approved (April 23, 2015) the following guidelines and steps for proxy voting: The person acting as proxy must already be a voting member of the Committee. A voting member can only serve as proxy for one person. The committee member who will be absent will need to fill out the proxy form, sign it, and give it to the person who will be casting the vote. The person acting as proxy will bring the signed form to the meeting and give the signed form to the chairperson as proof that she/he is permitted to vote for the absent member. The proxy form is only good for that specific missed meeting.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.20 Survey Administration

APPROVED: December 17, 2019 **REVISED:**
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To protect the privacy of survey participants and assure proper collection, secure storage and ethical use of data collected via survey instruments.

DEFINITIONS:

Anonymous: not named or identified. Survey responses cannot be attributed to individual persons. The researcher(s) do not have access to information that identifies the survey participants.

Confidential: not disclosed. The researcher(s) can associate the survey responses with the individual survey participants, but that information is not available to any other person.

Informed Consent: permission granted in the knowledge of the possible consequences. A document, usually signed by survey participants, that accompanies a survey and describes in detail how the information obtained through the survey instrument will be used, stored and disposed of.

Faculty: instructors, counselors and librarians.

Institutional Review Board (IRB): an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the **institution** with which it is affiliated. Refer to EPCC Procedure 2.03.01.22 *Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs*.

Personally Identifiable Information (PII): any data that could potentially identify a specific individual such as name, address, College ID, phone number, email address, medical information, personally identifiable financial information or social security number.

GENERAL:

Categories of surveys conducted at El Paso Community College (EPCC) and covered by this procedure:

1. Student Evaluation of Faculty,
2. Non-anonymous surveys where personally identifying information (PII) is collected from participants,
3. Anonymous surveys where the participants are informed that the survey is anonymous.

Categories of questionnaires not covered by this procedure:

1. Application forms and information sheets required to enroll at EPCC and/or participate in services, functions or events.
2. Evaluations of the performance of faculty and staff with the exception of Student Evaluation of Faculty.
3. Information or questionnaires required by an accrediting agency, state or federal government.
4. Evaluations of College events, services or functions.
5. Classroom assignments if the information will be used exclusively in the class.

PROCESS:

I. Student Evaluations of Faculty

If data are collected via paper survey forms, the data do not contain personally identifying information (PII) for students; therefore, no special handling is required to maintain student privacy. In order to maintain faculty confidentiality, all data are maintained on a secured EPCC server with controlled access only by full-time staff in the Faculty Evaluations area within the Institutional Research Department.

Data collected electronically contain PII data, usually the student ID. The PII data are required so that the survey can be sent to participants electronically. The software tracks individual survey participants to make sure participants complete the survey only once. Also, students may be sent reminders if the survey has not yet been completed. The identifying information (Student ID) is in the original data that are stored for each survey form completed. These original data records are kept for two years on a secured EPCC server to be available if the accuracy of the results of the evaluation of a course or instructor is questioned. Only designated full-time staff in the Faculty Evaluations area within the Institutional Research Department have access to these original records. The data are never used for routine processing and distribution of the evaluation results. At the end of a two-year period, the data with PII are purged. The survey data, without personal identifying student information, are maintained in data tables on an EPCC server that is accessible to designated Institutional Research staff. These are the data used for all reports and analyses and remain available for long-term use.

II. Non-anonymous Surveys where personally identifying information is collected from Participants

By entering PII on a survey form, a participant agrees to the use of that information in connection with the analysis and storage of the survey results. An explanation of the reason(s) for inclusion of the PII on the survey form and a complete disclosure of the intended uses of the data must accompany the form when it is distributed for completion. An informed consent may be signed by each survey participant to assure that all participants understand how their data will be used. The disclosure or informed consent must contain a plan for confidentially storing the data while the study is ongoing and a plan for safely disposing of the data when the research study is complete. The ID of each survey participant is stored with the survey results on a secured EPCC server. The data are confidential and can be used only as described in the disclosure or informed consent accompanying the survey.

III. Anonymous Surveys where the Participants must be informed that the Survey is anonymous

If the data are collected via paper survey forms, the data do not contain PII; therefore, no special handling is required, except that all data must reside on a secured EPCC server with controlled access.

Data collected electronically must contain PII data, usually the student ID. The anonymous option of survey-administration software must be used. The PII is originally obtained so that the survey can be sent electronically to participants. The software tracks individual survey participants to make sure participants only take the survey once. Also, potential participants may be sent reminders if the survey has not yet been completed. A complete disclosure of the intended uses of the data collected must accompany the survey instrument when it is distributed for completion. Once the survey has been closed and the data are validated, the PII is not retained with the data, and the researcher never sees the PII. The survey data are always stored without PII. Data with PII are never used for analysis and reporting. PII can never be used in association with the survey results of any anonymous survey.

IV. Data from Sources other than the Survey Instrument

Additional data that are not from the survey instrument are never used in conjunction with the survey results unless the participants are told in writing that additional data about them will be included from other sources besides the survey instrument.

V. Institutional Review Board Approval of Survey Instruments and Administration

All surveys conducted by EPCC faculty, staff or students or any survey where EPCC faculty, staff or students are the intended participants must have Institutional Review Board (IRB) approval prior to survey administration. Survey developers and administrators (researchers) must submit to the Institutional Research Office the *Application for Permission to Use Human Subjects and in Research* (attached), a copy of the survey questions and a copy of any disclosure or any other document(s) that will accompany the distribution of the survey instrument. Following IRB review and approval, the survey can be administered. Refer to EPCC Procedure 2.03.01.22 *Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs*.

Questionnaires that do not require IRB approval are:

1. Applications and information sheets necessary for enrollment at EPCC and/or participation in services, events or functions where no data are collected with the intent to conduct research about the participants.
2. Information required by an accrediting agency, state or federal government.
3. Evaluations of the performance of faculty or staff.
4. Evaluations of services, functions or events provided by the College if the questionnaires anonymous and are not used to analyze characteristics of the attendees of events or recipients of services.
5. Classroom assignments where the information will be used exclusively in the class.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.03.01.22 Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs

APPROVED: September 19, 2003 REVISIED: March 5, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To provide a process for the protection of human subjects participating in El Paso Community College (EPCC) Research Programs. The process is an adaptation of the basic DHHS policy for protection of human research subjects. The DHHS policy was published in the Code of Federal Regulations Title 45 Part 46 (45CFR46). Anyone wishing to conduct research on human subjects should be familiar with 45CFR46. In addition, this procedure specifies absolute standards of ethical principles and conduct for EPCC Research Programs. The standards are contained in the Nuremberg Code, The Declaration of Helsinki, and The Belmont Report. EPCC staff and faculty who are involved with research involving human subjects must be familiar with these principles and standards, and operate their programs accordingly.

PROCEDURE:

PART A

I. DEFINITIONS

- A. *Sponsor Department or Agency Head* means the head of any sponsor Department or Agency and/or any other officer or employee of any Department or Agency to whom authority has been delegated.
- B. *Institution* means any public or private entity or Agency (including Federal, State, and other agencies).
- C. *Legally authorized representative* means an individual, or judicial, or other body authorized under applicable law to consent on behalf of a prospective subject to the subject’s participation in the procedure(s) involved in the research.
- D. *Research* means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.
- E. *Research subject to regulation*, and similar terms are intended to encompass those research activities for which a Federal Department or Agency has specific responsibility for regulating as a research activity, (for example, Investigational New Drug requirements administered by the Food and Drug Administration). It does not include research activities which are incidentally regulated by a Federal Department or Agency solely as part of the Department’s or Agency’s broader responsibility to regulate certain types of activities whether research or non-research in nature (for example, Wage and Hour requirements administered by the Department of Labor).
- F. *Human subject* means a living individual about whom an investigator (whether professional or student) conducting research obtains:
 - 1. data through intervention or interaction with the individual; or
 - 2. identifiable private information.

Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes. *Interaction* includes communication or interpersonal contact between investigator and subject. *Private information* includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

- G. *IRB* means an Institutional Review Board established in accord with and for the purposes expressed in this procedure.
- H. *IRB approval* means the determination of the IRB that the research has been reviewed and may be conducted at EPCC within the constraints set forth by the IRB and by other institutional and Federal requirements.
- I. *Minimal risk* means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.
- J. *Certification* means the official notification by EPCC to the supporting Department or Agency, in accordance with the requirements of this procedure, that a research project or activity involving human subjects has been reviewed and approved by our IRB in accordance with an approved assurance.

II. TO WHAT DOES THIS PROCEDURE APPLY?

- A. This procedure applies to all research involving human subjects including all surveys, focus groups and formal interviews.

Research that is supported by a Sponsor Department or Agency, whether or not it is regulated as defined in 45CFR46, must be reviewed and approved by an Institutional Review Board (IRB) that operates in accordance with the pertinent requirements of 45CFR46.
- B. Unless otherwise required by Sponsor Department or Agency Heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from this procedure but must be reviewed by the Institutional Review Board to establish the exemption:
 - 1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
 - 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects, and (ii) any disclosure of the human subject's responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
 - 3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph B2 of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office, or (ii) Federal Statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
 - 4. Research involving the collection or study of existing data, documents, records, pathological specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

5. Research and demonstration projects which are subject to the approval of Sponsor Department or Agency Heads, and which are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs, (ii) procedures for obtaining benefits or services under those programs, (iii) possible changes in or alternatives to those programs or procedures, or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
 6. Taste and food quality evaluation and consumer acceptance studies: (i) if wholesome foods without additives are consumed, or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.
- C. The EPCC Institutional Review Board in conjunction with any Sponsor Department or Agency Head retains final judgment as to whether a particular activity is covered by this procedure.
 - D. Sponsor Department or Agency heads may require that specific research activities or classes of research activities supported, otherwise subject to regulation by the Sponsor Department or Agency but not otherwise covered by 45CFR46, comply with some or all of the requirements of this procedure.
 - E. Compliance with this procedure requires compliance with pertinent Federal laws or regulations which provide additional protections for human subjects.
 - F. This procedure does not affect any State or local laws or regulations which may otherwise be applicable and which provide additional protections to human subjects.
 - G. This procedure does not affect any foreign laws or regulations which may otherwise be applicable and which provide additional protections to human subjects or research.

III. GENERAL PROCEDURES AND PRINCIPLES

- A. El Paso Community College Research programs will be governed by ethical principles that protect the human subjects participating in these programs. The ethical principles and conduct stated in the Nuremberg Code, The Declaration of Helsinki, and the Belmont Report will be absolute standards of program design and operation.
- B. The Vice President for Research, Accreditation, & Planning in coordination with the Director of Institutional Research, has established the IRB to fulfill the duties required to protect human subjects. Provisions for meeting space and support staff are to be made to ensure the IRB's effective performance of their duties.
- C. The Director of Institutional Research maintains a list of IRB members identified by name; earned degrees; representative capacity; indications of experience such as board certifications, licenses, etc., sufficient to describe each member's chief anticipated contributions to IRB deliberations; and any employment or other relationship between each member and the institution; for example: full-time employee, part-time employee, member of governing panel or board, paid or unpaid consultant.
- D. The Director of Institutional Research
 1. reviews all applications to conduct research on humans and forwards them to the Chair of the IRB. The applicant(s) must complete the **El Paso Community College Application for Permission to use Human Subjects in Research** (attached).
 2. Determines which projects require review more often than annually and which projects need verification from sources other than the investigators that no material changes have occurred since a previous IRB review; and
 3. Ensures prompt reporting to the IRB of proposed changes in a research activity, and for ensuring that such changes in approved research, during the period for which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to the subject.

- E. The Director of Institutional Research ensures prompt reporting to the IRB, appropriate institutional officials, and the Department or Agency Head of (i) any unanticipated problems involving risks to subjects or others or any serious or continuing noncompliance with this policy or the requirements or determinations of the IRB; and (ii) any suspension or termination of IRB approval.

IV. IRB MEMBERSHIP

- A. Each IRB shall have at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas.

If an IRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, or handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects.

- B. Every nondiscriminatory effort will be made to ensure that no IRB consists entirely of men or entirely of women, including the institution's consideration of qualified persons of both sexes, so long as no selection is made to the IRB on the basis of gender. No IRB may consist entirely of members of one profession.
- C. Each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
- D. Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- E. No IRB may have a member participate in the IRB's initial or continuing review of any project in which the member has conflicting interest, except to provide information requested by the IRB.
- F. An IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

V. IRB FUNCTIONS AND OPERATIONS

In order to fulfill the requirements of this procedure, each IRB shall:

- A. follow written procedures in the same detail as described in this Section IIID and to the extent required by this Section III E; and
- B. except when an expedited review procedure is used (see Section VII), review proposed research at convened meetings at which a majority of the members of the IRB are present, including at least one member whose primary concerns are in nonscientific areas. In order for the research to be approved, it shall receive the approval of a majority of those members present at the meeting.

VI. IRB REVIEW OF RESEARCH

- A. IRB shall review and have authority to approve, require modifications in (to secure approval), or disapprove all research activities covered by this policy.
- B. The IRB shall require that information given to subjects as part of informed consent is in accordance with Section VIII. The IRB may require that information, in addition to that specifically mentioned in this Section VIII, be given to the subjects when in the IRB's judgment the information would meaningfully add to the protection of the rights and welfare of subjects.

- C. The IRB shall require documentation of informed consent or may waive documentation in accordance with this Section XIV.
- D. The IRB shall notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or to modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.
- E. The IRB shall conduct continuing review of research covered by this policy at intervals appropriate to the degree of risk, but not less than once per year, and shall have authority to observe or have a third party observe the consent process and the research.

VII. EXPEDITED REVIEW PROCEDURES FOR CERTAIN KINDS OF RESEARCH INVOLVING NO MORE THAN MINIMAL RISK, AND FOR MINOR CHANGES IN APPROVED RESEARCH

- A. The Secretary, HHS, has established as a Notice in the Federal Register, a list of categories of research that may be reviewed by the IRB through an expedited review procedure. The list will be amended, as appropriate, after consultation with other departments and agencies, through periodic republication by the Secretary, HHS, in the Federal Register. A copy of the list is available from the Office for Protection from Research Risks, National Institutes of Health, DHHS, Bethesda, Maryland 20892. For information relevant to other sponsoring departments or agencies communicate with their research protocol office.
- B. An IRB may use the expedited review procedure to review either or both of the following:
 - 1. some or all of the research appearing on the list and found by the reviewer(s) to involve no more than minimal risk; and/or
 - 2. minor changes in previously approved research during the period (of one year or less) for which approval is authorized.

Under an expedited review procedure, the review may be carried out by the IRB chairperson or by one or more experienced reviewers designated by the chairperson from among members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. A research activity may be disapproved only after review in accordance with non-expedited procedure set forth in this Section VB.

- C. If the IRB uses an expedited review procedure it will adopt a method of keeping all members advised of research proposals which have been approved under the procedure.
- D. The Sponsor Department or Agency head may restrict, suspend, terminate, or choose not to authorize an institution's or IRB's use of the expedited review procedure.

VIII. CRITERIA FOR IRB APPROVAL OF RESEARCH

- A. In order to approve research covered by this procedure the IRB shall determine that all of the following requirements are satisfied:
 - 1. risks to subjects are minimized: (i) by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and (ii) whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes;
 - 2. risks to subjects are reasonable in relation to: (i) anticipated benefits, if any, to subjects, and (ii) the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB should not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility;
 - 3. selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and should be particularly cognizant of the special problems of research involving vulnerable populations, such as

children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons;

4. informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by this Section XIII;
 5. informed consent will be appropriately documented, in accordance with, and to the extent required by this Section XIV;
 6. when appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subject; and
 7. when appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.
- B. When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects.

IX. REVIEW BY INSTITUTION

Research covered by this procedure that has been approved by an IRB will be subject to further appropriate review and approval or disapproval by the Vice President for Research, Accreditation, & Planning. However, the Vice President may not approve the research if it has not been approved by an IRB.

X. SUSPENSION OR TERMINATION OF IRB APPROVAL OF RESEARCH

The IRB shall have authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects. Any suspension or termination or approval shall include a statement of the reasons for the IRB's action and shall be reported promptly to the investigator, the Vice President for Research, Accreditation, & Planning and the Department or Agency Head.

XI. COOPERATIVE RESEARCH

Cooperative research projects are those projects covered by this procedure which involve more than one institution. In the conduct of cooperative research projects, each institution is responsible for safeguarding the rights and welfare of human subjects and for complying with this procedure. With the approval of the Sponsor Department or Agency Head, an institution participating in a cooperative project may enter into a joint review arrangement, rely upon the review of another qualified IRB, or make similar arrangements for avoiding duplication of effort.

XII. IRB RECORDS

- A. When appropriate, the IRB will prepare and maintain adequate documentation of IRB activities, including the following:
1. copies of all research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports submitted by investigators, and reports injuries to subjects;
 2. minutes of IRB meetings which shall be in sufficient detail to show attendance at the meetings; actions taken by the IRB; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution;
 3. records of continuing review activities;
 4. copies of all correspondence between the IRB and the investigators;
 5. a list of IRB members in the same detail as described in Section IIIC;
 6. written procedures for the IRB in the same detail as described in this Section IIID and IIIE; and

7. statements of significant new findings provided to subjects, as required by this Section XIII B5;
- B. The IRB records will be retained for at least 3 years, and records relating to research which is conducted shall be retained for at least 3 years after completion of the research. All records shall be accessible for inspection and copying by authorized representatives of the Sponsoring Department or Agency at reasonable times and in a reasonable manner.

XIII. GENERAL REQUIREMENTS FOR INFORMED CONSENT

Except as provided elsewhere in this procedure, no investigator may involve a human being as a subject in research covered by this procedure unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative. An investigator shall seek such consent only under circumstances that provide the prospective subject or the representative sufficient opportunity to consider whether or not to participate and that minimize the possibility of coercion or undue influence. The information that is given to the subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the subject or the representative is made to waive or appear to waive any of the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution or its agents from liability for negligence.

- A. Basic elements of informed consent. Except as provided in paragraph C or D of this section, in seeking informed consent the following information shall be provided to each subject:
1. a statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
 2. a description of any reasonably foreseeable risks or discomforts to the subject;
 3. a description of any benefits to the subject or to others which may reasonably be expected from the research;
 4. a disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
 5. a statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
 6. for research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;
 7. an explanation of whom to contact for answers to pertinent questions about the research and research subject's rights, and whom to contact in the event of a research-related injury to the subject; and
 8. a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- B. Additional elements of informed consent. When appropriate, one or more of the following elements of information shall also be provided to each subject:
1. statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) which are currently unforeseeable;
 2. anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;
 3. any additional costs to the subject that may result from participation in the research;

4. the consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
 5. a statement that significant new findings developed during the course of the research which may relate to the subject's willingness to continue participation will be provided to the subject; and
 6. the approximate number of subjects involved in the study.
- C. The IRB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent provided the IRB finds and documents that:
1. the research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine: (i) public benefit or service programs, (ii) procedures for obtaining benefits or services under those programs, (iii) possible changes in or alternatives to those programs or procedures, or (iv) possible changes in methods or levels of payment for benefits or services under those programs; and
 2. the research could not practicably be carried out without the waiver or alteration.
- D. The IRB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth in this section, or waive the requirements to obtain informed consent provided the IRB finds and documents that:
1. the research involves no more than minimal risk to the subjects;
 2. the waiver or alteration will not adversely affect the rights and welfare of the subjects;
 3. the research could not practicably be carried out without the waiver or alteration; and
 4. whenever appropriate, the subjects will be provided with additional pertinent information after participation.
- E. The informed consent requirements in this procedure are not intended to preempt any applicable Federal, State, or local laws which require additional information to be disclosed in order for consent to be legally effective.
- F. Nothing in this procedure is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable Federal, State, or local law.

XIV. DOCUMENTATION OF INFORMED CONSENT

- A. Except as provided in paragraph C of this section, informed consent shall be documented by the use of a written consent form approved by the IRB and signed by the subject or the subject's legally authorized representative. A copy shall be given to the person signing the form.
- B. Except as provided in paragraph C of this section, the consent form may be either of the following:
1. a written consent document that embodies the elements of informed consent required by Section XIII. This form may be read to the subject or the subject's legally authorized representative, but in any event, the investigator shall give either the subject or the representative adequate opportunity to read it before it is signed; or
 2. a short form written consent document stating that the elements of informed consent required by Section XIII have been presented orally to the subject or the subject's legally authorized representative. When this method is used, there shall be a witness to the oral presentation. Also, the IRB shall approve a written summary of what is to be said to the subject or the representative. Only the short form itself is to be signed by the subject or the representative. However, the witness shall sign both the short form and a copy of the summary, and the person actually obtaining consent shall sign a copy of the summary. A copy of the summary shall be given to the subject or the representative, in addition to a copy of the short form.

- C. The IRB may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds either:
1. that the only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or
 2. that the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.

In cases in which the documentation requirement is waived, the IRB may require the investigator to provide subjects with a written statement regarding the research.

PART B

- I. The regulations in this part of the EPCC procedure provide additional protections for pregnant women, fetuses, and human *in vitro* fertilization. All EPCC sponsored programs conducting research, development, and related activities with the subjects stated above must comply with these regulations except where exempt (see Part A-IIB).

II. DEFINITIONS

As used in this subpart:

- A. *Secretary* means the Secretary of Health and Human Services and any other officer or employee of the Department of Health and Human Services (DHHS) to whom authority has been delegated.
- B. *Pregnancy* encompasses the period of time from confirmation of implantation (through any of the presumptive signs of pregnancy, such as missed menses, or by a medically acceptable pregnancy test), until expulsion or extraction of the fetus.
- C. *Fetus* means the product of conception from the time of implantation (as evidenced by any of the presumptive signs of pregnancy, such as missed menses, or a medically acceptable pregnancy test), until a determination is made, following expulsion or extraction of the fetus, that it is viable.
- D. *Viable* as it pertains to the fetus means being able, after either spontaneous or induced delivery, to survive (given the benefit of available medical therapy) to the point of independently maintaining heart beat and respiration. The Secretary may from time to time, taking into account medical advances, publish in the Federal Register guidelines to assist in determining whether a fetus is viable for purposes of this subpart. If a fetus is viable after delivery, it is a premature infant.
- E. *Nonviable fetus* means a fetus *ex utero* which, although living, is not viable.
- F. *Dead fetus* means a fetus *ex utero* which exhibits neither heartbeat, spontaneous respiratory activity, spontaneous movement of voluntary muscles, nor pulsation of the umbilical cord (if still attached).
- G. *In vitro fertilization* means any fertilization of human ova which occurs outside the body of a female, either through admixture of donor human sperm and ova or by any other means.

III. ADDITIONAL DUTIES OF THE INSTITUTIONAL REVIEW BOARDS IN CONNECTION WITH ACTIVITIES INVOLVING FETUSES, PREGNANT WOMEN, OR HUMAN IN VITRO FERTILIZATION

- A. In addition to the responsibility prescribed for Institutional Review Boards under Part A above, the IRB shall, with respect to activities covered by Part B, carry out the following additional duties:
1. determine that all aspects of the activity meet the requirements of Part B;
 2. determine that adequate consideration has been given to the manner in which potential subjects will be selected, and adequate provision has been made by the applicant for monitoring the actual informed consent process (e.g., through such mechanisms, when appropriate, as participation by the Institutional Review Board or subject advocates in: (i) overseeing the actual process by which individual consents required by this subpart are secured either by approving induction of each individual into the activity

or verifying, perhaps through sampling, that approved procedures for induction of individuals into the activity are being followed, and (ii) monitoring the progress of the activity and intervening as necessary through such steps as visits to the activity site and continuing evaluation to determine if any unanticipated risks have arisen); and

3. carry out such other responsibilities as may be assigned by the Secretary.
- B. No award may be issued until the applicant has certified to the Secretary that the Institutional Review Board has made the determinations required under paragraph A of this section and the Secretary, HHS, has approved these determinations, as provided in 46.120 of 45CFR46 (Code of Federal Regulations).
- C. Applicants seeking support for activities covered by Part B must provide for the designation of an Institutional Review Board, subject to approval by the Secretary, where no such Board has been established under Part A.

IV. GENERAL LIMITATIONS

- A. No activity to which Part B is applicable may be undertaken unless:
1. appropriate studies on animals and non-pregnant individuals have been completed;
 2. except where the purpose of the activity is to meet the health needs of the mother or the particular fetus, the risk to the fetus is minimal and, in all cases, is the least possible risk for achieving the objectives of the activity;
 3. individuals engaged in the activity will have no part in: (i) any decisions as to the timing, method, and procedures used to terminate the pregnancy, and (ii) determining the viability of the fetus at the termination of the pregnancy; and
 4. no procedural changes which may cause greater than minimal risk to the fetus or the pregnant woman will be introduced into the procedure for terminating the pregnancy solely in the interest of the activity.
- B. No inducements, monetary or otherwise, may be offered to terminate pregnancy for purposes of the activity.

V. ACTIVITIES DIRECTED TOWARD PREGNANT WOMEN AS SUBJECTS

- A. No pregnant woman may be involved as a subject in an activity covered by Part B unless:
1. the purpose of the activity is to meet the health needs of the mother and the fetus will be placed at risk only to the minimum extent necessary to meet such needs; or
 2. the risk to the fetus is minimal.
- B. An activity permitted under paragraph A of this section may be conducted only if the mother and father are legally competent and have given their informed consent after having been fully informed regarding possible impact on the fetus, except that the father's informed consent need not to be secured if:
1. the purpose of the activity is to meet the health needs of the mother;
 2. his identity or whereabouts cannot reasonably be ascertained;
 3. he is not reasonably available; or
 4. the pregnancy resulted from rape.

VI. ACTIVITIES DIRECTED TOWARD FETUSES *IN UTERO* AS SUBJECTS

- A. No fetus *in utero* may be involved as a subject in any activity covered by this subpart unless:
1. the purpose of the activity is to meet the health needs of the particular fetus and the fetus will be placed at risk only to the minimum extent necessary to meet such needs; or

2. the risk to the fetus imposed by the research is minimal and the purpose of the activity is the development of important biomedical knowledge which cannot be obtained by other means.
- B. An activity permitted under paragraph a of this section may be conducted only if the mother and father are legally competent and have given their informed consent, except that the father's consent need not be secured if:
1. his identity or whereabouts cannot reasonably be ascertained;
 2. he is not reasonably available; or
 3. the pregnancy resulted from rape.

VII. ACTIVITIES DIRECTED TOWARD FETUSES *EX UTERO*, INCLUDING NONVIABLE FETUSES, AS SUBJECTS

- A. Until it has been ascertained whether or not a fetus *ex utero* is viable, a fetus *ex utero* may not be involved as a subject in an activity covered by Part B unless:
1. there will be no added risk to the fetus resulting from the activity, and the purpose of the activity is the development of important biomedical knowledge which cannot be obtained by other means; or
 2. the purpose of the activity is to enhance the possibility of survival of the particular fetus to the point of viability.
- B. No nonviable fetus may be involved as a subject in an activity covered by Part B unless:
1. vital functions of the fetus will not be artificially maintained;
 2. experimental activities which of themselves would terminate the heartbeat or respiration of the fetus will not be employed; and
 3. the purpose of the activity is the development of important biomedical knowledge which cannot be obtained by other means.
- C. In the event the fetus *ex utero* is found to be viable, it may be included as a subject in the activity only to the extent permitted by and in accordance with the requirements of other sections of Part B.
- D. An activity permitted under paragraph A or B of this section may be conducted only if the mother and father are legally competent and have given their informed consent, except that the father's informed consent need not be secured if:
1. his identity or whereabouts cannot reasonably be ascertained;
 2. he is not reasonably available; or
 3. the pregnancy resulted from rape.

VIII. ACTIVITIES INVOLVING THE DEAD FETUS, FETAL MATERIAL, OR THE PLACENTA

Activities involving the dead fetus, macerated fetal material, or cells, tissue, or organs excised from a dead fetus shall be conducted only in accordance with any applicable State or local laws regarding such activities.

PART C

I. The regulations in Part C are applicable to all EPCC programs conducting biomedical and behavioral research involving prisoners as subjects. Following the procedures set forth herein does not authorize research involving prisoners when applicable State or local law limit or bar such activities.

II. PURPOSE

In as much as prisoners may be under constraints because of their incarceration which could affect their ability to make a truly voluntary decision regarding whether or not to participate as subjects in research it is the purpose of this

subpart to provide additional safeguards for the protection of prisoners involved in activities to which this subpart is applicable.

III. DEFINITIONS

As used in Part C:

- A. *Sponsor Department or Agency Head* means the Head of any Sponsor Department or Agency and any other officer or employee of the Sponsor Department or Agency to whom authority has been delegated.
- B. *Sponsor Department or Agency* means the Federal Department or Agency that funds all or part of an EPCC Research program.
- C. *Prisoner* means any individual involuntarily confined or detained in a penal institution. The term is intended to encompass individuals sentenced to such an institution under a criminal or civil statute, individuals detained in other facilities by virtue of statutes or commitment procedures which provide alternatives to criminal prosecution or incarceration in a penal institution, and individuals detained pending arraignment, trial, or sentencing.
- D. *Minimal risk* is the probability and magnitude of physical or psychological harm that is normally encountered in the daily lives, or in the routine medical, dental, or psychological examination of healthy persons.

IV. COMPOSITION OF INSTITUTIONAL REVIEW BOARDS WHERE PRISONERS ARE INVOLVED

In addition to satisfying the requirements in Part A-IV, an Institutional Review Board, carrying out responsibilities under this part with respect to research covered by this subpart, shall also meet the following specific requirements:

- A. A majority of the Board (exclusive of prisoner members) shall have no association with the prison(s) involved, a part from their membership on the Board.
- B. At least one member of the Board shall be a prisoner, or a prisoner representative with appropriate background and experience to serve in that capacity, except that where a particular research project is reviewed by more than one Board only one Board need to satisfy this requirement.

V. ADDITIONAL DUTIES OF THE INSTITUTIONAL REVIEW BOARDS WHERE PRISONERS ARE INVOLVED

- A. In addition to all other responsibilities prescribed for Institutional Review Boards under Part C, the Board shall review research covered by this subpart and approve such research only if it finds that:
 - 1. the research under review represents one of the categories of research permissible under Part C;
 - 2. any possible advantages accruing to the prisoner through his or her participation in the research, when compared to the general living conditions, medical care, quality of food, amenities and opportunity for earnings in the prison, are not of such a magnitude that his or her ability to weigh the risks of the research against the value of such advantages in the limited choice environment of the prison is impaired;
 - 3. the risks involved in the research are commensurate with risks that would be accepted by nonprisoner volunteers;
 - 4. procedures for the selection of subjects within the prison are fair to all prisoners and immune from arbitrary intervention by prison authorities or prisoners. Unless the principal investigator provides to the Board justification in writing for following some other procedures, control subjects must be selected randomly from the group of available prisoners who meet the characteristics needed for that particular research project;
 - 5. the information is presented in language which is understandable to the subject population;
 - 6. adequate assurance exists that parole boards will not take into account a prisoner's participation in the research in making decisions regarding parole, and each prisoner is clearly informed in advance that participation in the research will have no effect on his or her parole; and

7. where the Board finds there may be a need for follow-up examination or care of participants after the end of their participation, adequate provision has been made for such examination or care, taking into account the varying lengths of individual prisoners' sentences, and for informing participants of this fact.
- B. The Board shall carry out such other duties as may be assigned by the Sponsor Department or Agency Head.
 - C. The institution shall carry to the Sponsor Department or Agency Head, in such form and manner as the Department or Agency Head may require, that the duties of the Board under this section have been fulfilled.

VI. PERMITTED RESEARCH INVOLVING PRISONERS

- A. Biomedical or behavioral research conducted or supported by the Sponsoring Department or Agency may involve prisoners as subjects only if:
 1. the institution responsible for the conduct of the research has certified to the Sponsor Department or Agency Head that the Institutional Review Board has approved the research under Part C -V; and
 2. in the judgment of the Department or Agency Head the proposed research involved solely the following: (i) study of the possible causes, effects, and processes of incarceration, and of criminal behavior, provided that the study presents no more than minimal risk and no more than inconvenience to the subjects, (ii) study of prisoners as institutional structures or of prisoners as incarcerated persons, provided that the study presents no more than minimal risk and no more than inconvenience to the subjects, (iii) research on conditions particularly affecting prisoners as a class (for example, vaccine trials and other research on hepatitis which is much more prevalent in prisons than elsewhere; and research on social and psychological problems such as alcoholism, drug addiction, and sexual assaults) provided that the study may proceed only after the Department or Agency Head has consulted with appropriate experts including experts in penology, medicine, and ethics and published notice, in the Federal Register, of his intent to approve such research, or (iv) research on practices, both innovative and accepted, which have the intent and reasonable probability of improving the health or well-being of the subject. In cases in which those studies require the assignment of prisoners in a manner consistent with protocols approved by the IRB to control groups which may not benefit from the research, the study may proceed only after the Department or Agency Head has consulted with appropriate experts, including experts in penology, medicine, and ethics, and published notice, in the Federal Register, of the intent to approve such research.
- B. Except as provided in paragraph A of this section, biomedical or behavioral research conducted or supported by Department of Health and Human Services shall not involve prisoners as subjects.

PART D

- I. The procedures in Part D apply to all EPCC Research programs funded by a sponsoring department or agency that involves children as subjects.
 - A. Exemptions at Part A-II B1 and B3 through B6 are applicable to this subpart. The exemption at Part A-II B2 regarding educational tests is also applicable to this subpart. However, the exemption at Part A-II B2 for research involving survey or interview procedures or observations of public behavior does not apply to research covered by this subpart, except for research involving observation of public behavior when the investigator(s) do not participate in the activities being observed.
 - B. The exceptions, additions, and provisions for waiver as they appear in paragraphs C through I of Part A-II are applicable to this subpart.

II. DEFINITIONS

The definitions in Part A-I shall be applicable to this subpart as well. In addition, as used in this subpart:

- A. *Children* are persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law of the jurisdiction in which the research will be conducted.
- B. *Assent* means a child's affirmative agreement to participate in research. Mere failure to object should not, absent affirmative agreement, be construed as assent.

- C. *Permission* means the agreement of parent(s) or guardian to the participation of their child or ward in research.
- D. *Parent* means a child's biological or adoptive parent.
- E. *Guardian* means an individual who is authorized under applicable State or local law to consent on behalf of a child to general medical care.

III. IRB DUTIES

In addition to other responsibilities assigned to IRB's under this part, each IRB shall review research covered by this subpart and approve only research which satisfies the conditions of all applicable sections of this subpart.

IV. RESEARCH NOT INVOLVING GREATER THAN MINIMAL RISK

Sponsoring Departments or Agencies will fund research in which the IRB finds that no greater than minimal risk to children is presented, only if the IRB finds that adequate provisions are made for soliciting the assent of the children and the permission of their parents or guardians, as set forth in Section VII.

V. RESEARCH INVOLVING GREATER THAN MINIMAL RISK BUT PRESENTING THE PROSPECT OF DIRECT BENEFIT TO THE INDIVIDUAL SUBJECTS

DHHS will conduct or fund research in which the IRB finds that more than minimal risk to children is presented by an intervention or procedure that holds out the prospect of direct benefit for the individual subject, or by a monitoring procedure that is likely to contribute to the subject's well-being, only if the IRB finds that:

- A. the risk is justified by the anticipated benefit to the subject;
- B. the relation of the anticipated benefit to the risk is at least as favorable to the subjects as that presented by available alternative approaches; and
- C. adequate provisions are made for soliciting the assent of the children and permission of their parents or guardians, as set forth in this subpart VII.

VI. RESEARCH INVOLVING GREATER THAN MINIMAL RISK AND NO PROSPECT OF DIRECT BENEFIT TO INDIVIDUAL SUBJECTS, BUT LIKELY TO YIELD GENERALIZABLE KNOWLEDGE ABOUT THE SUBJECTS DISORDER OR CONDITION

DHHS will conduct or fund research in which the IRB finds that more than minimal risk to children is presented by an intervention or procedure that does not hold out the prospect of direct benefit for the individual subject, or by a monitoring procedure which is not likely to contribute to the well-being of the subject, only if the IRB finds that:

- A. the risk represents a minor increase over minimal risk;
- B. the intervention or procedure presents experiences to subjects that are reasonably commensurate with those inherent in their actual or expected medical, dental, psychological, social, or educational situations;
- C. the intervention or procedure is likely to yield generalizable knowledge about the subjects' disorder or condition which is of vital importance for the understanding or amelioration of the subjects' disorder or condition; and
- D. adequate provisions are made for soliciting assent of the children and permission of their parents or guardians, as set forth in this Section VII.

VII. REQUIREMENTS FOR PERMISSION BY PARENTS OR GUARDIANS AND FOR ASSENT BY CHILDREN

- A. In addition to the determinations required under other applicable sections of this subpart, the IRB shall determine that adequate provisions are made for soliciting the assent of the children, when in the judgment of the IRB the children are capable of providing assent. In determining whether children are capable of assenting, the IRB shall take into account the ages, maturity, and psychological state of the children involved. This judgment may be made for all children to be involved in research under a particular protocol, or for each child, as the IRB deems appropriate. If the IRB determines that the capability of some or all of the children

is so limited that they cannot reasonably be consulted or that the intervention or procedure involved in the research holds out a prospect of direct benefit that is important to the health or well-being of the children and is available only in the context of the research, the assent of the children is not a necessary condition for proceeding with the research. Even where the IRB determines that the subjects are capable of assenting, the IRB may still waive the assent requirement under circumstances in which consent may be waived in accord with Part A-XIII.

- B. In addition to the determinations required under other applicable sections of this subpart, the IRB shall determine, in accordance with and to the extent that consent is required by Part A-XIII, that adequate provisions are made for soliciting the permission of each child's parents or guardian. Where parental permission is to be obtained, the IRB may find that permission of one parent is sufficient for research to be conducted under Section IV or V. Where research is covered by Section VI and permission is to be obtained from parents, both parents must give their permission unless one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child.
- C. In addition to the provisions for waiver contained in Part A-XIII, if the IRB determines that a research protocol is designed for conditions or for a subject population for which parental or guardian permission is not a reasonable requirement to protect the subjects (for example, neglected or abused children), it may waive the consent requirements in Subpart A of this part and paragraph B of this section, provided an appropriate mechanism for protecting the children who will participate as subjects in the research is substituted, and provided further that the waiver is not inconsistent with Federal, State, or local law. The choice of an appropriate mechanism would depend upon the nature and purpose of the activities described in the protocol, the risk and anticipated benefit to the research subjects, and their age, maturity, status, and condition.
- D. Permission by parents or guardians shall be documented in accordance with and to the extent required by Part A-XIV.
- E. When the IRB determines that assent is required, it shall also determine whether and how assent must be documented.

VIII. WARDS

- A. Children who are wards of the State or any other agency, institution, or entity can be included in research approved under Section VI only if such research is:
 - 1. related to their status as wards; or
 - 2. conducted in schools, camps, hospitals, institutions, or similar settings in which the majority of children involved as subjects are not wards.
- B. If the research is approved under paragraph A of this section, the IRB shall require appointment of an advocate for each child who is a ward, in addition to any other individual acting on behalf of the child as guardian or in loco parentis. One individual may serve as advocate for more than one child. The advocate shall be an individual who has the background and experience to act in, and agrees to act in, the best interests of the child for the duration of the child's participation in the research and who is not associated in any way (except in the role as advocate or member of the IRB) with the research, the investigator(s), or the guardian organization.



**EI PASO COMMUNITY COLLEGE
APPLICATION FOR PERMISSION TO USE HUMAN SUBJECTS IN RESEARCH
APPROVAL IS VALID FOR ONE YEAR FROM APPROVAL DATE**

See College Procedure 2.03.01.22: *Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs.*

THIS FORM MUST BE TYPED FOR PROCESSING – DO NOT LEAVE ANY BLANKS. (Please refer to definitions on pages 1, 2 and 18.)

Principal Investigator(s) _____ Phone _____ Date _____

Institution _____ Department _____

Title of Research Project _____

Please check purpose of project: _____ Master’s Thesis _____ Doctoral Dissertation _____ Class Assignment

Other (explain): _____

Name of faculty advisor (if any): _____

Where will work be done? _____

When will the research begin? _____ When will the research end? _____

CHECKLIST FOR RESEARCHER

Please check appropriately. If explanation is needed, use the back of the form and additional sheets if necessary.

YES NO

GENERAL ISSUES

1. _____ Are federal funds involved? If yes, sponsor’s name: _____ **(please explain on back)**
2. _____ Other external funds? If yes, sponsor’s name: _____
3. _____ Is application a renewal application for same research done one or more years ago and previously by this committee?
4. _____ Do you have any financial conflict of interest? **(If yes, please explain on back)**
5. _____ Will this project require the supervision of a physician? **(If yes, please explain on back)**

SUBJECT RELATED ISSUES

6. _____ Has the selection of subjects been equitable, with particular recognition of the special problems of research involving vulnerable populations such as women, children, prisoners, mentally disabled persons or economically or educationally disadvantaged persons? **(If no, please explain on back)**
7. _____ Are subjects minors or have diminished mental or physical capability? **(If yes, please explain on back)**
8. _____ Subjects have been given a choice of the following: participate or do another assignment (i.e., book review, paper, etc.)
9. _____ Subjects have been offered one or more of the following incentives to participate in the research: money, extra credit for the class **(If yes, please explain on back).**
10. _____ Subjects will be allowed to participate in the research during regularly scheduled class time.

INFORMED CONSENT/ASSENT ISSUES

11. _____ Will each subject be fully informed?
12. _____ Will each subject be debriefed following completion of the research?
13. _____ Will each subject’s personal privacy be protected? **(If no, please explain on back)**
14. _____ Will each subject, prior to the research, indicate informed consent/assent to participate by completing and signing a written form **(If no, please explain on back) (copy of informed consent form must be attached to this application)** which includes:
 - a. A description of the potential risks to the subjects including physical, psychological, emotional , social or spiritual wellbeing,
 - b. A description of how the personal privacy of the subject will be protected,
 - c. A description of any incentives for the subjects and restrictions for receiving such incentives,
 - d. An indication that the subjects’ participation is entirely voluntary and that they may withdraw at any time, and
 - e. A description of any debriefing that will be made available to the subjects?

If items 1, 4, 5, 7, 9 are checked YES, please explain on back; if items 6, 13, 14 are checked NO please explain on back.

PROTOCOL OF RESEARCH PROJECT

Provide the following information: brief description of research methods, time required for single session, number of sessions, psychological or medical methods to be used, research objectives or hypothesis(es); if a survey instrument or other interview protocol is to be used, please attach a copy.

SUBJECTS: Number of Subjects _____ **Age of Subjects** Over 18 _____ Under 18 _____
If under 18, please indicate ages _____
Sex of Subjects _____ Male _____ Female _____ Both

SAFETY MEASURES: Outline specific safety controls. If applicable, indicate what OSHA requirements will be observed. If applicable, indicate what universal standards will be observed. If subjects are minors and/or have diminished mental capability and/or have diminished physical capability, indicate special precautions that will be observed. If physician’s attendance is necessary, explain why.

PHYSICIAN’S NAME AND CONTACT INFORMATION (If Physician’s attendance is necessary)

EXPLANATIONS FOR CHECKLIST RESPONSES (MANDATORY FOR #1, 4, 5, 7, 9 if checked YES; #6, 13, 14 if checked NO)

Faculty Advisor Approval Signature (if applicable) _____ **Date:** _____

Division or Dept. Head Approval Signature _____ **Date:** _____

I have read the EPCC Administrative Policies and Procedures Manual on “Human Subjects in Research” and I certify that my proposed research is in conformity with the College policy. I certify I have read the Belmont Report, the regulations for the protection of human subjects (45 CFR 46), the NIH Guidelines on the Inclusion of Women and Minorities as Subjects in Clinical Research (Federal Register, March 29, 1994, pages 14508-14513), and the NIH Policy and Guidelines on the Inclusion of Children as Participants in Research Involving Human Subjects. Copies available in College Research Center and on the Office for Human Research Protections web page at <http://ohrp.osophs.dhhs.gov/polasur.htm>.

SIGNATURE OF RESEARCHER(S) _____ **DATE** _____

DISPOSITION BY: EPCC IRB
____ Approved _____ Disapproved Chair’s Signature _____ DATE _____ Approval # _____
Forward to: EPCC Institutional Review Board (IRB), ASC, Room A-830, Office Phone Number (915) 831-6726



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.26 Requesting Research Assistance/Information from the Office of Institutional Research

APPROVED: February 5, 2004 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To delineate the steps to be followed in the process of requesting research assistance and information from the Office of Institutional Research.

PROCEDURE:

I. General

The Office of Institutional Research (IR) provides research, assistance and information services to support the College's mission by aiding the research activities of faculty*, staff and administrators throughout the institution. Whenever needed, any student, faculty, or staff member, or any person outside the College may request research assistance and information from the Office of Institutional Research. This is done by completing the appropriate form (attached) requesting assistance/information and submitting the form to the Office of Institutional Research.

II. Process

A. Initiating an Internal Request for Research Assistance/Information:

1. Any student, faculty, or staff member must make a request for research assistance/information to the Office of Institutional Research by fully completing the request form entitled "INTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION" (attached).
 - a. The requestor must clearly specify the time frame for the information which he/she is requesting (ex.: Data needed for Spring 1999, Summer 1999, Fall 1999 only).
 - b. The requestor must clearly outline the information needed, the purpose of the information, and who will be using it.
 - c. The requestor must indicate on the form whether the research is a "one-time only" project, or whether it is a recurring project. If the project is recurring, the requestor must indicate each date during the year in which the results are needed. If the project is to be done once only, the requestor must indicate the day and month by which the information is needed; the requestor must not state that the research is needed "as soon as possible."
 - d. The requestor will then determine the priority of the project and will mark on the request form whether the project is of high, moderate, or low priority.
 - e. The requestor must obtain the signature of his/her budget head and his/her department's or program's vice president.
2. The form is then submitted to the Office of Institutional Research.
3. The Administrative Associate in the Office of Institutional Research will receive the completed form from the requestor, will sign and date the form, and will then assign a project number.

* Note: The word "faculty" denotes instructors, counselors and librarians.

B. Initiating a Request for Research Assistance/Information from an External Source:

1. Any person outside of the College may make a request for research assistance/information to the Office of Institutional Research by fully completing the request form entitled “EXTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION” (attached).
 - a. The requestor must clearly specify the time frame for the information which he/she is requesting (ex.: Data needed for Spring 1999, Summer 1999, Fall 1999 only).
 - b. The requestor must clearly outline the information needed and the purpose of the information.
 - c. The requestor must indicate on the form whether the research is a “one-time only” project, or whether it is a recurring project. If the project is one which is recurring, the requestor must indicate each date during the year in which the results are needed. If the project is to be done once only, the requestor must indicate the day and month by which the information is needed; the requestor must not state that the research is needed “as soon as possible.”
2. The form must then be submitted to the Office of Institutional Research.
3. The Administrative Associate in the Office of Institutional Research will receive the completed form from the requestor, will sign and date the form, and will then assign a project number.

C. Review of internal or external request:

Upon receiving a completed internal or external request for research assistance/information, the Director of Institutional Research will meet with the Vice President of Research, Accreditation and Planning to approve and prioritize research projects.

1. The Director of Institutional Research and Vice President of Research, Accreditation and Planning will set proposed start and completion dates for each project, depending on the current case load at the Office of Institutional Research.
2. A project team will then be formed and a project leader will be assigned.
3. A copy of the original form will be returned with the “For Office Use Only” section completed.
4. The project team leader will correspond with the requestor to clarify if any additional information is needed.
5. The project team will then complete the requested task.

D. Completion of research:

1. When completed, the research/information will then be forwarded to the requestor along with a Customer Satisfaction Survey/Evaluation of Research Assistance/Information (attached).
2. The requestor is requested to complete the Customer Satisfaction Survey/Evaluation of Research Assistance/Information form and return the form to the Office of the Vice President for Research, Accreditation and Planning.
3. The project team leader will send a brief abstract of the project and its results to the Vice President for Research, Accreditation and Planning.



INTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION

You are invited to visit the College web site on the Internet at www.epcc.edu. The information you need may be found there.

Requestor: _____ Title: _____ Date: _____
Department: _____ Campus: _____ Phone: _____

Research Requested/Information Needed (specify report format, if appropriate, and intervals of time for the information needed--i.e. specific semester(s) or academic year(s); attach additional sheets, if necessary. Please refer to definitions on next page.):

If recurring, indicate month needed (J): ___Jan ___Feb ___Mar ___Apr ___May ___June ___July ___Aug ___Sept ___Oct ___Nov ___Dec If one time only, indicate date needed (Day and Month, not ASAP) _____

Purpose and Audience for the Information:

Budget Head: _____ Vice President: _____
(Printed Name) (Signature) (Date) (Printed name) (Signature) (Date)

Project Priority (set by Requestor) (J): ___High ___Moderate ___Low

THE OFFICE OF INSTITUTIONAL RESEARCH (IR) provides research and information services to support the College's mission by aiding the research activities of faculty, staff and administrators throughout the institution.

REQUEST PROCEDURE: It is recommended that the requester contact IR when a project is first contemplated. This form must be completed to initiate the process of requesting assistance/information. Time, personnel, and equipment requirements necessitate that each request be addressed on a case-by-case basis.

In accordance with Procedure 2.03.01.26, return the completed form to the Administrative Assistant at the Office of Institutional Research who will sign and date the form, and will then assign a project number.

In signing below, the requester understands that information concerning any individual student is to be held in strictest confidence and he/she assures that procedures are in place for monitoring and protecting confidentiality of student information.

The requester understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CRF Part 99.

In addition, I understand that any data sets or output reports that the requester, or his/her representative, may generate with individual student data are confidential. The requester will not disclose to any unauthorized person any data sets or reports with individual student data which he/she is given or devise.

The requester also understands that failure to observe these restrictions may constitute a 'Breach of Computer Security' as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and as such, an offense constitutes a criminal offense.

Received by: _____ Project #: _____
(Signature) (Date)

FOR OFFICE USE ONLY

Project Team Leader: _____ Team Leader Phone #: _____
Target Completion Date: _____

Reviewed by : _____ Director's Signature: _____

Complete this form and return via: Fax: (915) 831-6751 email: rbelmon4@epcc.edu
U.S. Mail: Raul Belmontes, Institutional Research, El Paso Community College, P.O. Box 20500, El Paso, TX 79998

Definitions of Frequently Used Terms

For College Procedure 2.03.01.26:
*Requesting Research Assistance/
Information from the Office of
Institutional Research*

If the requestor uses the following terms, they must be used and understood as defined below:

- **Baseline:** A performance level or status that is the basis for establishing a planning objective and/or standard.
- **Cohort:** A group of individuals who meet a set of criteria (e.g. a group of students who register during the same semester).
- **Contact Hour:** An hour that a student spends in a classroom and/or laboratory during a specified time (e.g. 48 total contract hours for a 3-credit hour course taken during a regular semester with no laboratory). One student sitting in 1 class for 1 hour generates 1 contact hour. EPCC receives State funds for each contact hour in credit courses and in funded continuing education courses.
- **Developmental Student:** A student who takes a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Full-time, first time in college student (FT FTIC):** A student who registers for 12 or more credit hours during his or her first semester of college attendance.
- **Non-Developmental Student:** A student who does not take a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Persistence:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following spring semester.
- **Placement:** The State defines placement as a student's employment or education status after graduation. The State recognizes three types of placement: employment, military service and/or continued education. A student may fall into all three categories at the same time.
- **Professional development activity:** Any activity beyond an employee's normal job activities that promotes the employee's success on the job.
- **Program Completion:** A student successfully completes a program if he or she receives an associates' degree or a certificate.
- **Retention:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following fall semester.
- **Revenue:** College revenue consists of tuition, fees paid by students, reimbursement by the State for contact hours, and local property taxes. Grants and financial aid are often included when calculating revenue.
- **Seat Count:** The number of seats occupied in all classes during a specified period of time at a specified College site. The seat count will exceed the unduplicated enrollment if students enroll in more than one class.
- **Successful Course Completion:** A student successfully completes a course if he or she receives one of the following grades: A, B, C, D, Cr (Credit).
- **Unduplicated Enrollment:** The number of individual students registered during a specified period of time.



EXTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION

You are invited to visit the college web site on the Internet at www.epcc.edu. The information you need may be found there.

Requestor: _____ Title: _____ Organization: _____

Mailing Address: _____ Phone: _____ Date: _____

Research Requested/Information Needed: (specify report format, if appropriate, and intervals of time for the information needed--i.e. specific semester(s) or academic year(s); attach additional sheets, if necessary. Please refer to definitions on next page.):

If recurring, indicate month needed (✓): ___Jan ___Feb ___Mar ___Apr ___May ___June ___July ___Aug ___Sept ___Oct ___Nov ___Dec If one time only, indicate date needed (Day and Month, not ASAP) _____

Purpose and Audience for the Information:

THE OFFICE OF INSTITUTIONAL RESEARCH (IR) provides research and information services to support the mission of El Paso Community College.

REQUEST PROCEDURE: It is recommended that the requestor contact IR when a project is first contemplated. This form must be completed to initiate the process of requesting assistance/information. Time, personnel, and equipment requirements necessitate that each request be addressed on a case-by-case basis.

In signing below, the requestor understands that information concerning any individual student is to be held in strictest confidence and he/she assures that procedures are in place for monitoring and protecting confidentiality of student information.

The requestor understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CRF Part 99.

In addition, I understand that any data sets or output reports that the requestor, or his/her representative, may generate with individual student data are confidential. The requestor will not disclose to any unauthorized person any data sets or reports with individual student data which he/she is given or devise.

The requestor also understands that failure to observe these restrictions may constitute a 'Breach of Computer Security' as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and as such, an offense constitutes a criminal offense.

Received by: _____ (Signature) _____ (Date) Project #: _____

FOR OFFICE USE ONLY

Project Team Leader: _____ Team Leader Phone #: _____
Target Completion Date: _____
Comments: _____

Reviewed by: _____ Director's Signature: _____

Complete this form and return via: Fax: (915) 831-6751 email: rbelmon4@epcc.edu
U.S. Mail: Raul Belmontes, Institutional Research, El Paso Community College, P.O. Box 20500, El Paso, TX 79998

Definitions of Frequently Used Terms

For College Procedure 2.03.01.26:
*Requesting Research Assistance/
Information from the Office of
Institutional Research*

If the requestor uses the following terms, they must be used and understood as defined below:

- **Baseline:** A performance level or status that is the basis for establishing a planning objective and/or standard.
- **Cohort:** A group of individuals who meet a set of criteria (e.g. a group of students who register during the same semester).
- **Contact Hour:** An hour that a student spends in a classroom and/or laboratory during a specified time (e.g. 48 total contract hours for a 3-credit hour course taken during a regular semester with no laboratory). One student sitting in 1 class for 1 hour generates 1 contact hour. EPCC receives State funds for each contact hour in credit courses and in funded continuing education courses.
- **Developmental Student:** A student who takes a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Full-time, first time in college student (FT FTIC):** A student who registers for 12 or more credit hours during his or her first semester of college attendance.
- **Non-Developmental Student:** A student who does not take a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Persistence:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following spring semester.
- **Placement:** The State defines placement as a student's employment or education status after graduation. The State recognizes three types of placement: employment, military service and/or continued education. A student may fall into all three categories at the same time.
- **Professional development activity:** Any activity beyond an employee's normal job activities that promotes the employee's success on the job.
- **Program Completion:** A student successfully completes a program if he or she receives an associates' degree or a certificate.
- **Retention:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following fall semester.
- **Revenue:** College revenue consists of tuition, fees paid by students, reimbursement by the State for contact hours, and local property taxes. Grants and financial aid are often included when calculating revenue.
- **Seat Count:** The number of seats occupied in all classes during a specified period of time at a specified College site. The seat count will exceed the unduplicated enrollment if students enroll in more than one class.
- **Successful Course Completion:** A student successfully completes a course if he or she receives one of the following grades: A, B, C, D, Cr (Credit).
- **Unduplicated Enrollment:** The number of individual students registered during a specified period of time.



CUSTOMER SATISFACTION SURVEY

EVALUATION OF RESEARCH ASSISTANCE/INFORMATION

To satisfy a requirement of our accreditation agency, the Southern Association of Colleges and Schools, and to help us better serve the College, please complete and return this anonymous survey. Return the survey by campus mail to the Office of the Vice President of Research, Accreditation and Planning at the Administrative Services Center (ASC) as soon as possible.

Please Mark One Response to Each Statement Below:

	Satisfied	Dissatisfied
1. Project completed to my specifications.	<input type="radio"/>	<input type="radio"/>
2. Project completed by projected completion date.	<input type="radio"/>	<input type="radio"/>
3. Communications during Project	<input type="radio"/>	<input type="radio"/>

Comment: _____

Please Return this Questionnaire to: **Vice President of Research, Accreditation and Planning**
El Paso Community College
P.O. Box 20500
El Paso, TX 79998



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.46 **CBM Reports to the Texas Higher Education Coordinating Board**

APPROVED: May 18, 2009 **REVISED:**
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Director of Institutional Research

OBJECTIVE: To outline steps for creating, editing, submitting and certifying Coordinating Board Manual (CBM) reports to the Texas Higher Education Coordinating Board.

PROCEDURE:

I. **General**

The College submits the Coordinating Board Manual (CBM) reports to the Texas Higher Education Coordinating Board (THECB) as required by the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971). All reports must be submitted electronically using the Electronic Data Transfer System. The Office of Institutional Research (IR), in cooperation with the Office of Admissions and Registrar, the Vice President of Instruction, the offices of the Deans of Instruction, the Associate Vice President of Workforce Development and Lifelong Learning, the Office of Human Resources and the Office of Information Technology, produces the CBM reports and submits the reports to THECB. IR prepares a *Certification Statement* (attached to procedure), guaranteeing the accuracy of each completed report. The Director of Admissions and Registrar, as the Certifying Official, submits the *Certification Statement* to THECB.

II. **Description of CBM Reports (See the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*, www.thecb.state.tx.us/, for details about the content of each report. Also, refer to the *Terminology* document attached to this procedure.)**

CBM001 or Student Report - Includes a record for each student enrolled on the official census date (census date of the regular term) in a credit course on the CBM004 for the reporting period. Fields include the student's social security number, demographic and special population information, and enrolled contact and credit hours. Total contact hours reported on the CBM001 and CMB004 must match.

CBM002 or Texas Success Initiative Report – Reports the TSI status in writing, reading and mathematics of each student enrolled at census date in a credit course taught during the reporting period. Fields include placement scores in writing, reading and mathematics, and dates of completion and grades for approved college-level courses in the three subject areas.

CBM004 or Class Report – Includes a record for each credit course approved by THECB that begins on or before the official census date of the reporting period including Flexible Entry Courses from the previous term. [See the *Lower-Division Academic Course Guide Manual (ACGM)* and the *Workforce Education Course Manual (WECM)* for information about approved courses and the approval process.] A course is identified by THECB as “General Academic”, “Local Need” or “WECM”. Fields include subject prefix, course number, section number, instructor's social security number, type of instruction, contact hours per week, weeks taught and number of students enrolled at census date. Total contact hours on the CBM004's for a Base Year determine State appropriations to EPCC for the two-year period following the Base Year. Total contact hours reported on the CBM001 and CMB004 must match. Every instructor on the CBM004 must be on the CBM008.

CBM008 or Faculty Report – Includes a record for each instructor on the CBM004 for the reporting period. Fields include instructor social security number, name, demographic information, highest degree earned, percent of time employed at EPCC, percent of time directly related to teaching and salary.

CBM009 or Graduation Report – Includes a record for each THECB-approved degree, certificate or progress measure completed by a student during an academic year. Fields include a student’s social security number and demographic information and descriptive data about the degree, certificate or progress measure completed.

CBM00A or Students in Continuing Education Courses Report – Includes a record for each student enrolled on the official census date in continuing education courses(s) awarding CEU’s and included on the CBM00C for the reporting period. Fields include student’s social security number, demographic and special population information and the number of reportable contact hours in which the student is enrolled. The total contact hours reported on the CBM00A and CBM00C must match.

CBM00C or Continuing Education Class Report – Includes a record for each “WECM” or State-approved “Local Needs” course with a census date during the reporting period. [See the *Workforce Education Course Manual* (WECM) for information about approved courses and the approval process.] EPCC receives State funding for students enrolled in these courses based on the total contact hours reported at census date. Fields include subject prefix, course number, section number, instructor’s social security number, type of instruction, contact hours, census-date enrollments and end-of-course enrollments. The total contact hours reported on the CBM00C and CBM00A must match.

CBM00N or Student Number Change Report includes any student who has had a recorded change of identification number, date of birth, or gender in the institutions student information system. This report is run as needed.

CBM00S or Student Schedule Report is a seat level report that reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit. The CBM00S includes all students present in class in a coordinating board-approved course after the census date for the term, including students that withdrew from class after the census date. This report includes total contact hours Reported on the CBM00S must match hours reported on CBM0E1. All Students reported in the CBM00S must be reported in the CBM002.

CBM0E1 or Student End of Semester Report is a student level report that reflects students enrolled at the reporting institution as of the final day of each semester and contains student demographic information in addition to contact and schedule credit hour summations. The CBM0E1 includes all students present in class in a coordinating board-approved course after the census date for the term, including students that withdrew from class after the census date. Total contact hours reported on the CBM0E1 must match hours reported on CBM00S.

III. Process (See the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*, www.thecb.state.tx.us/, for additional information about the CBM reporting process.)

A. Creation of the CBM Reports

1. The CBM reports are created by the Data Systems Manager assigned to the Office of Institutional Research using an automated process (application).
2. The application that creates the reports initially performs integrity checks on the data in the College records system to locate data entry errors detected by the THECB edit process. Error reports produced by the integrity checks are sent via e-mail to the appropriate EPCC offices for correction. If errors are detected that will significantly impact the Edit Report produced by THECB, the application is terminated awaiting correction of the errors.
3. If the integrity check detects minor errors or no errors, an application is completed resulting in the generation of a CBM report with a header record, data records and a trailer record. The header record contains the EPCC’s FICE Code, the CBM Data Identifier, the reporting term and year, and the name and e-mail address of the person submitting the file. The trailer record contains a count of the number of data records in the report.

B. Submission and Verification of the CBM Reports

1. The following CBM reports are submitted each academic year:
 - a. Three CBM001, CBM002, CBM004, CBM00S, and CBM0E1 reports, one for each regular term: fall, spring and summer.

- b. Two CBM008 reports for the fall and spring terms.
 - c. Four CBM00A and CBM00C reports, one for each of the four Continuing Education quarters; fall, winter, spring and summer.
 - d. One CBM009 report annually.
 - e. CBM00N as needed.
2. A report is submitted to THECB for the first time as soon as data errors have been reduced to a manageable level.
- a. The first submissions of the CBM001 and CMB004 occur approximately on the census date of the regular term for the fall and spring reporting periods. A CBM001 and CBM004 are also submitted on the census date of the summer 10-week session.
 - b. The CBM002, CBM00A, CBM00C, CBM008, CBM00S, and CBM0E1 are first submitted after grades are posted to the College records system at the end of each reporting period.
 - c. The CBM009 is first submitted in September after awards are entered into the College records system for the previous summer graduation.
 - d. CBM reports are submitted to THECB via the Internet using the Electronic Data Transfer System and the SFTP server process. (Refer to *Using SFTP to Transfer CBM Reports* at www.thecb.state.tx.us/, for additional information about report submission.) The SFTP server is secured through a unique combination of USERID and PASSWORD. Each report automatically goes into the "INPUT" directory on the SFTP server. The CBM001 and CBM004 are usually transmitted as a group, and the CBM00A and CBM00C are also transmitted together so that the reports can be compared by THECB.
 - e. The Educational Data Center (EDC) performs an edit process on each report, and Edit and Summary Report files are placed in the "OUTPUT" directory on the SFTP server. The edit process verifies that the total contact hours on the CBM001 and CBM004 match, and that the total contact hours on the CBM00A and CBM00C match. The process also verifies that all instructors reported on the CBM004 are on the CBM008
 - f. The Data Systems Manager retrieves the Edit and Summary reports from the "OUTPUT" directory and checks for errors and missing data. The appropriate office(s) is notified of needed data corrections.
 - g. The report creation, submission and edit processes are repeated until data are complete and error-free. EDC overwrites the previous version of a report each time it is submitted.
 - h. Additional steps are required to fill the Special Populations fields on the CBM001 and CBM00A. The results of the *Student Information Survey* (attached to this procedure) along with data from the College records system determine the Special Population information for each student enrolled during the reporting period. The Special Population information for each student is posted to the College records system. The application that creates the CBM001 or the CBM00A is executed to fill the Special Populations fields and produce a report.
 - i. A correct and complete report is submitted to THECB.

C. Review Report

1. When EDC's edit process results in error-free Edit and Summary Report files, a Review Report is created by EDC and placed in the "OUTPUT" directory on the SFTP server.

2. For the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00S, and CBM0E1, the Review Report compares the Summary Report for the current CBM report with the Summary Report for the certified report from the previous academic year. For the CBM004, the contact hours from the current report are compared to the contact hours from the previous academic year's certified report, by college major (by CIP Code). . For the CBM00C, the census date course enrollments are compared to the end-of-term course enrollments on the same report.
3. The Review Report flags data items for review that are "potentially erroneous" based on the above comparisons using a set of *Review Criteria* established by THECB (attached to this procedure.).
4. The Office of Institutional Research examines items flagged for review and identifies questionable data that must be reviewed by other College offices. A report is prepared and distributed to an office containing data items for review that must be addressed by that office. A form is attached to the report on which the office indicates that a questionable data item is either "correct" or "incorrect".
5. Completed forms are returned to the Office of Institutional Research. If a data item is incorrect, Institutional Research notifies the appropriate office(s) to make corrections to data in the College records system.
6. After corrections are made, the application that creates the CBM report is executed creating a new report that is submitted to EDC.

D. Certification of CBM Reports

1. When a CBM report is complete, error-free, verified, and has been submitted to EDC for the final time, the Office of Institutional Research prepares a *Certification Statement* (attached to this procedure) and e-mails the statement to the Reporting Official.
2. The Reporting Official, the Director of Admissions and Registrar, e-mails the *Certification Statement* to EDC. The *Certification Statement* must be received by EDC on or before the due dates in the *Reporting Periods* document (attached to this procedure).
3. The Offices of Institutional Research maintains institutional file copies of each *Certification Statement* and finalized CBM report.

E. Decertification and Recertification of CBM Reports

1. The President of El Paso Community College requests changes to a certified CBM report in writing to EDC if reporting errors are detected that will have significant impact on future funding or THECB statistical reports including the *Annual Data Profile* and the *Texas State Performance Measures Report*.
2. Requests for changes made before THECB publication of the data in the report may be approved by EDC. Requests made after publication must be approved by the Texas Commissioner of Higher Education.
3. If a request for changes to a CBM report is approved, the report is decertified by THECB.
4. The Data Systems Manager assigned to the Office of Institutional Research submits a corrected CBM report after verifying that data are complete and error-free.
5. The Office of Institutional Research prepares a new *Certification Statement* and e-mails it to the Reporting Official.
6. The Reporting Official e-mails the *Certification Statement* to THECB.
7. The Offices of Institutional Research maintains institutional file copies of the new *Certification Statement* and corrected CBM report.

TERMINOLOGY

- Annual Data Profile – Reports derived by THECB from the CBM reports and available on the THECB web site allowing comparisons among Texas Public Higher Educational Institutions regarding enrollment, student demographics and Texas Success Initiative compliance.
- Base Year – For credit courses, a Base Year includes the summer and fall terms of an even year and the spring term of the following odd year. For Continuing Education courses, a Base Year includes the spring, summer and fall quarters of an even year and the winter quarter which begins in that same even year but ends in the following odd year. The contact hours taught during a base year determine State appropriations to EPPC for the following two years.
- CBM Data Identifier – The letters “CBM” followed by two zeros and a unique number or letter identifying a specific CBM report (e.g.: CBM001, CBM00A).
- Lower-Division Academic Course Guide Manual (ACGM) – Manual containing a list of lower-division credit academic courses approved by the State of Texas. Courses with the same ACGM prefix and course number are considered to be equivalent at all Texas public institutions of higher education.
- Official Census date for credit courses or Census Date of the Regular Term – The 12th class day of the fall and spring 16-week terms and the 7th class day of the 10-week summer term for credit courses.
- Certification Statement - A form sent to the Educational Data Center upon completion of a CBM Report, by EPCC’s Certifying Official, certifying completion of a CBM report.
- Certifying Official – The EPCC employee that e-mails a Certification Statement to EDC. THECB must be officially notified if the Certifying Official is changed.
- CEU’s or Continuing Education Units – A type of credit awarded in some Continuing Education courses that can be used to document skills acquisition in specific subject areas. A course awarding CEU’s must comply with *The Continuing Education Unit: Guidelines* of SACSCOC.
- Classification of Instruction Programs (CIP) Code – A US Department of Education coding system that groups college majors in a systematic way so that comparisons can be made among majors with similar learning objective. Two majors with very similar learning objective would receive the same CIP code.
- Decertifying and Recertifying – A process by which a CBM report can be recertified if a significant error is detected after report certification. Decertification and Recertification should only be requested if reporting errors could significantly impact funding or statistical reports produced by THECB such as *The Annual Data Profile* and *The Texas State Performance Measures Report*.
- Educational Data Center (EDC) - Office of THECB responsible for overseeing the CBM reporting process and receiving the Certification Statements.
- Electronic Data Transfer System – The process by which CBM reports are electronically submitted to the EDC.
- FICE Code – A unique code issued by the federal government identifying an individual educational institution. EPCC’s FICE Code is 010387.
- Flexible Entry Classes – Classes with census dates after the official census date of the regular term. Enrollments in flexible entry classes are included as separate records in CBM reports submitted for the reporting period following the term in which the enrollment occurred.
- General Academic Courses – Courses identified by THECB in as providing general academic knowledge, not as providing training in a vocational area. (See the *Lower-Division Academic Course Guide Manual* for additional information.)
- Local-Need Courses – Vocational courses approved by the State of Texas not in the Workforce Education Course Manual and without established equivalent courses at other Texas public institutions of higher education.
- Official Census Date for Continuing Education Courses – The third class meeting for classes which have three or more scheduled class meetings and the last class meeting for classes which have less than three scheduled class meetings.

Progress Measure – The two progress measures recognized by the State are Core Curriculum Completion and Field of Study Completion. The Core Curriculum is a forty-two to forty-five credit-hour block of general education courses required for completion of the Associate of Arts or Associate of Science degrees in most subject areas. A Field of Study is a specific group of courses in a subject area that must be completed to obtain an associate degree in that subject area. The set of courses in the Core Curriculum or in an approved Field of Study, completed with a grade of “C” or better, are guaranteed to transfer to any Texas public institution of high education. (See the *Lower-Division Academic Course Guide Manual* for additional information.)

Reporting and Procedures Manual for Texas Community, Technical, and State College – Manual on the THECB website describing the CBM reports and the process for submitting and certifying these reports.

SFTP server process – A secure FTP server process mandated by state and federal security requirements for transfer of confidential data to THECB.

Special Populations - Six fields on the CBM001 and CBM00A; Academically Disadvantaged, Economically Disadvantaged, Individual with Disabilities, Limited English Proficiency (LEP), Displaced Homemaker and Single Parent. These fields contain either a numeric code for “YES” or blank for “NO”.

Southern Association of Colleges and Schools Commission on Schools (SACSCOC) – The regional accrediting body in the eleven southern states, including Texas, for institutions of higher education that award associate, baccalaureate, master’s or doctoral degrees.

Texas Higher Education Coordinating Board (THECB) – Agency of the Texas State Government that oversees Texas Public Higher Education Institutions.

Texas State Performance Measures Report – A report submitted annually to the Texas State Legislative Budget Board (LBB) that documents EPCC performance on ten performance measures. Values for seven of the ten measures come directly from the CBM reports.

Texas Success Initiative (TSI) – Texas State Legislation specifying skill levels in the subject areas of writing, reading and mathematics required for enrolling at a Texas Public Institution of Higher Education in a college-level course requiring skills in one of these areas. The TSI status of a student may be “exempt from TSI requirements”, “TSI satisfied” in writing, reading and/or mathematics or “TSI not satisfied” in writing, reading and/or mathematics.

Using SFTP to Transfer CBM Reports – A manual on the THECB website detailing the FTP process for submitting CBM reports to EDC.

Workforce Education Course Manual (WECM) – Manual containing a list of credit and continuing education vocational courses approved by the State of Texas. Courses with the same WECM prefix and course number are considered to be equivalent at all Texas public institutions of higher education.

CERTIFICATION STATEMENT

INSTITUTION: **El Paso Community College (010387)**

DATE: _____

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports. Any items marked for review have been examined and determined to be correct.

<u>Report Number</u>	<u>Semester and Year</u>
CBM-XXX	_____

Mandatory Explanations:

All items marked for REVIEW were reviewed. If not specifically mentioned below, the difference was determined to be insignificant.

CBM-XXX-

- Explanation for the items marked for REVIEW that met REVIEW CRITERIA (refer to criteria on page 8-9).

Reporting Official

REVIEW CRITERIA*

CBM001 - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM002 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM004 - The Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 250, a Review message is not printed.
- 2) is between 250 and 10,000, a percentage change greater than 35% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 20% is flagged for review.

CBM008 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM009 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00A - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00C - The Report compares the Census Day and the End of Quarter enrollments. If the difference < 0 or absolute value of the difference between the Census Day and End of Quarter item:

- 1) is less than 100, a Review is not printed unless it is negative.
- 2) is between 100 and 10,000, a percentage change greater than 35% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 20% is flagged for review.

CMB00S - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM0E1 - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00N – Changes are submitted as needed.

*Adapted from the review criteria descriptions in the Review Report for each CBM report.

REPORTING PERIODS*

The reports are due at the Educational Data Center by the following dates:

<u>FALL REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	October 15	November 15
Class Report	CBM004	October 15	November 15
Graduation Report	CBM009	October 15 (Oct. 1 for NSRP)	November 15
Occupational Skills Achievement	CBM00M	October 15	November 15
Building and Room Use Report	CBM005	October 15	November 15
Continuing Ed Student Report	CBM00A	December 15	January 20
Continuing Ed Class Report	CBM00C	December 15	January 20
Texas Success Initiative Report	CBM002	February 1	March 1
Faculty Report	CBM008	February 1	March 1
Student Schedule Report	CBM00S	February 1	March 1
Student End of Semester Report	CBM0E1	February 1	March 1

<u>SPRING REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	February 15 in Odd Year March 15	March 15 April 15
Class Report	CBM004	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Student Report	CBM00A	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Class Report	CBM00C	February 15 in Odd Year March 15	March 15 April 15
Texas Success Initiative Report	CBM002	June 15	July 15
Faculty Report	CBM008	June 15	July 15
Student Schedule Report	CBM00S	June 15	July 15
Student End of Semester Report	CBM0E1	June 15	July 15

<u>SUMMER I SEMESTER REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Continuing Ed Student Report	CBM00A	June 15	July 15
Continuing Ed Class Report	CBM00C	June 15	July 15
Student Report	CBM001	July 1	August 1
Class Report	CBM004	July 1	August 1
Student Schedule Report	CBM00S	October 1	November 1
Student End of Semester Report	CBM0E1	October 1	November 1
Texas Success Initiative Report	CBM002	October 1	November 1

SUMMER II SEMESTER REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	August 15*	September 15
Class Report	CBM004	August 15*	September 15
Continuing Ed Student Report	CBM00A	September 15	October 15
Continuing Ed Class Report	CBM00C	September 15	October 15
Student Schedule Report	CBM00S	October 1**	November 1
Student End of Semester Report	CBM0E1	October 1**	November 1
Texas Success Initiative Report	CBM002	October 1**	November 1

ANY TIME REPORTS

		<u>Due Date</u>
Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

*** If combining first and second summer semesters, the due date is August 15 certified by September 15.**

**** If combining first and second summer semester, the due date is October 1 certified by November 1.**

*Based on the Schedule in the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*



Student Information Survey

This survey is very important in qualifying EPCC to receive federal and state funds that are used to update classrooms, labs, equipment, and to provide support services for you. Please take the time to complete this survey.

INSTRUCTIONS:
Use black ink, blue ink or a # 2 pencil.
If using a pencil, please press down firmly.

Please Neatly Print your Student ID or Social Security Number

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1. What is the highest level of education obtained by your:

- | | Father | Mother |
|--|-----------------------|-----------------------|
| Did NOT graduate from high school | <input type="radio"/> | <input type="radio"/> |
| Earned a GED | <input type="radio"/> | <input type="radio"/> |
| High school graduate | <input type="radio"/> | <input type="radio"/> |
| Earned some college credit | <input type="radio"/> | <input type="radio"/> |
| Earned an Associate's Degree | <input type="radio"/> | <input type="radio"/> |
| Earned a Bachelor's Degree | <input type="radio"/> | <input type="radio"/> |
| Do not know | <input type="radio"/> | <input type="radio"/> |



*Please fill-in **ONLY ONE** RESPONSE for each parent.*

2. What is your current employment status?

- Active Duty Military
- Employed FULL-Time
- Employed PART-Time
- Unemployed - Seeking Work
- Unemployed - Not Seeking Work

3. What is your current marital status?

- Single
- Married
- Divorced
- Widowed

- | | Yes | No |
|---|-----------------------|-----------------------|
| 4. Do you have difficulty speaking, reading, writing or understanding English? | <input type="radio"/> | <input type="radio"/> |
| 5. Do you have any type of disability? | <input type="radio"/> | <input type="radio"/> |
| 6. Does your family receive state or local benefits such as Aid to Families with Dependent Children, Lone Star program, Child care or Workforce services? | <input type="radio"/> | <input type="radio"/> |

7. What is your family status: (MARK ALL THAT APPLY)

- I am a single parent with custody of a minor child, or single and expecting a child.
- I am a homemaker primarily working at home.
- I am divorced, separated or widowed, having lost the income of a spouse.
- None of the above.

8. How many people live in your residence?

- 1 2 3 4 5 6 7 8 or More

9. Is your total household income LESS than:

- \$10,830 \$14,570 \$18,310 \$22,050 \$25,790
 \$29,530 \$33,270 \$37,010 No

Thank You!





EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.50 Compliance with House Bill 2504, Passed by the 81st Texas Legislature in 2009

APPROVED: December 8, 2011 **REVISED:**
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To describe El Paso Community College's processes that were developed in order to comply with the requirements put forth by the 81st Texas Legislature, House Bill 2504.

PROCEDURE:

I. GENERAL

A. Purpose

In response to the Texas Higher Education Coordinating Board (THECB) directions for compliance with the 81st Legislature HB 2504, public institutions of higher education were mandated to develop a mechanism for making information available to students and the public to include: faculty* profile, course syllabi, student evaluation of faculty, departmental budget, work study employment opportunities and cost of attendance. El Paso Community College (EPCC) has developed a website, accessible within three clicks, which addresses the requirements of this legislation.

B. Definitions

House Bill 2504 – Legislation requiring Texas public institutions of higher education to make available on the Internet the following: cost of attendance, work-study employment opportunities, student evaluations of faculty, and faculty information including course syllabi.

Faculty Profile – Individual faculty information: title, name, rank, publications, post-secondary education, post-secondary teaching experience.

Syllabus Part I – Instructor's Course Requirements – The Instructor's Course Requirements part of the syllabus will be a detailed description of each instructor's specific course requirements, such as assignments, grading criteria, text(s) and materials, classroom policies and procedures and course calendar. (See College Procedure 6.04.02.10 *Official Course Syllabus*, Section I. A)

Syllabus Part II – The Official Course Description – The "Official Course Description" section of the syllabus will be developed by the entire discipline and will include the course description from the current College Catalog, identification of specific course objectives, and evaluation criteria which will be applied College-wide. (See College Procedure 6.04.02.10 *Official Course Syllabus*, Section II. A)

THECB's Net Calculator – Provides students and families with estimates of financial aid opportunities including grants, loans, work studies, and scholarships.

* Note: The word "faculty" denotes instructors, counselors and librarians.

II. PROCESS

- A. Composition of the Web Site – The EPCC HB 2504 website is hosted by the EPCC public web pages (www.epcc.edu). Logins, passwords, or registration are not required in order to access this information. Public access to the site is available under “Catalogs & Schedules.” Interested parties are able to access this information by term, course, and faculty name. All of the required information in this database will be maintained for the required period of two years.
- B. The timeline for posting the faculty profile and syllabi on the website is not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered.
- C. Components of the website (available to students and other interested parties).
 - 1. Faculty Profile
 - 2. Departmental Budget
 - 3. Course Syllabi (Parts I and II)
 - 4. Student Evaluations of Faculty
 - 5. Work-Study Employment Opportunity
 - 6. Cost of Attendance
- D. Evaluations Timeline – Every credit course will be evaluated by students every semester within the last one-third of the course.
- E. State Reporting Requirements – A compliance letter will be sent to the State Legislature every odd numbered year from the Vice President of Instruction and Workforce Education.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.54 Substantive Change

APPROVED: June 8, 2011
Year of last review: 2019

REVISED: December 17, 2019

AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Accreditation

OBJECTIVE: To ensure compliance with the current Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy *Substantive Change for SACSCOC Accredited Institutions*.

I. GENERAL

- A. **Definition:** SACSCOC defines substantive changes as “a significant modification or expansion of the nature and scope of an accredited institution.” Examples include, but are not limited to, the following:

- Initiating coursework or programs at a different academic level (e.g., baccalaureate degrees)
- Offering coursework or programs at a new off-campus location
- Offering new degree or certificate programs
- Significantly changing the length of a degree or certificate
- Closing an instructional program
- Closing a campus or an off-campus location
- Initiating competency-based instructional programs

- B. **Overview:** El Paso Community College’s (EPCC’s) instructional administrators, to include those responsible for the planning of new sites/campuses, altering the mission, merger, or the governance of the College, must notify both the EPCC President and the SACSCOC Liaison nine to twelve months prior to any planned action impacting change as described in this College Procedure, SACSCOC’s Substantive Change Policy, and/or SACSCOC’s *Principles of Accreditation*.

- C. **Questions and Resources:** Contact EPCC’s Director of Institutional Accreditation for questions, including required documentation and helpful resources.

- D. **Roles and Responsibilities:** It is the responsibility of EPCC’s President to inform SACSCOC of substantive changes.

1. **Faculty and Deans:** Faculty and Deans are encouraged to work together to identify proposed program changes and/or off-campus sites to meet the needs of EPCC students and the community. EPCC’s Offices of Institutional Research and Institutional Effectiveness, as well as the Office of Curriculum and Instructional Development, may be used as a resource for necessary regional or institutional data in support of the new program.

When considering new degrees or certificates, faculty and Deans are encouraged to review College Procedure 6.04.01.14, *Establishing New Associate Degree and/or Certificate Programs*. When considering closing an instructional program, faculty and Deans are encouraged to review College Procedure 6.04.01.22, *Program Closure*.

If the Dean supports the proposal, s/he forwards the completed *Substantive Change Inquiry to EPCC Accreditation Liaison* form (attached) to the Associate Vice President of Workforce and Continuing Education (for programs and sites falling under the AVP area). For all other programs or off-campus sites, the Dean forwards the form directly to the Vice President of Instruction and Workforce Education.

2. **Associate Vice President (AVP) of Workforce and Continuing Education (for programs under the AVP area):** The AVP reviews the *Substantive Change Inquiry* form and any supporting materials and, if approved, forwards the materials to the Vice President of Instruction and Workforce Education. If the AVP does not support the proposed change, the form is returned to the Dean.

3. Vice President of Instruction and Workforce Education: The Vice President reviews the *Substantive Change Inquiry* form, along with any supporting materials or information from the AVP, and if approved, forwards the form and all supporting materials to the Vice President of Research, Accreditation & Planning. If the proposed change is not approved, the form and supporting materials are returned to the Dean or to the AVP.
4. Vice President of Research, Accreditation & Planning (SACSCOC Liaison): The Vice President reviews the *Substantive Change Inquiry* form and supporting materials to determine whether the change meets the criteria of a SACSCOC Substantive Change. If so, the Vice President works with the Director of Institutional Accreditation to develop SACSCOC reporting timelines and to identify additional information needed in order to complete the required SACSCOC submission. If the proposed change does not meet the criteria of a SACSCOC Substantive Change, the form is returned to the Vice President of Instruction and Workforce Education. If it is unclear whether a change is substantive in nature, the Vice President will contact SACSCOC staff for consultation.
5. Director of Institutional Accreditation: Working with appropriate EPCC areas (e.g., Dean, Office of Curriculum and Instructional Development, Executive Director of Financial Aid), the Director of Institutional Accreditation will generate the communication to SACSCOC regarding the proposed change (i.e., a Letter of Notification or a Substantive Change Prospectus). Once complete, the communication is forwarded to the President of the College for signature.
6. President of the College: The President reviews the SACSCOC communication and, if approved, signs the cover letter and returns the packet to the SACSCOC Liaison for mailing and archiving.

The President will forward a copy of the SACSCOC response to the SACSCOC Liaison. If approved, the change is effective as of the date indicated in the SACSCOC response. If the change is not approved, the SACSCOC Liaison will work with the President and the Vice President of Instruction & Workforce Education to determine next steps.



Substantive Change Inquiry (to be completed by Faculty Coordinator)

Part I: To be completed for **all** proposed changes

Inquiry submitted by _____

Phone _____

Email _____

Division/Department _____ Target Implementation Date: _____

Type of Substantive Change (check one):

_____ New off-site location, including additional site on existing location (complete Part II below)

_____ New degree or certificate (complete Part III below)

_____ Change to competency-based education (complete Part IV below)

_____ Changing the length of a degree or certificate (complete Part IV below)

_____ Other (state the type of change, and complete Part IV below):

Part II: To be completed **only** for proposed new off-site locations (including new high school sites).

Please attach the following:

_____ Completed EPCC Lecture/Academic Classroom Evaluation

_____ Completed Facilities Assessment: Library Evaluation

_____ Completed Facilities Assessment: Science Classroom Evaluation

_____ Completed EPCC Distance Learning Support Services Assessment

_____ Completed EPCC Student Support Services Assessment

_____ Documentation of partner support (e.g., EPCC Partnership Agreement)

_____ List of courses/degrees/certificates available at the site:



Part III: To be completed *only* for proposed new degrees or certificates.

Proposed Program:	<i>Please type name of the proposed program here</i>	
Factor	Questions (please answer each of the following)	Responses
Content	<ol style="list-style-type: none"> 1. What percent of the courses or course content represents new content, and what percent is restructured or repackaged? 2. What previously-approved programs does the institution offer that are closely related to the new program, and how are they related? 3. How does this new degree/certificate support EPCC's mission? 	
Experience	Do current EPCC FT faculty have experience teaching this (or very similar) content? Explain.	
Expertise	<ol style="list-style-type: none"> 1. Do you (or another EPCC FT faculty) have the expertise to develop, teach, and monitor/ assess the quality of the program? Explain. 2. Will a significant number of new faculty members be required? If so, how many? 	
Financial Resources	Will significant additional financial resources be needed? If so, explain.	
Library/Learning Resources	Will significant additional library/learning resources be needed? If so, explain.	



For College Procedure
2.03.01.54: *Substantive Change*

Other Resources	Will significant additional equipment or facilities be needed? If so, explain.	
Other Institutional Context or Related Information to Support Decision	What other background or other information is available to support the decision regarding substantive change (e.g., Advisory Committee recommendation, workforce demand data)?	

Part IV: To be completed for proposed changes not addressed in Part II or Part III.

Please describe the specifics of your proposed change (how program faculty will assess student competency, or how curriculum will be adapted to meet the change in program hours). If you checked “Other” in Part I, please describe the specifics of your proposed change, using additional pages if needed.



Part IV: Signatures

Submitted by (signature) _____ Date _____

Approvals:

Dean/Director Date _____

Comments:

AVP Workforce and Continuing Education Date _____

Comments:

VP Instruction & Workforce Education Date _____

Comments:

.....
To be completed by EPCC Accreditation Liaison:

- No action needed; Letter of Notification Prospectus

Accreditation Liaison (signature) _____ Date _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.58 Student Learning Outcomes and General Education Assessment

APPROVED: January 5, 2012 **REVISED:** November 9, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Vice President of Research, Accreditation and Planning

OBJECTIVE: To outline the process for gathering and reporting learning outcomes data related to student learning both in programs/disciplines and the general education/core curriculum. As a best practice in higher education, and to assure both student learning and program excellence is pursued, ongoing outcome assessment will occur. Data collected in these processes will be utilized to evidence response to the *Principles of Accreditation* by the regional accrediting agency Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Core Curriculum Requirements of the Texas Education Code.

PROCEDURE:

I. General Provisions

A. Definitions

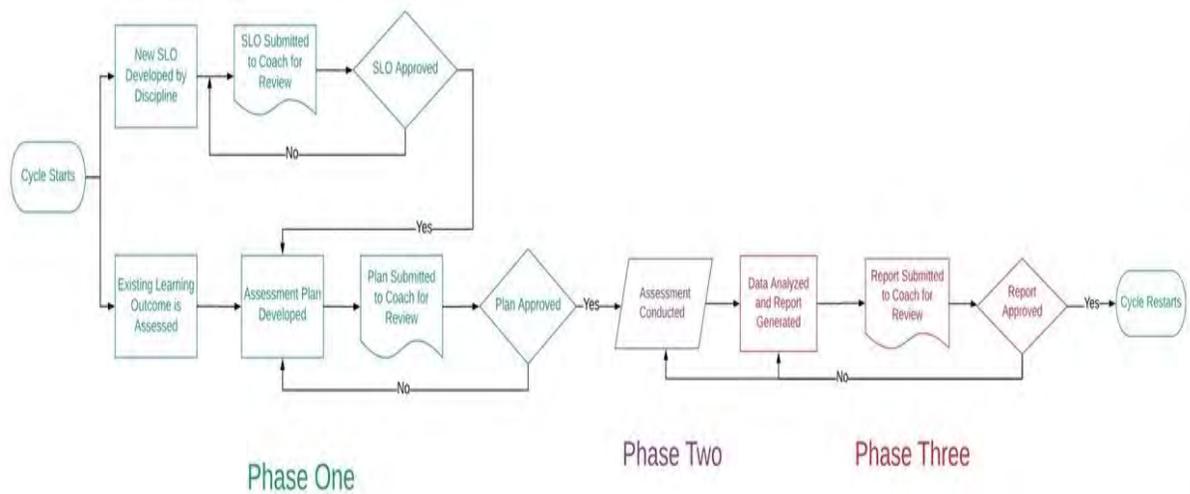
1. *Student Learning Outcomes (SLOs)* -- SLOs are determined by program (or discipline) faculty ("program" and "discipline" are used interchangeably in this procedure), describing what learning students should obtain as a result of their educational experiences within their program of study.
2. *Core Learning Outcomes (CLOs)* -- CLOs are determined by the Texas Higher Education Coordinating Board and identified by EPCC as learning outcomes students should obtain as a result of their general education/core curriculum experiences.
3. *Assessment* -- The measurement and evaluation of expected outcomes of student learning through data collection. The information obtained from assessment is analyzed to generate cycle findings and used to make improvements.
4. *Assessment Plan* -- Documentation of Learning Outcome to be assessed, the course content that will be instructed, the measurement of learning to be utilized, the learning artifact to be examined, and timelines for assessment.
5. *Response Report* -- Documentation of completion of Assessment Plan, analysis of data collected, and reflection upon data. Reflection should include identification of strengths/weaknesses of student learning, the assessment process, preliminary plan to improve based on data cycle findings.
6. *Best Practice* -- Commercial or professional procedures that are accepted or prescribed as being correct or most effective.
7. *SLO Director/Designated Employee* -- Employee responsible for training related to, as well as, maintenance and collection of learning assessments/data reports.
8. *Sampling* -- A process to select a limited number of participants selected from a population on a systematic or random basis.

B. Assessment Purpose

1. Assessment reports will be used by disciplines to inform curriculum decisions as a best practice in higher education to assure program excellence.
2. Core Learning Outcome (CLO) Assessment data will be used to inform decisions related to the General Education/Core Curriculum as a best practice in higher education and to assure a well-rounded educational experience.
3. Assessment reports and data will be used for compliance purposes related to both Southern Association of Colleges and Schools Commission on Collages reporting, required state reports, and specialized/program accreditation reports.
4. Assessment data will be made available upon request for other instructional or institutional purposes (e.g. Program Review).

C. Overview of Process

1. Assessment of learning outcomes will occur within 3-year cycles that follow the academic year. The cycles will follow the Academic year and contain three phases:
 - a. Phase 1: Planning (Examine outcomes and generate Assessment Plan)
 - b. Phase 2: Data Collection (Assessment applied and data gathered)
 - c. Phase 3: Analysis and Reflection (Data analyzed and Response Report Generated).



2. Disciplines are required to complete all phases at least once per cycle. Phases must occur in order.
3. Deadlines for documentation will be published by the SLO Director or designated employee. Deadlines for assessment must be adhered to for internal and external reporting requirements.
4. Documentation of Assessment Phases will be submitted to the SLO Director or designated employee. Approval of submitted documentation is required prior to proceeding to the next phase of the assessment process.
5. Disciplines desiring to assess more often can complete assessment phases multiple times in a given cycle. However, assessment cycles must still occur within the given order and disciplines must be prepared to begin Phase 1 at the start of the subsequent assessment cycle. Additional assessment efforts within a cycle will not exempt a discipline from beginning and completing a subsequent assessment cycle. The SLO Director or designated employee will instruct disciplines concerning how to report the additional assessment cycles. Additional records gathered during the assessment cycle must be maintained by the discipline, as scheduled, until the completion of the reporting period.

6. Disciplines required to assess both SLO and CLO may align assessments when appropriate. However, documentation/approval of SLO and CLO Assessment Plans and Response Reports must occur separately. This list is not exhaustive, and as assessment requirements and practices change, additional information may be requested by the SLO Director or designated employee.

D. Assessment “pilots”

1. Disciplines desiring to pilot assessment efforts may do so concurrently with the scheduled and approved assessment.
2. Pilot data will be maintained by the discipline as desired and is not required to be reported to the SLO Director/Designated employee.
3. Pilot data used to inform Assessment Approaches will be reported in the applicable Assessment Plan during Phase 1 of the Assessment Cycle.

E. Assessment Populations

1. When samples of student populations are generated, assessment sampling efforts will adhere to best practices for learning assessment.
2. Assessment of all learning outcomes should be conducted in a manner that is representative of all student populations and include all modalities.
3. Convenient samples or exclusions of instructor populations will not be utilized (e.g. Data collected from full time faculty only).
4. When possible, assessment data should be disaggregated and analyzed with an equity lens. When this is determined to not be possible, the rationale must be provided to the SLO Director/Designated employee in the Assessment Plan.

F. Documentation Maintenance

1. All assessment related documents will be published to the SLO Director or designated employee through a process designated by the Director.
2. The SLO Director/designated employee will maintain all files in a secure location.
3. Disciplines will maintain all Assessment Plans, Data sets, and Response Reports related to their assessment efforts, for the current reporting period. These files should be maintained in a secure and available location.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.01.62 Monitoring Dual Credit and Off-Campus Credit Sites

APPROVED: November 8, 2012 **REVISED:** May 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Vice President of Research, Accreditation and Planning

OBJECTIVE: To monitor the offerings through dual credit and off-campus credit instructional sites.

Related College Procedure: 2.03.01.54, *Substantive Change*

PROCESS:

Dual Credit locations

1. The Office of the Dean of Dual Credit and Early College High Schools will inform El Paso Community College's (EPCC's) Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation of proposed new off-campus locations for Dual Credit instruction.
2. New Dual Credit sites may only offer courses according to the schedule posted on the Dual Credit web site the first semester after facility evaluations have been completed. The Dean of Dual Credit and Early College High Schools will monitor the courses offered at the off-campus site. EPCC will send a Letter of Notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
3. Subsequent semesters and until the off-campus site is approved by SACSCOC, only the first semester offered courses and courses according to the schedule posted on the Dual Credit web site may be offered. The Dean of Dual Credit and Early College High Schools will monitor the courses offered at the off-campus site to ensure that no other courses are offered. EPCC will send a Prospectus to SACSCOC.
4. After SACSCOC has approved the off-campus Dual Credit location, additional EPCC Core Curriculum and Career and Technical Education courses will also be available for Dual Credit enrollment at that site.
5. The Office of the Dean of Dual Credit and Early College High Schools will inform EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation of proposed closures of any Dual Credit off-campus sites so that a timely Letter of Notification can be sent to SACSCOC.

Other Off-Campus Locations Providing Credit Course Instruction

1. The Vice President of Instruction and Workforce Education will inform EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation of any proposed off-campus location where credit courses will be offered. Facility evaluations must be completed prior to courses being offered at the off-campus location. The EPCC Instructional Dean overseeing the off-campus location will monitor the course offerings and communicate with EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation. Prior to 25 percent of a certificate or a degree being offered at the location, the Instructional Dean will inform EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation; a Letter of Notification will then be sent to SACSCOC.
2. The Instructional Dean will notify EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation when the course offerings are approaching 50 percent of a certificate or a degree being offered at the location. Prior to 50 percent of a certificate or a degree being offered at the location, a Prospectus will be sent to SACSCOC. The Instructional Dean will monitor the courses being offered and will not approve any additional courses to be offered until SACSCOC approval for the location has been received.

3. Upon SACSCOC approval, any EPCC courses may be offered at the location if the facility evaluations indicate that the off-campus location is appropriate.
4. The Instructional Dean will inform EPCC's Accreditation Liaison/Vice President of Research, Accreditation, and Planning, and the Office of Institutional Accreditation if the SACSCOC approved location is being considered for closure so that timely notification may be sent to SACSCOC.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.03.01.70 Procedure for Response to Allegations of Research Misconduct

APPROVED: May 22, 2020
Year of last review: 2020

REVISED:

AUTHORIZING BOARD POLICY: 2.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Research, Accreditation, and Planning

Designated Contact: Director of Institutional Research

OBJECTIVE: To provide a clear, fair and systematic means of handling allegations or suspicions of research misconduct at El Paso Community College (EPCC). The process outlined is intended to carry out this institution’s responsibility for research integrity under the Public Health Service (PHS) Policies on Research Misconduct, 42 CFR Part 93.

EPCC is dedicated to the principles of research integrity and the maintenance of the highest standards of research conduct. Research misconduct undermines the public trust and the pursuit of scientific truth. This procedure is patterned after the Sample Policy and Procedures for Responding to Allegations of Research Misconduct on the U.S. Department of Health and Human Service’s website <http://ori.hhs.gov>.

PROCEDURE:

I. General Provisions

A. Definitions

1. *Research misconduct* – fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results.
2. *Fabrication* – making up data or results and recording or reporting them.
3. *Falsification* – manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research records or reports.
4. *Plagiarism* - the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
5. *Research* - a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. Activities which meet this definition constitute research for purposes of this procedure, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.
6. *Office of Research Integrity (ORI)* – branch of the U.S. Department of Health and Human Services (HHS) that oversees at the federal level alleged research misconduct. Applicable federal policies, statutes and regulations may be found on its website.
7. *Research Integrity Officer (RIO)* – the institutional official responsible for: (1) assessing allegations of research misconduct to determine whether they fall within the definition of research misconduct, are covered by 42 CFR Part 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified; (2) overseeing inquiries and investigations; and (3) other responsibilities described in Section I. D. 3 below. The Director of Institutional Research serves as the Research Integrity Officer.
8. *Deciding Official (DO)* - the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. The Deciding Official will not be the same individual as the Research Integrity Officer and may have no direct prior involvement in the institution’s inquiry, investigation, or allegation assessment. A Deciding Official’s appointment of an

individual to assess allegations of research misconduct, or to serve on an inquiry or Ad Hoc Inquiry Committee, is not considered to be direct prior involvement. Rights and responsibilities of the Deciding Official are described in Section I.D. 4 of this document. The Vice President of Research, Accreditation, and Planning serves as the Deciding Official.

9. *Complainant* – Person(s) bringing allegations of research misconduct. The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. See section I. D. 1 for the rights and responsibilities of the complainant.
10. *Respondent* – Person(s) alleged to have committed research misconduct. The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. The rights and responsibilities of the respondent are detailed in Section I. D. 2 of this procedure.
11. *Ad Hoc Inquiry Committee* - The committee is appointed as needed, as discussed in Section I (General Provisions) of College Procedure 2.01.01.14 *Committees*. The rights and responsibilities of the Ad Hoc Inquiry Committee are detailed in Section II. H. 3 of this procedure.

B. Standards and Guiding Principles

1. This procedure applies to all allegations of research misconduct (fabrication, falsification and/or plagiarism) in proposing, performing, reviewing or reporting research by any person who, at the time of the alleged research misconduct, was employed by, an agent of, or affiliated by contract of agreement with EPCC, and was involved with (1) Public Health Service supported biomedical or behavioral research, research training or activities related to that research or research training, such as the operation of tissue and data banks and the dissemination of research information, (2) applications or proposals for Public Health Service support for biomedical or behavioral research, research training or activities related to that research or research training, or (3) plagiarism of research records produced in the course of Public Health Service supported research, research training or activities related to that research or research training. This includes any research proposed, performed, reviewed, or reported, or any research record generated from that research, regardless of whether an application or proposal for Public Health Service funds resulted in a grant, contract, cooperative agreement, or other form of Public Health Service support.
2. Research misconduct does not include honest error or honest differences of opinion.

This procedure does not apply to authorship or collaboration disputes and applies only to allegations of research misconduct that occurred within six years of the date the institution or the Department of Health and Human Services received the allegation(s). This restriction is subject to the subsequent use, health or safety of the public, and grandfather exceptions in 42 CFR Part 93.105(b).
3. Each of the following must be met to support a finding of research misconduct:
 - a. There has been significant departure from the accepted practices of the scientific community.
 - b. The misconduct was committed intentionally, knowingly, or recklessly.
 - c. The allegation has been proven by a preponderance of the evidence.

C. The review process for determining the occurrence of and providing corrective actions for, research misconduct consists of three phases: inquiry, investigation and adjudication and adheres to the principles described below.

1. The process is conducted in the spirit of peer review. Any person involved in the proceeding may obtain legal counsel for advisory purposes only.
2. The goal of the process is to ensure fair treatment of each individual alleged to have committed an act of research misconduct.
3. Inquiry and investigation assumes that individual(s) under investigation are innocent until proven otherwise.
4. Confidentiality will be maintained to the greatest extent possible so that innocent persons will not be harmed.

D. Rights and Responsibilities

1. Complainant

The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. The complainant is interviewed at the inquiry stage and given the transcript or recording of the interview for correction. The complainant is also interviewed during an investigation and given the transcript or recording of the interview for correction. The complainant is provided with draft copies of the inquiry and investigation reports for comment. The copy of the inquiry report is provided within a timeframe that permits the inquiry to be completed within 60 business days of its initiation. Comments on the draft investigation report must be submitted within 30 business days of the date on which the complainant received the draft report. The institution includes those comments in the final investigation report.

2. Respondent

The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. The respondent is entitled to:

- a. A good faith effort from the Research Integrity Officer to notify the respondent in writing at the time of, or before beginning, an inquiry;
- b. An opportunity to comment on the inquiry report and have his/her comments attached to the report;
- c. Be notified of the outcome of the inquiry, and receive a copy of the inquiry report that includes a copy of, or refers to, 42 CFR Part 93 and the institution's policies and procedures on research misconduct;
- d. Be notified in writing of the allegations to be investigated within a reasonable time after the determination that an investigation is warranted, but before the investigation begins (within 30 business days after the institution decides to begin an investigation), and be notified in writing of any new allegations, not addressed in the inquiry or in the initial notice of investigation, within a reasonable time after the determination to pursue those allegations;
- e. Be interviewed during the investigation, have the opportunity to correct the recording or transcript, and have the corrected recording or transcript included in the record of the investigation;
- f. Have interviewed during the investigation any witness who has been reasonably identified by the respondent as having information on relevant aspects of the investigation, have the recording or transcript provided to the witness for correction, and have the corrected recording or transcript included in the record of investigation; and
- g. Receive a copy of the draft investigation report and, concurrently, a copy of, or supervised access, to the evidence on which the report is based, and be notified that any comments must be submitted within 30 business days of the date on which the copy was received and that the comments will be considered by the institution and addressed in the final report.

The respondent is given the opportunity to admit that research misconduct occurred and that he/she committed the research misconduct. With the advice of the Research Integrity Officer and/or other institutional officials, the Deciding Official may terminate the institution's review of an allegation that has been admitted, if the institution's acceptance of the admission and any proposed settlement is approved by Office of Research Integrity.

As provided in 42 CFR Part 93.314(a), the respondent will have the opportunity to request an institutional appeal if the institution's procedures provide for an appeal.

3. Research Integrity Officer

The Research Integrity Officer will have primary responsibility for implementation of the institution's policies and procedures on research misconduct. A detailed listing of the responsibilities of the Research Integrity Officer is set forth in Appendix A. These responsibilities include the following duties related to research misconduct proceedings:

- a. Consult confidentially with persons uncertain about whether to submit an allegation of research misconduct;
- b. Keep the Deciding Official and others who need to know apprised of the progress of the review of the allegation of research misconduct;
- c. Notify and make reports to the Office of Research Integrity as required by 42 CFR Part 93;
- d. Receive allegations of research misconduct;

- e. Assess each allegation of research misconduct in accordance with Section II. G. 1. of this procedure to determine whether it falls within the definition of research misconduct and warrants an inquiry;
- f. As necessary, take interim action and notify the Office of Research Integrity of special circumstances, in accordance with Section II. F. of this procedure;
- g. Sequester research data and evidence pertinent to the allegation of research misconduct in accordance with Section II. G. 3. of this procedure and maintain it securely in accordance with this procedure and applicable law and regulation;
- h. Provide confidentiality to those involved in the research misconduct proceeding as required by 42 CFR Part 93.108, other applicable law, and this College procedure;
- i. Notify the respondent and provide opportunities for him/her to review/comment/respond to allegations, evidence, and Ad Hoc Inquiry Committee reports in accordance with Section I. D. 2. of this procedure;
- j. Inform respondents, complainants, and witnesses of the procedural steps in the research misconduct proceeding;
- k. Appoint the chair and members of the Ad Hoc Inquiry Committees, ensure that those committees are properly staffed and that there is expertise appropriate to carry out a thorough and authoritative evaluation of the evidence;
- l. Determine whether each person involved in handling an allegation of research misconduct has an unresolved personal, professional, or financial conflict of interest and take appropriate action, including recusal, to ensure that no person with such conflict is involved in the research misconduct proceeding;
- m. In cooperation with other institutional officials, take all reasonable and practical steps to protect or restore the positions and reputations of good faith complainants, witnesses, and Ad Hoc Inquiry Committee members and counter potential or actual retaliation against them by respondents or other institutional members;
- n. Ensure that administrative actions taken by the institution and the Office of Research Integrity are enforced and take appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards of those actions; and
- o. Maintain records of the research misconduct proceeding and make them available to the Office of Research Integrity in accordance with Section II. H. 11. of this procedure.

4. Deciding Official

The Deciding Official will receive the inquiry report and after consulting with the Research Integrity Officer and/or other institutional officials, decide whether an investigation is warranted under the criteria in 42 CFR Part 93.307(d). Any finding that an investigation is warranted must be made in writing by the Deciding Official and must be provided to the Office of Research Integrity, together with a copy of the inquiry report meeting the requirements of 42 CFR Part 93.309, within 30 days of the finding. If it is found that an investigation is not warranted, the Deciding Official and the Research Integrity Officer will ensure that detailed documentation of the inquiry is retained for at least 7 years after termination of the inquiry, so that Office of Research Integrity may assess the reasons why the institution decided not to conduct an investigation.

The Deciding Official will receive the investigation report and, after consulting with the Research Integrity Officer and/or other institutional officials, decide the extent to which this institution accepts the findings of the investigation and, if research misconduct is found, decide what, if any, institutional administrative actions are appropriate. The Deciding Official shall ensure that the final investigation report, the findings of the Deciding Official and a description of any pending or completed administrative actions are provided to the Office of Research Integrity, as required by 42 CFR Part 93.315.

II. Process

A. Responsibility to Report Misconduct

All institutional members will report observed, suspected, or apparent research misconduct to the Research Integrity Officer. If an individual is unsure whether a suspected incident falls within the definition of research misconduct, he or she may meet with or contact the Research Integrity Officer to discuss the suspected research misconduct informally, which may include discussing it anonymously and/or hypothetically. If the circumstances described by the individual do not meet the definition of research misconduct, the Research

Integrity Officer will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

At any time, an institutional member may have confidential discussions and consultations about concerns of possible misconduct with the Research Integrity Officer and will be counseled about appropriate procedures for reporting allegations.

B. Cooperation with Research Misconduct Proceedings

Institutional members will cooperate with the Research Integrity Officer and other institutional officials in the review of allegations and the conduct of inquiries and investigations. Institutional members, including respondents, have an obligation to provide evidence relevant to research misconduct allegations to the Research Integrity Officer or other institutional officials.

C. Confidentiality

The Research Integrity Officer shall, as required by 42 CFR Part 93.108: (1) limit disclosure of the identity of respondents and complainants to those who need to know in order to carry out a thorough, competent, objective and fair research misconduct proceeding; and (2) except as otherwise prescribed by law, limit the disclosure of any records or evidence from which research subjects might be identified to those who need to know in order to carry out a research misconduct proceeding. A written confidentiality agreement is signed by the Research Integrity Officer and any involved party to ensure that the recipient does not make any further disclosure of identifying information. For written confidentiality agreement please see Appendix B.

D. Protecting complainants, witnesses, and Ad Hoc Inquiry Committee members

Institutional members may not retaliate in any way against complainants, witnesses, or Ad Hoc Inquiry Committee members. Institutional members should immediately report any alleged or apparent retaliation against complainants, witnesses or any other involved party to the Research Integrity Officer, who shall review the matter and, as necessary, make all reasonable and practical efforts to counter any potential or actual retaliation and protect and restore the position and reputation of the person against whom the retaliation is directed.

E. Protecting the Respondent

As requested, and as appropriate, the Research Integrity Officer and other institutional officials shall make all reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct, but against whom no finding of research misconduct is made.

During the research misconduct proceeding, the Research Integrity Officer ensures that respondents receive all the notices and opportunities provided for in 42 CFR Part 93 and the policies and procedures of the institution. Legal counsel is allowed in an advisory capacity only.

F. Interim Administrative Actions and Notifying the Office of Research Integrity of Special Circumstances

Throughout the research misconduct proceeding, the Research Integrity Officer will review the situation to determine if there is any threat of harm to public health, federal funds and equipment, or the integrity of the Public Health Service supported research process. In the event of such a threat, the Research Integrity Officer will, in consultation with other institutional officials and the Office of Research Integrity, take appropriate interim action to protect against any such threat. Interim action might include additional monitoring of the research process and the handling of federal funds and equipment, reassignment of personnel or of the responsibility for the handling of federal funds and equipment, additional review of research data and results or delaying publication. The Research Integrity Officer shall, at any time during a research misconduct proceeding, notify the Office of Research Integrity immediately if he/she has reason to believe that any of the following conditions exist:

1. Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
2. Department of Health and Human Services resources or interests are threatened;
3. Research activities should be suspended;
4. There is a reasonable indication of possible violations of civil or criminal law;

5. Federal action is required to protect the interests of those involved in the research misconduct proceeding;
6. The research misconduct proceeding may be made public prematurely, and Department of Health and Human Services action may be necessary to safeguard evidence and protect the rights of those involved; or
7. The research community or public should be informed.

G. Conducting the Assessment and Inquiry

1. Assessment of Allegations

Upon receiving an allegation of research misconduct, the Research Integrity Officer immediately assesses the allegation to determine whether it is sufficiently credible and specific so that potential evidence of research misconduct may be identified, whether it is within the jurisdictional criteria of 42 CFR Part 93.102(b), and whether the allegation falls within the definition of research misconduct in 42 CFR Part 93.103. An inquiry is conducted if these criteria are met.

The assessment period is no more than one week. In conducting the assessment, the Research Integrity Officer does not interview the complainant, respondent, or other witnesses, or gather data beyond any that may have been submitted with the allegation, except as necessary to determine whether the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. The Research Integrity Officer, on or before the date on which the respondent is notified of the allegation, obtains custody of inventories, and sequesters all research records and evidence needed to conduct the research misconduct proceeding, as provided in Section II. G. 3 of this College procedure.

2. Initiation and Purpose of the Inquiry

If the Research Integrity Officer determines that the criteria for an inquiry are met, he or she immediately initiates the inquiry process. The purpose of the inquiry is to conduct an initial review of the available evidence to determine whether to conduct an investigation. An inquiry does not require a full review of all the evidence related to the allegation.

3. Notice to Respondent; Sequestration of Research Records

At the time of, or before beginning, an inquiry, the Research Integrity Officer makes a good faith effort to notify the respondent in writing, if the respondent is known. If the inquiry subsequently identifies additional respondents, they are notified in writing. On or before the date on which the respondent is notified, or the inquiry begins, whichever is earlier, the Research Integrity Officer takes all reasonable and practical steps to obtain custody of all the research records and evidence needed to conduct the research misconduct proceeding, inventories the records and evidence and sequesters them in a secure manner, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments. The Research Integrity Officer consults with the Office of Research Integrity for advice and assistance as needed.

4. Appointment of the Ad Hoc Inquiry Committee

The Research Integrity Officer, in consultation with other institutional officials as appropriate, appoints an Ad Hoc Inquiry Committee and Ad Hoc Inquiry Committee Chair as soon after the initiation of the inquiry as is practical. The committee is a committee appointed as needed, as discussed in Section I (General Provisions) of College Procedure 2.01.01.14 *Committees*. The Ad Hoc Inquiry Committee consists of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the inquiry and includes individuals with the appropriate scientific expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry. The respondent is notified of the proposed Ad Hoc Inquiry Committee membership and has the opportunity to object to a proposed member based upon a personal, professional, or financial conflict of interest. The period for submitting objections is limited to 10 business days after receiving the notice of Ad Hoc Inquiry Committee membership. The Research Integrity Officer makes the final determination as to whether or not a conflict exists.

5. Charge to the Ad Hoc Inquiry Committee and First Meeting

The Research Integrity Officer will prepare a charge for the Ad Hoc Inquiry Committee that:

- a. Sets forth the time for completion of the inquiry;
- b. Describes the allegations and any related issues identified during the allegation assessment;
- c. States that the purpose of the inquiry is to conduct an initial review of the evidence, including the testimony of the respondent, complainant and key witnesses, to determine whether an investigation is warranted, not to determine whether research misconduct definitely occurred or who was responsible;
- d. States that an investigation is warranted if the Ad Hoc Inquiry Committee determines: (1) there is a reasonable basis for concluding that the allegation falls within the definition of research misconduct and is within the jurisdictional criteria of 42 CFR Part 93.102(b); and, (2) the allegation may have substance, based on the Ad Hoc Inquiry Committee's review during the inquiry.
- e. Informs the Ad Hoc Inquiry Committee that they are responsible for preparing or directing the preparation of a written report of the inquiry that meets the requirements of this procedure and 42 CFR Part 93.309(a).

At the Ad Hoc Inquiry Committee's first meeting, the Research Integrity Officer reviews the charge with the Ad Hoc Inquiry Committee, discusses the allegations, any related issues, and the appropriate procedures for conducting the inquiry, assists the Ad Hoc Inquiry Committee with organizing plans for the inquiry, and answers any questions raised by the Ad Hoc Inquiry Committee. The Research Integrity Officer is present or available throughout the inquiry to advise the Ad Hoc Inquiry Committee as needed.

6. Inquiry Process

The Ad Hoc Inquiry Committee interviews the complainant, the respondent, and key witnesses as well as examining relevant research records and materials. Then the Ad Hoc Inquiry Committee evaluates the evidence, including the testimony obtained during the inquiry. After consultation with the Research Integrity Officer, the Ad Hoc Inquiry Committee members decide whether an investigation is warranted based on the criteria in this College procedure and 42 CFR Part 93.307(d). The scope of the inquiry does not usually include deciding whether misconduct definitely occurred, determining definitely who committed the research misconduct or conducting exhaustive interviews and analyses. However, if a legally sufficient admission of research misconduct is made by the respondent, misconduct may be determined at the inquiry stage if all relevant issues are resolved. In that case, the institution shall promptly consult with the Office of Research Integrity to determine the next steps that should be taken. See Section II. H. 12 of this College procedure.

7. Time for Completion

The inquiry, including preparation of the final inquiry report and the decision of the Deciding Official on whether an investigation is warranted, is completed within 60 business days of initiation of the inquiry, unless the Research Integrity Officer determines that circumstances clearly warrant a longer period. If the Research Integrity Officer approves an extension, the inquiry record will include documentation of the reasons for exceeding the 60-day period. The respondent is notified of the extension.

8. The Inquiry Report

a. Elements of the Inquiry Report

A written inquiry report is prepared that includes the following information: (1) the name and position of the respondent; (2) a description of the allegations of research misconduct; (3) the Public Health Service support, including, for example, grant numbers, grant applications, contracts and publications listing Public Health Service support; (4) the basis for recommending, or not recommending, that the allegations warrant an investigation; (5) any comments on the draft report by the respondent or complainant; (6) the names and titles of the Ad Hoc Inquiry Committee members and experts who conducted the inquiry; (7) a summary of the inquiry process used; (8) a list of the research records reviewed; (9) summaries of any interviews; and (10) whether any other actions should be taken if an investigation is not

recommended. Institutional counsel reviews the report for legal sufficiency. Modifications are made as appropriate in consultation with the Research Integrity Officer and the Ad Hoc Inquiry Committee.

b. Notification to the Respondent and Opportunity to Comment

The Research Integrity Officer notifies the respondent whether or not the inquiry found an investigation to be warranted, includes a copy of the draft inquiry report for comment within 10 business days, and includes a copy of, or refers to, 42 CFR Part 93 and the institution's procedures on research misconduct. The Research Integrity Officer notifies the complainant whether or not the inquiry found an investigation to be warranted and provides relevant portions of the inquiry report to the complainant for comment within 10 business days. A confidentiality agreement must be signed by the respondent as a condition for access to the report.

Any comments that are submitted by the respondent or complainant are attached to the final inquiry report. Based on the comments, the Ad Hoc Inquiry Committee revises the draft report as appropriate and prepares it in final form.

c. The Ad Hoc Inquiry Committee delivers the final report to the Research Integrity Officer.

9. Institutional Decision and Notification

a. Decision by the Deciding Official

The Research Integrity Officer transmits the final inquiry report and any comments to the Deciding Official, who determines in writing whether an investigation is warranted. The written Deciding Official recommendation completes the inquiry.

b. Notification to the Office of Research Integrity

Within thirty (30) business days of the Deciding Official's decision that an investigation is warranted, the Research Integrity Officer provides the Office of Research Integrity with the Deciding Official's written decision and a copy of the inquiry report. The Research Integrity Officer also notifies those institutional officials who need to know of the Deciding Official's decision. The Research Integrity Officer must provide the following information to the Office of Research Integrity upon request: (1) the institutional procedure under which the inquiry was conducted; (2) the research records and evidence that were reviewed, transcripts or recordings of any interviews, and copies of all relevant documents; and (3) the charges to be considered in the investigation.

c. Documentation of Decision Not to Investigate

If the Deciding Official decides that an investigation is not warranted, the Research Integrity Officer secures and maintains for seven (7) years after the termination of the inquiry sufficiently detailed documentation of the inquiry to permit a later assessment by the Office of Research Integrity of the reasons why an investigation was not conducted. These documents must be provided to the Office of Research Integrity or to other authorized Health and Human Services personnel upon request.

H. Conducting the Investigation

1. Initiation and Purpose

The investigation begins within thirty (30) business days after the determination by the Deciding Official that an investigation is warranted. The purpose of the investigation is to develop a factual record by exploring the allegations in detail and examining the evidence in depth, leading to recommended findings on whether research misconduct has been committed, by whom, and to what extent. The investigation also determines whether there are additional instances of possible research misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where the alleged research misconduct involves clinical trials or potential harm to human subjects or the general public or if it affects research that forms the basis for public policy, clinical

practice, or public health practice. Under 42 CFR Part 93.313 the findings of the investigation must be set forth in an investigation report.

2. Notifying the Office of Research Integrity and the Respondent; Sequestration of Research Records

On or before the date on which the investigation begins, the Research Integrity Officer: (1) notifies the Office of Research Integrity Director of the decision to begin the investigation and provides to the Office of Research Integrity a copy of the inquiry report; and (2) notifies the respondent in writing of the allegations to be investigated. The Research Integrity Officer also gives the respondent written notice of any new allegations of research misconduct within a reasonable amount of time after deciding to pursue allegations not addressed during the inquiry or in the initial notice of the investigation.

The Research Integrity Officer, prior to notifying respondent of the allegations, takes all reasonable and practical steps to obtain custody of and sequester in a secure manner all research records and evidence needed to conduct the research misconduct proceeding that were not previously sequestered during the inquiry. The need for additional sequestration of records for the investigation may occur for any number of reasons, including the institution's decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not been previously secured. The procedures to be followed for sequestration during the investigation are the same procedures that apply during the inquiry.

3. Appointment of the Ad Hoc Inquiry Committee

The Research Integrity Officer, in consultation with other institutional officials as appropriate, appoints an Ad Hoc Inquiry Committee and the Ad Hoc Inquiry Committee Chair as soon after the beginning of the investigation as is practical. The Ad Hoc Inquiry Committee is an ad hoc committee appointed as needed, as discussed in Section I (General Provisions) of College Procedure 2.01.01.14 *Committees*. The Ad Hoc Inquiry Committee consists of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the investigation and includes individuals with the appropriate scientific expertise to evaluate the evidence and issues related to the allegation, interview the respondent and complainant and conduct the investigation. Individuals appointed to the Ad Hoc Inquiry Committee may also have served on the Ad Hoc Inquiry Committee. To secure the necessary expertise or to avoid conflicts of interest, the Research Integrity Officer may select Ad Hoc Inquiry Committee members from outside the institution. The Research Integrity Officer notifies the respondent in writing of the proposed Ad Hoc Inquiry Committee membership to give the respondent an opportunity to object to a proposed member based upon a personal, professional, or financial conflict of interest. The respondent has 10 business days in which to respond in writing with any objections to Ad Hoc Inquiry Committee composition. The Research Integrity Officer considers the respondent's objection when deciding on final Ad Hoc Inquiry Committee composition. The Research Integrity Officer, in consultation with other institutional officials as appropriate, makes the final determination of whether a conflict exists.

4. Charge to the Ad Hoc Inquiry Committee and the First Meeting

a. Charge to the Ad Hoc Inquiry Committee

The Research Integrity Officer defines the subject matter of the investigation in a written charge to the Ad Hoc Inquiry Committee that:

- 1) Describes the allegations and related issues identified during the inquiry;
- 2) Identifies the respondent;
- 3) Informs the Ad Hoc Inquiry Committee that it must conduct the investigation as prescribed in Section II. H. 5 of this College procedure;
- 4) Defines research misconduct;
- 5) Informs the Ad Hoc Inquiry Committee that it must evaluate the evidence and testimony to determine whether, based on a preponderance of the evidence, research misconduct occurred and, if so, the type and extent of it and who was responsible;
- 6) Informs the Ad Hoc Inquiry Committee that in order to determine that the respondent committed research misconduct it must find that a preponderance of the evidence establishes that: (1) research misconduct, as defined in this procedure, occurred (respondent has the burden of proving, by means of a preponderance of the evidence,

any affirmative defenses raised, including honest error or a difference of opinion); (2) the research misconduct is a significant departure from accepted practices of the relevant research community; and (3) the respondent committed the research misconduct intentionally, knowingly, or recklessly; and

- 7) Informs the Ad Hoc Inquiry Committee that it must prepare or direct the preparation of a written investigation report that meets the requirements of this College procedure and 42 CFR § 93.313.

b. First Meeting

The Research Integrity Officer convenes the first meeting of the Ad Hoc Inquiry Committee to review the charge, the inquiry report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality and for developing a specific investigation plan. The Ad Hoc Inquiry Committee is provided with a copy of this statement of College procedure and 42 CFR Part 93. The Research Integrity Officer is present or available throughout the investigation to advise the Ad Hoc Inquiry Committee as needed.

5. Investigation Process

The Ad Hoc Inquiry Committee and the Research Integrity Officer must:

- a. Use diligent efforts to ensure that the investigation is thorough and sufficiently documented and includes examination of all research records and evidence relevant to reaching a decision on the merits of each allegation;
- b. Take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical;
- c. Interview each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and record or transcribe each interview, provide the recording or transcript to the interviewee for correction, and include the recording or transcript in the record of the investigation; and
- d. Pursue diligently all significant issues and leads discovered that are determined relevant to the investigation, including any evidence of any additional instances of possible research misconduct, and continue the investigation to completion.

6. Time for Completion

The investigation could be completed within 120 business days of beginning it, including conducting the investigation, preparing the report of findings, providing the draft report for comment and sending the final report to the Office of Research Integrity. However, if the Research Integrity Officer determines that the investigation will not be completed within this 120-day period, he/she submits to the Office of Research Integrity a written request for an extension, setting forth the reasons for the delay. The Research Integrity Officer files periodic progress reports with the Office of Research Integrity if the Office of Research Integrity grants an extension

7. The Investigation Report

a. Elements of the Investigation Report

The Ad Hoc Inquiry Committee and the Research Integrity Officer are responsible for preparing a written draft report of the investigation that:

- 1) Describes the nature of the allegation of research misconduct;
- 2) Identifies the respondent and includes the respondent's curriculum vitae or resume.
- 2) Describes and documents the Public Health Service support, including, for example, the numbers of any grants that are involved, grant applications, contracts, and publications listing Public Health Service support;
- 3) Describes the specific allegations of research misconduct considered in the investigation;
- 4) Includes the institutional procedure under which the investigation was conducted, unless the procedure was provided to the Office of Research Integrity previously;
- 5) Identifies and summarizes the research records and evidence reviewed and identifies

- any evidence taken into custody, but not reviewed; and
- 6) Includes a statement of findings for each allegation of research misconduct identified during the investigation. Each statement of findings must: (1) identify whether the alleged research misconduct was falsification, fabrication, or plagiarism, and whether it was committed intentionally, knowingly, or recklessly; (2) summarize the facts and the analysis that support the conclusion and consider the merits of any reasonable explanation by the respondent, including any effort by respondent to establish by a preponderance of the evidence that he or she did not engage in research misconduct because of honest error or a difference of opinion; (3) identify the specific Department of Health and Public Services support; (4) identify whether any publications need correction or retraction; (5) identify the person(s) responsible for the alleged misconduct; and (6) list any current support or known applications or proposals for support that the respondent has pending with non-Public Health Service federal agencies.

b. Comments on the Draft Report and Access to Evidence

1) Respondent

The Research Integrity Officer gives the respondent a copy of the draft investigation report for comment and, concurrently, a copy of, or supervised access to, the evidence on which the report is based. The respondent has thirty (30) business days from the date he/she received the draft report to submit comments to the Research Integrity Officer. The respondent's comments are included and considered in the final report.

2). Complainant

The Research Integrity Officer gives the complainant a copy of the draft investigation report, or relevant portions of it, for comment. The complainant's comments are submitted within thirty (30) business days after the date on which he/she received the draft report, and the comments are included and considered in the final report.

c. Confidentiality

In distributing the draft report, or portions thereof, to the respondent and complainant, the Research Integrity Officer informs the recipient of the confidentiality under which the draft report is made available. The recipients each sign a confidentiality agreement. For written confidentiality agreement please see Appendix B.

8. Decision by the Deciding Official

The Research Integrity Officer assists the Ad Hoc Inquiry Committee in finalizing the draft investigation report, including ensuring that the respondent's and complainant's comments are included and considered, and transmits the final investigation report to the Deciding Official, who determines in writing: (1) whether the institution accepts the investigation report, its findings, and the recommended institutional actions; and (2) the appropriate institutional actions in response to the accepted findings of research misconduct. If this determination varies from the findings of the Ad Hoc Inquiry Committee, the Deciding Official explains, as part of his/her written determination, in detail the basis for rendering a decision different from the findings of the Ad Hoc Inquiry Committee. Alternatively, the Deciding Official may return the report to the Ad Hoc Inquiry Committee with a request for further fact-finding or analysis.

When a final decision on the case has been reached, the Research Integrity Officer will notify both the respondent and the complainant in writing. After informing the Office of Research Integrity, the Deciding Official determines whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the respondent in the work, or other relevant parties should be notified of the outcome of the case. The Deciding Official may postpone disclosure of findings to outside agencies pending results of any appeal as described in the following paragraph. The Research Integrity Officer is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.

9. Appeals

The respondent may file an appeal which could result in a reversal or modification of the institution's findings of research misconduct. The appeal must be completed within 120 business days after its filing, unless the Office of Research Integrity finds good cause for an extension, based upon the institution's written request for an extension that explains the need for the extension. If the Office of Research Integrity grants an extension, it may direct the filing of periodic progress reports. See 42 CFR Part 93.314.

10. Notice to the Office of Research Integrity of Institutional Findings and Actions

Unless an extension has been granted, the Research Integrity Officer must, within the 120-day period for completing the investigation or the 120-day additional period for completion of any appeal, submit the following to the Office of Research Integrity: (1) a copy of the final investigation report with all attachments and any appeal; (2) a statement of whether the institution accepts the findings of the investigation report or the outcome of the appeal; (3) a statement of whether the institution found misconduct and, if so, who committed the misconduct; and (4) a description of any pending or completed administrative actions against the respondent.

11. Maintaining Records for Review by the Office of Research Integrity

The Research Integrity Officer maintains and provides to the Office of Research Integrity upon request "records of research misconduct proceedings" as that term is defined by 42 CFR Part 93.317. Unless custody has been transferred to Health and Human Services or the Office of Research Integrity has advised in writing that the records no longer need to be retained, records of research misconduct proceedings are maintained in a secure manner for seven (7) years after completion of the proceeding or the completion of any Public Health Service proceeding involving the research misconduct allegation. The Research Integrity Officer is also responsible for providing any information, documentation, research records, evidence or clarification requested by the Office of Research Integrity to carry out its review of an allegation of research misconduct or of the institution's handling of such an allegation.

12. Completion of Cases; Reporting Premature Closures to the Office of Research Integrity

Generally, all inquiries and investigations are carried through to completion, and all significant issues will be pursued diligently. The Research Integrity Officer notifies the Office of Research Integrity in advance if there are plans to close a case at the inquiry, investigation, or appeal stage on the basis that respondent has admitted guilt, a settlement with the respondent has been reached, or for any other reason, except: (1) closing of a case at the inquiry stage on the basis that an investigation is not warranted; or (2) a finding of no misconduct at the investigation stage, which must be reported to the Office of Research Integrity, as prescribed in this College procedure and 42 CFR Part 93.315.

13. Institutional Administrative Actions

If the Deciding Official determines that research misconduct is substantiated by the findings, he or she decides on the appropriate actions to be taken, after consultation with the College President, the Executive Director of Human Resources and the Research Integrity Officer. The administrative actions may include:

- a. Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
- b. Removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction or dismissal in accordance with El Paso Community College District Board Policies, 3.36.01 *Dismissal or Suspension of Contracted Administrative, Professional Support, and Classified Staff* and 3.38.01 *Dismissal or Suspension of Faculty*.
- c. Restitution of funds to the grantor agency as appropriate; and
- d. Other action appropriate to the research misconduct.

14. Other Considerations

a. Termination or Resignation Prior to Completing Inquiry or Investigation

The termination of the respondent's institutional employment, by resignation or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit any of the institution's responsibilities under 42 CFR Part 93.

If the respondent, without admitting to the misconduct, elects to resign his or her position after the institution receives an allegation of research misconduct, the assessment of the allegation will proceed, as well as the inquiry and investigation, as appropriate based on the outcome of the preceding steps. If the respondent refuses to participate in the process after resignation, the Research Integrity Officer and any inquiry or Ad Hoc Inquiry Committee will use their best efforts to reach a conclusion concerning the allegations, noting in the report the respondent's failure to cooperate and its effect on the evidence.

b. Restoration of the Respondent's Reputation

Following a final finding of no research misconduct, including the Office of Research Integrity concurrence where required by 42 CFR Part 93, the Research Integrity Officer undertakes, at the request of the respondent, all reasonable and practical efforts to restore the respondent's reputation. Depending on the particular circumstances and the views of the respondent, the Research Integrity Officer should consider notifying those individuals aware of, or involved in, the investigation of the final outcome, publicizing the final outcome in any forum in which the allegation of research misconduct was previously publicized, and expunging all reference to the research misconduct allegation from the respondent's personnel file. Any institutional actions to restore the respondent's reputation are approved by the Deciding Official.

c. Protection of the Complainant, Witnesses and Ad Hoc Inquiry Committee Members

During the research misconduct proceeding and upon its completion, regardless of whether the institution or Office of Research Integrity determines that research misconduct occurred, the Research Integrity Officer undertakes all reasonable and practical efforts to protect the position and reputation of, or to counter potential or actual retaliation against, any complainant who made allegations of research misconduct in good faith and of any witnesses and Ad Hoc Inquiry Committee members who cooperate in good faith with the research misconduct proceeding. The Deciding Official determines, after consulting with the Research Integrity Officer, and with the complainant, witnesses, or Ad Hoc Inquiry Committee members, respectively what steps, if any, are needed to restore their respective positions or reputations or to counter potential or actual retaliation against them. The Research Integrity Officer is responsible for implementing any steps which the Deciding Official approves.

d. Allegations Not Made in Good Faith

If relevant, the Deciding Official determines whether the complainant's allegations of research misconduct were made in good faith, or whether a witness or Ad Hoc Inquiry Committee member acted in good faith. If the Deciding Official determines that there was an absence of good faith, he/she determines whether or not any administrative action should be taken against the person who failed to act in good faith.

Appendix A

Research Integrity Officer Responsibilities

I. GENERAL

The Research Integrity Officer (RIO) has lead responsibility for ensuring that the institution:

- Takes all reasonable and practical steps to foster a research environment that promotes the responsible conduct of research, research training, and activities related to that research or research training, discourages research misconduct, and deals promptly with allegations or evidence of possible research misconduct.
- Has written policies and procedures for responding to allegations of research misconduct and reporting information about that response to ORI, as required by 42 CFR Part 93.
- Complies with its written policies and procedures and the requirements of 42 CFR Part 93.
- Informs its institutional members who are subject to 42 CFR Part 93 about its research misconduct policies and procedures and its commitment to compliance with those policies and procedures.
- Takes appropriate interim action during a research misconduct proceeding to protect public health, federal funds and equipment, and the integrity of the PHS supported research process.

II. NOTICE AND REPORTING TO ORI AND COOPERATION WITH ORI

The RIO has lead responsibility for ensuring that the institution:

- Files an annual report with ORI containing the information prescribed by ORI.
- Sends to ORI with the annual report such other aggregated information as ORI may prescribe on the institution's research misconduct proceedings and the institution's compliance with 42 CFR Part 93.
- Notifies ORI immediately if, at any time during the research misconduct proceeding, it has reason to believe that health or safety of the public is at risk, Health and Human Services resources or interests are threatened, research activities should be suspended, there is reasonable indication of possible violations of civil or criminal law, federal action is required to protect the interests of those involved in the research misconduct proceeding, the institution believes that the research misconduct proceeding may be made public prematurely, or the research community or the public should be informed.
- Provides ORI with the written finding by the responsible institutional official that an investigation is warranted and a copy of the inquiry report, within 30 business days of the date on which the finding is made.
- Notifies ORI of the decision to begin an investigation on or before the date the investigation begins.
- Within 120 business days of beginning an investigation, or such additional days as may be granted by ORI, (or upon completion of any appeal made available by the institution) provides ORI with the investigation report, a statement of whether the institution accepts the investigation's findings, a statement of whether the institution found research misconduct and, if so, who committed it, and a description of any pending or completed administrative actions against the respondent.
- Seeks advance ORI approval if the institution plans to close a case at the inquiry, investigation, or appeal stage on the basis that the respondent has admitted guilt, a settlement with the respondent has been reached, or for any other reason, except the closing of a case at the inquiry stage on the basis that an investigation is not warranted or a finding of no misconduct at the investigation stage.
- Cooperates fully with ORI during its oversight review and any subsequent administrative hearings or appeals, including providing all research records and evidence under the institution's control, custody, or possession and access to all persons within its authority necessary to develop a complete record of relevant evidence.

III. RESEARCH MISCONDUCT PROCEEDINGS

A. General

The RIO is responsible for:

- Promptly taking all reasonable and practical steps to obtain custody of all research records and evidence needed to conduct the research misconduct proceeding, inventory the records and evidence, and sequester them in a secure manner.
- Taking all reasonable and practical steps to ensure the cooperation of respondents and other institutional members with research misconduct proceedings, including, but not limited to, their providing information, research records and evidence.
- Providing confidentiality to those involved in the research misconduct proceeding as required by 42 CFR Part 93.108, other applicable law, and this College procedure.
- Determining whether each person involved in handling an allegation of research misconduct has an unresolved personal, professional or financial conflict of interest and taking appropriate action, including recusal, to ensure that no person with such a conflict is involved in the research misconduct proceeding.
- Keeping the Deciding Official (DO) and others who need to know apprised of the progress of the review of the allegation of research misconduct.
- In cooperation with other institutional officials, taking all reasonable and practical steps to protect or restore the positions and reputations of good faith complainants, witnesses, and Ad Hoc Inquiry Committee members and to counter potential or actual retaliation against them by respondents or other institutional members.
- Making all reasonable and practical efforts, if requested and as appropriate, to protect or restore the reputation of persons alleged to have engaged in research misconduct, but against whom no finding of research misconduct is made.
- Assisting the DO in implementing his/her decision to take administrative action against any complainant, witness, or Ad Hoc Inquiry Committee member determined by the DO not to have acted in good faith.
- Maintaining records of the research misconduct proceeding, as defined in 42 CFR Part 93.317, in a secure manner for 7 years after completion of the proceeding, or the completion of any ORI proceeding involving the allegation of research misconduct, whichever is later, unless custody of the records has been transferred to ORI or ORI has advised that the records no longer need to be retained.
- Ensuring that administrative actions taken by the institution and ORI are enforced and taking appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards, of those actions.

B. Allegation Receipt and Assessment

The RIO is responsible for:

- Consulting confidentially with persons uncertain about whether to submit an allegation of research misconduct.
- Receiving allegations of research misconduct.
- Assessing each allegation of research misconduct to determine if an inquiry is warranted because the allegation falls within the definition of research misconduct, is within the jurisdictional criteria of 42 CFR Part 93.102(b), and is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

C. Inquiry

The RIO is responsible for:

- Initiating the inquiry process if it is determined that an inquiry is warranted.
- At the time of, or before beginning the inquiry, making a good faith effort to notify the respondent in writing, if the respondent is known.
- On or before the date on which the respondent is notified, or the inquiry begins, whichever is earlier, taking all reasonable and practical steps to obtain custody of all research records and evidence needed to conduct the research misconduct proceeding, inventorying the records and evidence and sequestering them in a secure manner, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on the instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.
- Appointing an Ad Hoc Inquiry Committee and Ad Hoc Inquiry Committee Chair as soon after the initiation of the inquiry as is practical.
- Preparing a charge for the Ad Hoc Inquiry Committee in accordance with the institution's policies and procedures.
- Convening the first meeting of the Ad Hoc Inquiry Committee and at that meeting briefing the Ad Hoc Inquiry Committee on the allegations, the charge to the Ad Hoc Inquiry Committee, and the appropriate procedures for conducting the inquiry, including the need for confidentiality and for developing a plan for the inquiry, and assisting the Ad Hoc Inquiry Committee with organizational and other issues that may arise.
- Providing the Ad Hoc Inquiry Committee with needed logistical support, e.g., expert advice, including forensic analysis of evidence, and clerical support, including arranging witness interviews and recording or transcribing those interviews.
- Being available or present throughout the inquiry to advise the Ad Hoc Inquiry Committee as needed and consulting with the Ad Hoc Inquiry Committee prior to its decision on whether to recommend that an investigation is warranted on the basis of the criteria in the institution's policies and procedures and 42 CFR Part 93.307(d).
- Determining whether circumstances clearly warrant a period longer than 60 business days to complete the inquiry (including preparation of the final inquiry report and the decision of the DO on whether an investigation is warranted), approving an extension if warranted, and documenting the reasons for exceeding the 60-day period in the record of the research misconduct proceeding.
- Assisting the Ad Hoc Inquiry Committee in preparing a draft inquiry report, sending the respondent a copy of the draft report for comment (and the complainant if the institution's policies provide that option) within a time period that permits the inquiry to be completed within the allotted time, taking appropriate action to protect the confidentiality of the draft report, receiving any comments from the respondent (and the complainant if the institution's policies provide that option), and ensuring that the comments are attached to the final inquiry report.
- Receiving the final inquiry report from the Ad Hoc Inquiry Committee and forwarding it, together with any comments the RIO may wish to make, to the DO who will determine in writing whether an investigation is warranted.
- Within 30 business days of a DO decision that an investigation is warranted, providing ORI with the written finding and a copy of the inquiry report and notifying those institutional officials who need to know of the decision.
- Notifying the respondent (and the complainant if the institution's policies provide that option) whether the inquiry found an investigation to be warranted and including in the notice copies of or a reference to 42 CFR Part 93 and the institution's research misconduct policies and procedures.

- Providing to ORI, upon request, the institutional policies and procedures under which the inquiry was conducted, the research records and evidence reviewed, transcripts or recordings of any interviews, copies of all relevant documents, and the allegations to be considered in the investigation.
- If the DO decides that an investigation is not warranted, securing and maintaining for 7 years after the termination of the inquiry sufficiently detailed documentation of the inquiry to permit a later assessment by ORI of the reasons why an investigation was not conducted.

D. Investigation

The RIO is responsible for:

- Initiating the investigation within 30 business days after the determination by the DO that an investigation is warranted.
- On or before the date on which the investigation begins: (1) notifying ORI of the decision to begin the investigation and providing ORI a copy of the inquiry report; and (2) notifying the respondent in writing of the allegations to be investigated.
- Prior to notifying respondent of the allegations, taking all reasonable and practical steps to obtain custody of and sequester in a secure manner all research records and evidence needed to conduct the research misconduct proceeding that were not previously sequestered during the inquiry.
- In consultation with other institutional officials as appropriate, appointing an Ad Hoc Inquiry Committee and Ad Hoc Inquiry Committee Chair as soon after the initiation of the investigation as is practical.
- Preparing a charge for the Ad Hoc Inquiry Committee in accordance with the institution's policies and procedures.
- Convening the first meeting of the Ad Hoc Inquiry Committee and at that meeting: (1) briefing the Ad Hoc Inquiry Committee on the charge, the inquiry report and the procedures and standards for the conduct of the investigation, including the need for confidentiality and developing a specific plan for the investigation; and (2) providing Ad Hoc Inquiry Committee members a copy of the institution's policies and procedures and 42 CFR Part 93.
- Providing the Ad Hoc Inquiry Committee with needed logistical support, e.g., expert advice, including forensic analysis of evidence, and clerical support, including arranging interviews with witnesses and recording or transcribing those interviews.
- Being available or present throughout the investigation to advise the Ad Hoc Inquiry Committee as needed.
- On behalf of the institution, the RIO is responsible for each of the following steps and for ensuring that the Ad Hoc Inquiry Committee: (1) uses diligent efforts to conduct an investigation that includes an examination of all research records and evidence relevant to reaching a decision on the merits of the allegations and that is otherwise thorough and sufficiently documented; (2) takes reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical; (3) interviews each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and records or transcribes each interview, provides the recording or transcript to the interviewee for correction, and includes the recording or transcript in the record of the research misconduct proceeding; and (4) pursues diligently all significant issues and leads discovered that are determined relevant to the investigation, including any evidence of any additional instances of possible research misconduct, and continues the investigation to completion.
- Upon determining that the investigation cannot be completed within 120 business days of its initiation (including providing the draft report for comment and sending the final report with any comments to ORI), submitting a request to ORI for an extension of the 120-day period that includes a statement of the reasons for the extension. If the extension is granted, the RIO will file periodic progress reports with ORI.
- Assisting the Ad Hoc Inquiry Committee in preparing a draft investigation report that meets the requirements of 42 CFR Part 93 and the institution's policies and procedures, sending the respondent (and complainant at the institution's option) a copy of the draft report for his/her comment within 30 business

days of receipt, taking appropriate action to protect the confidentiality of the draft report, receiving any comments from the respondent (and complainant at the institution's option) and ensuring that the comments are included and considered in the final investigation report.

- Transmitting the draft investigation report to institutional counsel for a review of its legal sufficiency.
- Assisting the Ad Hoc Inquiry Committee in finalizing the draft investigation report and receiving the final report from the Ad Hoc Inquiry Committee.
- Transmitting the final investigation report to the DO and: (1) if the DO determines that further fact-finding or analysis is needed, receiving the report back from the DO for that purpose; (2) if the DO determines whether or not to accept the report, its findings and the recommended institutional actions, transmitting to ORI within the time period for completing the investigation, a copy of the final investigation report with all attachments, a statement of whether the institution accepts the findings of the report, a statement of whether the institution found research misconduct, and if so, who committed it, and a description of any pending or completed administrative actions against the respondent (3) if the institution provides for an appeal by the respondent that could result in a modification or reversal of the DO's finding of research misconduct, ensuring that the appeal is completed within 120 days of its filing, or seeking an extension from ORI in writing (with an explanation of the need for the extension) and, upon completion of the appeal, transmitting to ORI a copy of the investigation report with all attachments, a copy of the appeal proceedings, a statement of whether the institution accepts the findings of the appeal proceeding, a statement of whether the institution found research misconduct, and if so, who committed it, and a description of any pending or completed administrative actions against the respondent.
- When a final decision on the case is reached, the RIO will normally notify both the respondent and the complainant in writing and will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of involved journals, collaborators of the respondent, or other relevant parties should be notified of the outcome of the case.
- Maintaining and providing to ORI upon request all relevant research records and records of the institution's research misconduct proceeding, including the results of all interviews and the transcripts or recordings of those interviews.

Adapted from U.S. Department of Health and Human Service's website <http://ori.hhs.gov>.



Confidentiality Agreement

For College Procedure: *2.03.01.70 Procedure for Response to Allegations of Research Misconduct*

Research Misconduct Investigation Case Number: _____

Case Initiation Date: _____

List of Concerned Individuals:

Research Integrity Officer: _____

Ad Hoc Inquiry Committee Members

Complainant: _____

Respondent: _____

I agree not to disclose any information concerning Research Misconduct Investigation Case Number ____ to any person(s) who are not listed above. Any data related to this Research Misconduct case and case proceedings must remain completely confidential.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
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Name	Signature	Date
_____	_____	_____
Name	Signature	Date



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.02

ADVISORY COMMITTEES

In recognition of the important contributions that citizens can make to the success of the District, and recognizing that it is also important for the District to foster and maintain a continuing relationship with the various sectors of the community to identify needs and to develop programs to meet those needs, the President shall develop procedures for recommending persons to the Board for appointment to advisory committees in compliance with, but not limited to, the provisions of the Texas Education Code and Texas Education Agency. Such committees shall be available to the District for consultation and advice on those issues which may have a significant impact on the community.

Adopted: July 18, 1979
Year of Last Review: 2019

Amended: Jan. 20, 1988

2.03.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.03.02.10 Career and Technical Education Advisory Committees

APPROVED: July 13, 1988 **REVISED:** June 8, 2012
Year of last review: 2020
AUTHORIZING BOARD POLICY: 2.03.02

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish the criteria and procedural guidelines for the establishment and functions of advisory committees.

PROCEDURE:

I. Definition of Career and Technical Educational Advisory Committees

A group of persons are selected from the community to advise the District concerning specific workforce (occupational) education programs and courses. Advisory committee members primarily include employers, practitioners, and supervisors within that occupation. Students, graduates, and consumers may also be represented on the committee. Members of the College staff may serve as liaisons or ex-officio members of the committee. Guidelines for Career and Technical Education Advisory Committees are established by the Texas Higher Education Coordinating Board in the *Guidelines for Instructional Programs in Workforce Education (GIPWE)*.

II. Advisory Committee Member Selection

A. Membership

While most advisory committees have five to nine members, an effort is made to include a diverse group of advisory committee members who are representatives of the community. The El Paso County Community College District will be represented on each committee by the Dean/Director(s), the discipline/program coordinator(s), and appropriate continuing education Director/coordinators. Counselors may also participate in some Advisory Committees. Full-time District employees may serve only as ex-officio (non-voting) members of the advisory committee.

B. Qualifications

The District will establish separate program advisory committees for each career and technical education program or cluster of closely related programs.

1. The advisory committee will be composed of persons who broadly represent the demographics of the College's service area as well as the occupational field and who are knowledgeable about skills used in occupations for which training is being provided.
2. Members will be drawn from the public and private sectors, with emphasis on business, industry and labor membership. Membership will represent the needs of special population students.
3. Tech-Prep program advisory committee members will represent secondary education and higher education as well as business and industry.
4. Programs with articulated or dual credit courses with the high schools should have representation from appropriate independent school districts.
5. Full-time faculty* and staff of the District will serve only as ex-officio members of the committee.

* Note: The word "faculty" denotes instructors, counselors and librarians.

6. Each program advisory committee member will advise in curriculum development and program revision relative to current and future trends in the field, equipment acquisition, external learning experiences and student employment and placement.
7. Characteristics desirable in a committee member include:
 - a. Interest in the specific goals of the program as an employer, consumer or practitioner;
 - b. Competency and experience in the career area;
 - c. Adequate time available to participate in the advisory committee activities;
 - d. Willingness to share advice and concerns with District personnel.

C. Term of Office

Members will be selected for two year terms with the option of reappointment.

D. Reimbursement

Advisory committee members serve without pay.

III. General Functions of Advisory Committees

- A. It is recognized that advisory committee members are representatives from the community who volunteer their time and energy to assure quality instructional programs. This outline of general functions is presented with the understanding that requests for time and effort from the advisory committee members will be reasonable in nature. Following are some specific functions:

1. Serve as a communication liaison between District and community career groups to relate instruction to the current and future needs of the community.
2. Review current curriculum, recommend changes, and approve recommended changes suggested by instructional staff. Changes in curriculum may include changes in curriculum organization, course revisions, new courses and/or changes in degree(s) offered.
3. Assist in new program development.
4. Validate specific skills required of graduates and suggest related technical information and general education content for the course/program.
5. Offer suggestions for the selection of equipment.
6. Assist in the acquisition of equipment, supplies, and other donations from the community.
7. Recommend competent personnel from the occupation as potential instructors.
8. Assist in relaying current job opening information to students and graduates of the program.
9. Assist in providing cooperative educational, clinical, or externship sites.
10. Inform the District of changes in labor market: specific educational needs, surpluses/shortages of personnel, national/regional trends, etc.

- B. Advisory committees may perform additional duties and functions in accordance with guidelines from specialized accrediting agencies.

IV. Operating Procedures

A. Term of Committee

The term of the advisory committee shall run concurrent with the academic year.

B. Advisory Committee Selection Process

1. By August 1 of each year, discipline/program coordinators shall submit to the following information:
 - a. Recommendations for advisory committee appointments for the following academic year will include name, employer, mailing address and phone number. Discipline/program coordinators may have previously contacted potential members to determine their willingness to serve.
 - b. Expiration of terms for advisory committee members with the dates of District service noted.
2. The Dean/Directors shall submit recommendations to the Vice President of Instruction and Workforce Education by September 1. The Vice President of Instruction and Workforce Education will submit the recommended advisory committee members to the President by October 1. Once approved by the President, a list of advisory committee members will be submitted as an information item for the Board of Trustees.
3. The appropriate Dean/Director shall send letters confirming appointment to the new advisory committee members.
4. Letters of appreciation or certificates will be sent by the Dean/Director for non-returning members.

C. Meetings

Once established, an advisory committee shall usually meet at least once per year during the academic year. Additional meetings may be scheduled as necessary to meet program needs. The Dean/Directors, or his/her representative, will attend the advisory committee meetings. Agendas will be distributed prior to the meeting.

1. Each advisory committee will select a member of the committee to serve as elected chair of the committee. The chair will generally serve for one year.
2. The Dean/Director or discipline/program coordinator, in collaboration with the elected chair will mail announcements of each advisory committee meeting to current approved members at least two weeks prior to the scheduled meeting. The elected chair with the input from the discipline/program coordinator and Dean/Director, will select the best date and time. College staff will make necessary arrangements (e.g. room reservations, catering requests). A telephone call to committee members the day before the meeting is recommended to confirm attendance.
3. Minutes of the meeting will be completed for each meeting. A copy will be submitted to the Dean/Directors within ten (10) days of the scheduled meeting. Copies will also be provided to the advisory committee members.
4. The Office of Institutional Research will conduct a survey of advisory committee members annually and will prepare a report, by committee, on the results of each survey. A copy of the report will be distributed to the appropriate Dean/Director(s) and to the Vice President of Instruction and Workforce Education.

D. Handbook

1. An advisory committee handbook will be prepared and updated annually.
2. A copy of the handbook shall be provided electronically to all advisory committee members and posted on the College's website.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.03

COMMUNITY INFORMATION PROGRAMS

The Board of Trustees recognizes that timely information and interpersonal contacts are important to the development of public relations and hereby authorizes the President to establish a variety of community information programs deemed appropriate for the betterment of community relations.

Adopted: Dec. 13, 1978
Year of last review: 2018

Amended: Jan. 20, 1988

2.03.03 - 1 of 1

Designated Contact: Associate Vice President of External Relations, Communications & Development



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.04

RESEARCH AND PUBLICATIONS

The Board of Trustees recognizes the importance of continuing institutional research and the necessity for both faculty* and student development activities. In this regard, the President may encourage and promote research activities that will aid in the attainment of the goals of the District, especially those relating to the teaching and learning environment. However, before any research activities are undertaken by faculty, student services, and/or administrative staff members, the College will reach an agreement with the funding agency that:

- A. institutional control of the administration of the research project will be guaranteed; and that
- B. the researcher's freedom to investigate the report results will be preserved.

Furthermore, the College will not accept support from outside agencies that would undermine these basic research principles.

Once an agreement is made with an outside agency for research support, a clear Policy will be established and published concerning faculty members' division of obligations between research and other academic activities.

All research grant projects will be administered internally in the same way as non-research grant projects. All research publications shall be governed by Policy 2.03.06 Intellectual Policy.

Adopted: July 16, 1980
Year of last review: 2019

Amended: July 28, 1993

2.03.04 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.05

USE OF COPYRIGHTED MATERIALS

In concurrence with the philosophy and goals of the District, the District seeks to provide the widest range of educational and program materials possible to assist in the delivery of a broad, quality education in the community. Recognizing that much of the educational and program materials which are available are covered by the United States Copyright Code, the President shall establish procedures to assure that the District is in compliance with these laws.

Adopted: May 23, 1979

Amended: Jan. 20, 1988

2.03.05 - 1 of 1

Year of last review: 2019

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.03.06

INTELLECTUAL PROPERTY

As an institution of higher education, the El Paso County Community College District and its employees are engaged in the development of educational and research projects for the further development and implementation of educational and training services that will benefit the residents of El Paso County, the College student body, and the community as a whole.

Therefore, the Board directs the College President to develop College procedures relating to Intellectual Property that are responsive to the following standards:

1. Disclosure of scientific and technological developments, including inventions, discoveries, trade secrets, and computer software;
2. Institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection;
3. Guidelines for licenses, scientific and technological developments;
4. Clear identification of ownership and licensing responsibilities for each class of intellectual property;
5. Royalty participation by inventors and the institution; and
6. Equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution of higher education.

Since the College receives financial operating support from the state of Texas, the taxpayers of El Paso County, Texas, the students and other sources, these procedures should provide adequate and appropriate protection of the interest of the District in all products and output resulting from the above projects and services.

House Bill 1401 of the 70th Texas Legislature.

Adopted: November 18, 1987
Year of Last Review: 2011

Amended:

2.03.06 – 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.03.06.10 Intellectual Property

APPROVED: March 10, 1988 **REVISED:** May 3, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.03.06

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations, Vice President of Information Technology/Chief Information Officer, Vice President of Student & Enrollment Services
Designated Contact: Vice President of Information Technology/Chief Information Officer

OBJECTIVE: To define Intellectual Property and the processes relative to the disclosure, ownership, legal protection, identification, licensing, royalty, participation, equity and management participation, distribution, and commercial development of technology and other intellectual property developed by the El Paso County Community College District (EPCCCD) faculty*, staff, students, and others participating in EPCC programs.

PROCEDURE:

I. General Provisions

In the spirit of collegiality, El Paso Community College faculty are encouraged to share intellectual property to foster the creation of the best possible courses to be delivered to students in all formats, including online, to foster the dissemination of new knowledge while maintaining high academic standards, to promote the ability to access, acquire and store information and to help students and faculty to use such information in accordance with copyright law.

A. Intellectual Property

Intellectual property refers to all forms of patentable or copyrightable works, as defined by applicable federal and state laws, to include but not exclusive of

1. Architecture
2. Works of art
3. Discoveries and inventions
4. Literary works
5. Musical compositions and performances
6. Scholarly works and course materials
7. Technology, software, and other computer programs
8. Trademarks

B. Technology

The term "technology" in this document will include, but is not limited to,

1. Electronic/mechanical devices and technological innovations
2. Software
3. Audio/visual materials, podcasts and webpages, and online course shells

The principal rights governing the ownership and disposition of technology are so called "intellectual property" rights, which are derived primarily from legislation granting patent, copyright, and trademark protection.

In some instances, distribution and commercialization of technology may be accomplished by the transfer or licensing of the intellectual property rights, such as patents and copyrights. In other instances, distribution and commercialization of technology may be aided by, or depend upon, access to the physical or tangible embodiment of the technology, as in the case of computer software.

* Note: The word "faculty" denotes instructors, counselors and librarians.

Therefore, this procedure will define not only the ownership, distribution, and commercialization rights associated with technology in the form of intellectual property, but will also define procedures which govern the use and distribution of the technology in its tangible form.

C. Patents and Patent Rights

A patent is a grant issued by the U.S. Patent and Trademark Office giving an inventor the right to exclude all others from making, using, or selling the invention within the United States, its territories and possessions, for a period of 17 years from the patent grant.

D. Copyrights

As provided in copyright law, a copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute by sale or otherwise, and display or perform the work publically.

E. Trade and Service Marks

A trade or service mark is a word, name, symbol, or device (or any combination) adopted by an organization to identify its goods or services and distinguish them from the goods and services of others.

F. Tangible Research Property

The term "tangible research property" refers to those research results that are in a tangible form as distinct from intangible (or intellectual) property. Examples of tangible research property include integrated circuit chips, computer software, biological organisms, engineering prototypes, engineering drawings, and other property which can be physically distributed.

II. Dissemination of the Results of EPCCCD Research and/or Materials Development

A. General Guidelines

The prompt and open dissemination of the results of EPCCCD research and/or materials development and the free exchange of information among scholars are essential to the fulfillment of the EPCCCD's obligations as an institution committed to excellence in education, and community service. Matters of ownership, distribution, and commercial development, nonetheless, arise in the context of the technology transfer, which is an important aspect of the District's commitment to public service. Technology transfer is, however, subordinate to education and community service; and the dissemination of information must, therefore, not be delayed beyond the minimal period necessary to define and protect the rights of the parties.

B. Patent Procedure Guidelines

Rights in inventions made by EPCCCD faculty, students, staff, and others participating in EPCCCD programs are as follows:

1. Inventor Owned

Inventors acquire ownership in inventions which are:

- a. Not subject to the terms of agreements with research sponsors or other third parties under Section II. B. 2. a. below, and
- b. Do not involve the significant use of EPCCCD-administered resources under Section II. B. 2. b. below

2. Other Inventions

The EPCCCD acquires ownership or other rights in inventions as follows:

- a. Inventions subject to the terms of a sponsored research or other agreement are treated in accordance with the terms of the applicable agreement.

- b. Inventions involving the significant use of funds or facilities administered by the EPCCCD are the property of the EPCCCD, subject to any obligations to third parties in connection with such support.

3. Sponsored Research and Other Agreements

Grants and contracts applicable to research and/or materials development sponsored by the federal government are subject to statutes and regulations under which the EPCCCD acquires title in inventions conceived or first reduced to practice in the performance of the research. The EPCCCD's ownership is subject to a non-exclusive license to the government and the requirement that the EPCCCD retain title and take effective steps to develop the practical applications of the invention by licensing and other means.

With rare exception, contracts with industrial sponsors provide that the EPCCCD retain ownership of patents while the sponsor is granted an option to acquire license rights.

The terms of such agreements apply not only to inventions made by faculty and staff, but also to those made by students and visitors, whether or not paid by EPCCCD, who participate in performing research supported by such agreements. It is essential, therefore, that all individuals participating in the research be made aware of their obligation to assign rights to EPCCCD and sign Invention and Copyright Agreements.

4. Significant Use of EPCCCD Administered Resources

The EPCCCD does not construe the payment of salary, the provision of library or other campus facilities, use of an office, or College-provided software or technology as constituting significant use of EPCCCD funds or facilities, except when there is prior written agreement by the District and the faculty member to the contrary. Determination of significant use will be made by prior written agreement or contract with the faculty member, staff member, or student, and documented using the form *Agreement to Assign Use of Online Course or Intellectual Property*, attached to this College procedure.

When intellectual property involving the significant use of EPCCCD administered resources is made by a faculty member, staff member, or student, the EPCCCD, with the approval of the Board of Trustees, may elect to waive its rights except where the intellectual property is subject to sponsored research or other agreement. At the discretion of the Board of Trustees, the EPCCCD may retain a right to use such intellectual property for purposes of education and research. In addition, a student's rights to such invention may be subject to the terms of any financial aid received, including scholarships, fellowships, internships, or other assistance, whether or not administered by the EPCCCD. Individuals who are both staff members and students shall be considered to be staff members with respect to intellectual property.

Disputes arising under this section with respect to significant use shall be finally arbitrated by the President of the EPCCCD.

- C. Copyright Procedures Guidelines

Copyright ownership of material (including software) created by EPCCCD faculty, students, staff, and others participating in EPCCCD programs, is as follows:

1. Author Owned

The author acquires ownership of intellectual property, including all course-related materials developed for teaching in any form, regardless of delivery method or method of storage which is/are:

- a. Not developed in the course of a sponsored research or other agreement under Section II. C. 2. of this college procedure.
- b. Not created as a "work-for-hire" by operation of copyright law or created pursuant to an agreement in writing with the EPCCCD under Section II. C. 2. b, below, which provides for a transfer of copyright to the EPCCCD.

- c. Not developed with the significant use of EPCCCD administered resources under Section II. C. 2. c of this College procedure.
- d. Student created materials as provided under Section II. C. 5 of this College procedure.

2. EPCCCD Owned

The EPCCCD acquires ownership or other rights in copyrightable material (including computer software) as follows:

- a. Copyright ownership in material developed in the course of, or pursuant to, a sponsored research or other agreement is determined according to the terms of such agreement.
- b. Copyright ownership in material created as a "work-for-hire" by operation of copyright law or created pursuant to an agreement in writing provided for transfer of copyright to the EPCCCD.
- c. Copyright ownership in material developed by faculty and staff with the significant use of funds or facilities administered by the EPCCCD.

3. Sponsored Research and Other Agreements

Normally, research contracts sponsored by the federal government provide the government with specified rights in copyrightable material developed in the performance of the research. These rights may consist of the title to such material resting solely in the government, but more often consist of a royalty-free license to the government with the title vesting in the EPCCCD.

When a work is created under the terms of a sponsored agreement, authors of copyrightable works would be aware that there may be contractual terms relating to the form of the report, advance notice to the sponsor before publication, and the like. The Vice President of Financial and Administrative Operations should be contacted for information or assistance regarding the interpretation of contract terms.

4. Works for Hire

Employees - A "work-for-hire," as defined by law, is a work product created in the course of the author's employment. Copyright of the work product in these situations belongs to the employer. For example, results of work assigned to staff programmers or writers of District publications are considered to have been created in the course of the author's employment and are the property of the EPCCCD. It is the policy of the EPCCCD that it shall own all works for hire.

Non-Employees - Under the Copyright Act, copyright of commissioned works of non-employees is owned by the author and not by the commissioning party unless there is a written agreement to the contrary. All EPCCCD personnel are cautioned to ensure that independent contractors agree in writing that ownership of the commissioned work is assigned to the EPCCCD, except where special circumstances apply and it is mutually agreed that the author will retain ownership. The Vice President of Financial and Administrative Operations in conjunction with the Vice President of Student and Enrollment Services will ensure that all independent contractors agree in writing by contract and said contract has been approved by the Board of Trustees before any commissioned work is begun.

5. Independent Works

The EPCCCD does not claim ownership of books, articles and other scholarly publications, popular novels, poems, musical compositions, or other works of artistic imagination created by the personal effort of faculty, staff and students independent of employment tasks and which do not make significant use of EPCCCD administered facilities.

Furthermore, in those situations where copyright to such scholarly or artistic work resides with the EPCCCD under the terms of a sponsored research or other agreement, or by operation of the copyright law or otherwise as a result of this procedure, the EPCCCD may, upon the author's

request and to the extent consistent with the intent of the sponsor, convey copyright to the author of such work as further provided under this procedure. Where necessary, the approval of the President will be required.

6. Significant Use of EPCCCD Administered Resources

EPCCCD does not construe the payment of salary, the provision of library or other campus facilities, use of an office, or College-provided software or technology as constituting significant use of EPCCCD funds or facilities, except when there is prior written agreement by the District and the faculty member to the contrary. Determination of significant use will be made by prior written agreement or contract with the faculty member, staff member, or student, and documented using the form *Agreement to Assign Use of Online Course or Intellectual Property*, attached to this College procedure. The payment of salary from unrestricted accounts does not constitute significant use of EPCCCD funds, except in those situations where the funds were paid specifically to support the development of material.

Textbooks developed in conjunction with class teaching are also excluded from the "significant use" category, unless such textbooks were developed using EPCCCD-administered funds paid specifically to support the textbook development.

The EPCCCD does not acquire rights to independently created software which has been developed using conventional EPCCCD resources such as personal computers.

7. Student Created Materials

Copyright ownership of student created materials is retained by the student; however, the student must grant to the EPCCCD a royalty-free permission to reproduce and publicly distribute copies of these materials. In circumstances where the research for these materials has been done in conjunction with other procedures discussed in this document, those procedures will apply with regard to the students.

Student authors who make significant use of EPCCCD resources to develop software will retain ownership of such software subject to a royalty-free, non-exclusive license granted to the EPCCCD to use the software for purposes of education and research.

D. Trade and Service Marks Guidelines

Trade and service marks relating to goods and services developed at the EPCCCD shall be owned by the EPCCCD.

E. Tangible Research Property Guidelines

The EPCCCD owns tangible research property, except when it becomes the property of a third party under the terms of a sponsored research or other agreement.

III. Technology Evaluation, Protection, and Dissemination

The office of the Vice President of Information Technology/Chief Information Officer is responsible for facilitating the transfer of EPCCCD technology to the public use and benefit. The Vice President of Information Technology/Chief Information Officer evaluates the commercial potential of EPCCCD technology and decides whether to proceed with commercial development of the technology.

A. Royalty Distribution - General

Royalty income received during the preceding EPCCCD fiscal year for a technology license shall be distributed once annually as follows:

STEP:

- | | |
|--|--|
| 1. Deduct 15 percent from Gross Royalty Income | This deduction is directed toward covering the expenses of the District as indirect costs. |
|--|--|

2. Then, deduct out-of-pocket costs and income cases, a reserve, to arrive at Adjusted Royalty Income

Out-of-pocket costs are direct assignable expenses to a specific case such as patent filing, prosecution and maintenance fees and specific marketing costs.

When out-of-pocket costs in the next EPCCCD fiscal year are forecast and future income unlikely, a reserve may be deducted. Any excess reserve shall be promptly distributed after forecast costs are paid.

3. Distribute 50 percent of the Adjusted Royalty Income to the inventors/authors.
4. Distribute 50 percent of the Adjusted Royalty Income to the EPCCCD for the support of research and other intellectual pursuits.

B. Technology Royalties - Special Cases

In some cases, distribution of royalties to individuals will be impractical or inappropriate; for example, where the material was developed as a laboratory project or where the authors/inventors are not easily identifiable. The office of the Vice President of Information Technology/Chief Information Officer will review the circumstances of development when such situations have been identified. If not allocated to individuals, the authors'/inventors' share may be allocated to a research or educational account in the District.

C. Equity and Management Participation in Business Entities

If the EPCCCD forms or becomes an equity owner in a company or other separate business entity that utilizes the technology created at the EPCCCD, the EPCCCD and the inventor/author each will hold 50 percent of the voting rights in stock or other evidence of ownership received, or owned, as a result of the EPCCCD and inventor/author technology interest. The EPCCCD and the inventor/author each will have a 50 percent right to management participation in the entity equity interest, subject to the restriction that neither party may sell, lease, or assign such equity interest in a separate business or management participation right without the prior written consent of the other party.



AGREEMENT TO ASSIGN USE OF ONLINE COURSE OR INTELLECTUAL PROPERTY

For College Procedure 2.03.06.10:
Intellectual Property

NOTE: A copy of this form is available on the College District Forms web page, available at the following link:

<http://www.epcc.edu/DistrictForms/Pages/default.aspx> .

Please complete this form and submit it to the office or department that provided development support. The office or department to which this form is submitted will retain a copy of the form.

In the spirit of collegiality, El Paso Community College County District (EPCCCD) faculty are encouraged to share Intellectual Property to foster the creation of the best possible courses to be delivered to students online, to foster the dissemination of new knowledge while maintaining high academic standards, to promote the ability to access, acquire and store information and to help students and faculty to use such information in accordance with copyright law.

It is agreed by me, _____, that in accordance with the provisions of College Procedure 2.03.06.10 *Intellectual Property* , this agreement is being entered into with respect to **[list and describe, as applicable, the course title and/or description of the subject matter developed]**:

Under the terms of this agreement, I grant all rights, title and interest in the copyrightable work referred to above and any derivative work to the EPCCCD. The term of this agreement is perpetual from the date of this agreement, unless otherwise specified in a previous agreement.

Please check (✓) the statements below that apply to your assignment to the EPCCCD of rights, title and interest in the copyrightable work referred to above and any derivative work:

Significant use of College resources were used in the creation of these Intellectual Properties.

_____ Yes _____ No

_____ In consideration of my efforts in developing online course or materials, I will receive payment per curriculum development contract or other agreement.

_____ In consideration of my efforts in developing online course or materials, I will not receive payment under this agreement.

_____ During an EPCCCD sponsored Sabbatical, I will receive payment as follows: [amount paid for course development and timing of payments].

_____ During an EPCCCD sponsored Sabbatical; I will not receive payment to any online course or materials created during the term of the Sabbatical.

To the extent of my knowledge, I certify that the materials covered by this agreement are my own independent, creative effort and do not infringe on the copyright of others and may include publisher materials used under a current textbook adoption.

Dated: _____

Print Name _____

Signature _____

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

PUBLIC INFORMATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.04.01

PUBLIC INFORMATION AND DISTRICT IMAGE

Consistent with its philosophy of responsiveness to the community, the Board of Trustees directs the President to establish a program of public information to publicize the various educational services and related activities of the College and to further develop procedures providing for participation and regular and periodic community input to the President to guide the development of a public image which accurately reflects the present status and future goals of the District.

Adopted: Dec. 13, 1978
Year of last review: 2018

Amended: Jan. 20, 1988

2.04.01 - 1 of 1

Designated Contact: Associate Vice President of External Relations, Communications and Development



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.10 District Awards

APPROVED: July 5, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.04.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated Contact: Executive Director of Network Systems

OBJECTIVE: To establish guidelines for presenting District awards of recognition.

PROCEDURE:

I. Scope

Awards will be based on meritorious achievement, service, or significant contributions to the educational mission of the District. Recommendations for awards must be based on a specific event, performance, service, or donation. Requests must be processed on the Application Request. Allow five weeks for processing the form, engraving or printing and scheduling the award presentation.

II. Types of Awards

A. Plaque for Outstanding Achievement

This is the highest award issued by the El Paso County Community College District to an individual or organization. The award recognizes activities accomplished over a sustained period, and acts, donations or services performed in an unprecedented and outstanding manner.

Approving authority: Immediate supervisor through President

B. Certificate of Recognition

This award recognizes achievements or services accomplished in an exemplary manner beyond those of peers in similar circumstances. Recommendation must be for a specific event, performance, service, or donation. For individuals or groups external to the District, the activity must make a definite impact on the District's mission or the greater El Paso community.

Approving authority: Immediate supervisor through Vice President

C. Certificate of Appreciation

This award recognizes a single act, donation or performance that is worthy of special consideration but of less magnitude than the aforementioned awards. The action cited must be voluntary, not connected with routine duties and not required by the District.

Approving authority: Immediate supervisor through Vice President.

D. Other Forms of Recognition

Other activities may generate recognition for participation or achievement. In those cases, the Vice Presidential area may make recommendations to the President concerning the appropriate form of recognition.

III. Recommendation Process

- A. Recommendation for recognition is processed through the appropriate Vice President on the application form.
- B. The Vice President will send the completed form to the President's Office for review and approval by the President
- C. The President's Office will forward the approved application to the Public Relations and Marketing Office which will prepare the award and coordinate the presentation.
- D. Awards that are presented at Board of Trustees Meetings or individually by the President will be sent to the President's Office at least seven days prior to the scheduled presentation.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.14 District Spokesperson, News Releases and Media Inquiries

APPROVED: March 27, 1978 **REVISED:** February 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.04.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated Contact: Associate Vice President of External Relations, Communications and Development

OBJECTIVE: To identify the official spokesperson of the District and to describe the process for responding to media inquiries and distributing news releases.

PROCEDURE:

I. Freedom of Speech

El Paso Community College's (EPCC's) Board of Trustees acknowledges the rights of members of the District community to freedom of speech, and at the same time recognizes the need for an official source to respond to inquiries concerning District activities and programs.

II. Identification of official spokesperson

- A. The Board of Trustees directs the President to identify the official spokesperson for the District.
- B. The President may delegate authority to the Associate Vice President of External Relations, Communication and Development or the Director of Marketing and Community Relations to serve as official spokesperson. The Office of External Relations, Communication and Development is specifically charged with the responsibility for public information and press relations. When appropriate, the President or Associate Vice President of External Relations, Communication and Development may also delegate this authority to the Vice Presidents or other designee.
- C. Employees should not speak to the news media on any College-related matter before notifying and getting approval from the Office of External Relations, Communication and Development.
- D. Employees who choose to speak to the media as a subject expert or as a personal interview, must not speak on behalf of the College and must clarify that they are speaking as an individual, not a College spokesperson.

III. Media Inquiries and Requests for Coverage

- A. News media should direct all inquiries to the Office of External Relations Communication and Development via the Marketing and Community Relations Department.
- B. District employees will refer all inquiries by the news media to the Office of External Relations, Communication and Development via the Director of Marketing and Community Relations. After determining the nature of the inquiry, the Director of Marketing and Community Relations will consult with the Associate Vice President of External Relations, Communication and Development to develop a response. The Associate Vice President of External Relations, Communication and Development will delegate the authority to respond as appropriate and will consult the President, Cabinet members or other personnel as necessary. All news media inquiries will be addressed in a timely manner with, objectivity, accurate information and candor.
- C. The Office of Marketing and Community Relations is responsible for requesting news media coverage of any District event or activity with the guidance of the Associate Vice President for External Relations, Communication and Development. Individuals or departments seeking news coverage must work in conjunction with Marketing and Community Relations to request news media coverage and cannot send out

requests independently. Requests for media coverage are not guaranteed to be supported. The timeliness and appropriateness of the request, the availability of resources and whether or not the request supports current communication strategies is at the discretion of the Associate Vice President of External Relations, Communication and Development.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.18 Distribution of Printed Materials on Campus

APPROVED: May 18, 1979 **REVISED:** January 28, 2010
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.04.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and
Development

Designated Contact: Director of Marketing and Community Relations

OBJECTIVE: To establish the criteria governing distribution of printed materials on campus.

PROCEDURE:

I. Accessibility

- A. Any individual or organization may use District facilities to distribute leaflets, flyers, announcements, or other such materials so long as normal District activities are not disrupted. Unless specifically authorized, no materials may be affixed to walls, windows or doors either inside or outside any building. Any material posted without approval will be promptly removed and destroyed.
- B. Approval for distribution on campuses may be obtained from the Director of Student Leadership and Campus Life (by taking the material to a campus's Student Leadership and Campus Life office, which will post the material). Approval for distribution at the Administrative Services Center Building A may be obtained from the Director of Marketing and Community Relations. Approval at the Administrative Services Center Building B may be obtained from the Vice President of Workforce/Economic Development.
- C. Printed material will not be placed on motor vehicles parked within the District boundaries.
- D. Division boards will be maintained by Instructional Deans at each campus.
- E. Electoral material will be limited to the cafeteria area with approval from the Director of Student Leadership and Campus Life.
- F. Non-district information must be approved by the Director of Student Leadership and Campus Life (by taking the material to a campus's Student Leadership and Campus Life office, which will post the material), by the Vice President of Workforce/Economic Development, and/or by the Director of Marketing and Community Relations before distribution.

II. Process

This procedure will not apply to materials distributed to classes by faculty* members as part of their instructional activity.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.22 Bulletin Boards

APPROVED: May 18, 1979 **REVISED:** September 1, 1995

Year of last review: 2018

AUTHORIZING BOARD POLICY: 2.04.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director of Student Leadership and Campus Life

OBJECTIVE: To establish guidelines for posting notices and publicity on campus bulletin boards.

PROCEDURE:

I. Location of Bulletin Boards

Each campus has bulletin boards available for the posting of materials.

II. Process

- A. All materials posted on the bulletin boards must be approved for posting by the student services coordinator at each campus. The approval stamp includes the expiration date and the student services coordinator's initials.
- B. Dated material will be removed from the bulletin board immediately after the posted date of the activity; non-dated material will be removed at the end of each semester.
- C. Any questions regarding the posting of materials on campus at locations other than the bulletin boards must be directed to the campus student services coordinator.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.26 Use of the District Logo

APPROVED: August 31, 1995

REVISED: April 9, 2013

Year of last review: 2018

AUTHORIZING BOARD POLICY: 2.04.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated Contact: Director of Marketing and Community Relations

OBJECTIVE: To ensure appropriate and consistent use of the District logo.

PROCEDURE:

I. Description

- A. The El Paso County Community College District logo mark must be used on stationery and other documents which represent the District before the public. The logo must be used as designed and nothing may be added to or removed from the center or the border.
- B. All District publications including journals, newsletters, catalogs, bulletins, booklets, flyers, announcements, brochures, advertisements, correspondence, programs, forms, transcripts, covers, business cards, invitations, tickets and posters that will have a student, staff, faculty* or off-campus audience must bear the logo mark.
- C. Publications, including business cards and stationery, generated through grant-funded projects at the District must also use the District logo.

II. Materials

The only approved inks for use in the two-color logo mark are PMS 321 (turquoise) and standard jet black. The specially designed one-color logo may be reproduced in black only or in any single ink color.

III. Approvals

- A. The Marketing and Community Relations Department must approve any use of the District logo including but not limited to printed or duplicated materials, souvenirs (i.e. pencils, pens, cups, caps, jackets, paper weights, etc.) and signage.
- B. Approval for use of the logo must be obtained by the Marketing and Community Relations Department prior to submitting the purchase requisition to the Purchasing Services Department. Camera-ready art of the logo will be provided for the vendor, if necessary, by the Marketing and Community Relations Department.
- C. Release of the District logo to an outside agency for printing will be controlled by the Marketing and Community Relations Department, which can provide camera-ready art for approved reproductions.
- D. Items not containing the logo, disclaimer, or slogan do not need to be approved by the Marketing and Community Relations Department and should be identified as such on the *Purchase Requisition*.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.01.30 Public Complaint and Comment Process

APPROVED: March 5, 2020 **REVISED:**
Year of last review: 2020
AUTHORIZING BOARD POLICY: 2.04.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated contact: Associate Vice President of External Relations, Communications and Development

OBJECTIVE: To provide the process and contact information for members of the public at large to file comments and complaints.

DEFINITIONS:

- I. Comment -- A positive or negative written observation about the performance of the El Paso County Community College District.
- II. Complaint -- A formal complaint about the El Paso County Community College District in its performance of providing educational opportunities.

PROCEDURE:

I. General Provisions

The El Paso County Community College District values the public’s comments, concerns, and complaints regarding the institution’s performance. Internal constituencies of students and employees should submit comments through the established methods established in Board Policies and College Procedures. Those policies and procedures include the following:

- Board Policy 3.03.03, *Records Retention*
- College Procedure 3.05.01.10, *Nursing Peer Review Committee*
- Board Policy 3.43.01, *Discrimination Complaints*
- College Procedure 3.43.01.10, *Discrimination Grievances*
- Board Policy 3.43.02, *Complaints on Wages, Hours, or Working Conditions*
- College Procedure 3.43.02.10, *Employee Grievances on Wages, Hours, or Working Conditions*
- Board Policy 3.43.03, *Processing Other Types of Complaints*
- College Procedure 7.05.01.10, *Student Disciplinary Procedure*

- A. Anonymous complaints will not receive a response.
- B. Verbal complaints are considered informal and will be forwarded to and handled by the appropriate administrator.
- C. Written complaints are considered formal and will be processed as outlined in this procedure.
- D. This College Procedure does not apply to complaints, grievances, and appeals handled through other Board Policies and College Procedures such as discrimination, grade appeals, admission and financial aid, code of conduct, and satisfactory academic progress.
- E. This College Procedure does not apply to the required Public Hearings according to Chapter 26 of the Texas Property Tax Code when the Board of Trustees approves a tax increase above the effective tax rate.
- F. This College Procedure does not apply to the annual Budget process or meetings of the Board of Trustees. The public may use the Open Forum platform to address the Board.

- G. Complaints and concerns will be addressed internally through the appropriate offices and will not be shared publicly without notification of and permission from the individual who filed the complaint.

II. Process

- A. All verbal and written public complaints are to be submitted initially to the Office of the Associate Vice President of External Relations, Communications and Development. The Office of External Relations, Communications and Development will log the complaint and forward it to the appropriate administrator.
- B. Anonymous complaints or comments are noted and shared with the appropriate administrator(s) for informational purposes and action, if appropriate. If there is an action, the administrator will inform the Office of External Relations, which will complete and maintain the record.
- C. Verbal complaints or comments will be documented and shared with the appropriate administrator. If the complaint is resolved, the administrator will inform the Office of External Relations, which will complete and maintain the record. If not resolved, the public individual may be requested to complete a written complaint form available from the Office of External Relations.
- D. Written complaints are submitted initially to the Office of External Relations, which will document the receipt of the complaint and forward the complaint to the appropriate administrator. If the complaint is resolved, the administrator will inform the Office of External Relations, which will complete and maintain the record. If not resolved, the complaint is forwarded to the next appropriate administrator with the President being the top administrator to address the complaint. If resolved, the administrator will inform the Office of External Relations, which will complete and maintain the record. If not resolved, the public individual is informed of the options of writing a letter to the Board of Trustees via the President's Office or speaking at Open Forum in front of the Board of Trustees during a regularly scheduled Board meeting. Open Forum guidelines are established through Board Bylaw 1.5031, *Open Forum*. According to the bylaw, the Board cannot take action during the same meeting as the Open Forum presentation.
- E. All anonymous, verbal, and written complaint records or comments will be maintained confidentially in the Office of External Relations.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

Public Complaint or Comment Form

Contact Information:

Name _____

Street Address _____

City, State, Zip Code _____

Telephone: Home: _____ Cell: _____

E-Mail Address _____

This is a Complaint Comment

1) Describe the details of your complaint or comment. Include timelines or dates. Attach documentation as necessary.

Read, initial, and sign the following items:

_____ I have read and have been provided a copy of College Procedure 2.04.01.30 on public complaints and comments and understand how my complaint will be addressed.

_____ I authorize the College to direct my complaint to the appropriate administrator to investigate, which may include interviewing individuals and reviewing documents.

_____ I certify the information I have given to be true and complete to the best of my knowledge.

Signature: _____ Date: _____

Return this form and documentation to the Associate Vice President of External Relations, Communications and Development.

Mail:
P.O. Box 20500
El Paso, TX 79998-0500

Deliver:
9050 Viscount Blvd., Building A
Room A131
El Paso, TX 79925

Fax:
915-831-6516

Office of the AVP, External Relations telephone number: (915) 831-6526



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.04.02

ESTABLISHING COLLEGE PUBLICATIONS

The Board of Trustees recognizes the need for College Publications to promote communication. The policies governing student publications will come under the student affairs section of the College Policy Manual (refer to 7.10.01). All other official College publications shall be coordinated under the auspices of the Director of Marketing and Community Relations and of the Vice President of Financial and Administrative Operations. The President shall maintain a list of those publications considered official College publications. The President shall develop procedures to implement this policy.

Adopted: Mar. 22, 1994
Year of Last Review: 2018

Amended: April 14, 2010

2.04.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations and Director of Marketing and Community Relations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.04.02.10 Control and Management of Printed and Promotional Materials

APPROVED: June 24, 1993
Year of last review: 2018

REVISED: April 9, 2013

AUTHORIZING BOARD POLICY: 2.04.02

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and
Development

Designated Contact: Director of Marketing and Community Relations

OBJECTIVE: To ensure the continuity, quality and institutional consistency of narrative, photography, design and reproduction of all District printed materials, including folders, invitations, business cards, programs, certificates, thank-you cards, ads, brochures, newsletters, flyers, posters, handbooks, stationery, forms, and promotional items.

PROCEDURE:

I. Responsible Officer

The majority of printing will be outsourced through the Marketing and Community Relations Department to external printers. No printing will be contracted to an outside vendor without prior approval of the Director of Marketing and Community Relations, who will evaluate the need for such a contract.

II. Process

- A. Marketing staff will receive at least three proposals from board approved printers and other external printers. Decisions will be based on the most cost effective and/or the best value versus return of services.
- B. Marketing staff will review all materials submitted for printing to ensure accuracy of information and appropriateness of appearance. District logos, required Equal Employment Opportunity statements, and the District slogan will be added as needed. Ultimate responsibility for accuracy and content rests with the requesting department.
- C. Once a requisition is received, the Purchasing Services Department will obtain approval from the Director of Marketing and Community Relations before approving the purchase.
- D. Marketing staff are available to write, edit, design and provide photography services during the process of preparing promotional materials.
- E. Items not containing the logo, disclaimer, or slogan do not need to be approved by the Marketing and Community Relations Department and should be identified as such on the *Purchase Requisition*.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.04.03

COLLEGE SPOKESPERSON

The Board of Trustees acknowledges the rights of the members of the college community to freedom of speech and at the same time recognizes the need for an official source to respond to inquiries concerning College Policy and College actions. The Board therefore directs the President to identify those individuals who will be official spokespersons for the College, and make this information public.

Adopted: July 18, 1979

Amended: Jan. 20, 1988

2.04.03 - 1 of 1

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

MANAGEMENT INFORMATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.05.01

MANAGEMENT INFORMATION SYSTEM

The Board of Trustees recognizes the need for an adequate management information system (MIS) in order to properly operate an organization as large and complex as the District. Therefore, the President shall develop an appropriate management information system which is cost effective.

Adopted: Dec. 13, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

2.05.01 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.10 Employee/Client Access to Computerized Administrative Data

APPROVED: April 18, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Director of Records Management

OBJECTIVE: To outline the procedural steps to be taken to request access to data stored in computerized files and data bases.

PROCEDURE:

- I. Information Technology Project Request
 - A. When a District employee requests access to data stored in computerized files or data bases, an Information Technology Project Request form will be completed and forwarded to the Information Technology department through the employee's respective data systems manager and/or Vice President.
 - B. When a client (non-employee) requests access to data stored in computerized files or data bases, an Information Technology Project Request form will be completed. On the "Action Requested" portion of the project request form the client will specify the specific data items for which access is requested and the justification for the request.
 1. The request must be approved, in writing, by the Dean or department head responsible for the data and countersigned by the appropriate Vice President.
- II. The Director of Information Technology or designated representative will assign a member of the Information Technology department to implement the technical work necessary to process the request.
 - A. The client will be notified in writing when the request for access has been completed.
 - B. Information technology staff members are exempt from this procedure.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.14 Security of Centralized Computerized Administrative Data

APPROVED: November 3, 1994 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer
Designated Contact: Director of Records Management

OBJECTIVE: To provide security control guidelines for centralized computerized administrative data.

PROCEDURE: To aid in securing all computerized administrative data stored at Information Technology (IT) central data processing facility from unauthorized access, the following guidelines have been developed.

- I. The Director of Information Technology or designated representative will be responsible for securing all centralized computerized administrative data.
 - A. Data is defined as data necessary to support the administration of the District and supported by IT.
 - B. Data not meeting this definition must be secured by the appropriate area whether or not it is stored at the central site.
- II. Access to the administrative data will be controlled on an individual password basis.
 - A. Passwords will be established and provided to each individual by IT.
 - B. Authorization for access to administrative data will be approved on an individual basis by the Vice President of the administratively responsible organization of the data.
 - C. This authorization will be in writing or sent through Email and will include relevant elements deemed necessary by IT.
- III. When access, has be authorized, IT will provide the individual with the initial password(s) and will notify the Vice President of the authorizing organization(s) of this action.
- IV. IT will maintain an overall security review to ensure all violations and attempted penetrations are identified. Appropriate action will be taken to preclude and eliminate any attempted breaches of security.
- V. Authorizing organizations will inform IT of all changes in access authorization, i.e., employee terminations, new hires, changes in access level requirements.
- VI. Each individual authorized access will be responsible for safeguarding their password(s) from disclosure and/or use by other individuals. Passwords should not be maintained in any written form.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.18 Microcomputer Equipment Transfer

APPROVED: March 14, 1988 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To provide a method of equitably redistributing microcomputer hardware to maintain effective utilization for El Paso County Community College District.

PROCEDURE:

- I. Microcomputer equipment that is obsolete or no longer required by a client area may have a certain amount of residual value.
 - A. This equipment will be identified to the Microcomputer Support Unit (MSU) as excess to current requirements.
 - B. The MSU will ascertain the equipment's serviceability and future maintainability.
 - C. If the equipment is deemed to have additional serviceability, it will be advertised within the District as available for redistribution.
- II. To recognize and provide an equitable means of partial compensation for the original investment, the following method will be used:
 - A. Depreciation for microcomputer hardware will occur at 3 percent per month, with a base salvage value of 10 percent of the original purchase price.
 - B. The 10 percent figure will be the minimum asking price.
 - C. The client obtaining the redistributed hardware at this price will initiate a journal entry for this value to the client releasing the equipment.
- III. Microcomputer equipment identified as available for redistribution and requested by more than one client area will be provided to the budget sealed bid above current depreciated value. This amount will be transferred via journal entry to the account of the client releasing the equipment by the area receiving the hardware.
- IV. Equipment that is identified as excess to a client area's current requirements and not selected by another client area will be salvaged as spare components by the MSU or disposed as non repairable in accordance with District procedure.
 - A. All equipment transfer will be accomplished on property control record forms and in accordance with District procedures as applicable.
- V. Nothing in this procedure will be interpreted as precluding a Vice President responsible for the equipment from transferring it at less than its depreciated value.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.26 Disposition of Grant-Funded Desktop/Mobile Computer Hardware and Peripherals/Software Microcomputer Equipment/ Software

APPROVED: August 8, 1988 **REVISED:** January 15, 2010
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To provide guidelines for proper disposition of grant-funded equipment in accordance with external agencies' rules and/or regulations and District procedures.

PROCEDURE:

- I. Equipment that was originally funded by grants and is no longer required by the recipient will be identified by the District. The Grants Management Office will be informed of these items. The Grants Management Office will then assure District compliance with external agencies' regulation/requirements regarding disposition of grant-funded equipment.
- II. If the Grants Management Office determines that the equipment is no longer needed for the grant's original purpose(s) and there are no further restrictions related to the disposal or reassignment of the equipment, all further restrictions will be in accordance with District procedures that address redistribution of District owned equipment (See College Procedure 2.05.01.18 *Microcomputer Equipment Transfer*). If the granting agency does not release title to the equipment to the District, disposition will follow the granting agency's specific instructions.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.30 Computer System Security

APPROVED: November 3, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of ERP Support Services

OBJECTIVE: To establish a process for responsible computing at El Paso County Community College District (EPCCCD).

PROCEDURE:

- I. In support of its mission of teaching and public service, EPCCCD provides access to computing and information resources for students, faculty*, and staff, within institutional priorities and financial capabilities.
- II. All members of the District community who use the District's computing and information resources must act responsibly.
 - A. Every user is responsible for the integrity of these resources.
 - B. All users of District-owned or District-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements.
 - C. It is the Policy of EPCCCD that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.
- III. Access to the District's computing facilities is a privilege granted to District students, faculty, and staff.
 - A. Access to District information resources may be granted by the owners of that information based on the owner's judgment of the following factors:
 1. Relevant laws.
 2. Contractual obligations.
 3. Requestor's need to know.
 4. Sensitivity of the information.
 5. Risk of damage to or loss by the District.
- IV. The District reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
 - A. Data owners -- whether departments, units, faculty, students, or staff -- may allow individuals other than District faculty, staff, and students access to information for which they are responsible, so long as such access does not:
 1. Violate any license or contractual agreement.
 2. Violate any District Policy.
 3. Violate any federal, state, county, or local law or ordinance.

* Note: The word "faculty" denotes instructors, counselors and librarians.

V. District computing facilities and accounts are to be used for the District-related activities. District computing resources are not to be used for commercial purposes or non-District-related activities without written authorization.

VI. Violations of this procedure may result in administrative and/or criminal actions.

A. Such administrative action may include, but is not limited to:

1. Suspension or restriction of the computing privileges of the violator.
2. Inspection of any files or programs in question.

B. It should be understood that nothing in these guidelines precludes enforcement under the laws and regulations of the State of Texas, any municipality or county therein, and/or the United States of America.

VII. Client Responsibilities

A. Use the District's computing facilities and Information resources, including hardware, software, networks, and computer accounts, responsibly and appropriately, respecting the rights of other clients and respecting all contractual and license agreements.

B. Use only those computers and computer accounts for which you have authorization.

C. Use mainframe accounts only for the purpose(s) for which they have been issued.

D. Use District-owned microcomputers and advanced work stations for District-related projects only.

E. Be responsible for all use of your accounts and for protecting each account's password. (Do not share computer accounts. If someone else learns your password, you must change your password).

F. Report unauthorized use of your accounts to your supervisor or other appropriate District authority.

G. Cooperate with requests from a Manager of Information Technology concerning Information about computing activities.

NOTE: Under certain circumstances, a Manager of Information Technology is authorized to access your computer files.

H. Take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network, or server that you operate.

I. Each client is ultimately responsible for their own computing and work using a computer.

VIII. Examples of Misuse of Computing and Information Resource Privileges.

A. The District characterizes misuse of computing and information resources and privileges as unethical and unacceptable and as just cause for taking disciplinary action.

B. Misuse of computing and information resources and privileges includes, but is not restricted to, the following:

1. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
2. Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the District. (If you abuse the networks to which the District belongs or the computers at other sites connected to those networks, the District will treat this matter as an abuse of your EPCCCD computing privileges)

3. Circumventing or attempting to circumvent normal resource limits, log on procedures, and security regulations.
4. Using computing facilities, computer accounts, or computer data for purposes other than those for which they were intended or authorized.
5. Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading someone else's electronic mail without permission.
6. Sending any fraudulent electronic transmission, including but not limited to, fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or journal vouchers, and fraudulent electronic authorization of purchase requisitions or journal vouchers.
7. Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.
8. Violating the property rights of copyright holders who are in possession of computer-generated data, reports, or software.
9. Using the District's computing resources to harass or threaten other users.
10. Using the District's computing resources by accessing an account that belongs to another individual.
11. Take advantage of another user's naiveté or negligence to gain access to any computer account, data, software, or file that is not your own and for which you have not received explicit authorization to access.
12. Physically interfering with others' access to the District's computing facilities.
13. Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.34 Electronic Mail Services, Personal and Broadcast Email, and Email Restrictions

APPROVED: March 23, 2007 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: Information Technology (IT) provides electronic mail (email) services to all staff of El Paso County Community College District, referred to in this document as EPCC. All users have the responsibility to use email services in an efficient, ethical, and legal manner in accordance with College procedures.

PROPONENT: The Office of the Chief Information Officer is the proponent of this procedure, annual review and updates. The Chief Information Officer (CIO) will provide clarification for any issue regarding this procedure.

DEFINITIONS:

1. Electronic mail system: A computer software application that allows electronic messages to be communicated from one computer to another.
2. Electronic mail (email): Any message, form, attachment, or other communication sent, received, or stored within an electronic mail system.

I. PERSONAL EMAIL

- A. Electronic mail sent, received, or stored on computers owned, leased, or administered by EPCC is the property of EPCC. Email is a communication tool used to facilitate business communications. The use of any EPCC resources for electronic mail must be related to College business, including academic pursuits. A recipient-user may copy or forward such emails within the EPCC community as required. EPCC cannot guarantee the delivery of any email or any attachment but will assist the sender in identifying problems and recovering messages and attachments.
- B. Only EPCC staff and other persons who have been granted permission and an email account are authorized users of the EPCC email system. No user shall use another employee's user-ID or password to access or transmit an email communication. All email accounts will be created using the External Login ID assigned to them when they are added to the Banner System. These Login ID's usually take the form First Initial, Last Name (or portion thereof), and a number which is used to ensure that each Login ID is unique. All email accounts will be LoginID@epcc.edu.
- C. A default password is created and sent when account creation occurs. Users are expected to change the account password for security reasons. EPCC requires that all passwords must meet the following complexity requirements: be at least 8 characters long and contain a combination of at least three of the following four types of characters: (1) uppercase, (2) lowercase, (3) numbers, (4) special characters, such as @, #, \$, etc.
- D. Incidental Use. As a convenience to employees, incidental use of electronic mail is allowed. The following restrictions apply.
 1. Incidental personal use of EPCC Information Resources is acceptable, provided electronic mail is restricted to EPCC employees; it does not extend to family members or friends.
 2. Incidental use must not result in direct costs to EPCC.
 3. Incidental use must not interfere with the normal performance of an employee's work duties.

4. No messages should be sent or saved that may cause damage to EPCC.
 5. No personal messages should be sent, read, or saved that have high likelihood to expose College computer systems to computer viruses or other harmful programs. All employees should review the guidelines established by Information Technology. Storage of personal email must not exceed the default allowance. To minimize space requirements, employees are encouraged to delete personal messages as soon as possible. Employees will be notified by email if any changes to this posting occur.
 6. Employees should remove themselves from any personal mail lists that send messages containing content not in compliance with this procedure. Examples are periodic messages that have nothing to do with delivery of instruction or the administration of the College, such as inappropriate jokes or unofficial virus alerts not issued by the Information Technology Service Center are examples. Also, if the recipient is personally uncomfortable with the content of messages sent via a personal mail list of which he is an addressee, the employee should request the sender remove him from the mailing list or group.
 7. Abuse of incidental use privileges may result in disciplinary action in accordance with EPCC procedures.
 8. All messages - including personal messages - are owned by EPCC, may be subject to open records requests, and may be accessed in accordance with this procedure and state and federal law.
- E. EPCC neither sanctions nor censors individual expression of opinion on our email services. The standards of behavior, however, are expected in the use of email as in the use of telephones and written and oral communication.
1. Email attachments are often used to spread computer viruses and worms. While EPCC scans incoming email for Internet attacks such as these, there are other ways for these threats to make their way onto the College's computer systems. For this reason, the College restricts the opening of certain types of attachments, and users should take extreme care when opening email attachments. Messages with attachments having filename extensions of .exe and .com are executable programs and can do great damage to a computer's hard drive. Users should use caution when opening attachments.
 2. Users are advised to take care when giving out their email addresses to online web sites, newsgroups, etc. Spammers or companies that send unsolicited email, typically buy, steal, or harvest email address lists from these sources.
 3. Prohibited Activities.
 - a. The following activities are prohibited:
 - (1) The sending of email that is intended to intimidate or harass;
 - (2) The use of email for managing and conducting a personal enterprise;
 - (3) The use of email for purposes of political lobbying or campaigning with the exception of internal College governance;
 - (4) The violation of copyright laws by inappropriately distributing protected works;
 - (5) The accessing of another employee's email without that employee's consent unless doing so in accordance with established policy, procedure or law;
 - (6) The posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
 - b. The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
 - (1) The sending or forwarding of chain letters;
 - (2) The sending of unsolicited messages to large groups, except as required to conduct College business;
 - (3) The sending or forwarding of email that is likely to contain computer viruses.

Prohibited activities identified in this section are not all inclusive. EPCC electronic mail must never be used in a manner that violates EPCC policy or procedure, state law or federal law. EPCC has the right to terminate access to electronic mail services if a user is determined to have violated EPCC policy, procedures or standards.

- F. EPCC will make reasonable efforts to maintain the integrity and effective operations of its email systems, but users are advised that those systems should not be regarded as a secure medium for the communication of sensitive or confidential information. EPCC can assure neither the privacy of an individual user's use of the College's email resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored.
- G. Network and Email Monitoring: The goal of monitoring, logging and retention of network packets that traverse the EPCC network backbone is to maintain the integrity and security of the College's network infrastructure and information assets and to collect information to be used in network design, engineering, troubleshooting and usage-based accounting. EPCC considers all electronic information transported over our network to be private and confidential. Network and system administrators are expected to treat the contents of electronic packets as private and confidential. Any inspection of electronic files, including email messages and attachments, and any action performed following such inspection, will be governed by all applicable federal and state statutes and by College policies. Human Resources authorized to analyze network backbone flow will not disclose any information realized in the process without approval of the cognizant administrator and the Chief Information Officer.
1. EPCC may monitor or access email and attachments, with or without prior notice, for the following reasons:
 - a. To check network traffic
 - b. To investigate and repair system malfunctions
 - c. To action a request by a user to repair or restore his or her own email
 - d. To prevent the business of the College from being obstructed or delayed by the unavailability of a user, subject to paragraph I.G.3
 - e. To investigate a breach or suspected breach of the EPCC procedures or of state or federal law.
 2. The Vice President for Information Technology can authorize a qualified staff member to monitor or access email and attachments under sub-paragraph G.1.a, G.1.b, or G.1.c. The assigned staff member shall review email and attachments on a need-to-know basis and only to the extent of their need-to-know and will be bound by an obligation of confidentiality.
 3. Where it is necessary for the College to access a user's email and attachments to prevent the business of the College from being obstructed or delayed, the following procedure is to be followed:
 - a. The user, with the agreement of the supervisor, will attempt to arrange reasonable alternatives to make the email and attachments available without the need to access the user's email.
 - b. If reasonable alternative arrangements cannot be agreed upon to make the email and attachments available, the supervisor will advise the relevant administrator or member of the President's Cabinet.
 - c. The administrator or Cabinet member must first be satisfied that reasonable efforts have been made to agree upon alternative arrangements and that the business of the College will be obstructed or delayed by the lack of access to the user's email. If satisfied, (s)he will make a request for the accessing of the email pursuant to paragraph I.G.4, below. If the request is approved, access to the email will be given to the user's supervisor.
 - d. The user, with the agreement of the supervisor, will attempt to arrange reasonable alternatives. The supervisor will be solely responsible for accessing the email and

attachments on a need-to-know basis only. The supervisor may open, copy, forward or reply to email, and may open or modify attachments, but only those necessary to further the business of the College. Any forwarding or reply must be in the name of the supervisor and not in the name of the user. The supervisor must keep a record of all emails and attachments accessed, including hard copies, to be provided to the user as soon as possible.

- e. Where the user is a student of EPCC, the Vice President for Student Services is the “supervisor” of the user.
 4. A request for the monitoring or accessing of email and attachments under sub-paragraph I.G.3 or I.G.5 must be addressed to the Vice President for Information Technology in writing setting out the reason(s) for making the request. The Vice President for Information Technology, after approving the request, will then forward it to the Vice President of Administration and Financial Operations for co-authorization. Results from the monitoring or access request must be provided to the person who made the request and used by that person only in connection with the reason(s) for the request. The person monitored will be notified. The Vice President for Information Technology will produce a quarterly report to the President of all investigations undertaken pursuant to this paragraph.
 5. During any foreseen absence from the College, all staff members are encouraged to put in place an email forwarding or notification facility such as vacation message.
- H. Records Retention. Electronic mail is subject to the same records retention rules that apply to other documents and must be retained in accordance with departmental records retention schedules.
1. The retention requirement associated with any document is determined by its content, not the method of delivery. Each EPCC component should have a records retention schedule that specifies the retention period to be applied to various documents.
 2. The responsibility of retaining an internally created and distributed document (or message) most often falls on the author - not the recipients. Recipients may delete such received messages when their use has been fulfilled.
 3. Employees who receive messages from outside EPCC are responsible for proper records retention of those messages.
 4. Most casual email messages are "transitory records" and can be discarded as their purpose is served.
 5. For records retention purposes, electronic mail that is digitally signed must be filed electronically rather than on paper if the signature is of importance to the legal status or business usefulness of the document.
 6. Email that has been requested in a subpoena or public information request must be retained until the request has been addressed, even if the retention period has expired.
- I. Electronic Mail Backup and Recovery. Information Technology creates electronic mail backup tapes daily (Monday through Friday) solely for the purpose of restoring the entire electronic mail system in the event of disaster.

Tapes are retained for a period of one week. Backup tapes do not allow for restoration of individual mailboxes and cannot be used as a convenience to retrieve "deleted" messages.

Backup tapes do not serve the records retention function. Each EPCC department must make provisions to retain documents and messages in accordance with their departmental records retention policy.

II. BROADCAST EMAIL:

- A. Email broadcast messages are email messages sent to all or a portion of the District and are used to announce College events and functions, or College-related news. Individuals do not send broadcast email messages; the messages must be sponsored at the organizational level. Requests to send email messages to the District will be the responsibility of the administrator for that area. Users shall not circumvent this procedure by creating their own “all employees” distribution list.

- B. All other announcements are to be made through web pages or listservs.
- C. The Chief Information Officer/Vice-President for Information Technology may, from time to time, issue additional guidelines pertaining to use of the College’s Email facilities. These guidelines will be issued through the IT Help Center, voicemail broadcasts, IT web page news alerts, or via notice using supervisory channels.
- D. The Information Help Center will maintain four mail accounts to support the broadcast emails of these types:
 1. Emergency Notification: The request to transmit this message to all employee mailboxes must come from the office of a Vice President. The information everyone must know is critical information regarding emergency situations that require immediate action. To confirm the request, the IT Help Center will verify the information with the originating office via telephone and then transmit the message with all the alerts available in Microsoft Exchange.
 2. Facilities and Services Bulletin: Important information that may affect the working conditions in any EPCC-owned or occupied facilities will be sent to everyone in the District. Messages must be sent to facilities_services@epcc.edu. The use of this broadcast account is restricted to the Director of Physical Plant, the EPCC Police Department, and the supervisory channels above those positions.
 3. District News: Official information pertaining to the mission of the District that everyone should know will be sent to EPCCdistrictnews@epcc.edu. Messages will be reviewed to determine if they fit this category and, if questioned by the Help Center management, will be discussed with the requestor.
 4. Postings: This category of information fits those messages that are not related to the delivery of instruction or administration of a support or service mission. The viewing of the information contained in these messages is voluntary and the failure to view them will not affect any employee’s ability to successfully perform their job tasks. The requesting department should send its broadcast email request along with an attachment with the contents to EPCCpostings@epcc.edu. These messages will be transmitted to all employees at 11:00 a.m. each morning and, if there are more requests, at 3:00 p.m. every afternoon. A single “Postings” message may be used to convey all accumulated requests. **Requestors should take care to ensure that the filename of their attachment effectively represents the title of their message.**
 5. Presidential discretion may be used to grant email broadcast privileges.
- E. The following table lists some criteria for sending messages.

Table 1: Criteria for sending messages

	District News	Postings
Announcing College events and activities, College office closings, etc.	X	
Announcing community events and activities		X
Announcing Employee of the Month, retirement luncheons, deaths and arrangements, or hospitalization		X
Advertising for-sale items or fund-raising events to financially benefit College programs/activities, official employee organizations, or sponsored student organizations.		X
Advertising for-sale items or fund-raising events to financially benefit either employees or students who are experiencing a hardship		X
Requesting from others items to be purchased or to be given as gifts for personal or non-EPCC use.		X
Sending accolades for College-related activities on behalf of College personnel, teams, or organization.		X
Sending accolades on behalf of individuals, teams, organizations, or activities in the community		X

III. Email Restrictions

- A. Unallowable actions

Table 2 lists the types of actions, which are not allowed (either through sending or storing), on campus email systems (including the use of District computers to process email). The unsolicited receipt of content listed in Table 2 shall not constitute an infringement of these procedures.

Table 2: Unallowable actions

	Reference (if applicable)
Engaging in discourse which is not “civil”	Refer to included paragraph on civil discourse (below)
Urging the support or defeat of any political candidate or ballot measure	Texas Education Code
Advertising/promotion (such as “for-sale” items, business opportunities, or fund- raising events) or otherwise conducting business to financially benefit employee(s), external individuals, or external for-profit organizations (unless the activity is for a charitable cause and approved by the President.)	
Engaging in activities that are otherwise prohibited by local, state, and federal laws/regulations.	

B. Civil Discourse

As an academic institution, EPCC recognizes that its purpose for existence is to educate students, seeking to provide them with relevant and factual information as well as the critical analysis tools to interpret and use that information. The College also recognizes that electronic communications, especially through email, is easily shared with or forwarded to other parties beyond our initial intentions. For this reason, the manner in which employees communicate is often visible to colleagues and students, as well as to members of the public. Accordingly, stakeholders of the College and the community will judge the quality of the institution based on its professionalism. The following guidelines are implemented in procedures to enhance the College’s role in facilitating a quality student-learning environment:

All electronic communications shall be conducted in:

1. An academic manner with a rigorous attempt to seek and convey truthful statements.
2. A professional manner, focusing in a respectful way on issues and matters related to the College.
3. A collegial manner, to promote a hostile-free work environment including freedom from defamation, libel, intimidation, or harassment.

IV. Glossary

For purposes of this procedure, the following definitions apply:

- **Defamation:** Any intentional false communication, either written or spoken, that harms a person's reputation; decreases the respect, regard or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.
- **Libel:** Distributed material meeting three conditions: The material is defamatory either on its face or indirectly; the defamatory statement is about someone who is identifiable to one or more persons; and the material must be distributed to someone other than the offended party.
- **Intimidation:** The act of making others do what one wants through fear.
- **Harassment:** Creating an environment that interferes with another employee’s ability to perform his or her official responsibilities.
- **Network behavior:** The manner in which a student or employee uses the EPCC network. Users should consume network capacity with respect for the needs of others. Information Technology reviews network traffic for the purposes listed below. When reviewing network behavior for indications of abuse of the resource, network administrators are required to treat the contents of electronic packets as private and confidential. Any inspection and subsequent action will be governed by all applicable federal and state statutes and by EPCC policies and procedures.

1. Enforcing policies against unlawful discrimination, defamation, harassment and threats to the safety of others.
2. Protecting against, or limiting, damage to College information technology resources.
3. Complying with a request for public information under the Texas Public Information Act, Tex. Code 552.001 *et seq.*, or complying with a court order, subpoena or a legally enforceable discovery request.
4. Investing and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law.
5. Safeguarding the integrity of computers, networks, software and data.
6. Preserving information and data.
7. Upgrading or maintaining information technology resources.
8. Protecting the College or its employees and representatives against liability or other potentially adverse consequences.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.42 Computer Hardware Specifications

APPROVED: July 18, 2005
Year of last review: 2018

REVISED:

AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of Network Systems

OBJECTIVE: To establish guidelines for the purchasing of computer hardware by the District from authorized contracted sources utilizing the competitive solicitation.

PROCEDURE:

- I. The following guidelines for standards are based on the current technology available combined with the current needs of the end-user. The primary considerations for each configuration (desktop, printing, portable computing) are:
 - A. District computer hardware must be standardized to the departmental level and compatible for all administrative and educational systems. Any deviation must be justified to ITC.
 - B. Ease of connectivity to the College Network.
 - C. Consistent performance of integrated components in our network environment.
 - D. Industry leader with an established track record in manufacturing, sales, and service.
 - E. Successful in-house experience with the chosen product and configuration.
 - F. The machine has a minimum campus lifetime of three (3) years.
 - G. All hardware on peripherals must be compatible with adaptive technology.
- II. Certain College departments or disciplines require specialized hardware or peripherals due to the nature of their specific functions or instructional needs. All hardware or peripherals must be compatible with adaptive technology. These areas will determine their own specifications and standards for the equipment they need.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.50 Accessing Groups via Campus Pipeline

APPROVED: July 18, 2005 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To describe the creation and management of the Groups service provided by Campus Pipeline.

PROCEDURE:

I. General Provisions

- A. **Definitions:** The Groups application of Campus Pipeline, available via the College Internet site, gives students, faculty* or employees the ability to create and manage group homepages for clubs or other affiliates and interests. Forms on the Internet site guide the user of the service. To solicit membership, each group will have two homepages: a guest view and a member view. The guest view provides general information about the group and an option for non-members to join. The member view provides the ability to:

- Read articles that have been posted by the group and submit articles for posting.
- Access links to other Internet resources that the group deems appropriate and submit potential links.
- View photos posted by the group and submit photos for posting.
- View information about and e-mail other group members.
- Access a group chat room, message board, and an online calendar.
- Post your own personal homepage link for group members to access.

Groups fall into two categories: public and restricted. Public groups are open for anyone to join. Restricted groups are subject to certain conditions. For example, to access a group homepage for a club, you must first be accepted as a member of that club.

II. Process

- A. Public groups that are of general interest to students and faculty must, and will normally, be approved. Group application forms are available from the Information Technology Help Desk. A **Group Access Form** is attached to this procedure.
- B. Requirements for the formation of a group
1. All groups must have College sponsorship.
 2. Student groups that are not currently sanctioned student organizations should apply through the Student Government Association.
 3. Groups shall not promote activities that are illegal or that violate the rights of others.
- C. Approval of the formation of a group
1. Groups must be approved by the Vice President of the department associated with the group.
 2. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader (the person who receives permission to create a group) has obtained permission through the appropriate administrative channels.

* Note: The word "faculty" denotes instructors, counselors and librarians.

D. Group etiquette

1. Public groups are open to all students, faculty and employees; group leaders have the right to ban users for inappropriate behavior.
2. Complaints should be taken to the Vice President who approved the group.
3. Group members shall conduct themselves in a professional and respectful manner when publishing content on the group web site.
4. Members shall agree not to publish (type in) content that is illegal or offensive to other group members and shall agree to share their user names and e-mail addresses with other members of this group.
5. Members shall not use group web sites for the publication or distribution of copyrighted materials or licensed software.

E. Inactivation of a group: Groups may be inactivated, if it is deemed necessary, by the Vice President who approved the formation of the group.



EL PASO COMMUNITY COLLEGE GROUP ACCESS FORM

This form must be approved by your Vice President. The information in this form is confidential. All information in this form is required. Incomplete forms will be returned to the end user.

Date Submitted _____

Last Name _____

First Name _____ Phone Number _____

E-Mail Address in full _____

Department _____ Campus _____

Group Name _____

Justification (Academic area or subject matter to be discussed):

Group Leader's (Sponsor's) Signature Student groups must have a Faculty or Employee sponsor (Advisor) before approval.

Supervisor's Signature

Vice President's Signature of Approval

Disposition of this form by the group leader:

- Please send the completed form to the Information Technology Department in a sealed envelope.
- An e-mail will be sent to the end user with instructions once the account is ready.
- If this form is being submitted by a student, it must be first processed through the Student Government Association Advisor for approval.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.54 Acceptable Use of Information Technology Resources

APPROVED: July 18, 2005 **REVISED:** May 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/CIO

Designated Contact: Vice President of Information Technology/CIO

OBJECTIVE: To establish the requirements for the use of all technology, computing, and network resources at El Paso Community College (EPCC).

PROCEDURE:

I. Access to Information Technology Resources

- A. A user is defined as anyone who uses EPCC technology or technology on behalf of EPCC, whether it is used locally or remotely, including, but not limited to, all EPCC faculty, staff, students, visitors, contractors, consultants, and anyone who connects to or uses EPCC systems or networks (users). All users are required and presumed to know and comply with all applicable laws, policies, and rules governing the use of EPCC technology.
- B. EPCC technology includes all College-owned, licensed, or managed hardware, including, without limitation, servers, desktop computers, laptop computers, tablet devices, mobile phones or other mobile web-enabled devices, telephones, and facsimile machines, software, data files, network drives, communications systems, and any data transferred through the College's physical or wireless network, regardless of ownership or affiliation.
- C. EPCC technology also includes any and all technology administered or developed by anyone employed by or representing the College, including all applications, data, and services (e.g., web sites and software developed for or representing EPCC and its constituents).

II. Acceptable Use Requirements

- A. Users may only utilize and/or access EPCC technology for which they have the proper authorization.
- B. Users will make every effort to protect their login name and passwords and to otherwise secure EPCC technology against unauthorized access, including enabling and utilizing security features on all computers, mobile phones, tablets, and other devices.
- C. Users may not use or attempt to gain access to another user's EPCC technology or attempt to obtain another user's credentials.
- D. Each user is personally responsible for the appropriate use of all EPCC technology assigned to the user or to which the user has authorized access.
- E. Users will be accountable for any misuse or unauthorized access of the EPCC technology assigned to them. Users may not enable unauthorized persons to access the EPCC network by using an EPCC computer or a personal computer that is connected to the EPCC network. Any such misuse or unauthorized access may result in disciplinary action for the user.
- F. Users are expected to comply with all contractual and licensing agreements respecting certain third-party resources by which EPCC is bound.
- G. Users must comply with any additional requirements, policies, or guidelines established for specific EPCC technology to which the user has been granted access. When additional requirements, policies, and

guidelines are more restrictive than this procedure, the more restrictive requirements, policies, or guidelines will take precedence.

- H. Users must not install or use EPCC technology in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software, or hardware components of a system.
- I. If an EPCC user uses a personally owned device to access EPCC technology or conduct EPCC business, he or she shall abide by this procedure and all other applicable EPCC policies and administrative procedures. Users should be aware that any use of a personally owned device may subject the contents of that device and any communications sent or received on it to disclosure pursuant to a lawful subpoena or open records request.
- J. In addition to the above mentioned general requirements, the following specific uses of EPCC technology are clearly prohibited:
 - 1. Use of a non-EPCC-issued email service or online storage service for conducting EPCC business unless use of the non-EPCC service has been expressly authorized in writing by EPCC's Vice President Information Technology or his or her designee;
 - 2. Sharing one's assigned online services account information, passwords, or other information used for identification and authorization purposes;
 - 3. Developing or establishing Internet technologies and services that serve or represent EPCC without proper authorization or in violation of other EPCC policies and regulatory requirements;
 - 4. Accessing, posting, displaying, transmitting, or otherwise using material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive;
 - 5. Disclosing or in any way causing to be disclosed confidential or sensitive College, employee, or student information;
 - 6. Engaging in personal commercial or other for-profit activities;
 - 7. Using EPCC technology for personal political activity or to engage in political lobbying on behalf of EPCC;
 - 8. Infringing on copyright, license, trademark, patent, or other intellectual property rights;
 - 9. Intentionally disrupting or harming EPCC technology or other College operations, including, without limitation, destroying College equipment, placing a virus on College computers, adding or removing a computer program without authorization, changing settings on shared computers without authorization, or removing data from EPCC technology without authorization;
 - 10. Installing or using unauthorized software on EPCC technology;
 - 11. Storing EPCC records in any form in an unsecured or unapproved location, or on an unsecured or unapproved system;
 - 12. Violating any EPCC Board policy or administrative procedure;
 - 13. Gaining unauthorized access to the data files or equipment of others, accessing electronic resources by using another person's name or electronic identification, or sending anonymous electronic communications;
 - 14. Engaging or promoting in any activity that is illegal under local, state, federal or international law while utilizing EPCC owned technology resources;
 - 15. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted movies, and the installation of any copyrighted software for which the end user does not

have an active license is strictly prohibited;

16. Accessing data, a server or an account for any purpose other than conducting EPCC business, even if you have authorized access, is prohibited;
17. Circumventing user authentication or security, including, but not limited to, any host, network or account.
18. Users may not attempt to bypass computer or network security mechanisms, including the EPCC Network, without the prior express permission by Information Technology. Possession of tools that bypass security or probe security, or of files that may be used as input or output for such tools, shall be considered as the equivalent to such an attempt. The unauthorized scanning of the EPCC Network is prohibited.

III. Privacy and Monitoring

- A. While the College recognizes the importance of privacy in an institution of higher learning and will endeavor to honor that ideal, users should have no expectation of privacy in any information stored on or sent through EPCC technology or personal devices connected to EPCC technology, except as required by law. Users should note that electronically stored information of any kind may be discoverable in a legal action or accessed and reviewed during the course of an EPCC administrative investigation.
- B. All EPCC technology including, but not limited to, equipment, and the work, data, and other material stored on it in any form is subject to review, monitoring, blocking, or removal by EPCC, as well as other maintenance and protective actions, such as logging, deleting, encrypting or decrypting, threat analysis, performance analysis, backup, and troubleshooting. All such actions are within the authority of EPCC's administration.
- C. Authorized users must not violate the privacy of other users. Technical ability to access unauthorized resources or others' accounts does not by itself imply authorization to do so, and it is a violation of this policy to access others' accounts unless authorized to do so for a legitimate business purpose.

IV. Record Retention and Destruction

- A. Any electronically stored information generated or received by an EPCC employee which constitutes an EPCC or EPCC-student record shall be classified, retained, and destroyed in accordance with College Procedures 7.08.02.26, *Retention Schedule for Student Educational Records* and 2.01.11.10, *Records Management* which address the retention of College or student records. In addition, all EPCC records must be maintained in an approved repository within the College's jurisdiction.
- B. Storing EPCC and EPCC-student records in any medium on unsecured or unapproved systems is a violation of EPCC policy as defined in College Procedures 7.08.02.26, *Retention Schedule for Student Educational Records* and 2.01.11.10, *Records Management*.

V. Data Security and Classification

It is the responsibility of the applicable data custodian to evaluate and classify data for which he/she is responsible according to the classification system adopted by the College.

VI. Reporting Violations

- A. Any person who violates this procedure is subject to disciplinary action, to include removal of computer or technology resources access.
- B. Any person reporting a violation of this procedure shall contact the appropriate supervisory personnel, who will advise the Vice President, Information Technology/CIO. The Vice President, Information Technology/CIO will inform the College police department as deemed necessary.

VII. Disciplinary Action

Disciplinary action related to violations of this procedure shall be taken in accordance with existing College disciplinary policies and procedures. Disciplinary action could include removal of computer technology resource

access and/or any of the following:

- A. For Employees: Unauthorized use or abuse of EPCC technology by EPCC employees may result in disciplinary action.
- B. For Students: Use of EPCC technology is subject to the Student Code of Conduct. Unauthorized use or abuse of EPCC technology by EPCC students may result in disciplinary action.
- C. For All Users: The misuse or abuse of EPCC technology may also violate state or federal law and may result in additional civil or criminal liability and/or penalties.

VIII. Legal Standards

All users of EPCC technology are expected to abide by all Federal and State laws and regulations. The following list of relevant statutes is used for illustrative purposes, and is not intended to be a comprehensive guide to Federal and/or State law:

- A. FERPA (Family Educational Rights and Privacy Act): regulates the confidentiality of student records.
- B. GLBA (Graham Leach Bliley Act): regulates the confidentiality of financial information.
- C. HIPAA (Health Insurance Portability and Accountability Act): regulates the security and privacy of health information.
- D. PCI DSS (Payment Card Industry Data Security Standard): regulates the confidentiality of credit card information.
- E. DMCA 1998 (Digital Millennium Copyright Act): regulates the protection of intellectual property.
- F. USC Title 18 §1030 (United States Code: Fraud and related activity in connection with computers)
- G. Texas Government Code CHAPTER 552. PUBLIC INFORMATION
- H. Texas Administrative Code (TAC) Chapter 202.Subchapter C. Information Security Standards for Institutions of Higher Education.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.58 Information Security

APPROVED: July 18, 2005 **REVISED:** January 22, 2010
Year of last review: 2018

AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Chief Information Security Officer

OBJECTIVE: To guide students, faculty* and staff in providing information security protection to El Paso Community College Information Resources. All computer systems, networks, network connections, hardware and software are the property of El Paso Community College.

I. General

Information Resources are: Any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network-attached and computer-controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, included are the procedures, equipment, facilities, software and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

II. Process

A. Purpose

1. Ensure that El Paso Community College (EPCC) complies with state and federal laws and regulations regarding the use of and security of Information Resources.
2. Establish prudent and reasonable practices for the protection and security of information resources.
3. Educate employees, students, and others who may use information resources about the responsibilities associated with such use.
4. Protect automated information resources against accidental or unauthorized disclosure, contamination, modification or destruction, as well as to ensure the security, reliability, integrity and availability of information.

It is the policy of El Paso Community College to protect all data and information resources in accordance with the Texas Department of Information Resources (DIR) *Information Security Standards for Institutions of Higher Education* published in the *Texas Administrative Code*, 1 TAC 202.70-78.

B. Use of Information Technology Resources

1. Access to College information resources must be controlled and managed. EPCC policy requires that College-owned information resources be used only for official EPCC purposes except that incidental personal use of computer resources by employees is permitted, subject to review and reasonable restrictions by the employee's supervisor; adherence to applicable EPCC policies and state and federal law; and as long as such usage does not interfere with the employee's accomplishment of his or her job duties and does not result in any additional costs to the College.
2. Information which is sensitive or confidential must be protected from unauthorized access or modification.

* Note: The word "faculty" denotes instructors, counselors and librarians.

3. Data which are essential to critical EPCC functions must be protected from loss, contamination, or destruction.
4. Risks to information resources must be managed. The expense of security safeguards must be appropriate to the value of the assets being protected, considering value to both the College and potential intruder.
5. The integrity of data, its source, its destination, and processes applied to it are critical to its value.
6. In the event a disaster or catastrophe disables information processing and related telecommunication functions, the ability to continue critical EPCC services must be assured.
7. Security needs must be considered and addressed in all phases of development or acquisition of new information processing systems.
8. Security awareness of employees must be continually emphasized and reinforced at all levels of management. All individuals must be accountable for their actions relating to information resources.
9. The EPCC Information Security Program must be responsive and adaptable to changing vulnerabilities and technologies affecting information resources.
10. The College must ensure adequate separation of functions for tasks that are susceptible to fraudulent or other unauthorized activity.

C. Responsibilities for Information Resource Security

Various categories of persons have responsibilities for the security of data, software, hardware and other information resources at EPCC.

1. Information security function. *Texas Administrative Code* (1 TAC 202.70-78) requires that each state agency head institute an information security function to administer the agency information security program. The El Paso Community College President has designated the Chief Information Officer's Information Security Manager to be responsible for coordinating the College's information security function. The information security function is charged with these tasks:
 - a. Cultivate, review, and interpret new sources of information on current and emerging laws, rules, regulations, and industry practice in relation to information technology security. Liaison with state and federal authorities requiring information and reports on security incidents to include campus police, Federal Bureau of Investigation, and other law enforcement agencies.
 - b. Review and understand the District's information technology infrastructure. Work with information technology infrastructure owners, and under the authority of the Chief Information Officer, implement and maintain the information technology security program. Research applicable hardware and software.
 - c. Design, implement, and monitor cost-effective security programs for the overall security and integrity of the District's electronic information, information systems, and information networks. Establish a reporting process to ensure that management is kept apprised of the effectiveness of information technology security and problem resolution.
 - d. Design, implement, and provide training policies, standards, guidelines, and security monitoring processes in relation to general control, security programs, privacy regulations, and development and operation of the District's technology infrastructure.
 - e. Prepare a District-wide information technology security plan to ensure compliance with Federal and Texas State Department of Information Resources (DIR) regulations.

- f. Recommend policies and establish procedures and practices, in cooperation with owners and custodians, necessary to ensure the security of information assets against unauthorized or accidental modification, destruction or disclosure.
 - g. Report, at least biennially, to the President or his/her designated representative on the effectiveness of information resources security controls.
2. Owner of an Information Resource – A person responsible for a business function and for determining controls and access to information resources supporting that business function. Owners are responsible for and authorized to approve access and to formally assign custody of an information asset, judge the asset’s value, specify data control requirements and convey them to users and custodians, and ensure compliance with applicable controls. College owners will, typically, be EPCC administrators.
 3. Custodian of an Information Resource – The person responsible for implementing owner-defined controls and access to an information resource. Custodians also provide physical and procedural safeguards for information resources, assist owners in evaluating the cost-effectiveness of controls and monitoring, and implement monitoring techniques and procedures for detecting, reporting and investigating breaches in information security. Because custodians, by virtue of their system responsibilities, have access to information resources that are generally outside the scope of their positions, they also have additional ethical and procedural responsibilities, shown in the *System Administrator Code of Ethics* in section C.4, below. College custodians, typically, will have database management and server administration responsibilities.
 4. User of an Information Resource – An individual or automated application authorized to access an information resource in accordance with the owner-defined controls and access rules. Users of information resources have the following responsibilities:
 - a. Individuals authorized to use College computing resources are prohibited from attempting to violate the security of other computer users on any system accessible via the College computer network. The violation or attempted violation of system security is grounds for revocation of computer access privileges, suspension or discharge of employees, suspension or expulsion of students and prosecution under one or more of the following laws or policies:
 1. *Texas Computer Crimes Statute* (Section 1, Title 7, Chapter 33 of the *Texas Penal Code*);
 2. *Federal Copyright Law*, Title 17, Section 117;
 3. *Family Educational Rights and Privacy Act* of 1974 (FERPA);
 4. *Texas Public Information Act*; and
 5. EPCC College procedure 2.05.01.30: *Computer System Security*.
 - b. Individuals are responsible for the security of any computer account issued to them and will be held accountable for any activity that takes place in their accounts. Any discovered violation or attempted violation of system security must be reported immediately to the Information Security Manager.
 - c. Each EPCC faculty and staff member (including student staff) who has access to the College’s central computer systems or any terminal or workstation device connected to the College computer network is responsible for using only those resources and materials required to fulfill his or her job functions. Moreover, such use must be appropriate and consistent with those job functions and must not violate or compromise the privacy or security of any data and/or systems accessible via the College computer network. Users will formally acknowledge that they will comply with the College security policies and procedures.
 - d. Users must follow recommended security procedures for machines under their control, including, but not limited to, the use of scanning software for malicious software and application of software and operating systems updates, and will be held accountable for any activity that takes place on those machines.

- e. Users are responsible for ensuring that backup copies of essential data and software used on personal computers under their control are made frequently enough to prevent unacceptable loss of such data and software.
- f. Each person having access to an administrative database is responsible for ensuring the privacy and security of any information accessible to him/her in the normal course of his/her work.
- g. Each person is responsible for the security of any terminal or workstation device accessible to him/her in the normal course of his/her work.

D. System Administrator Code of Ethics

- 1. Certain designated persons are given broader access to the resources of computer systems because their job responsibilities require such access. Typically, such persons are responsible for providing administrative services on the designated computer(s), services such as system maintenance, data management, and user support. The term “broader access” covers a range from wider access than given to an ordinary system user, up to and including complete access to all resources on the computer system. Persons with the broadest (complete) access are sometimes called “superusers.”
- 2. This code of ethics applies to all persons given broader-than-normal access to any resources on EPCC multi-user computer systems. It also applies to persons who authorize such access. The points contained in this code are considered additions to the responsibilities acknowledged by all ordinary computer users and by the authorizers of computer privileges.

Responsibilities of Privileged Access Users

Superusers (individuals with full access to files) and all other persons given broader-than-normal access privileges on EPCC computer systems agree:

- 1. Not to “browse” through the computer information of system users while using the powers of privileged access unless such browsing: is a specific part of their job description (e.g. a corporate computer auditor); is required during file system repair, management, or restoration; is necessary to investigate suspicious or system-impairing behavior or possible violations of EPCC policy; or is specifically requested by, or has the approval of, the person who authorized their privileged access. Browsing should never be done unless it is in the best interest of EPCC.
- 2. Not to disclose, to any unauthorized person, computer information observed while operating with privileged access.
- 3. Not to copy any computer information for any purpose other than those authorized under their defined job responsibilities or pursuant to an authorized investigation or review.
- 4. Not to intentionally or recklessly damage or destroy any EPCC computing resources.
- 5. Not to accept favors or gifts from any user or other person potentially interested in gaining access to EPCC computer systems.
- 6. Not to do any special favors for any user, member of management, friend, or any other person regarding access to EPCC computers. Such a favor would be anything that circumvents prevailing security protections or standards.
- 7. Not to tell or disclose to any unauthorized person the information required to gain privileged access, or to engage in careless practices that would reveal that information to unauthorized persons.
- 8. Not to attempt to gain or use privileged access outside of assigned responsibility (e.g., on other machines) or beyond the time when such access is no longer required in assigned job functions.
- 9. Not to change or develop any computer software in a way that would disclose computer information to persons not authorized to have it, or make it possible to retain any special access privilege once that authorized privilege has been terminated by management.

10. Not to make arrangements on computer system(s) under their charge that will impair the security of other systems. In order to comply with this restriction, a system administrator setting up authorized networking connections should make use of available controls and protections as fully as reasonably possible.

Furthermore, superusers and all other persons given broader-than-normal access privileges on EPCC computer systems agree that they will:

1. Report all suspicious requests, incidents, and situations regarding an EPCC computer to an appropriate member of local management, the Chief Information Officer, the Information Security Office, the IT Help Desk or EPCC Police. Use the Incident Reporting Form whenever possible.
2. Use all available software protections to safeguard computer system(s) under their charge from unauthorized access by any person or another computer.
3. Take steps to the best of their ability to comply with all computer security standards and policies in force at EPCC and furthermore, advise management and/or designated computer security representatives at EPCC of deficiencies in these standards.
4. Conduct themselves in a manner that will foster security awareness and understanding among users.

Responsibilities of Management

Management should restrict the number of persons granted privileged access to a minimal practicable number. Management should tell the person who is responsible for overall administration of a system the names of all other persons who have been granted privileged access and what functions those persons have been assigned. Persons who are to be given privileged access to EPCC computer system should be selected (or approved) by the Administrator of the department that owns or manages the operation of the computer system or by another member of management to whom this responsibility has been delegated.

E. Risk Analysis Procedure

Risk analysis is the vehicle for systematically evaluating the vulnerabilities of an information system and its data to the threats facing it in its environment; it is an essential part of any security and risk management program. Although absolute security against all threats is unachievable, risk analysis provides a framework for weighing losses which may be expected to occur in the absence of an effective security control against the costs of implementing such a control. Risk management is intended to ensure that reasonable steps have been taken to prevent situations that can interfere with accomplishing the EPCC mission. To that end, the following measures shall be taken:

1. An internal audit of the information security function shall be performed periodically, based on risk assessment, as directed by the Chief Information Officer acting on delegated authority for risk management decisions.
2. Owners of information resources shall periodically complete and/or commission a risk analysis of all information resources in their custody. The degree of risk acceptance (i.e. the exposure remaining after implementing appropriate protective measures, if any) must be identified and documented.
3. The Chief Information Officer shall biennially (per *Texas Administrative Code* 1 TAC 202.70-78) complete and/or commission a risk analysis of information resources considered essential to the College's critical mission and functions. He or she shall also prepare, commission, and maintain a written and cost-effective Disaster Recovery Plan that provides for the prompt and effective continuation of critical College missions in the event of a disaster. The Disaster Recovery Plan will be tested and updated periodically to assure that it is valid and remains current.

F. Human Resources Practices

1. People are the most important components of an information security program. People also represent the greatest threats to information security; therefore, maintaining employee awareness and motivation is an integral part of the security program. Managers are responsible for taking all measures necessary to ensure that departmental staff maintain an appropriate level of confidentiality

of information retrieved from College information sources. Examples of such information include personnel and payroll records, transcript and grade records, financial aid information, and other sensitive data. Use of such information for unauthorized purposes is prohibited; as is access to such information in any form whatsoever by unauthorized individuals.

2. The College's Information Security Office maintains an Information Security Handbook that details specific steps that should be taken to protect information resources at EPCC. A series of Information Security Standards defines operating practices for all pertinent Information Security subjects. The use of College information resources implies that the user has knowledge of, and agrees to comply with, the processes and practices contained and referenced in the handbook and standards. Managers are responsible for ensuring that all faculty, staff, and student members of their respective departments, including part-time or temporary employees, read and agree to the policies and procedures as outlined in this procedure, in the Information Security Handbook and in the Information Security Standards.
3. The Technology Resource Center shall provide literature and/or training to emphasize security awareness and the importance of individual responsibility with respect to information security. Supervisors must continually reinforce the value of security consciousness in all employees whose duties bring them into contact with confidential or sensitive information resources.
4. Supervisors are responsible for ensuring that access privileges are revoked or modified as appropriate for any employee in their charge who is terminating, transferring, and/or changing duties. Supervisors should provide notification to the appropriate custodian of an information resource whenever an employee's access privileges should be revoked or changed as a result of the employee's change in status. The custodian of each information resource shall establish procedures to ensure that all security privileges associated with an employee's job function are revoked once it is known that the employee has ceased employment with the College. The separating employee shall cease to have any further access to confidential and sensitive information via College computing resources.

G. Physical Security Procedures

Without physical control over the access to information resources, there can be no security from unauthorized use of those resources because malicious or inexperienced persons could obtain access to the operating system of servers and/or desktop machines and thereby view, copy, delete, or otherwise cause harm to the files on the system. Therefore, the following procedures are critical to protecting the College's information resources:

1. All College information processing areas must be protected by physical controls appropriate for the size and complexity of the operations and the criticality or sensitivity of the systems operated at those locations.
2. Managers shall conduct reviews of physical security measures annually, as well as whenever facilities or security procedures are significantly modified.
3. Physical access to centrally administered computer facilities is restricted to individuals having prior authorization from Information Technology. Authorized visitors shall be supervised.
4. The responsibility for securing departmentally administered computer facilities and/or equipment from unauthorized physical access and/or improper use rests with the manager responsible for the facility and/or equipment.
5. Information resources shall be protected from environmental hazards. Designated employees shall be trained to monitor environmental control procedures and equipment and shall be trained in appropriate responses in case of emergencies or equipment problems. Emergency procedures shall be developed and regularly tested.
6. No terminal or workstation logged in to a current job session capable of accessing confidential or sensitive information shall be left unattended unless appropriate measures, such as password protected keyboard locking, have been taken to prevent unauthorized use. The owner of the logged-in account is responsible for any activity that occurs during a job session logged-in under that account.

7. Data and software essential to the continued operation of critical College functions will be backed up. The security controls over the backup resources will be as stringent as the protection required of the primary resources. Backup of data and software stored on centrally administered computer systems is the responsibility of Information Technology. Departments administering networks are responsible for establishing regular schedules for making backup copies of all mission-critical data and software resident on their networks and for ensuring that the backups are stored in a safe location.

H. **Information Safeguards**

1. Information Technology will purchase and maintain virus protection software for use on all College-owned or operated computers.
2. Each College department shall, as part of its contingency plan, provide for an alternate means of accomplishing its program objectives in case the system or its communication network becomes unavailable. Alternative procedures shall be established that enable College personnel to continue critical day-to-day operations in spite of the loss of the communication network.
3. When confidential or sensitive information from another College or state agency is received by EPCC in connection with the transaction of official business, EPCC shall maintain the confidentiality or sensitivity of the information in accordance with the conditions imposed by the providing agency or college.
4. Except for public users of systems where such access is authorized, or for situations where risk analysis demonstrates no need for individual accountability of users, each user of multiple-user automated systems shall be assigned a unique personal identifier or user identification. User identification shall be authenticated before the system may grant that user access to automated information.
5. Mission-critical College systems which use passwords for authentication shall conform to the federal standard on password usage contained in the *Federal Information Processing Standard Publication 112* (FIPS PUB 112), which specifies minimum criteria and provides guidance for selecting additional password security criteria when appropriate.
6. Appropriate audit trails shall be maintained to provide accountability for changes to confidential or sensitive information, software and automated security or access rules.
7. Encryption techniques for storage and transmission of information shall be used based on documented security risk management decisions.
8. Test functions shall be kept either physically or logically separate from productions functions. Copies of production data shall not be used for testing unless all personnel involved in testing are authorized access to the production data.
9. Appropriate information security and audit controls shall be incorporated into new systems. Each phase of systems acquisition shall incorporate corresponding development or assurances of security controls.
10. Public access systems must authenticate the identity of any individual retrieving, creating, and/or updating sensitive or confidential information about themselves.
11. Public access systems must have security procedures in place to protect the privacy and confidentiality of individuals who access those systems, in accordance with federal and state laws.
12. Any individual who connects a machine to the campus network is responsible for maintaining security on that machine system (including password security) and for performing appropriate security updates so as to prevent security breaches to the campus network.
13. The custodian of an information resource must take steps where possible, such as using an encryption system, to ensure that passwords cannot be obtained by interception of data communications transmissions or access to a storage device.

14. Network access to an application containing confidential or sensitive data, and data sharing between applications, shall be as authorized by the application custodians and shall require authentication of any user of the application.

I. **Security Breaches**

Breaches to information resource security controls shall be investigated promptly by the owner of the information system, assisted by the Information Security Manager if such assistance is requested. If criminal action is suspected, the owner or investigating agency must contact the EPCC Police Department, who shall investigate and take appropriate legal action. Violations of policy shall be reported to a faculty or staff member's supervisor or, if the violation is by a student, to the Dean of Students.

J. **Sanctions**

1. Machines on the campus data communications network will be disconnected if they are deemed by the Information Security Manager to be dangerous to the remainder of campus or to the Internet in general.
2. Penalties for violation of this procedure range from loss of computer resource usage privileges to dismissal from the College, prosecution, and/or civil action. Each case will be determined separately on its merits and in accordance with existing College disciplinary policies and procedures. Referrals for adverse action will be made through the Vice President for Information Technology/Chief Information Officer.
3. If the offender is a faculty member, the procedures to be followed are those specified in El Paso County Community College District Board Policy 3.38.01: *Dismissal or Suspension of Faculty*.
4. If the offender is a staff member, the procedures to be followed are those specified in El Paso County Community College District Board Policy 3.36.01: *Dismissal or Suspension of Contracted Administrative, Professional Support, and Classified Staff*.
5. If the offender is a student, the procedures to be followed are those specified in the *Code of Student Conduct*. If the student in violation of this procedure is also an employee of the College, sanctions may include termination of employment.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.66 Access Management: Employee Separations and Absences

APPROVED: January 10, 2006 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: This procedure protects the El Paso Community College’s (EPCC's) interests by establishing guidelines for ending or suspending an employee’s Information Resource (IR) accounts and ending their access to EPCC systems. The actions prescribed herein must occur when an employee’s work assignment is ending or has ended and a separation from EPCC is prescribed. Action to suspend an employee’s access must occur when the employee will be absent, except for a vacation, from the employee’s workplace for a period of more than two weeks.

It is important that the Information Technology (IT) Department knows when an employee who has access to classified or sensitive El Paso County Community College District information or personal, financial, or health information of students, faculty* and staff, is leaving EPCC or is away from their office for an extended period. Failure of the administrator of the department, area or program to notify Information Technology so that access to Information Resources can be suspended is a serious breach of Information Security. Every occurrence of this failure jeopardizes institutional and student financial, administrative and personal information, to include identities.

This procedure does not supersede or replace requirements to perform the requirements of the Notice of Employee Separation or the Employee Exit Clearance Forms (Proponent: Human Resources Department).

GENERAL:

I. Interpretation

Authority to interpret this procedure rests with the Chief Information Officer, who is the proponent. The authority to interpret is further delegated to the Director, Information Technology. Direct any questions to either of these officers.

II. Definitions

- A. **Administrator/supervisor:** The person in the channel of supervision that has budget authority for the area or program where the employee is assigned.
- B. **Separation:** When a full-time or part-time employee of EPCC ceases to be an active employee for any reason, including retirement, resignation, discharge, or dismissal.
- C. **Transfer/change of position:** When a full-time or part-time employee of EPCC ceases to be an employee for one unit within the College and is assigned to a position in another unit, either voluntarily or involuntarily.
- D. **Leave or Absence:** Being away from work for reasons of illness, sabbatical, professional development, or other reasons, but, for the purposes of this procedure, not including vacation.
- E. **Information Resources (IR):** The procedures, equipment, facilities, software and data which are designed, built, operated and maintained to collect, record, process, store, retrieve, display, and transmit information and the information, itself.

* Note: The word “faculty” denotes instructors, counselors and librarians.

III. Responsibilities

Supervisors have primary responsibility for adherence to this procedure by closely overseeing the process of:

- A. Employee separation
- B. Transfer of their employees to another work assignment within EPCC
- C. Monitoring employee absences, other than for vacations, greater than two weeks duration

Supervisors are responsible for ensuring that the IT Help Desk is notified of a separation (A, above) or a transfer to another assignment (B, above) because it involves the withdrawal of the justification that allowed an employee's access to Information Resources. IT Help Desk notification of the employee's last work day is due as soon as possible after the supervisor becomes aware of an employee who is going to be absent from their place of work, except for a vacation, for a period in excess of two weeks (C, above). This notification is required at the beginning of the leave period or, as in the case of prolonged illness or hospitalization, as soon as known and once again at the employee's return to duty so access can be reinstated.

The information required by the IT Help Desk is listed in Section V. B.

Information Technology is responsible for ensuring that the separating employee's access to all EPCC technical accounts and data is ended in accordance with this procedure. Information Technology is responsible for ensuring that access to technical accounts and data by the employee going on extended leave or moving within the College has been suspended. The IT Help Desk will generate a work order in their job tracking database based on the supervisor's request. The IT Help Desk will then notify the appropriate System Administrators and offices based on the procedure described below (Section V.).

IV. Sanctions

Sanctions against those who ignore this procedure will be commensurate with the severity and/or frequency of the offense.

V. Procedure

- A. This procedure applies to every employee of all categories of employment at EPCC. This procedure will be exercised by the administrator/supervisor who is losing the employee because his/her work assignment is ending, they will be losing the services of an employee during a two week or longer absence, or the employee is moving to another position within the College.
- B. When an employee is separated or begins a period of extended absence from his/her workplace for any reason other than a vacation, the supervisor will immediately inform the IT Help Desk, ITHelpDesk@epcc.edu or telephone 831-6440. The following items of information will be provided:
 - 1. Administrator's/Supervisor's name
 - 2. Department name
 - 3. Employee's name
 - 4. Employee's EPCC-ID
 - 5. Action to record for this employee: Separation from EPCC; extended leave; movement to another office.
 - 6. Termination date for those separating
 - 7. Last day of work for those going to "Leave" status or moving
 - 8. If moving to a new EPCC department, state the department of assignment
 - 9. Telephone number of the caller to provide for verification of this transaction
- C. The Help Desk will, based on a check list, via electronic mail, advise all IT system administrators of the pending separation or absence of the employee by communicating the items of information, above. The systems the IT Help Desk will notify include:
 - 1. Operations (Separations and Transfers)
 - 2. Banner System Administration (Separations, Transfers and Absences)
 - 3. EPCC Directory Services (Separations, Transfers and Absences)
 - 4. EPCC E-mail Services (Separations and Transfers)
 - 5. EPCC Telecommunications (Separations and Transfers)

6. Student E-Mail System (Separations only)
 7. WebCT System Administration (Separations only)
 8. Library Technical Services OPAC Server Administration (Separations only)
- D. When an employee transfers from one unit to another within EPCC, the employee's former supervisor is responsible for the notice required by this procedure.
1. The employee's former supervisor will ensure that the employee's Banner access and network logins are terminated or suspended, as appropriate.
 2. Should the employee need access in a new EPCC position, the former supervisor should request the employee account be suspended. Future access will be based on a request and justification by the new supervisor. The employee's new supervisor is responsible for requesting new, renewed or expanded access based on the employee's new job requirements. The employee's new administrator/supervisor must submit an IT Help Desk Work Order for network access and complete and forward the Banner System Account Request for Banner access to Information Technology Operations.
 3. All desktop computers on which the employee had user accounts must have another account with administrative rights available or created. The leaving employees' account can then be removed on their last productive day. Submit a work order request to the IT Help Desk, if necessary.
 4. When an employee is placed on administrative leave, all access to College systems must be terminated immediately. The Executive Director of Human Resources will contact the Chief Information Office or the Director, Information Technology to advise them of the need for immediate termination of access to all systems. A follow-up e-mail message by the Executive Director of Human Resources will be necessary to document the action.
- E. Exception: Part-time faculty - The procedure, above, is modified for part-time faculty members, who are under separate separation procedures because of the unique nature of part-time or adjunct faculty employment. For instance, because the vast majority of part-time faculty members for whom separations are submitted to the Human Resources Department have already agreed to return to their part-time assignment the following semester, their access will be suspended but not be ended until 120 days following the separation date. This will allow them to keep their e-mail access, course Web site, course WebCT account, etc., unless they are not returning the following semester. Campus deans are responsible for providing notification, at the end of the teaching assignment, of non-returning part-time faculty. They are also responsible for causing access to be ended should the part-time faculty member not have an active instructional assignment within the 120 day period.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.01.70 Social Media Sites

APPROVED: April 9, 2013 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Associate Vice President of External Relations, Communications & Development

Designated Contact: Marketing and Community Relations

OBJECTIVE: To enhance and protect personal, professional, institutional reputations when participating in social media, utilizing college equipment and internet usage. The purpose of this procedure is to manage the use of social media for the official business purposes of the College.

I. General

Social media is the use of web-based technology to communicate in an interactive manner; examples include Facebook, Twitter, YouTube and blogs. Both in professional and institutional roles, faculty* and staff need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

II. Procedure

DEFINITIONS

Social Media – Web-based technology used to communicate including:

- Blogs (web-based journals);
- Collaborative websites;
- Message Boards;
- Social networking sites (e.g. Facebook, Twitter);
- Podcasts (multimedia distributed over the Internet);
- Video Sharing (e.g., YouTube).

Section 1: Institutional Social Media and College Units:

1. Use of Facebook, Twitter, YouTube, social media accounts for official College purposes will be used to supplement traditional media relations and marketing efforts. Official social media sites will be maintained by the Marketing and Community Relations Department.
2. Before setting up any social media accounts to use for official business of the College, contact the Marketing and Community Relations Department for approval and guidance.
3. The EPCC logo and name must be used properly on College social media sites.
4. It is the responsibility of the administrator of a Social Media account to monitor the social media site; content must be current and accurate.
5. Posting on behalf of El Paso Community College is not a right; it can be rescinded at any time.
6. Be responsible for your posts and remember, what you post is a reflection upon El Paso Community College and you.

* Note: The word “faculty” denotes instructors, counselors and librarians.

7. **Protect Privacy: Protect confidential and proprietary information:** Do not post confidential or proprietary information about EPCC, students, employees, or alumni. Follow the applicable federal requirements, such as FERPA and HIPAA, as well as NJCAA regulations. Adhere to all applicable College privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
 - a. It is **never** permissible to share patient information under any circumstances. All FERPA and HIPAA rules apply to College social media outlets.
 - b. Refrain from sharing information about College students or College employees without attaining proper permission from them or the Marketing and Community Relations Department.
8. **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the College. Direct questions about fair use or copyrighted material to the Chief Information Officer. See [College Procedure 2.03.06.10 Intellectual Property](#) for further information.
9. **Compliance with all College Policies**
 Communications on social media sites for College purposes must comply with all applicable College Policies.
10. **Media Interaction**
 Social media may generate interest from the press (print, television, radio, online). If you are contacted in any way by a member of the media about an El Paso Community College related posting, please contact the Marketing and Community Relations Department at (915) 831-6531 before responding.
11. Do not use EPCC logos for endorsements or use on personal social media sites. EPCC's name shall not be used to promote a product, cause, political party or candidate.
12. College computers and time on the job are reserved for College-related business as approved by supervisors and in accordance with College Procedures. See [College Procedure 2.05.01.54 Acceptable Use of Information Technology Resources](#).
13. Obey the Terms of Service of any social media platform employed.
14. El Paso Community College has the right to amend this Policy at any time.
15. Violations of this Policy may lead to appropriate action by the College.

Section 2: Guidelines for EPCC Marketing & Community Relations posting on the official EPCC sites on your behalf:

1. EPCC Marketing and Community Relations will post items for any college organization on the official college page. EPCC Marketing and Community Relations will handle issues of copyright and privacy. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Marketing Department at (915) 831-6531.
2. Get the facts straight before composing a post on social media. Review content for grammatical and spelling errors. This is especially important if composing a post on behalf of the College in any capacity.
3. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person composing posts and/or the College and its institutional voice.
4. Social media is a public forum. There is no such thing as a private social media site. Be aware that a presence in the social media world is, or easily can be made, available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
5. Photographs posted on social media sites can easily be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property.

Images at that size are sufficient for viewing on the Web, but not suitable for printing. Remember that the policies of the College related to marketing and using College images apply online as well as in print.

Section 3: Guidelines for all social media sites, including personal sites:

If you are composing a post on behalf of an official College unit, such as a student club, the following must be adhered to in addition to all policies and best practices listed above.

1. Notify the EPCC Marketing and Community Relations Department: All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head of the department.
2. Acknowledge who you are, for example a student club. Do not use nicknames. If you are representing EPCC when posting on a social media platform, acknowledge this.
3. Have a plan. Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
4. Link back to the College: Whenever possible, link back to the EPCC Web site. Ideally, posts should be very brief; redirecting a visitor to content that resides within the EPCC Web environment. When linking to a news article about EPCC, check first to see whether you can link to a release on the EPCC web site instead of a publication or other media outlet.
5. Protect the institutional voice: Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. No individual EPCC unit should construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post -- names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the College as a whole.

Section 4: Posting on Personal Sites:

1. Employees are encouraged to share EPCC and events that are a matter of public record, with their family and friends. We advise linking straight to the information source as the most effective way to pass along news on personal sites.
2. On personal sites, identify your views as your own. If you identify yourself as an EPCC faculty or staff member online, it should be clear that the views expressed are not necessarily those of the College.
 - a. Do not use the EPCC logo on your personal site;
 - b. Do not use the EPCC or name to promote or endorse any product, cause or political party or candidate; and See [EPCC Procedure 2.04.01.26 Use of District Logo](#) for further information.
3. Make it clear that you are speaking for yourself and not on behalf of the College. A disclaimer, such as, The views, opinions, conclusions and other information expressed on this Facebook page, are my own and not given or endorsed by El Paso Community College, unless otherwise specified, should be entered into the basic information page of a College unit Facebook page and may be appropriate.

EPCC also has created a web page (<http://www.epcc.edu/marketing>) with advice and recommendations for posting to specific popular social media sites. Refer to this site for more information.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.05.01.74 Use of EPCC E-mail as Official Mode of Communication for Employees

APPROVED: January 10, 2014 REVISED: February 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Vice President of Information Technology/Chief Information Officer

OBJECTIVE: El Paso Community College (EPCC) is committed to using its resources efficiently. Electronic mail (EPCC e-mail) allows the College to distribute timely information to the District community with efficiency and economy.

DEFINITIONS:

Electronic Mail System: A computer software application that conveys electronic messages from one system to another.

Electronic Mail (E-mail): Any message, form, attachment, or other communication sent, received, or stored within an electronic mail system.

EPCC Employee E-mail Account: The official e-mail account is username@epcc.edu.

Official Communication: Communication that supports the academic or administrative needs of EPCC.

PROCEDURE:

I. Responsibilities:

- A. The Vice President of Information Technology/Chief Information Officer (CIO) is responsible for clarification, review and updating of this procedure.
- B. The Vice Presidents and the Associate Vice President of Employee Relations are responsible for the enforcement of this procedure for employees.

II. Official Mode of Communication

- A. This procedure establishes EPCC e-mail as EPCC's official means of communication to current employees and sets forth the responsibility which members of the EPCC community have regarding e-mail use. EPCC will use e-mail to conduct and notify employees of EPCC related business, District emergencies and general information of importance to the EPCC community.
- B. Official communications sent by EPCC are intended to meet the academic and administrative needs of the College District. EPCC will consider employees to have received correspondence sent to their official EPCC e-mail account. The provisions of College Procedure 2.05.01.34, *Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions*, apply to both students and employees.
- C. E-mail that resides on EPCC's electronic mail system and/or devices owned by EPCC are the property of EPCC. E-mail is a communication tool used to facilitate business and academic communications. The use of any EPCC resources for electronic mail must meet the academic and administrative needs of EPCC.

III. Employee E-mail

- A. EPCC will direct official communication to employees' official EPCC e-mail account.
- B. Employees are responsible for reading their EPCC e-mail on a regular basis and for recognizing that certain communications are time-sensitive. Employees will retain all responsibility associated with official communications.
- C. Communication via the EPCC employee e-mail system is subject to the same public information, privacy and records retention laws as other forms of communication.
- D. EPCC's employee e-mail system is considered a critical service. College Procedure 2.05.01.54, *Acceptable Use of Information Technology*, and College Procedure 2.05.01.30, *Computer System Security*, apply to the employee e-mail system.
- E. EPCC reserves the right to immediately deny use of employee e-mail when there is reason to believe that violations of the procedures in Section III.D, above, have occurred. In such cases, the alleged violation will be referred to the appropriate Vice President and the Associate Vice President for Employee Relations for further investigation and adjudication under EPCC's employee conduct procedures.
- F. EPCC will not be responsible, nor provide Information Technology department support services, for e-mail services other than those provided by EPCC.
 - 1. EPCC will not forward employee e-mail messages to another e-mail account. Redirecting EPCC e-mail by employees to outside accounts and sharing messages with third parties may negate the privacy protection rights and protections afforded to EPCC.
 - 2. If e-mail containing Personally Identifiable Information (PII) is inadvertently forwarded to a non-EPCC account, the employee will permanently delete such information in a timely manner. PII includes, but is not limited to, birthdate, Social Security Number, name and address.
- G. EPCC does not approve redirecting (or auto-forwarding) employee e-mail messages to a non-EPCC-mail account.
 - 1. Redirecting EPCC e-mail by employees to outside accounts and sharing messages with third parties may negate the privacy protection rights and protections afforded to EPCC.
 - 2. Redirecting e-mail creates a potential risk of sensitive information leaving EPCC in the form of a message text or attachment. Employees must not use features of their EPCC e-mail messages to automatically forward to a non-EPCC-e-mail account information which is in violation of College Procedure 2.05.01.54 *Acceptable Use of Information Technology Resources*.

IV. Email Professionalism

- A. EPCC employees should ensure the use of email reflects a positive image of the College.
- B. Backgrounds, fonts and other aesthetic elements on email should be ADA compliant, be professional and be clear to read.
- C. Employees should display a professional photograph for the directory and email correspondence. Professional photographs can be taken by contacting a photographer in the Office of Marketing and Community Relations. If an employee chooses to not display a photo, as an alternative the EPCC logo should be displayed.
- D. All email should have a signature line that includes the employee's name, title & department, office location and phone number. Guidelines for proper format will be posted on the Marketing website. Exceptions to this must be approved by the supervisor.
- E. Supervisors will ensure their reporting employees are maintaining email professionalism.

V. CONFIDENTIALITY AND SECURITY

- A. Official communication to registered students will only be sent to an official EPCC student email account.
- B. Faculty and staff must use only their official EPCC e-mail account for official e-mail correspondence. The use of an EPCC e-mail account is required to meet the academic and administrative needs of EPCC.
- C. All EPCC e-mail accounts are subject to the *Freedom of Information Act*.

VI. Compliance with Related Procedures

All messages sent using the El Paso Community College e-mail system must adhere to EPCC's procedures. College Procedure 2.05.01.54, *Acceptable Use of Information Technology Resources*, Procedure 2.05.01.30, *Computer System Security* and Procedure 2.05.01.34, *Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions*, are available on the EPCC website.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

2.05.01.78 Use of EPCC E-mail as Official Mode of Communication for Students **APPROVED:** January 10, 2014 **REVISED:** February 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 2.05.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Vice President of Information Technology/Chief Information Officer

OBJECTIVE: El Paso Community College (EPCC) is committed to using its resources efficiently. Electronic mail (EPCC e-mail) allows the College to distribute timely information to the District community with efficiency and economy.

DEFINITIONS:

Electronic Mail System: A computer software application that conveys electronic messages from one system to another.

Electronic Mail (E-mail): Any message, form, attachment, or other communication sent, received, or stored within an electronic mail system.

EPCC Student E-mail Account: The official email account is username@my.epcc.edu.

Official Communication: Communication that supports the academic or administrative needs of EPCC.

PROCEDURE:

I. Responsibilities:

- A. The Vice President of Information Technology/Chief Information Officer (CIO) is responsible for clarification, review and updating of this procedure.
- B. The Vice President of Student and Enrollment Services, the Vice President of Instruction and Workforce Education, and the Associate Vice President of Employee Relations are responsible for enforcement of this procedure for students.

II. Official Mode of Communication

- A. This procedure establishes EPCC e-mail as EPCC’s official means of communication to enrolled students and sets forth the responsibility which members of the EPCC community have regarding e-mail use. EPCC will use e-mail to conduct and notify students of EPCC related business, District emergencies and general information of importance to the EPCC community.
- B. Official communications sent by EPCC are intended to meet the academic and administrative needs of the College District. EPCC will consider students to have received correspondence sent to their official EPCC e-mail account. The provisions of College Procedure 2.05.01.34, *Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions*, apply to both students and employees.
- C. E-mail that resides on EPCC’s electronic mail system and/or devices owned by EPCC are the property of EPCC. E-mail is a communication tool used to facilitate business and academic communications. The use of any EPCC resources for electronic mail must meet the academic and administrative needs of EPCC.

III. Student E-mail

- A. EPCC will direct official communication to students’ official EPCC e-mail account.

- B. Students are responsible for reading their EPCC e-mail account on a regular basis and for recognizing that certain communications are time-sensitive. Students will retain all responsibility associated with official communications.
- C. Communication via the EPCC student e-mail system is subject to the same public information, privacy and records retention laws as other forms of communication.
- D. EPCC's student e-mail system is considered a critical service. College Procedure 2.05.01.54, *Acceptable Use of Information Technology Resources* and College Procedure 2.05.01.30, *Computer System Security*, apply to the student e-mail system.
- E. EPCC reserves the right to immediately deny use of student e-mail when there is reason to believe that violations of the procedures in Section III.D, above, have occurred. In such cases, the alleged violation will be referred to the Vice President of Student Services in a timely manner for further investigation and adjudication under EPCC's student conduct procedures.
- F. Students who choose to have the EPCC e-mail forwarded to a non-EPCC account do so at their own risk and assume all responsibility for ensuring the forwarding mechanism is accurate and continues to function. EPCC is not responsible for any difficulties that may occur in the unsuccessful or less than timely transmission of, or access to, e-mail forwarded to a non-EPCC e-mail account. Any such problems will not absolve a student of his or her responsibilities to know and comply with the content of official e-mail communications sent to the student's EPCC e-mail account.
- G. Students who have difficulty accessing their e-mail account may request support from the Academic Computer Services Labs or the IT Service Desk at 915-831-6440. Students with a disability who are unable to access their e-mail account may request specialized support from the EPCC Center for Students with Disabilities.

IV. CONFIDENTIALITY AND SECURITY

- A. Official communication to registered students will only be sent to an official EPCC student email account.
- B. Faculty and staff must only use their official EPCC e-mail account for official e-mail correspondence. The use of an EPCC e-mail account is required to meet the academic and administrative needs of EPCC.
- C. All EPCC e-mail accounts are subject to the *Freedom of Information Act*.

V. Compliance with Related Procedures

All messages sent using the El Paso Community College e-mail system must adhere to EPCC's procedures. College Procedure 2.05.01.54, *Acceptable Use of Information Technology Resources*, Procedure 2.05.01.30, *Computer System Security*, and Procedure 2.05.01.34, *Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions*, are available on the EPCC website.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.05.02

COMPUTER SERVICES FOR OFF-CAMPUS GROUPS

District Data Processing Services are intended for District instruction and administrative purposes and otherwise shall be available, if scheduling permits, to other organizations. Charges or offsetting compensatory services to such organizations shall be determined on a cost factor and approved by the President.

Adopted: Feb. 27, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

2.05.02 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.05.03

USE OF LICENSED COMPUTER SOFTWARE

The District recognizes that computer software utilized in the College may be subject to vendor licensing agreements and restrictions. In concurrence with the philosophy and goals of the District, computer software should not be used in any manner other than as prescribed in the appropriate licensing agreements. The Board directs the President of the College to establish necessary and appropriate procedures for the use of computer software.

Adopted: July 16, 1986
Year of Last Review: 2018

Amended: Jan. 20, 1988

2.05.03 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.03.10 Use of Licensed Computer Software

APPROVED: October 20, 1994 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.03

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To establish guidelines for the use and purchase of computer software by the District.

PROCEDURE: Information Technology (IT) has been designated as the responsible unit to insure that the District, both ethically and legally complies with computer software copyright laws, and fully benefits from site licensing.

- I. Computer software acquired by the District is usually licensed and protected under copyright laws. The licenses restrict how and where the software may legally be used. This applies to software installed on hard disks or software distributed on diskettes.
- II. IT will review all purchases of computer software in an effort to reduce costs through site licensing.
- III. IT will maintain information on installed computer software and maintain copies of all computer software site licenses.
- IV. Some institutional licenses allow copying for certain purposes. Before copying or distributing software, consult with the IT about the use of a particular software product.
- V. Copyright violations may be grounds for action against members of the institution or the institution itself.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.03.14 Purchasing Computer Software

APPROVED: October 20, 1987 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.03

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To establish guidelines for the process of purchasing computer software by the District.

PROCEDURE:

- I. Computer software purchased by the District may be protected by copyright laws and/or subject to vendor licensing agreements and restrictions.
- II. Computer software should not be used in any manner other than that which is designated in the appropriate licensing agreement.
 - A. Copyright violation may be grounds for action against members of the institution or the institution itself.
 - B. Violation of licensing agreements makes it difficult for the institution to negotiate agreements with software companies, making it more expensive for the District to purchase software.
- III. Upon purchase of software, it is important to read the license carefully.
 - A. Certain licenses restrict use to a specific computer.
 - B. It is not permitted to use software on two or more computers at the same time, unless the license specifically allows it.
 - C. It is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner.
 - D. If it is a purchased copy, however, it is permissible to make a back-up in case the original fails to work or is destroyed.
 - E. "Non-copy protected" software is not a permission to copy software to share or to sell. It is meant for making a back-up copy only.
 - F. Some institutional licenses permit copying for certain purposes, for example, classroom instruction.
 - G. Consult the Information Technology department for use of a particular software product.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.03.18 Licensed Computer Software Standards

APPROVED: July 18, 2005
Year of last review: 2018

REVISED:

AUTHORIZING BOARD POLICY: 2.05.03

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To establish guidelines for the purchase of licensed computer software by the District.

PROCEDURE:

- I. Computer software purchased by the District may be protected by copyright laws and/or subject to vendor licensing agreements and restrictions.
- II. Computer software should not be used in any manner other than that which is designated in the appropriate licensing agreement.
 - A. Copyright violation may be grounds for action against members of the institution or the institution itself.
 - B. Adherence to licensing agreements makes it easier for the institution to negotiate agreements with software companies, making it less expensive for the District to purchase software.
 - C. Upon purchase of licensed software, read the license carefully.
 1. Certain license agreements restrict use to a specific computer.
 2. It is not permitted to use software on two or more computers at the same time, unless the license specifically allows it.
 3. It is illegal to duplicate or distribute software or its documentation without the permission of the Copyright owner.
 4. It is permissible to make a back-up of purchased software in case the original fails to work or is destroyed.
 5. Non-copy protected software does not permit one to copy software to share or to sell.
 6. Use of any software is subject to the manufacturer's license agreement
- III. In the District's networked environment, the ability to share information is important. Common site-licensed software, particularly software used for word processing, spreadsheets, databases, network, and electronic mail, standardized across the College community, facilitates the ability to share information.
- IV. Standards should be determined when purchasing licensed computer software for departmental computers.
 - A. Certain academic or instructional programs require specialized software. It is important that specialized software needs are state-of-the-art in order to maintain compatibility with changes in industry and technology.

In addition, those areas that need assistive, adaptive, and/or augmentative technology software or hardware need to ensure that proper measures, techniques and standards are met.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.05.04

TELECOMMUNICATIONS

The Board of Trustees recognizes the need for a Telecommunications System to provide adequate service to properly support an organization as large and complex as the District. Therefore, the Board directs the President of the College to establish necessary and appropriate procedures governing the management and use of a cost effective Telecommunications System.

Adopted:
Year of Last Review: 2018

Amended: July 27, 1989

2.05.04 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

2.05.05

MAIL AND PACKAGE DISTRIBUTION

The Board of Trustees recognizes the need for an adequate, internal and external system of distributing mail and packages. Therefore, the President shall develop an appropriate mail and package delivery system which is efficient, cost effective and shall establish necessary and appropriate procedures governing its function.

Adopted: May 8, 2002
Year of Last Review: 2018

Amended:

2.05.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

2.05.05.10 Processing of Overnight and Small Package Delivery Solutions

APPROVED: May 8, 2002 **REVISED:** November 8, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 2.05.05

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To establish guidelines for standardization of overnight and small package delivery solutions.

The terms defined below are used in conjunction with the procedure statements to follow:

Overnight Letter/Package: Guaranteed next-day business delivery for letters and packages weighing up to 150 pounds.

Ground Service Package: A single package shipment exceeding the overnight letter weight up to a maximum of 150 pounds.

Hundredweight: A single shipment of multiple packages shipped to the same address and weighing 200 pounds or more.

PROCEDURE:

I. General Provisions

- A. The originator is responsible for initiating requirements for pick-up and delivery of overnight and small package services. If shipment is not processed through the Distributional Services Department, the requestor will be responsible for providing shipping data to the Accounts Payable Department to ensure prompt payment of services rendered.
- B. The Office of Distributional Services will facilitate the following steps:
 - 1. Expedite and process the overnight and small package services requirements.
 - 2. Provide cost shipment data analysis to Accounts Payable, except when College departments' exceptions have been granted.
 - 3. Coordinating logistical data/issues in dispute with Accounts Payable, Purchasing and Customers.

II. Process

A. Overnight Letters:

- 1. El Paso Community College departments may coordinate with Distributional Services the pick-up and delivery of overnight and small package delivery services.
- 2. The overnight delivery service will be scheduled and dispatched utilizing District-approved, designated vendors.

B. Ground Service Packages/Hundredweight Shipments:

El Paso Community College departments will package when possible, and dispatch shipments to the Distributional Services Department. The requestor will provide the department's fund, organization, account code, shipment delivery address, insurance valuation, if international shipment, manifest customs declaration, and tentatively desired shipment arrival date. The Office of Distributional Services will package, if required, weigh, label and ship via the District approved carrier(s) at the most economical rate consistent with the required delivery date. Exceptions may be granted by the Distributional Services Department, as needed.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EQUAL EMPLOYMENT ASSURANCES



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.01.01

EMPLOYMENT LAW COMPLIANCE

The Board hereby directs that the District shall be in compliance with federal laws and with applicable chapters of the Texas Education, Government and Labor Codes, and such other statutes and codifications as affect the rights of junior or community college employees, including by way of example and not limitation, the following:

- Fair Labor Standards Act (FLSA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Vietnam Era Veterans Readjustment Act of 1974
- Immigration Reform and Control Act of 1986
- Drug Free Workplace Act of 1988
- Family and Medical Leave Act of 1993 (FMLA)
- Uniformed Employment and Reemployment Rights Act of 1994

The President will develop procedures to implement the provisions of these laws, as appropriate.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: May 27, 2015

3.01.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.01.02

EQUAL EMPLOYMENT AND EQUAL EDUCATIONAL OPPORTUNITY COMPLIANCE

The Board hereby directs that the District shall be in compliance with state and federal equal employment and equal educational opportunity laws, executive orders, regulations, and amendments, including, by way of example and not limitation, the following:

- Equal Pay Act of 1963
- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Age Discrimination in Employment Act of 1967
- Title IX of the Education Amendments of 1972
- The Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991
- Public Health Service Act
- Americans with Disabilities Act Amendment Act of 2008
- Texas Commission on Human Rights Act

The President of the College will develop and implement a formal compliance process and identify key College officials who will lead the compliance objectives in accordance with state and federal law, as appropriate.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: May 27, 2015

3.01.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.01.02.10 Service Animals

APPROVED: November 8, 2012 **REVISED:** January 13, 2017
Year of last review: 2018

AUTHORIZING BOARD POLICY: 3.01.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director Center for Students with Disabilities

OBJECTIVE: To describe the process by which El Paso Community College addresses the use of service animals to assist individuals with disabilities to access College facilities. This procedure does not apply to therapy or emotional support animals.

PROCEDURE:

I. GENERAL

A. Purpose

Consistent with the *Americans with Disabilities Amendments Act (ADAAA)*, it is the policy of El Paso Community College (EPCC) to allow services animals to accompany people with disabilities in all areas of the College where the public is allowed to go. There may be exceptions in situations where safety is compromised or where the service animal may interfere with the fundamental nature of the activities being conducted.

Violations of this procedure that involve students will be referred to the Vice President of Student Services. Violations by all others will be addressed by the EPCC Police Department.

B. Definitions

Service animals are defined by ADAAA as dogs or miniature horses trained to work or perform tasks for the benefit of a person with a disability, including: a physical, sensory, psychiatric, neurological, intellectual, mental, or any other disability. Other species of animals, whether wild or domestic, trained or untrained, are not identified as service animals. Service animals are considered working animals, not pets.

The work or task performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks
- Alerting individuals who are deaf or hearing-impaired to the presence of people or sounds
- Pulling a wheelchair or retrieving items
- Providing physical support and assistance with balance and stability
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behavior

By law, only two questions may be asked regarding a service animal's purpose if it is not apparent:

1. Is the service animal required because of your disability?
2. What disability related work or task is the service animal trained to provide?

II. PROCESS – REQUIREMENTS FOR SERVICE ANIMALS

Service animals must be licensed in accordance with all applicable state dog laws and county regulations, following all requirements for tags and vaccinations:

- Service animals must be on a harness/leash at all times, unless it interferes with the service animal's work or task
- The handler must be in full control of the service animal at all times
- Service animals must be in good health
- The handler of the service animal is responsible for any damage to College property

A person with disability cannot be asked to remove the service animal from the premises unless:

- It is out of control and the handler does not take effective action to control it
- It expresses aggressive behaviors such as: growling, repeated barking, or poses a direct threat to the health or safety of others
- It expresses disruptive behaviors such as: whining, wandering, sniffing (people, tables in eating area, others' belongings), or initiation of contact outside of the working role
- Consideration of others must be taken into account by providing proper care and cleaning up after the animal

III. MINIATURE HORSES

According to ADA, regulations for miniature horses individually trained to work or perform a task for a person with a disability regularly range in height from 24 inches to 34 inches measured at the shoulders and generally weigh between 70 and 100 pounds. Four assessment factors to be considered are:

- Is the miniature horse housebroken?
- Is the miniature horse under the handler's control?
- Can the facility accommodate the miniature horse's type, size, and weight?
- Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for the safe operation of the College's facilities.

IV. REGISTRATION

The College invites service animal handlers to voluntarily register with the Center for Students with Disabilities (CSD) offices.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.01.03

EQUAL EMPLOYMENT OPPORTUNITY AND EQUAL EDUCATIONAL OPPORTUNITY

The El Paso County Community College District recognizes its responsibility to subscribe to and promote the principles of equal employment opportunity and equal educational opportunity.

Accordingly, the recruitment, employment, transfer, promotion and termination of personnel shall be made on the basis of qualifications for the position without regard to race, color, national origin, religion, gender, age or disability, or other characteristic as provided by law. Moreover, the College will not discriminate against an employee or prospective employee on the basis of sexual orientation or gender identity.

The District reaffirms its policy of administering all of the educational programs and related supportive services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, religion, gender, national origin, disability, or other characteristics, as provided by law. Moreover, the College will not discriminate against a student or prospective student on the basis of sexual orientation or gender identity.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: May 27, 2015

3.01.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.01.09.10 Sexual Assault, Dating Violence, Domestic Violence, and Stalking (Working Draft: Considered official)

APPROVED: Year of last review: 2019
REVISIED: AUTHORIZING BOARD POLICY: 3.01.09

Classification: Institutional
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: EPCC Police Department

OBJECTIVE: The El Paso County Community College District (EPCCCD) is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to, sexual assault, dating violence, domestic violence, and stalking. The EPCCCD expects that all interpersonal relationships and interactions, especially those of an intimate nature, be grounded upon mutual respect, open communication, and clear consent.

The EPCCCD has adopted the following standards of conduct for all members of our community, students, faculty*, administrators, staff, vendors, contractors, and third parties with respect to sexual assault, dating violence, domestic violence, and stalking. These standards apply to all regardless of gender, sexual orientation, or gender identity of any of the individuals involved. By providing resources for prevention, education, support, investigation, and a fair disciplinary process, the EPCCCD seeks to address and ultimately reduce or eliminate sexual violence.

PROCEDURE:

General: H.B. No. 699 amended Section 1. Subchapter Z, Chapter 51, Education Code, by adding Section 51.9363: In this section, "institution of higher education" has the meaning assigned by Section 61.003.

Process: In accordance with H.B. No. 699, and the Violence Against Women Act, the El Paso County Community College District (EPCCCD) shall take the following actions:

I. Definitions:

A. **Consent:** Consent is a clear, affirmative, unambiguous and freely given agreement to engage in a specific sexual activity. Consent is demonstrated verbally or through actions that clearly indicate a willingness to engage in the specific sexual activity. Consent for a specific activity does not imply consent for any other activity. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent.

Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship or participation in prior sexual activity. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

B. **Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- C. **Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by:
1. A current or former spouse or intimate partner of the victim;
 2. A person with whom the victim shares a child in common;
 3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas; or
 5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.
- D. **Retaliation:** Any act of reprisal, including materially adverse or otherwise unwarranted treatment, related to the reporting of, or participation in, a complaint of sexual assault, dating violence, domestic violence, or stalking.
- E. **Sexual Assault Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent, including:
- **Rape** -- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - **Fondling** -- The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
 - **Incest** -- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** -- Sexual intercourse with a person who is under the statutory age of consent.
- F. **Sexual Assault:** A sexual offense that meets the definition of rape, fondling, incest, or statutory rape established in the Texas Penal Code.
- G. **Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for the person's safety or the safety of others, or
 2. Suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

II. Prohibited Conduct

The EPCCCD does not tolerate, and therefore prohibits, sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and other community members. Any attempt to commit an act identified in this procedure, as well as assisting or willfully encouraging any such act, is also considered a violation of this procedure.

III. Retaliation

The EPCCCD prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this procedure, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

IV. Confidentiality

The EPCCCD recognizes that confidentiality may be particularly important to victims of sexual assault, dating violence, domestic violence, and stalking. If a victim chooses to make a disclosure to the EPCCCD personnel, the victim should have informed expectations concerning privacy and confidentiality. The EPCCCD cannot guarantee confidentiality and must evaluate any request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment. When a victim makes a disclosure to any the EPCCCD personnel, the EPCCCD will treat the information with the utmost sensitivity. As a general matter, information will only be reported to the appropriate personnel to investigate the alleged crime, where necessary to provide accommodations and protective measures and ensure the safety and security of the campus community.

Reporting incidents of sexual assault, dating violence, domestic violence, and stalking is necessary to ensure victims of such conduct receive appropriate services and information, to track incidents or identify patterns, to protect the EPCCCD community from future incidents, and to fulfill the College's reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The EPCCCD conducts its publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information of either the complainant or the respondent. Victims should be aware that there are resources available to them which they can use if they wish to maintain complete confidentiality. These resources can be located through Student Services.

V. Sanctions

In appropriate cases, complaints will lead to the initiation of disciplinary procedures as referenced above. For students, sexual assault, dating violence, domestic violence, and stalking are violations of the Student Code of Conduct, subjecting the respondent to disciplinary sanctions outlined in the Code, up to and including expulsion from the EPCCCD.

Employees who violate this procedure will be subject to discipline according to the applicable EPCCCD policies and procedures, up to and including termination of employment.

The EPCCCD shall provide simultaneous notification in writing, to both the complainant and the respondent of:

- A. The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking and
- B. The EPCCCD's procedures for the respondent and/or the victim to appeal the result for the institutional disciplinary proceeding, if available,
- C. Any change to the result, and
- D. When the results of the investigation or disciplinary proceeding become final.

VI. Reporting and Investigations

The EPCCCD strongly encourages all individuals to report incidents of sexual assault, dating violence, domestic violence, and stalking to a College official. Further, all the EPCCCD employees are obligated to report sexual misconduct of which they become aware, unless they have a legally recognized confidentiality privilege such as physicians and healthcare counselors. After an incident of sexual assault, dating violence, domestic violence, and/or stalking the victim should consider seeking medical attention and/or law enforcement assistance as soon as possible in order to preserve any important evidence that may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protective order.

Victims may notify any local law enforcement authorities, including the EPCCCD Police Department or the local Police or Sheriff's Department. Students may also choose to be assisted by the EPCCCD personnel in notifying law enforcement authorities. Additionally, although the EPCCCD strongly encourages all members of its community to report violations of this policy to law enforcement, the victim may choose to decline to notify such authorities.

Reports of incidents of sexual assault, dating violence, domestic violence, and stalking may also be made to EPCCCD's Title IX Co-Coordinator for students or employees. When making a complaint, a victim should include dates, times, places, witnesses, and specifics of what was said and done. The complaint should also list any proposed resolutions, accommodations or protections requested by the student regardless of whether the incident was reported to law enforcement. The EPCCCD will provide resources to support persons who have been victims of sexual assault,

dating violence, domestic violence, and/or stalking and will apply appropriate disciplinary procedures to those who violate this policy. Investigations will be handled according to the Sexual Harassment Complaint and Investigation Procedures, and, in the case of an accused student, the Student Code of Conduct.

Any investigative or disciplinary proceedings that arise from a complaint of sexual assault, dating violence, domestic violence and/or stalking will be determined by a preponderance of available evidence. Such proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and/or hearing process that protects the safety of victims and promotes accountability. The complainant, respondent, and appropriate officials will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings. Further, in any proceedings under this provision, the complainant and the respondent shall have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. While the EPCCCD may establish restrictions regarding the extent to which the advisor may participate in the proceedings, it will not limit the choice or presence of the advisor of either the complainant or the respondent.

VII. Employee Training

Mandated training for all employees is continually conducted and provided regarding all forms of employment discrimination, including sexual harassment, Title IX, and VAWA, as part of the College's **Equal Employment Opportunity and Equal Educational Opportunity** training program. Employees are required to participate in workshop sessions and/or on-line courses within the first 30 days of employment, and thereafter every two (2) years. The on-line courses are available online at the Employee Relations Department webpage: (<http://www.epcc.edu/EmployeeRelations/Pages/default.aspx>) for employees who have previously attended a face-to-face training session. Moreover, information regarding employment discrimination, Title IX, and the Violence Against Women Act (VAWA) is available in the *Employee Handbook*: (<http://www.epcc.edu/EmployeeRelations/Pages/default.aspx>).

VIII. Student Training

The College shall require each entering student, including transfer students, to attend an orientation on the College's policy on sexual assault before or during the first semester or term in which the student is enrolled at the institution. The Office of the Vice President of Student and Enrollment Services shall establish the format and content of the orientation.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.01.10

REGISTERED AGENT AND DEFERRAL OFFICER

The President of the College is hereby designated as the Registered Agent to accept service of process on behalf of the College.

The President, or his/her designee, is designated as the deferral officer to receive notice of alleged unlawful practices from the Equal Employment Opportunity Commission, the Texas Workforce Commission, Civil Rights Division, the Department of Education, Office for Civil Rights, or other such state or federal agency with appropriate jurisdiction.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: May 27, 2015

3.01.10 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

RECRUITMENT AND SELECTION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.03.01

RECRUITMENT

An active on-line recruitment program shall be conducted based upon a plan to meet current and projected employment needs of the District. Recruitment shall be tailored to the various classes or positions to be filled and shall be directed to all appropriate sources of applicants in order to attract an adequate number of candidates for consideration.

Recruiting publicity shall be carried out through all appropriate media for a sufficient period to assure open opportunity for the public to apply and be considered for employment on the basis of education, experience, skills and abilities. Such publicity shall indicate that the District is an equal opportunity employer. Recruitment area of consideration for various position vacancies may be limited to current District employees if an adequate number of qualified, exceptionally competent eligible candidates are present in the District work force.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended:

3.03.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.01.10 Selection Process of Employees

APPROVED: June 15, 1978 **REVISED:** August 30, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director, Human Resources

OBJECTIVE: To delineate the process to be used for the selection of employees in competitive and non-competitive categories.

PROCEDURE:

- I. The selection process will be either competitive or non-competitive as defined.
 - A. Competitive - The position is advertised and the appropriate candidate evaluation procedure is followed in selecting the employee.
 - B. Non-competitive - The position is not normally advertised and the employee is selected without following one of the candidate evaluation procedures.
- II. Full-time employee selection is normally done through a competitive process while part-time employee selection is normally done through a non-competitive process.
- III. These guidelines are consistent with the intent of the equal employment opportunity guidelines and are further designed to ensure that employees are hired on a "best qualified" basis.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.03.01.14 Recruitment of Faculty and Staff

APPROVED: November 27, 1985 **REVISED:** August 30, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.01.02

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated contact: Executive Director, Human Resources

OBJECTIVE: To provide guidelines for the advertising of vacant employee positions to be filled on a competitive basis.

PROCEDURE:

I. Recruiting Publicity

Recruitment publicity shall be carried out through appropriate media for a sufficient period to assure adequate opportunity for the public to apply and be considered for employment on the basis of education, experience, skills and abilities and potential. Such publicity will indicate that the District is an equal opportunity employer.

II. Recruitment of Full-time Positions

- A. The supervisor will complete an electronic Position Requisition in the online employment application system, and forward it through administrative channels to ensure funding is available and that all the conditions of the position are appropriate.
- B. The position vacancy for full-time employment actions will be advertised by the Human Resources Department in accordance with the following recruitment guidelines:

EMPLOYEE CATEGORY	RECRUITMENT MARKET	MINIMUM TIME ADVERTISED
Administrator	National	4 weeks
Professional Support	Regional	2 weeks
Faculty, Tenure Track (Probationary)	National	4 weeks
Faculty, Other	Regional	2 weeks
Classified Staff	Local	1 week

- C. Exceptions to the above recruitment guidelines must be justified by a supporting memo and approved by the appropriate Vice President and the Executive Director of Human Resources.

III. Recruitment of Part-time Positions

Recruitment of part-time positions is not required, but if the supervisor requests that the Human Resources Department recruit for candidates, he/she would complete an electronic Position Requisition in the online employment application system and forward it through administrative channels to ensure funding is available and that all the conditions of the position are appropriate.

IV. Internal Recruitment

- A. Recruitment area of consideration for various position vacancies may be limited to current District employees if an adequate number of qualified eligible candidates are present in the District work force.
- B. Internal recruitment will follow the established guidelines outlined in Section II, above.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.01.18 Employment of Staff and Part-Time Employee Salary Determination

APPROVED: February 1978 **REVISED:** November 1, 1996
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for initiating, approving, and processing recommendations for the employment of staff and for determining the salary for part-time employees.

PROCEDURE:

- I. Personnel of the District are employed in Combination of the Following
 - A. Workload
 1. Full-time
 - a. Faculty* - A minimum of 40 hours per week for more than four months.
 - b. All other employees - A minimum of 40 hours per week for more than four months.
 2. Part-time
 - a. Faculty - A maximum of 19 hours per week in combinations of assignments and normally a maximum of 18 credit hours of instruction per academic year, or equivalent
 - b. All other employees - Less than 20 hours per week, or 40 hours per week for four months or less during any 12 month period.
 - B. Status
 1. Regular - A regular employee is a staff member who is employed in a long-term, full-time, institutionally-funded position. A long-term position is a position which is anticipated to continue for more than one (1) fiscal year.
 2. Temporary - A temporary employee is a staff member who is employed in an institutionally-funded, short-term position, in a part-time position, or in an externally-funded position.
 - C. Funding
 1. In a position which is institutionally funded.

In a position which is externally funded.
- II. An employee's workload, status, and funding, as defined above, will determine the process used to select and employ the staff member.
- III. The Following Process will be used to Employ Staff:
 - A. Full-time Employees
 1. A Position Requisition (PR), PF 800-38, is completed by the supervisor and submitted through administrative channels to the office of the Executive Director of Human Resources.
 2. The PR is reviewed against the Position Inventory.

* Note: The word "faculty" denotes instructors, counselors and librarians.

3. The Human Resources Department will recruit for the position according to the established recruitment guidelines and the conditions outlined on the PR.
4. The appropriate candidate evaluation procedure will be used to evaluate and select the person to fill the vacancy.
5. The Personnel Action Record (PAR), PF 800-25, is completed and submitted to effect the employment action recommendation.
6. Upon approval of the employment recommendation, the Human Resources Department notifies the candidate recommended and extends an offer of employment, subject to final approval by the Board of Trustees.
7. Upon approval by the Board of Trustees, the Human Resources Department generates and issues a contract of employment or sends a memo regarding their employment conditions.

B. Part-time Faculty

1. Part-time faculty may be hired on a noncompetitive basis in accordance with the Part-time Faculty Recruitment and Selection Procedure.
2. To recruit for part-time positions, an Advertising Request form, PF 800-159, should be forwarded to the Human Resources Department, specifying recruitment methods desired.
3. When the selection decision has been made, the supervisor will complete and submit a Part-time Faculty Assignment/Action form through administrative channels to the Executive Director of Human Resources.
4. The supervisor notifies the prospective employee of his/her selection and provides appropriate information regarding starting date, assignment, etc.
5. The Human Resources Department forwards a copy of the assignment to the part-time faculty member.

C. Non-faculty Part-time

1. This procedure governs employees whose workload and status are any of the following:
 - a. Up to 40 hours per week, not to exceed 4 consecutive months
 - b. Normally part-time (less than 20 hours per week) may exceed ½ of the standard monthly workload for no more than 4 consecutive months
 - c. Part-time, expected to exceed ½ of the standard monthly workload for more than 4 consecutive months.
2. Any of the above employees may be hired on a noncompetitive basis. A Personnel Requisition is not submitted for such noncompetitive selection.
3. The hiring supervisor reviews the approved job descriptions for applicability to the job to be performed. If an approved job description describes the duties and responsibilities of the job under consideration, it may be used. If there is no approved job description that accurately describes the job duties and responsibilities, the supervisor should complete the appropriate job evaluation documents to establish a job description and determine the appropriate grade.
4. To recruit for a part-time or temporary employment the supervisor should submit an Advertising Request form to the Human Resources Department, specifying recruitment methods desired, or the supervisor may initiate a search for suitable candidates for the job on their own.
5. It is the responsibility of the supervisor to ensure that the employee meets the minimum qualifications for the position and that an application for employment and all required employment documents are on file in the Employment Services Office or the application for employment is submitted with the Employment Action Record (EAR).

6. The supervisor notifies the prospective employee of his/her selection and establishes a starting date.
 7. When the selection decision has been made, the supervisor will complete and submit an EAR, PF 800-161, through administrative channels to the Human Resources Department.
 8. Upon approval, the Human Resources Department sends a copy of the EAR to the employee.
 9. A part-time employee will be assigned to the minimum entry salary rate of the grade of the position.
- D. Extensions of Employment for Part-time and Temporary Employees: The Personnel Action Form will always be used for extension of part-time and as needed employees.
- IV. The hiring/recommending supervisor must inquire of all prospective employees whether they are currently working in another capacity or plan on continuing to work on a concurrent (dual employment) basis, particularly in another capacity at the District. The supervisor must assure that there is no conflict in the concurrent employment, that the employment action under their supervision meets the El Paso County Community College District (EPCCCD) dual employment procedural guidelines, and that their employment action has been coordinated with the other EPCCCD supervisors. The Human Resources Department will monitor these guidelines.
- V. It is the responsibility of the hiring/recommending supervisor to assure that the new employee/recommended candidate meets the minimum qualifications and requirements of the position, and that all appointments are made on the basis of merit.
- VI. Any variation to the above guidelines must be approved through administrative supervisory channels through the appropriate Vice President.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.01.34 Part-Time Faculty Recruitment and Selection

APPROVED: August 30, 1985 **REVISED:** December 9, 2004
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for filling part-time instructor, librarian, and counseling positions.

PROCEDURE:

- I. The selection process for part-time faculty* is a coordinated effort between the Human Resources Department and individual supervisors throughout the District. It is a process designed to identify the best qualified candidate for part-time instructor, librarian and counseling positions.
- II. The establishment of an applicant pool of potential part-time faculty will be coordinated between the Human Resources Department and the appropriate Vice President. The process is as follows:
 - A. Applications are to be submitted to the Human Resources Department by the applicant. This will ensure that all applications are processed uniformly and that up-to-date applicant pools are maintained. All applications will be initially evaluated by Human Resources to determine if the individual has the required credentials for the position for which the applicant is applying. Applicants will be designated as "Qualified-may hire" or "Does not meet minimum requirements." Applicants will be sent a notice of receipt of their application and a report of their status (Qualified or Not Qualified). The notice will indicate that qualified applicants will receive a letter from the appropriate Vice President.
 - B. The Human Resources Department will maintain a database of qualified part-time faculty who may be contacted when assignments are available. This list will be updated on a daily basis and will be accessible to Deans/Directors. A Dean/Director may request a copy of the application package for further consideration. The best qualified applicants will be interviewed. The interview process will include an evaluation of written and oral communication skills.
 - C. El Paso Community College requires that individuals selected for part-time employment have degrees from regionally accredited institutions. Exceptions will be made only in unusual circumstances, and only when evidence exists that the candidate has appropriate academic preparation. The hiring supervisor is responsible for preparing the Faculty Credential folder in accordance with College Procedure 3.05.02.10 (Faculty Credentials). The hiring supervisor will also ensure the ordering of the required official transcripts. The transcripts will be ordered through the supervisor's office or the applicant must provide documentation of on-line transcript requests prior to beginning work.
- III. Special Advertising may occur if part-time applicant pools are insufficient to meet the requirements for a discipline/department.
 - A. Supervisors must submit an Advertising Request Form (PF 800-159) through administrative channels to the Human Resources Department, specifying minimum qualifications for the position.
 - B. The Human Resources Department will prepare an announcement and arrange for appropriate advertising. In order to meet advertising deadlines, requests for special recruitment should be received according to the following schedule:

May 20:	for Fall semester
October 20:	for Spring semester
March 20:	for Summer sessions
- IV. The hiring supervisor must ensure that the applicant submits all required employment documents (Application, W4, I-9, and Post-Employment Data Form) to the Human Resources Department prior to beginning work.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.03.02

SELECTION

Selection to fill vacant positions (including reclassified positions) with the District shall normally be through open competition. The selection process shall maximize reliability, objectivity through a practical and normally multipart assessment of applicant attributes necessary for successful job performance and career development. Applicants shall meet the minimum requirements of the job class or position. The parts of the total examination shall consist in various combinations as appropriate to the class or position and to available employee resources, of such devices as performance evaluations, work-sample and performance tests, practical written tests, individual and group oral examinations, rating of training and experience, and background and reference inquiries. The President shall develop procedures to allow the nomination of exceptional employees on a noncompetitive basis.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended:

3.03.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.03.03

RECORDS RETENTION

Records obtained and created through the recruitment and selection process will normally be retained for a minimum period of five calendar years. These records consist of, but are not limited to, the following: applications for employment and all documentation relating to the recruitment and selection of staff.

Recruitment and selection records which relate to complaints, or documents involved in litigation with the District, will be retained until final disposition of such complaints and/or litigation has been made.

Adopted: March 20, 1985
Year of Last Review: 2018

Amended:

3.03.03 - 1 of 1

Designated Contact: Vice President of Information Technology/Chief Information Officer



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.03.04

APPOINTMENT

The Board of Trustees, upon the recommendation of the President of the College, shall employ full-time administrative, faculty*, professional support, classified, and other employees of the District, designating the duties, rights, and privileges of each employee or each class or group of employees subject to state and federal laws.

In unusual circumstances, the President shall be authorized to commence temporary employment, consistent with the appropriate salary schedule pending the next meeting of the Board. No employment of full-time personnel shall become effective, however, until approved by the Board of Trustees.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: June 25, 2013

3.03.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* **Note: The word “faculty” denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.10 Candidate Evaluation: Administrative Staff and Professional Support Positions

APPROVED: April 30, 1979 **REVISED:** July 9, 1996
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline the process for filling full-time administrative and professional support position vacancies.

PROCEDURE:

I. Purpose of the Evaluation Process

The purpose of the evaluation process is to identify the candidate who is best qualified to fill the full-time administrative or professional support position. This determination is facilitated by a thorough review of experience, education, potential, and quality of past performance of all the applicants for the position, with all parties involved in the evaluation process being mindful of their responsibility to provide equal employment opportunity to each applicant regardless of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity of the applicant. The College District is committed to inclusiveness as part of this process and will ensure inclusiveness in both the applicant pool and interview pool of candidates.

II. Responsibilities

- A. President - The President has the responsibility and the authority to recommend candidates to the Board of Trustees for approval; others involved in the candidate evaluation process assist the President in making his/her recommendation. All recommendations will be forwarded through the President to the Board of Trustees for their consideration.
 - 1. Administrative Staff Positions - The President will meet with the appropriate Vice President and designated members of the Evaluation Committee in a Final Review and Selection Conference to consider recommended finalists and together arrive at a recommendation for employment
 - 2. Professional Support Positions - The senior Vice President for the area in which the vacancy is being filled will meet with selected members of the Evaluation Committee in a Final Review and Selection Conference to consider recommended finalists and together arrive at a recommendation for employment.

- B. Position Coordinator - The Executive Director of Human Resources is designated as the Position Coordinator for the position vacancies. The Position Coordinator (or his/her designee) is responsible for administrative management of the evaluation process, to ensure that the process is conducted in accordance with applicable procedures and regulations, including the collection of all required position evaluation documentation. The Position Coordinator is not involved in the evaluation of candidates. The Human Resources Department will additionally be responsible for
 - 1. Drafting/finalizing the recruitment materials.
 - 2. Conducting a review of the evaluation process after a selection has been made
 - a. Corresponding with applicants
 - b. Assuring the completion of the evaluation process
 - c. Determining salary placement
 - d. Extending the offer of employment, and
 - e. Preparing the action for Board approval.

- C. Supervisor - The immediate supervisor (or other designated administrator) of the position to be filled. The supervisor is responsible for the following.

1. Optional: Select current staff to serve on the evaluation committee. Reference the guidelines for the composition of committees in the Narrative of Procedural Steps (partD:6).
2. Evaluate applications of candidates; review initial evaluations by evaluation committee members, if applicable.
3. Select candidates to be interviewed; verify required education and experience.
4. Coordinate and schedule the specific interview sessions for the evaluation and interview committees and other appropriate participants with the candidates.
5. Conduct reference checks.
6. Ensure that appropriate questions are developed for use during the interviews and that all applicants are asked the same questions during the interview.
7. Participate in candidate interview.
8. Review evaluation committee's final evaluations, if applicable.
9. Complete the Final Evaluation form, if applicable.
10. Make recommendation for employment (or for other final action regarding the applicant pool, such as to readvertise, or not to hire anyone from the pool).
11. Complete the Applicant Pool Evaluating Summary form (PF 800-210).
12. Complete the Employment Recommendation Summary form (PF 800209).

Complete a Personnel Action Record form (PF 800-25) for the recommended candidate. Forward all evaluation documentation, to include a copy of all questions asked during the interviews, through administrative channels to the Human Resources Department.

D. Optional Committee Utilization - The use of a committee to assist in the evaluation and selection process to fill externally-funded positions is optional. If utilized, the committee will be comprised of persons who are professionally competent to evaluate application and supporting credentials for the position being filled. Each committee member is responsible for the following:

1. Evaluation Committee:
 - a. Evaluate credentials and application documentation of each candidate.
 - b. Complete an Initial Candidate Evaluation form (Optional).
2. Interview Committee:
 - a. Participate in the candidate interview.
 - b. Complete a Final Evaluation form and forward to Supervisor.

III. Confidentiality

Participants in the process are directed to maintain the confidences of this evaluation process, both during the process and after the conclusion of the process. The following types of information are deemed confidential:

1. Names of applicants.
2. Information included in application materials submitted by an applicant.
3. Evaluation opinions and judgments discussed during committee deliberations, and/or reflected on evaluation documentation forms, and/or other intracollege memoranda.

Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the evaluation process. Participants are further reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the evaluation process from the time of appointment to this responsibility, during, or after the conclusion of the process. If a participant has a question or concern about the process, he/she should discuss the issue with the senior administrator responsible for the evaluation process or with the Executive Director of Human Resources.

It shall be the sole responsibility of the President's Office and/or the Department of Human Resources to accept any request for information as well as to release any information and/or documentation regarding the evaluation process.

Certain documents used and/or generated during this evaluation process may be subject to release in accordance with provisions of the Texas Open Records Act, attorney general opinions, or other legal authority. The potential release of documents does not relieve the participants in this evaluation process from the responsibilities set out above.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.14 Candidate Evaluation: Classified Staff Positions

APPROVED: September 5, 1984 **REVISED:** July 9, 1996
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline the process for filling full-time classified staff position vacancies.

PROCEDURE:

I. Purpose of the Evaluation Process

The purpose of the evaluation process is to identify the candidate who is best qualified to fill the classified staff position. This determination is facilitated by a thorough review of experience, education, potential, and quality of past performance of all the qualified applicants or applicants meeting minimum qualifications for the position, with all parties involved in the evaluation process being mindful of the responsibilities to provide an equal employment opportunity to each applicant regardless of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity of the applicant.

II. Responsibilities

- A. **President** - The President has the responsibility and the authority to recommend candidates to the Board of Trustees for approval; others involved in the candidate evaluation process assist the President in making his/her selections and subsequent recommendations to the Board of Trustees.
- B. **Position Coordinator** - The Executive Director of Human Resources is designated as the Position Coordinator for the position vacancies. The Position Coordinator (or his/her designee) is responsible for administrative management of the evaluation process, to ensure that the process is conducted in accordance with applicable procedures and regulations, including the collection of all required position evaluation documentation. The Position Coordinator is not involved in the evaluation of candidates. The Human Resources Department will additionally be responsible for.
 - 1. Drafting/finalizing the recruitment materials.
 - 2. Conducting a review of the evaluation process after a selection has been made.
 - 3. Corresponding with applicants.
 - 4. Assuring the completion of the evaluation process.
 - 5. Determining salary placement.
 - 6. Extending the offer of employment
 - 7. Preparing the action for Board of Trustees approval.
- C. **Evaluation Committee (Optional)** - The evaluation committee will be comprised of persons who are professionally competent to evaluate applications and supporting credentials for the position being filled.

NOTE: All persons appointed to serve are expected to participate in the entire process. Each committee member is responsible for the following:

- 1. Evaluate credentials and application documents of each candidate.
 - 2. Participate in the candidate interviews.
 - 3. Complete Final Evaluation form and forward to supervisor.
- D. **Supervisor** - The immediate supervisor (or other designated administrator) of the position to be filled. The supervisor is responsible for the following:

1. Optional: Select current staff to serve on the evaluation committee. Reference the guidelines for the composition of committees in the Narrative of Procedural Steps.
2. Evaluate applications of candidates; review initial evaluations by evaluation committee members, as appropriate.
3. Select candidates to be interviewed; verify required education and experience.
4. Coordinate and schedule the specific interview sessions for the evaluation and interview committees and other appropriate participants and candidates.
5. Conduct reference checks. (Complete reference check documentation portion of form PF 800-72).
6. Ensuring that appropriate questions are developed for use during the interviews and that all applicants are asked the same questions during the interview.
7. Participate in candidate interviews; complete Final Evaluation form. (PF 800-118)
8. Review interview committee's final evaluations.
9. Make recommendations for employment (or for any other final action regarding the applicant pool, such as to readvertise, or not to hire anyone from the pool).
10. Complete the Applicant Evaluation Summary form (PF 800-19).
11. Complete the Classified Staff Employment Recommendation form (PF 800-18)
12. Complete the Personnel Action Record form (PF 800-25).
13. Forward all evaluation documentation, to include a copy of all questions asked during the interviews, through administrative channels to the Human Resources Department.

III. Confidentiality

Participants in the process are directed to maintain the confidences of this evaluation process, both during the process and after the conclusion of the process. The following types of information are deemed confidential:

1. Names of applicants.
2. Information included in application materials submitted by an applicant.
3. Evaluation opinions and judgments discussed during committee deliberations, and/or reflected on evaluation documentation forms, and/or other intracollege memoranda.

Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the evaluation process. Participants are further reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the evaluation process from the time of appointment to this responsibility, during, or after the conclusion of the process. If a participant has a question or concern about the process, he/she should discuss the issue with the senior administrator responsible for the evaluation process or with the Executive Director of Human Resources.

It shall be the sole responsibility of the President's Office and/or the Department of Human Resources to accept any requests for information as well as to release any information and/or documentation regarding the evaluation process.

Certain documents used and/or generated during this evaluation process may be subject to release in accordance with provisions of the Texas Open Records Act, attorney general opinions, or other legal authority. The potential release of documents does not relieve the participants in this evaluation process from the responsibilities set out above.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.18 Candidate Evaluation: Externally Funded Positions

APPROVED: July 14,1989 **REVISED:** July 9, 1996
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish an expedited, alternative evaluation and selection process for filling externally-funded administrative, professional support, faculty* or classified staff positions on a competitive basis. The standard candidate evaluation process may be utilized at the option of the budget head for the externally-funded program.

Employment in an externally-funded position: An externally-funded employee is a person employed by the District in a position which is contingent upon and funded by an outside source. Employees may be recommended by the supervisor for continued employment beyond the original employment period if the external funding is renewed or if the position is extended with funding, in accordance with District procedure. On the other hand, the supervisor has the option to readvertise a position at the conclusion of any employment period and/or at the time the position is extended, either on an externally-funded or institutionally-funded basis.

PROCEDURE:

I. Purpose of the Candidate Evaluation Process

The purpose of the candidate evaluation process is to identify the candidate who is best qualified to fill the externally-funded position. This determination is facilitated by a thorough review of experience, education, potential, and quality of past performance of all the applicants for the position, with all parties involved in the evaluation process being mindful of their responsibility to provide equal employment opportunity to each applicant regardless of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity of the applicant.

II. Responsibilities

- A. President - The President has the responsibility and the authority to recommend candidates to the Board of Trustees for approval; others involved in the candidate evaluation process assist the President in making his/her selections and subsequent recommendations to the Board of Trustees.
- B. Position Coordinator - The Executive Director of Human Resources is designated as the Position Coordinator for the position vacancies. The Position Coordinator (or his/her designee) is responsible for administrative management of the evaluation process, to ensure that the process is conducted in accordance with applicable procedures and regulations, including the collection of all required position evaluation documentation.

The Position Coordinator is not involved in the evaluation of candidates. The Human Resources Department will additionally be responsible for:

1. Drafting/finalizing the recruitment materials.
2. Reviewing/finalizing approving the Evaluation Committee membership.
3. Drafting/finalizing evaluation rating form materials.
4. Recording completed initial evaluation form results.
5. Conducting the EEO initial and final reviews.

* Note: The word "faculty" denotes instructors, counselors and librarians.

6. Inviting candidates for on-campus interviews.
 7. Corresponding with applicants.
 8. Assuring the completion of the evaluation process.
 9. Determining salary placement.
 10. Extending the offer of employment.
 11. Preparing the action for Board of Trustees' approval.
- C. Evaluation Committee - The Evaluation Committee will normally be comprised of the supervisor with the second line supervisor and at least three other individuals who are professionally competent to evaluate applications and supporting credentials for the position being filled. Each participant is responsible for the following.
1. Attending the orientation meeting.
 2. Individually evaluating application materials submitted by each candidate.
 3. Individually completing a Reviewer Evaluation Summary Form and forwarding the form to the Position Coordinator.
 4. Reviewing the initial evaluation composite of the evaluations.
 5. Reviewing/evaluating applications of candidates and selecting top candidates for interview recommendation.
 6. Developing questions to be used in the candidate interviews.
 7. Participating in the candidate interviews.
 8. Completing a Final Candidate Evaluation Form for each candidate as a committee, and forwarding the form to the supervisor.
- D. Supervisor - The immediate supervisor (or other designated administrator) of the position to be filled. The supervisor is responsible for the following:
1. Reviewing the job description for accuracy and providing input for changes if necessary.
 2. Providing input for the position announcement.
 3. Recommending current staff to serve on the Evaluation Committee.
 4. Reviewing/approving the Evaluation Criteria from draft and forwarding it through administrative channels.
 5. Verifying required education and experience of candidates recommended for interview.
 6. Developing interview schedule and notifying all participants.
 7. Coordinating courtesy visits with the President and the Vice President (if he/she is not on the Evaluation Committee) and scheduling a tour of college facilities, as appropriate.
 8. Conducting reference checks.
 9. Ensuring that appropriate questions are developed by participating committee members and that all candidates are asked the same questions during the interview setting.
 10. Participating in candidate interviews.
 11. Participating in the Final Review and Selection Conference.
 12. Ensuring that all evaluation documents are complete and returned, along with a copy of all questions used in the interview process, to the Human Resources Department.
 13. Generating the Personnel Action Record for the recommended candidate after the Final Review and Selection Conference.
- E. Vice President - The Vice Presidential level supervisor of the position being filled is responsible for the following:
1. Approving the Evaluation Committee participants and forwarding list to Human Resources for approval.
 2. Approving the Evaluation Criteria from draft and forwarding to the Human Resources Department for finalization and action.
 3. Reviewing/approving recommendations by Evaluation committee of candidates to be interviewed and forwarding list to the Human Resources Department for authorization and interview contacts.
 4. Participating in candidate interviews, as appropriate, or meeting with candidates who are brought on campus for interviews.
 5. Receiving the list of finalists along with supporting documentation from the Human Resources Department and scheduling the Final Review and Selection Conference.
 6. Participating in the Final Review and Selection conference.

7. Signing the hiring document (PAR) and forwarding to the Human Resources Department (or approving the decision to readvertise or not to hire from the applicant pool, as appropriate).
8. Ensuring that all required documentation is complete and forwarded, and that the selection process was fairly and objectively implemented.

III. A full description of each procedural step is available in the Employment Services Office of the Human Resources Department.

IV. Confidentiality

Participants in the process are directed to maintain the confidences of this evaluation process, both during the process and after the conclusion of the process. The following types of information are deemed confidential:

1. Names of applicants.
2. Information included in application materials submitted by an applicant.
3. Evaluation opinions and judgments discussed during committee deliberations, and/or reflected on evaluation documentation forms, and/or other intracollege memoranda.

Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the evaluation process. Participants are further reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the evaluation process from the time of appointment to this responsibility, during, or after the conclusion of the process. If a participant has a question or concern about the process, he/she should discuss the issues with the senior administrator responsible for the evaluation process or with the Executive Director for Human Resources.

It shall be the sole responsibility of the President's Office and/or the Department of Human Resources to accept any requests for information as well as to release any information and/or documentation regarding the evaluation process.

Certain documents used and/or generated during this evaluation process may be subject to release in accordance with provisions of the Texas Open Records Act, attorney general opinions, or other legal authority. The potential release of documents does not relieve the participants in this evaluation process from the responsibilities set out above.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.22 Candidate Evaluation: Full-Time Faculty Positions

APPROVED: April 22, 1983 **REVISED:** April 25, 2003
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a process for the filling of full-time faculty* position vacancies, including Probationary (tenure-track) and Lecturer Instructors, Counselors, and Librarians. This procedure also applies to the selection of full-time Adult Vocational Instructors, Special Programs Instructors, and Coaches. The responsibilities for the selection process outlined in this procedure are assigned to the equivalent positions/individuals in the appropriate division/department and supervisory chain.

PROCEDURE:

I. Purpose of the Evaluation Process

The purpose of the evaluation process is to identify the candidate who is best qualified to fill the full-time faculty position. This determination is facilitated by a thorough review of experience, education, potential, and quality of past performance of all the applicants for the position, with all parties involved in the evaluation process being mindful of the responsibilities to provide equal employment opportunity to each applicant regardless of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity of the applicant.

II. Responsibilities

- A. President - The President has the authority and the responsibility to recommend candidates to the Board of Trustees for approval; others involved in the candidate evaluation process assist the President in making his/her recommendation. The Final Review and Selection Conference with the President, Vice President of Instruction and Workforce Education (or the appropriate Vice President), and the Evaluation Committee will serve as the final step in the selection process from which the President will send employment recommendations to the Board of Trustees. Because of the long tradition and proven success within the College of reaching decisions by consensus, the final selection of the prospective faculty member will be a consensus recommendation from the Final Review and Selection Conference.
- B. Position Coordinator - The Executive Director of Human Resources is designated as the Position Coordinator for faculty vacancies. The Position Coordinator (or his/her designee) is responsible for the administrative management of the evaluation process, to ensure that the process is conducted in accordance with applicable procedures and regulations, including the collection of all required position evaluation documentation. The Position Coordinator is not involved in the evaluation of candidates. The Human Resources Department will additionally be responsible for
1. Drafting/finalizing the recruitment materials.
 2. Finalizing/approving the Evaluation Committee membership;
 3. Developing and subsequently finalizing the evaluation rating form materials.
 4. Recording the completed initial evaluation results.
 5. Conducting the EEO initial and final reviews.
 6. Corresponding with applicants.
 7. Assuring the completion of the evaluation process.
 8. Determining the initial salary placement.
 9. Extending the offer of employment.
 10. Preparing the action for Board of Trustees approval.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- C. **Instructional Coordinator (or Counselor Coordinator or Head Librarian)** - Once notified by the Dean (or Director) that a position is to be advertised, the campus-based Instructional Coordinator will notify the District-wide "Contact" Instructional Coordinator who will call a District-wide meeting of the discipline faculty to discuss the proposed specific qualifications of the new faculty member, including appropriate oral communication skills, in recognition of institutional need and Texas Higher Education Coordinating Board and/or Southern Association of Colleges and Schools qualification requirements. The discipline will formulate their recommendation with supportive comment, in writing, and address and forward the memorandum to the Dean. The Instructional Coordinator will serve as a member of the Evaluation Committee, will review all applications for the position, and will participate in the recommendation of candidates for interview.
- D. **Evaluation Committee** - The Evaluation Committee will be composed in accordance with the Evaluation Committee Composition Guidelines (reference Section IV. F. below).

Each participant is responsible for the following:

1. Attending the orientation meeting;
 2. Two (2) faculty members of the Evaluation Committee, who are, whenever possible, members of the discipline or a related area where the vacancy exists will participate in the initial review of applications along with the Dean and the Instructional Coordinator, and will further participate with the Dean and the Instructional Coordinator in determining those candidates to be recommended for interview;
 3. The remaining members of the Evaluation Committee will have the opportunity to review all applications once the Dean has notified the members of the recommended list of candidates for interview;
 4. Developing job-related questions to be used during the interviews;
 5. Participating in the interview session with each candidate;
 6. Deliberating on each candidate interviewed; however, if requested, the faculty members of the Evaluation Committee may also meet separately to discuss the candidates;
 7. As a full Committee, completing a Final Candidate Evaluation Form for each candidate, completing the Final Candidate Evaluation Composite Form, and determining the finalists for the position; and
 8. Participating in the Final Review and Selection Conference with the Vice President and President.
- E. **Dean (or Director)** - The immediate supervisor (or other designated administrator) of the position to be filled is responsible for the following:
1. Notifying the Instructional Coordinator when a decision has been made to advertise a faculty position;
 2. Upon receipt of input from the District-wide discipline faculty, reacting to the recommendation in writing and with supportive comment, as appropriate, and forwarding the Position Requisition with the written recommendation(s) to the Vice President;
 3. Recommending current employees to serve on the Evaluation Committee, in accordance with the Evaluation Committee Composition Guidelines;
 4. Reviewing the draft of the Initial Evaluation Form;
 5. Ensuring that appropriate questions are developed by participating Committee members that are job-related and non-discriminatory;
 6. Serving as a member of the Evaluation Committee, as outlined above;
 7. Reviewing all applications and participating in the discussions about and recommendation of candidates for interview;
 8. Notifying all members of the Evaluation Committee in writing of the applicants for the position who have been recommended for interview and inviting the Evaluation Committee members who have not participated in the initial evaluation of the candidates to review the entire applicant pool for possible additional candidates to be recommended for interview;
 9. Responding to additional recommendations for interview from the Evaluation Committee membership. After consultation with the full Committee, if he/she approves that the additional candidate (s) should also be interviewed, forwarding the recommendation to the Human Resources Department for action. Should the recommendation not be approved, forwarding the recommendation back to the committee member and informing all other Committee members of the decision;
 10. Verifying required education and experience as presented in the materials of each applicant recommended for interview;
 11. Inviting candidates for on-campus interviews;
 12. Developing the interview schedule and notifying all participants, after the candidates have been invited for an on-campus interview;
 13. Scheduling a tour of College facilities for applicants participating in the interview process, as appropriate;

14. Participating in the interview session with each candidate and assuring that candidates are generally asked the same questions during the session; however, follow-up questions may also be asked during the interview, as appropriate;
15. Participating in completing the final evaluation forms and in the determination of the finalists as a result of the final evaluation of the candidates;
16. Conducting reference checks regarding the finalists for the position;
17. Preparing and submitting to the Human Resources the interview and final evaluation materials, including a copy of the questions asked during the interviews and results of the reference checks;
18. Participating in the Final Review and Selection Conference;
19. Preparing the hiring documentation for the recommended candidate as a result of the Final Review and Selection Conference; and
20. Ensuring that all evaluation documents are complete and returned to the Human Resources Department.

F. **Vice President of Instruction and Workforce Education** (or appropriate Vice President) - The second line, cabinet level supervisor of the position being filled is responsible for the following:

1. Reviewing input provided by the discipline faculty regarding the recommendations for qualifications; finalizing and approving the qualification requirements for the position vacancy and forwarding same to the Human Resources Department;
2. Reviewing/approving the recommendation from the Dean of the composition of the Evaluation Committee and forwarding the recommendation to the Human Resources Department for review and approval;
3. Participating in the Final Review and Selection Conference;
4. Signing the hiring document (PAR) and forwarding to the Human Resources Department (or approving the decision to readvertise, or not to hire from the applicant pool, as appropriate); and
5. Ensuring that all required documentation is complete and forwarded to the Human Resources Department and that the selection process was fairly and objectively implemented.

III. Confidentiality

- A. Participants in the process are directed to maintain the confidences of this evaluation process, both during the process and after the conclusion of the process.
- B. The following types of information are deemed confidential:
 1. Names of applicants.
 2. Information included in application materials submitted by an applicant; and
 3. Evaluation opinions and judgments discussed during committee deliberations, and/or reflected on evaluation documentation forms, and/or other intracollege memoranda.
- C. Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the evaluation process. **Participants are further reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the evaluation process from the time of appointment to this responsibility, during, or after the conclusion of the process.** If a participant has a question or concern about the process, he/she should discuss the issue with the senior administrator responsible for the evaluation process or with the Executive Director of Human Resources.
- D. It shall be the sole responsibility of the President's Office and/or the Associate Vice President for Employee Relations to accept any requests for information as well as to release any information and/or documentation regarding the evaluation process.

Certain documents used and/or generated during this evaluation process may be subject to release in accordance with provisions of the Texas Public Information Act, Attorney General opinions, or other legal authority. The potential release of documents does not relieve the participants in this evaluation process from the responsibilities outlined above.

IV. Narrative of Procedural Steps

- A. **Requisition** - Personnel Requisition (PF800-38) is completed by the Dean and processed through administrative channels to the Human Resources Department. Requisitions should be submitted as soon as the vacancy is known or anticipated. Note that the evaluation process normally requires 60 or more days to complete.

Annual Recruitment - The recommended annual recruitment for faculty positions for the next academic year is the following:

1. Late October - Submission of the Personnel Requisition forms for the anticipated vacancies.
 2. Late November - Announcements released
 3. Late January - Application deadline for position vacancies. Committee participant recommendations to the Human Resources Department.
 4. Early February - Committee Orientations.
 5. Late February - Initial evaluation of applicant credentials.
 6. Early March - Recommendations for interview.
 7. Late March - Interviews conducted by committees.
 8. Early April - Employment recommendations to the Human Resources Department.
 9. May/June - Employment recommendations to Board of Trustees.
- B. **Position Announcement** - The position announcement is prepared by the Human Resources Department and coordinated with the Dean. Any special requirements, to include language proficiency skills, will be included as part of the qualifications for the position.
- C. **Announcement Distribution/Area of Consideration** - Tenure-track faculty positions are advertised nationally. Changes to the normal distribution and area of consideration may be made only with the approval of the Vice President, the Executive Director of Human Resources and the Vice President of Resource Management.
- D. **Checklist Dates** - The Position Coordinator, in coordination with the Dean and/or Vice President, will establish time lines for completing the selection process.
- E. **Release Announcement** - The Executive Director of Human Resources releases the announcement.
- F. **Recommendation of Committee Participants** - The Dean should provide a recommendation on the composition of the Evaluation Committee in accordance with the guidelines below, and forward same through administrative channels to the Vice President, who will react/approve the recommendations and forward them to the Position Coordinator. (Normally, this recommendation is forwarded soon after the position is advertised).

Evaluation Committee Composition Guidelines -

1. The Evaluation Committee will be composed of a minimum of six (6) members, including the Dean, the Instructional Coordinator for the faculty vacancy, and a minimum of four (4) other faculty (or other qualified individuals as noted below) from the same discipline, or a related area, as the position vacancy;
 2. All Committee members must be professionally qualified to evaluate the professional and technical qualifications of the candidates for the faculty position being filled, including the assessment of the knowledge, skills, and abilities of the applicants;
 3. At least one faculty member of the committee will be from another, related discipline and one will be from a different campus from where the vacancy exists;
 4. Faculty membership on the committee is normally restricted to full-time tenured or probationary faculty members; however, if the vacancy is an Adult Vocational or Special Programs Instructor position, faculty membership from this employment category is appropriate;
 5. Other professionally qualified individuals, such as professional support staff, administrators and/or community representatives, may also serve as Committee members, as deemed appropriate by the Dean and Vice President; and
 6. With the guidance outlined in #1, #2, and #3 above being given primary consideration, the Committee should reflect as balanced a composition as possible with regard to diversity considerations, such as ethnicity and gender.
- G. **Approval of Committee Participants** - The composition of the Committee will be reviewed by the Executive Director of Human Resources and approved in accordance with the above established guidelines.
- H. **Notifying Committee Participants** - Upon approval of the Committee, the Supervisor will notify each person of his/her appointment; the Human Resources Department will provide each member with the official appointment notification.
- I. **Evaluation Form** - The Initial Candidate Evaluation Form is used to determine if the applicants have the desired education and experience. The form will be developed by the Position Coordinator in coordination with the Dean

and Vice President. The Position Coordinator will review the form for appropriateness and finalize the evaluation materials.

In developing the Initial Candidate Evaluation Form, the Position Coordinator and Dean will consider the following factors to be included for evaluation and will determine the percentage weight of each factor:

1. Educational preparation;
2. Experience teaching in the discipline;
3. Related skills and experiences;
4. Factors specific to the position: knowledge, skills, abilities, certification, etc.; and
5. Experience and/or ability to perform in a community college environment.

The Initial Candidate Evaluation Form must be developed in accordance with the announcement.

- J. **Receipt of Applications** - All applications must be submitted to, and received and processed by, the Human Resources Department, to be considered.
- K. **Acknowledgments/Requests for Additional Information** - The applications will be reviewed by Human Resources Department staff for completeness and, if applicable, requests for additional information will be made.
- L. **Application Deadline Date** - The Position Coordinator, in coordination with the Dean, will establish the application deadline date. The application period will be in accordance with established recruitment guidelines. The application deadline date should also take into consideration the publication dates of *The Chronicle of Higher Education* or other appropriate publications. Applications received after the deadline date shall not be considered for the vacancy unless:
1. The postmark on the envelope is on or before the deadline date;
 2. The deadline has been officially extended; or
 3. Approved by the Executive Director of Human Resources.
- M. **Orientation Meeting** - The Position Coordinator will arrange an orientation meeting with the Evaluation Committee, and with other appropriate administrators. The meeting is normally held after the application deadline has passed and the applicant pool materials are prepared. Note that in some cases the meeting is held prior to the deadline.

The Position Coordinator briefs the Evaluation Committee on the evaluation process and procedures. The Position Coordinator also will provide each participant with a copy of the procedures and forms required for the evaluation process. As a minimum, the briefing will include a review of the following:

1. Procedure
2. Responsibilities
3. EEO considerations
4. Confidentiality
5. Criteria for evaluation
6. Forms
7. Group evaluation process
8. Position qualifications
9. Time lines
10. Interviewing guidelines and the development of questions

- N. **Initial Evaluation** - The purpose of the initial evaluation is to identify the applicants who are best qualified and deserving of further consideration.

The Dean, Instructional Coordinator, and two (2) faculty members on the Evaluation Committee will complete an evaluation of each applicant based upon the information and documentation submitted by the candidate. The Initial Candidate Evaluation Scoring Record will be completed to document this phase of the evaluation process.

The evaluators will review the overall education, experience, and work history of each applicant to determine if the applicant is professionally and technically qualified. In evaluating the previous experiences of candidates, the evaluators will consider the work responsibilities of the position in question, in addition to the quality of the experiences.

- O. **Results of Initial Evaluation** - When the initial evaluation is completed, the Position Coordinator will prepare a composite of all initial evaluation results. The evaluation scores will be recorded and the summary column calculated for each applicant. A copy of the composite will be provided to the evaluators.
- P. **Candidates to be Interviewed** - The evaluators will meet to deliberate on the results of the initial evaluation and will select the candidates to be recommended for further consideration and interview. There is no set number of candidates who must be interviewed; generally, however, there are three (3) to five (5) candidates normally invited for interview for each position vacancy. The Committee will determine the appropriate number to be interviewed using a number of factors, such as the scoring results of the initial evaluation, the number of positions to be filled out of the pool of candidates, the candidate's legal authorization to work in the United States, etc. It is expected that the candidates who received the highest composite scores will be interviewed, unless otherwise justified and supported in writing by the Committee.

The Candidate Evaluation Composite Scores form is then completed to process the recommendation for interviews. This form is then forwarded to the Human Resources for review. When the recommended list has been approved by the Human Resources Department, the Dean will notify the members of the Committee.

Once notified, by the Dean, of those applicants who will be extended an interview invitation, the remaining Committee members will then have the opportunity to individually review the applications of all candidates to ascertain if there may be additional candidates who should also be considered for an interview. If there are other such candidates, the Committee member will forward a memorandum to the Dean recommending such action with supportive comment within five (5) work days of the notification memorandum (reference date of memo) or prior to the date of the first interview, whichever is later.

- Q. **Verification of Education and Experience** - In conjunction with this recommendation, it is the Dean's responsibility to verify the required education and experience of each applicant recommended for interview. If a transcript has not been submitted, the Dean must verify with the appropriate school/college/university that the required education has been completed. The verification of the required education and experience for the position is to be documented on the Verification of Education form.
- R. **Interview Invitations** - After a review and approval of the recommendation by the Position Coordinator, the Dean will make the initial contact (normally by telephone) with each applicant recommended for interview. Once it is determined which applicants are interested in being interviewed, the names, addresses and telephone numbers will be provided to the Human Resources Department for direct contact in finalizing the travel and accommodation arrangements.
- S. **Interview Schedule** - The Dean will contact each applicant to arrange for the interviews and will provide the applicant with specifics regarding the interview, including the date, time, and location. The Dean prepares the specific interview schedule and distributes the schedule to all participants and to the Human Resources Department. As appropriate, a host should be appointed by the Dean for each candidate and a College briefing and/or tour of campus facilities included in the itinerary.
- T. **Interviews** - Interviews will be scheduled for the full Evaluation Committee to meet with each candidate as a group. Guidelines for conducting interviews are provided as part of this procedure.

Prior to the first interview, the Committee members will formulate their questions to facilitate an orderly group interview process. The Position Coordinator may assist with this pre-interview session, if requested. The basic questions to be asked of each candidate will be determined in advance, with follow-up questions to be determined and asked during the interview session. Instructional vacancies will normally include a lecture demonstration as part of the interview session, with the candidate being informed about this aspect in advance. This aspect of the interview may be waived, as approved by the Dean and Vice President.

Additionally, members of the Evaluation Committee will assess the applicant's proficiency in oral communication in the language in which the course(s) is/are to be taught in order to ensure that the appointment of the applicant would be appropriate in the discipline for which the applicant is being considered. The Dean will document this assessment on the Verification of Education form.

- U. **Final Evaluation** - After the interviews have been conducted, the Evaluation Committee will:

1. Deliberate on each candidate; however, if requested, the faculty members of the Evaluation Committee may also meet separately to discuss the candidates;

2. As a full Committee, complete a Final Candidate Evaluation Form for each candidate interviewed;
3. Complete the Final Candidate Evaluation Composite Form which establishes a final listing of the candidates based upon the final quantitative evaluation; and
4. Designate the finalists to be considered at the Final Review and Selection Conference; it is expected that the candidates who received the highest final evaluation scores will be designated as finalists, unless otherwise justified and supported in writing by the Committee.

V. **Reference Checks and Background Verification** - The Dean or designee will conduct reference checks on the finalists, as appropriate. When telephone reference checks are made, the results will be recorded on the Telephone Reference Check form. After the reference checks are made, all evaluation materials along with the list of recommended finalists should be forwarded to the Human Resources Department.

W. **Preparation for the Final Review and Selection Conference** - The Human Resources Department will conduct a detailed review of the evaluation process to ensure that the recommendation of finalists is supported by the accompanying documentation and that all candidates have been given equal consideration throughout the evaluation process. This review will also include the following, in particular:

1. Verification of the accuracy of all calculations made on the Final Candidate Evaluation Forms;
2. Verification of the accuracy of the scores transferred to the Final Candidate Evaluation Composite Form from the Final Candidate Evaluation Forms; and
3. Verification that the designated finalists are the highest scoring candidates interviewed or that the selection of finalists is justified and supported in writing by the Committee.

The following documents will then be provided to the Dean for the Final Review and Selection Conference:

1. An alphabetized roster of finalists as recommended by the Evaluation Committee and prepared by the Human Resources Department;
2. A complete copy of the application materials for each finalist; and
3. Other such materials which may be appropriate for consideration during the Final Review and Selection Conference.

X. **Final Review and Selection Conference** - The President, Vice President, and the Evaluation Committee, will consider the recommended finalists and together will arrive at a recommendation for employment. Once the selection has been made, the Final Review and Selection Conference Documentation Form (PF 800-219) will be completed and each individual participating in the selection will sign the form. The Dean will prepare the final hiring documents and forward the documents through the Vice President to the Human Resources Department.

Note: If no candidate is to be recommended from the pool, the Dean will make a formal recommendation to that effect. Likewise, a recommendation to re-advertise, etc., will be made in writing. In all cases there must be a formal recommendation made, in writing, to finalize the evaluation process and to document the results.

Y. **Human Resources Department Processing** - A final processing will be conducted by the Human Resources Department which will include a review to assure that the procedures have been followed.

Z. **Salary Placement** - The Position Coordinator will review the recommended candidate's application materials and determine the initial salary placement.

AA. **Offer** - Upon approval, and in coordination with the Dean and the Vice President, the Position Coordinator will contact the recommended candidate and offer the position, pending approval by the Board of Trustees. The reporting date will also be established. The offer is normally made by telephone and confirmed in writing.

BB. **Board of Trustees Approval** - The Executive Director of Human Resources will ensure that the recommendation is included on the agenda of the next meeting of the Board of Trustees.

CC. **Notify Applicants of Non-selection** - Upon approval by the Board of Trustees, the Position Coordinator will notify the candidate in writing of his/her employment, and will notify all other applicants that the position was filled. Note: Applicants will be notified of the outcome of the evaluation process even if no candidate is recommended for employment.

V. Attachments

- A. **Guidelines for Interviewing Applicants**
- B. **Guidelines for Conducting Pre-employment Reference Checks**

GUIDELINES FOR INTERVIEWING APPLICANTS

Interviewing of candidates for employment should be supportive of the College policy of recruiting, selecting, and advancing employees based on their relative skills, knowledge, and abilities. The interviews should be conducted with full cognizance of the equal employment opportunity implications regardless of the candidate's race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. (Reference the specific equal employment opportunity considerations, which follow this narrative).

The maintenance of good public relations is also an important consideration in the interview process. The interviews are designed to obtain job-related information useful in comparing the qualifications of candidates so that valid selection decisions can be made. The interviews should not infringe on purely personal or other areas which are not job-related. Candidates should be provided an opportunity to reveal their skills, knowledge, abilities, and job interests. No attempt should be made to intimidate candidates or subject them to unusual stress. Similarly, no attempt should be made to discover or inquire into candidates' political, religious, labor, or fraternal affiliations or sympathies.

Ordinarily, the most significant information obtained during interviews involves the prior work experience of candidates. For jobs that do not require prior experience, other factors (education, training, interests, etc.) assume increasing significance. It is extremely important that the interviewer have a thorough understanding of the nature of the vacant position. The following factors should be considered:

1. Where does the vacancy fit in the organizational framework?
2. What work units or functions are dependent upon proper performance of the job?
3. What standards are used to determine the quality of an incumbent's performance?
4. What specific skills, knowledge, and abilities are required for successful job performance?
5. What tasks performed by an incumbent are considered to be the most important or critical?

In evaluating candidates' education, training, and/or experience as appropriate, the interviewer should attempt to identify the acquisition of required skills, knowledge, and abilities. Following are sample interview questions designed to elicit job-related information:

1. What education or training do you have that is pertinent to the job requirements?
2. What other activities have you engaged in that might have equipped you to perform the job?
3. (Interviewer states several key tasks which the job involves.) How has your past work history prepared you for successfully performing these tasks?
4. Why did you apply for this job?
5. What aspects of your prior job did you like the least?
6. What aspects of your prior job did you like the most?
7. Do you think you might have difficulty performing this job? Why or why not?
8. Why did you leave (consider leaving) your previous (present) job?
9. Why did you select your previous (present) type of job?
10. What additional information would you like to provide about your qualifications?

The following types of questions should be avoided as not being job-related and as being potentially or actually violative of equal employment opportunity laws, regulations, and policies.

1. Where were you born?
2. What is your nationality?
3. Where do you attend church?
4. What is the name of your father or mother?
5. Do you own or rent your home?
6. To what clubs, societies, or lodges do you belong?
7. Do you have any children? What are their ages? Do you have child care?
8. Have you ever been arrested?

As a general rule, if a question is not job-related, don't ask it.

The interviewer should follow the recommendations below to increase the effectiveness and fairness of the interview process:

Guidelines for Interviewing Applicants Page 2

A. Prior to the interview

1. Read the current job description and be familiar with typical examples of the work to be performed.
2. Do not waste time asking for information that is already available (such as on the application).
3. Know the main points to cover and be sure they are job-related.

B. During the interview

1. Put the candidate at ease.
2. Avoid interruptions.
3. Stimulate and direct responses by using the proper words.
4. Avoid controversy in the interview. Try not to interrupt and avoid putting the candidates on the defensive by arguing or displaying authority.
5. In most cases, assume the role of a listener.
6. Obtain a clear picture of the candidate's prior duties, scope of responsibility and authority, and duties which provide the most job satisfaction.

Written evaluations resulting from interviews should be recorded on the Final Candidate Evaluation Form. Comments should be clear and concise, and should concern only job-related factors. Broad general statements, such as "has had considerable experience," should be avoided.

EQUAL EMPLOYMENT OPPORTUNITY CONSIDERATIONS

Subject	You May Ask*	You May Not Ask
Race or Color		About complexion or color of skin.
Religion or Creed		About applicant's religious denominations, religious affiliations, church, synagogue, parish, pastor, rabbi, or religious holidays observed. (An applicant may not be told "This is a Catholic, Jewish or Protestant organization")
National Origin		About an applicant's lineage, ancestry, national origin, descent, parentage, or nationality. Nationality of applicant's parents or spouse. What is your mother tongue?
Sex		A pre-employment inquiry as to sex on an application form.
Marital Status		Are you married? Where does your spouse work? What are the ages of your children, if any?
Age	Are you between 18 and 70 years of age? If not, state your age.	
Disability	Do you have any impairments, physical or mental, which would interfere with your ability to perform the job for which you applied? If there are any positions for which you should not be considered or job duties you cannot perform because of a physical handicap, please explain.	Do you have a disability? Have you ever been treated for any of the following diseases? Has any member of your family ever had any of the following diseases?

Guidelines for Interviewing Applicants Page 3

Subject	You May Ask*	You May Not Ask
Name	<p>Have you ever worked for this company under a different name?</p> <p>Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain.</p>	<p>Original name of applicant whose name has been changed by court order or otherwise.</p> <p>Maiden name of a married woman.</p> <p>If you have ever worked under another name, state name and dates.</p>
Address or Duration of Residence	<p>Applicant's place of residence.</p> <p>How long a resident of this state or city?</p>	
Birthplace		<p>Birthplace of applicant.</p> <p>Birthplace of applicant's spouse, parents, or other close relatives.</p>
Photograph		<p>An applicant to affix a photograph to the employment form at any time before hiring or at his/her option.</p>
Citizenship	<p>Are you a citizen of the United States?</p> <p>If not a citizen of the U.S., do you intend to become a citizen of the U.S.? If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.?</p> <p>Were you ever interned or arrested as an enemy alien?</p>	<p>Of what country are you a citizen?</p> <p>Whether an applicant is a naturalized or native-born citizen; the date when the applicant acquired citizenship.</p> <p>That applicant produces naturalization papers or first papers.</p> <p>Whether applicant's parents or spouse are naturalized or native-born citizens of the U.S.; the date when such parents or spouse acquired citizenship.</p>
Language	<p>What foreign languages do you read fluently? Write fluently? Speak fluently?</p>	<p>How applicant acquired ability to read, write, or speak a foreign language.</p>
Education	<p>About the academic, vocational or professional education of an applicant and the public and private schools attended.</p>	
Experience	<p>About applicant's work experience and inquire into countries applicant has visited.</p>	
Character	<p>Have you ever been convicted of any crime? If so, when, where, and disposition of offense.</p>	<p>Have you ever been arrested? (An employer's use of an individual's arrest record to deny employment would, in the absence of business necessity, constitute a violation of the human rights law.)</p>
Relatives	<p>What are the names of any relatives already employed by this company?</p>	<p>Names, addresses, ages, number, or other information concerning applicant's children or other relatives not employed by company.</p>
Notice in case of emergency	<p>Name and address of person to be notified in case of an accident or emergency.</p>	
Military	<p>Have you ever been a member of the Armed Services of the U.S. or in a State Militia? If so, did your military experience have any relationship to the position for which you have applied?</p>	<p>About an applicant's general military experience.</p>
Organizations	<p>Are you a member of any clubs, organizations, etc.? (Exclude organizations, the name or character of which indicates the race, creed, color, or national origin of members).</p>	<p>List all clubs, societies, and lodges to which you belong.</p>
References	<p>Who suggested that you apply for a position here?</p>	

* Inquiries which would otherwise be deemed lawful may, in certain circumstances, be deemed as evidence of unlawful discrimination when the inquiry seeks to elicit information about a selection criterion which is not job-related and which has a disproportionately burdensome effect upon the members of a minority group and cannot be justified by business necessity.

GUIDELINES FOR CONDUCTING PREEMPLOYMENT REFERENCE CHECKS

A preemployment reference check serves largely as a means for confirming desirable and/or discovering any undesirable factors in a job applicant's background prior to making an employment commitment.

Why Use the Telephone?

The most desirable way to conduct such a check is by personal visit. However, a telephone check is adequate and is less expensive.

Letters or form letters rarely elicit sufficient information. People hesitate to put in writing information that they would give in person or by telephone. Because of the stylized approach of the form letter, the necessary information you are seeking might not be elicited. You can use the telephone check to explore different avenues to gain information, depending on how the person giving the information reacts to the questions being asked. This provides much more flexibility.

Preparation for the Telephone Calls

1. The original interviewer should make the reference check. In all probability, he/she is the most familiar with the applicant and will have the background to do the necessary probing.
2. Making a checklist of questions bearing upon the particular job for which you are considering the applicant. You should tailor special questions to fit the particular call.
3. Be sure you check the application form for a release to contact the present employer or obtain permission from the applicant. You can't afford to jeopardize his/her present employment.

The Call Itself

Call the person who had direct supervision over the applicant. Don't attempt to get the information secondhand, that is, from someone in a staff relationship (such as the Office of Human Resources), unless no other channel is available. The Office of Human Resources or the Accounting Office can verify dates of employment and termination, but they are not usually in a position to give valuable information regarding the job applicant's former work habits, personal habits, performance, etc.

Here are Some Do's and Don'ts to Consider:

1. Don't leave a call-back if the individual you are trying to reach is not available. You may receive the return call when you're unable to discuss the applicant.
2. Assure contact that any discussion you have will be held in confidence.
3. Identify yourself immediately, explain your position with the College, and tell the party why you are calling about the applicant.
4. Ask the person if he/she is free to discuss the situation.
5. Offer to have the party call you back if you sense the legitimacy of your call is doubted.
6. Try to establish rapport with the party you are calling. Maybe you know someone in that person's organization. Many times a freer exchange of information comes about when the individual you are calling identifies with your organization, your position, or some mutual point of interest.
7. Tell the party about the position for which the applicant is being considered. A better evaluation can be made if it is made in relation to a specific job. The job must be explained enough to have meaning.
8. Ask a general question such as, "What is your opinion of how the applicant would fit into our vacancy?"
9. Let the person talk freely for as long as he or she wishes; do not interrupt. Often a question from you at the wrong time will shut off further information you might benefit from hearing.
10. Feel free to follow up and probe when you feel the contact is reluctant to discuss certain factors. Many times a further explanation of why you are 'digging in' will elicit the information you want. After all, you are doing the applicant a favor by checking. A placement in the wrong job could lead to ultimate unhappiness or even dismissal.
11. Be alert to obvious pauses in answering when you ask questions. Often these are a sign that further questions might elicit further information which you might not otherwise have received.
12. Don't hang up until you are sure that you know the opinion of the person called. Frequently, you will receive ambiguous answers. The person called may give very little information. A technique that frequently works is to summarize the conversation by making either of the following two statements:
 - a. "I take it that you don't recommend the applicant very highly for the position." or
 - b. "I take it that you recommend the applicant very highly for the position."

Sometimes one of these summary statements evokes the response you need.

13. Refer to your checklist of questions to be sure everything has been covered.
14. Always close the conversation by asking, "Would you reemploy the applicant?" Often this question elicits additional useful information.
15. Be sure to thank your contact for his/her help.

Suggested Questions:

After you have provided background information on the vacancy to be filled and have received an answer to the general question, "What is your opinion of how the applicant would fit into our vacancy?", ask more specific questions, such as:

1. How did the applicant get along with others with whom he or she worked?
2. How did the applicant get along with supervisors?
3. Did the applicant have any personal habits that you consider to be negative?
4. Did you consider the applicant to be reliable?
5. Did the applicant meet commitments?
6. Why did the applicant leave your company?
7. Would you reemploy the applicant?
8. What was the nature of the applicant's work with you?
9. Has the applicant been bypassed on promotions with your company?
10. What are the applicant's strengths? Weaknesses?
11. Is there anything else you would like to tell me about the applicant?

NOTE: Adapted from How to Conduct a Telephone, Preemployment, Reference Check by James M. Elliot and Ray T. Fortunato.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.26 Recommendation of Faculty Appointments and Reappointments

APPROVED: February 19, 1986 **REVISED:** October 7, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for recommending the employment of probationary and lecturer faculty*.

PROCEDURE:

- I. Recommendations for faculty appointments in a probationary status must be made on a competitive basis and in accordance with the appropriate candidate evaluation procedure.
- II. Recommendations for faculty appointments in a lecturer status must be made on a competitive basis, with the following exception:

An emergency need or special circumstance exists to fill a position (e.g., unanticipated need; “last minute” resignation, etc.). A lecturer appointment based on emergency need or special circumstance should not exceed one academic year. After one academic year, the position should be **competitively** filled with either a lecturer or a probationary faculty appointment.
- III. Recommendations for appointment/reappointment in a lecturer status are as follows:
 1. Lecturer faculty may be recommended for a non-competitive appointment based on satisfactory job performance for up to one academic year under the following conditions:
 - a. The lecturer is temporarily replacing a probationary or tenured faculty member.
 - b. The lecturer is filling a position in a new and/or developing program.
 - c. The lecturer is filling an externally-funded position.
 - d. The lecturer is filling an emergency need or other special circumstance.
 2. Institutionally-funded lecturer faculty are eligible for, and may be recommended for, reappointment based on satisfactory job performance for up to five years if they were hired as a lecturer on a competitive basis.
 3. Externally-funded lecturer faculty are eligible for and may be recommended for reappointment based on satisfactory job performance under the following conditions:
 - a. They were hired initially in a lecturer status on a competitive basis.
 - b. The same external funding for the position funding source or to institutional funding, the position must be readvertised and employment must be made on a competitive basis.
 - c. Lecturer reappointment recommendations may be made on an annual basis for the duration of the external funding; therefore, the faculty member may remain in a lecturer status beyond the five-year limit.
- IV. The process for non-competitive faculty employment actions are as follows:
 - A. A *Position Requisition* (PR) is completed by the supervisor.
 - B. A *Personnel Action Record* (PAR) is completed for the recommended candidate.

* Note: The word “faculty” denotes instructors, counselors and librarians.

- C. A memo supporting the recommendation is developed.
- D. The PR, PAR, and memo supporting the non-competitive recommendation are forwarded through administrative channels to the Human Resources Department.
- V. For both competitive and non-competitive recommendations, upon receipt and approval of the employment recommendation by the Human Resources Department, a designated staff member of the Human Resources Department notifies the candidate of the pending recommendation and extends an offer of employment, subject to final approval by the Board of Trustees.
- VI. In emergency cases, if the appropriate paperwork as noted above is unable to be completed in time for the faculty employment need, it is the responsibility of the Dean of the appropriate division and/or the Vice President of Instruction to obtain verbal approval of an employment commitment from the Executive Director of Human Resources, the Vice President of Administration and Financial Operations, or the President.
- VII. Only a Human Resources Department staff member is authorized to extend an offer of employment to a recommended candidate.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.03.04.30 Non-Competitive Employment of Staff

APPROVED: February 16, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.03.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for the non-competitive, full-time, employment of staff in classified staff, professional support, faculty*, or administrative positions.

PROCEDURE:

- I. The normal process for filling vacant full-time positions is through open competition. The basic procedure is discussed in College Procedure 3.03.01.10 *Selection Process of Employees*, Employment of Staff and in the specific candidate evaluation procedures for administrative staff, professional support staff, faculty, and classified staff.
- II. A non-competitive employment action is one in which the position is not advertised and/or the recommended employee is selected without following one of the candidate evaluation procedures. Non-competitive employment recommendations are allowable only for unique or unusual circumstances, which must be fully supported by the supervisor. An example would be an emergency need to fill a faculty position, due to a "last minute" resignation prior to classes starting.
- III. The steps that a supervisor must follow to make a non-competitive employment recommendation are as follows:
 - A. A Position Requisition (PR) is completed by the supervisor.
 - B. A Personnel Action Record (PAR) is completed for the recommended candidate.
 - C. A memo supporting the recommendation is developed. The supporting justification must include a review of the employee's qualifications for the position compared to the qualifications required. The memo should further discuss the rationale for not filling the position on a competitive basis.
 - D. The PR, PAR, and memo supporting the non-competitive recommendation are forwarded through administrative channels to the Human Resources Department.
- IV. For non-competitive (as well as competitive) recommendation, upon receipt and approval of the employment recommendation by the Human Resources Department, a designated staff member of the Human Resources Department notifies the candidate of the pending recommendation and extends an offer of employment, subject to final approval by the Board of Trustees.
- V. In emergency cases, if the appropriate paperwork as noted above is unable to be completed in time for the employment need, it is the responsibility of the budget head or the Vice President to obtain verbal approval in advance of an employment commitment from the Executive Director of Human Resources Department, the Vice President of Financial and Administrative Services, or the President.

NOTE: In no instance can a recommended candidate be offered employment by other than a Human Resources Department staff member.

* Note: The word "faculty" denotes instructors, counselors and librarians.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYMENT AND QUALIFICATIONS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.01

PROFESSIONALISM

The quality of the program of any educational institution is always dependent on the skills, commitment, and enthusiasm of its employees. The Board of Trustees seeks to employ only the most outstanding personnel who are available. In return, the Board expects all employees to be aware of the Policies, regulations, procedures, and programs of the District, to devote their professional services and skills to the realization of District goals and objectives, and to discharge their duties in a professional manner.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.01.10 Nursing Peer Review Committee

APPROVED: July 13, 1988 **REVISED:** August 5, 2020
Year of Last Review: 2020
AUTHORIZING BOARD POLICY: 3.05.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Nursing

OBJECTIVE: To establish guidelines for a Nursing Peer Review Committee as mandated by the Texas Nurse Practice Act.

PROCEDURE:

I. Definition

A. Nursing Peer Review Committee: A standing governance committee composed of registered nurses currently licensed in Texas established under the guidelines of the Texas Nurse Practice Act (NPA). This committee serves in an advisory capacity to College staff.

1. Peer Review: is the evaluation of professional nursing services; the qualifications of professional nurses, the quality of patient care rendered by professional nurses and the merits of complaint concerning a nurse or nursing care and the determination or recommendation regarding complaints (Article 452b. Sec, 1-2) of the Texas Nurse Practice Act).
2. Professional Nursing Practice: the provision of direct patient care, to include supervision of students in the care of patients and skill acquisition which includes assessment, planning to include establishment of nursing diagnoses and goals, implementation, evaluation, and reassessment. (See the attached forms following page 5 of this College Procedure).
3. Nursing Peer Review (NPR) as described in 217.9 section of the nursing board (relating to Incident-Based Nursing Peer Review and Whistleblower Protections) and 217.20 (relating to Safe Harbor Nursing Peer Review and Whistleblower Protections).

Texas Board of Nursing (BON) Definitions:

“Peer Review -- Defined by TOC §303.001(5) (NPR Law) as the evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by a nurse, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint. The term also includes the provision of information, advice, and assistance to nurses and other persons relating to the rights and obligations of and protections for nurses who raise care concerns, report under Chapter 301, request Nursing Peer Review, and the resolution of workplace and practice questions relating to nursing and patient care. The nursing peer review process is one of fact finding, analysis and study of events by nurses in a climate of collegial problem solving focused on obtaining all relevant information about an event. Nursing Peer Review conducted by any entity must comply with NPR Law and with applicable Board rules related to incident-based or safe harbor nursing peer review.” (Texas Board of Nursing)

“Safe Harbor -- A process that protects a nurse from employer retaliation, suspension, termination, discipline, discrimination, and licensure sanction when a nurse makes a good faith request for nursing peer review of an assignment or conduct the nurse is requested to perform and that the nurse believes could result in a violation of the NPA or Board rules. Safe harbor must be invoked prior to engaging in the conduct or assignment for which nursing peer review is requested and may be invoked at any time during the work period when the initial assignment changes.” (Texas Board of Nursing)

“Whistleblower Protections -- Protections available to a nurse that prohibit retaliatory action by an employer or other entity because the nurse.” (Texas Board of Nursing)

II. Purpose

Texas Occupations Code, Nursing Peer Review, Chapter 303 and the Texas Board of Nursing (BON), Rules and Regulations, Section 217.17 stipulates that facilities employing more than 8 Registered Nurses (RNs), Licensed Vocational Nurses (LVNs), or any combination thereof, shall establish a Nursing Peer Review Committee for the purpose of conducting peer review. The Nursing Peer Review Committee (herein referred to as the NPR Committee), within the El Paso County Community College District (EPCCCD), is a process separate from the personnel evaluation process and the tenure process. Academic issues (i.e. grade disputes, course pursuit, teaching methodologies) are to be considered under the student grievance procedure, evaluation process, or tenure process rather than this peer review process.

- A. The purpose of the NPR Committee is the evaluation of nursing services, the quality of care rendered by licensed nurses, the merits of complaints concerning licensed nurses and nursing care, and the determination or recommendations regarding complaints to include:
 - 1. Evaluation of the accuracy of nursing assessment and evaluations,
 - 2. Appropriateness and quality of care rendered by a nurse,
 - 3. Reports made to the NPR concerning activities under the committee’s authority,
 - 4. Reports made by NPR to another committee or to the Board of Nursing as permitted and required by law,
 - 5. Implementation of the duties of an NPR by a member, an agent, or any employee of the committee.
- B. The conclusions and recommendations of the Committee are advisory in nature and will be submitted to the appropriate administrative staff of the College who will determine actions to be taken regarding disciplinary action of employees. Mandatory reports to the Texas Board of Nursing will be submitted in accordance with the Nurse Practice Act.
- C. A nursing peer review may be requested to determine if duty to a patient has been violated. There are two types of nursing peer review:
 - 1. Incident Based Peer Review (IBPR), in which case peer review is initiated by a facility, association, school, agency, or any other setting that utilizes the services of nurses; or
 - 2. Safe Harbor Peer Review (SHPR), which may be initiated by a Licensed Vocational Nurse (LVN), Registered Nurse (RN), or Advanced Practice Nurse (APN) prior to accepting an assignment or engaging in requested conduct that the nurse believes would place patients at risk of harm, thus potentially causing the nurse to violate his/her duty to the patient(s). Invoking safe harbor in accordance with rule 217.20 protects the nurse from licensure action by the BON as well as from retaliatory action by the employer.

III. NPR Committee Structure (composition): NPR Law, Section 300.003(a) requires that a Nursing Peer Review Committee that conducts a review that involves the practice of RNs and LVNs must have registered and licensed vocational nurses as three quarters of its members. NPR Law, Section 300.003(b) requires that an NPR Committee that conducts a review that involves the practices of LVNs must, to the extent feasible, include LVNs as members; and have only RNs and LVNs as voting members. NPR Law Section 300.003(c) requires that a NPR Committee that conducts a peer review that involves the practice of professional nursing (including an RN with advanced practice authorization) must have RNs as two thirds of its members, have only RNs as voting members, and, where feasible, have at least one nurse with a working familiarity of the area of the nursing practice being reviewed. If APN practice is reviewed, preferably an APN with authorization in the same role and specialty on peer review or advising peer review.

A. NPR Committee Appointments

- 1. Committee appointments will be made by the Dean of Nursing consisting of Nursing Faculty* to include members from the Rio Grande campus that are MSN and APNs. Committee members from the Mission Del Paso campuses will include ADN and BSN prepared faculty. EPCCCD does not employ Licensed Vocational Nurses.

* Note: In some Board policies and College procedures, the word “faculty” denotes instructors, counselors and librarians.

2. The NPR Committee must have RNs as three quarters of its membership. The Dean of Nursing will appoint the members of the Committee from the pool of EPCCCD employees, full-time and part-time, who are currently licensed as ADN-RNs, BSN-RNs, MSN-RNs, PhD-RNs, DNP-RNs, and/or APN-RNs.
3. The NPR Committee Chair and Co-chair may be appointed by the Dean of Nursing or may be elected by the members of the Committee, at the Dean of Nursing's discretion. The Chair and Co-Chair will serve for two years.

B. NPR Committee Memberships

1. Committee composition as noted in Section III above. Administrative: Rule 217.19 excludes from membership or attendance at an NPR hearing any person(s) with administrative authority for personnel actions directly related to the nurse. A person with administrative authority over the nurse may only appear as a fact witness.
 - a. Only nurses can be voting members: RNs will vote on all issues involving RNs. and LVNs, LVNs may only vote on issues involving LVNs.
 - b. When possible, have at least one nurse with familiarity of the area of nursing practice being reviewed.
 - c. If an APN is being reviewed, the committee will include at least one APN.
 - d. Unofficial members of the committee may be appointed at the discretion of the Dean of Nursing. These members may represent the District regarding Policies and Procedures. Unofficial members have no voting privileges and may observe only unless recognized by the Committee to provide input on a specific issue.
2. NPR Committee members will serve for alternating (staggered) periods of two years. NPR Committee members may be reappointed for additional terms at the discretion of the Dean of Nursing.
3. The attorney for EPCCCD will serve as a consultant to the NPR Committee upon approval by the President.

IV. NPR Committee Activities

- A. At the beginning of each fall semester, the NPR Committee shall meet to elect a chairperson, and review the Texas Statutes related to nursing practice and peer review. Any new members will sign a confidentiality statement.
- B. The following circumstances will be considered appropriate for review by the NPR Committee:
 1. A written complaint or incident report (Form A, attached to this College Procedure) filed with the chair of the NPR Committee or with the appropriate administrative supervisor of an RN shall be considered for review by the NPR Committee as long as the complaint involves professional nursing practice as defined by the Nurse Practice Act. Complaints may be filed by peers, supervisors, students, or members of the community.
 2. The NPR Committee may determine that duties assigned to work groups for specific areas of practice, need to be reviewed at periodic intervals to ensure that nursing practices are appropriate (e.g., techniques of medication administration, isolation procedures, infection control measures, charting, etc.).
 3. The NPR Committee may make advisory recommendations to the Nursing Student Applicant Review Committee in instances of student unsafe practice. This type of review may be requested by the nursing faculty members involved, the Nursing Student Applicant Review Committee, or the Dean of Nursing.
 4. The following situations, which are reportable to the Texas Board of Nursing under the Texas Nurse Practice Act, will be reviewed by the NPR Committee.
 - a. Arrest or conviction of a felony or misdemeanor.

- b. Fraud
- c. Intemperate use of alcohol or drugs if the use endangers, or could endanger, patients. This includes being on duty in patient care situations while under the influence of alcohol and/or drugs.
- d. Lack of physical or mental competence.
- e. Loss of professional credentials (e.g., Texas RN license and/or job-required certifications such as Cardiopulmonary Resuscitation, Advanced Practice Licensure, etc.).
- f. Notification of a claim of malpractice involving the individual nurse or those students working under supervision of the nurse.
- g. Suspension, termination or other disciplinary action against an employee who is a Registered Nurse for actions which involve the practice of nursing. This does not include actions arising from tenure review, personnel performance evaluation, or other disciplinary actions.

C. Review Process: Duty to Report and Minimum Due Process

1. An NPR may be requested to determine if duty to a patient has been violated as outlined in Section II, A.
2. A licensed nurse subject to an incident-based peer review is entitled to a minimum due process under Texas Occupations Code #303.002(e) (NPR Law). Any person or entity that conducts incident-based peer review must comply with the due process requirements of this section even if the person or entity does not utilize the number of nurses described by the subsection of this section (Texas Administrative Code, Title 22, Part 11, Chapter 217, Rule #217.19).
3. The Peer Review Process will be conducted under current State Board of Nursing Peer Review timeframe guidelines, and the written complaint will be provided to the individual for rebuttal, with provisions for confidentiality of the individual making the complaint. The NPR Committee will determine specific data to be provided by the nurse being reviewed. Examples of data to be provided may include, but not be limited to, evidence of continuing education, evidence of serving on committees, special projects, publications, and teaching/work experiences (Form B).
4. The NPR Committee will review the complaint, the nurse's rebuttal, and other available documents to determine if the nurse undergoing review did in fact engage in conduct that exposed an individual (patient or student) unnecessarily to risk of harm (Form C).
5. The NPR Committee may request, in writing, that other individuals provide responses to specific questions about the incident (Form D). All individuals so contacted will also provide a statement of confidentiality (Form E, attached to this College Procedure).
6. A witness may be asked to provide oral testimony at an NPR Committee meeting. If this occurs, a narrative transcript or recording will be included as documentation. A statement of confidentiality will be obtained from all such witnesses (Form E).
7. A copy of the final report of the NPR Committee will be provided to the individual for rebuttal within 3 days following the final meeting of the NPR Committee (Form F).
8. A copy of the final report of the NPR Committee and a copy of the nurse's rebuttal, if any, will be placed in the official personnel file. The individual will be notified of the NPR Committee's action in writing by the Chair of the NPR Committee (Form J, attached to this College Procedure). The nurse's rebuttal, if any, will be included with the report of the Committee (Form J).
9. The Committee's deliberation (minutes and summary report) will be included in the mandated report to the Texas Board of Nursing within the timeframe recommended by the current Peer Review Policy guidelines for the case being reviewed. The report will be submitted to the Texas Board of Nursing by the NPR Committee Chair following review by College administrative staff (Forms F, I, K).
10. A complaint or report which is determined to be without merit by the NPR Committee and/or District administrative staff will be removed from the individual's personnel files.
11. Meetings of the NPR Committee are held in closed session, with all information considered as confidential. The records of the proceedings must be disclosed to:

- a. The nursing registration board of any state, as appropriate.
 - b. Any law enforcement agency investigating a criminal act. Records of the proceedings will also be available to the immediate supervisor of the individual under investigation and the individual under review. Minutes will be written so as not to contain identifying information about the nurse under investigation whenever possible (e.g., use of case numbers, etc.)
12. Confidential records of the peer review process will be maintained for a minimum of three years in the Office of the Dean of Nursing (Forms A, B, C, D). Digital records may be kept permanently as there is no statute of limitations when nursing violations can be reported to the BON.
13. Established standards of practice by the Texas Nurse Practice Act, rules and regulations of the Texas BON , and professional nursing organizations' guidelines and policies (in place at the time of the peer review) will serve as minimum standards for faculty in similar situations (e.g., Unsafe Clinical Practice guidelines, etc.).
14. The Texas BON will determine what action, if any, is necessary. Individuals under review have the right to appeal through the administrative grievance process of the institution and/or to the Texas BON if:
 - a. The review process was not in accordance with established procedure regarding the NPR Committee.
 - b. The validity of the NPR Committee's judgment is in question.
 - c. The individual does not agree with the recommendations/decision of the NPR Committee.
15. In accordance with the Texas Administrative Code, Title 22, Part 11, Chapter 217, Examining Board, Texas Board of Nursing licensure, Peer Assistance and Practice, neither the individual cited, nor the College, may take adverse action against the complainant in the absence of evidence of intent of malice.



EL PASO COMMUNITY COLLEGE REPORT FORM INDIVIDUAL RN'S REPORT TO BOARD OF NURSING

- A. Texas Occupations Code, Chapter 303, Nursing Peer Review, of the Texas Nurse Practice Act requires Registered Nurses (RNs) to make a signed written report to the Texas Board of Nursing (BON) identifying any RN whom they have reasonable cause to suspect has exposed or is likely to expose a patient or other person unnecessarily to risk of harm because of unprofessional conduct, failure to care adequately for a nursing patient or impaired status.
- B. The BON has adopted Standards of Nursing Practice, Rules of Unprofessional Conduct and Rules Governing Delegation of Nursing Task. These rules provided guidelines for what type of behavior should be reported. Copies of the Nursing Practice Act and these rules can be obtained from the BON.
- C. If you have personal knowledge of RNs engaging in reportable behavior, you are required to report to the BON even if you believe someone else has already reported the RN.
- D. If you don't have personal knowledge of the RN's behavior, you are not required to report if you have reason to believe someone else has already reported the RN.
- E. If you believe or suspect the RN's behavior results from chemical dependency or mental illness, you may report the RN to the Texas Peer Assistance Program for Nurses in lieu of reporting him or her to the BON. Its address and phone number are:

Texas Peer Assistance Programs for Nurses (TPAPN)
4807 Spicewood Springs Rd., Bldg. 3
Austin, TX 78759
1-800-288-5528 1-512-467-7027
Email: tpapn@texasnurses.org
TPAPN Report Forms are available on the TPAPN Website.

- F. The Nurse Practice Act requires that the report be signed.



EL PASO COMMUNITY COLLEGE REPORT FROM INDIVIDUAL RN'S REPORT TO BOARD OF NURSING

1. RN BEING REPORTED: (Please provide the following information about the RN being reported. If unknown, state "unknown")

NAME: _____ LIC. # _____
EMPLOYER: _____
HOME ADDRESS: _____ PH. # _____

2. INCIDENT/CONDUCT BEING REPORTED: (Describe briefly. Do not use patient's name. If more space is needed use additional sheets.)

DATE: _____ TIME: _____ FACILITY/PLACE: _____ UNIT: _____
INCIDENT: _____

3. CHEMICAL DEPENDENCY OR MENTAL ILLNESS:

Do you suspect the RN's behavior is related to chemical dependency or mental illness?

Dependency _____ Mental Illness _____ Neither _____

4. PEER REVIEW COMMITTEE INVOLVEMENT

Has the incident been reported to a Nursing Peer Review Committee? YES NO

COMMITTEE: _____ DATE: _____

5. WITNESSES:

Were there witnesses to the incident/conduct or are there other persons who have information about the incident or nurse's conduct? YES NO

6. RN MAKING REPORT: (Provide the following information about yourself)

NAME: _____ LIC. # _____
ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____

I SWEAR THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE



EL PASO COMMUNITY COLLEGE REPORT FORM INDIVIDUAL RN REPORT OF FACILITIES OR OTHER PRACTITIONERS

- A. Texas Occupations Code, Chapter 303 of the Nurse Practice Act authorizes RNs to report facilities or practitioners (other than RN's) who have exposed a patient to substantial risk of harm as a result of failing to provide patient care that conforms to the minimum standards of acceptable and prevailing professional practice. The report must be a signed, written report and submitted to the licensing board or agency regulating the practitioner or facility.
- B. Texas Occupations Code, Chapter 303 does provide RNs reporting facilities or other practitioner's protection from being sued for making a report in good faith or being discharged or retaliated against for making a report in good faith.
- C. The report may or may not be confidential depending on the statute governing or the policy of the board or agency receiving the report.

1. FACILITY/PRACTITIONER BEING REPORTED: (Please provide the following information about the facility or practitioner being reported. If unknown, state "unknown")

Type of practitioner or facility: _____
 Name: _____ License #: _____
 Address: _____ Phone #: _____

2. INCIDENT/CONDUCT BEING REPORTED: (Describe briefly. Do not use patient's name. If more space is needed use additional sheets.)

DATE: _____ TIME: _____ FACILITY/PLACE: _____ UNIT: _____

INCIDENT: _____

3. CHEMICAL DEPENDENCY OR MENTAL ILLNESS: If a practitioner is being reported, do you suspect the RN's behavior is related to chemical dependency or mental illness?

Dependency _____ Mental Illness _____ Neither _____

4. PEER REVIEW COMMITTEE INVOLVEMENT

Has the incident been reported to a Nursing Peer Review Committee? YES NO

COMMITTEE: _____ DATE: _____

5. WITNESSES:

Were there witnesses to the incident/conduct or are there other persons who have information about the incident or nurse's conduct? YES NO

Do not identify. The board or agency can request names if needed.

6. RN MAKING REPORT: (Provide the following information about yourself)

NAME: _____ LIC. # _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

I SWEAR THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE



For College Procedure
3.05.01.10: Nursing Peer
Review Committee

TO:

FROM: CHAIR, NURSING PEER REVIEW COMMITTEE

SUBJECT: RECEIPT OF REPORT

DATE:

The purpose of this memo is to notify you that the Nursing Peer Review (NPR) Committee has received a report based on the incident or conduct described below.

The receipt of a report does not mean any action will result. However, the NPR Committee investigates all reports and does convey its findings to the El Paso County Community College District. The NPR Committee itself does not make the decision of what, if any, action should be taken. That decision is made by the appropriate administrative personnel.

If the NPR Committee’s investigation discloses information that could result in disciplinary action against you or if the NPR Committee recommends such action, you will be provided with a detailed summary of the information disclosed or the basis of the NPR Committee’s recommendation. In such event, you will be given the opportunity to submit a rebuttal statement of reasonable length. The rebuttal statement will be included with the NPR Committee’s report.

When appropriate, you will be contacted by a representative of the committee for your account of the incident. If you have any questions, feel free to contact me.

Incident or Conduct Reported:

Date: _____ Time: _____ Location/Place: _____

Incident/Conduct: (Describe briefly)

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.



EL PASO COMMUNITY COLLEGE NURSING PEER REVIEW COMMITTEE

CONFIDENTIALITY GUIDELINES FOR PARTICIPANTS IN NURSING PEER REVIEW COMMITTEE

The Nursing Peer Review (NPR) Committee functions in accordance with the requirements of Texas Occupations Code Chapter 303 of the Nurse Practice Act. That chapter provides persons participating in good faith in the Peer Review Process with extensive protection against incurring civil liability because of their participation. Without such protection, it would be very difficult for the NPR Committee to operate. Chapter 303 also imposes stringent confidentiality requirements on the Peer Review Process. These are necessary to protect not only the nurse being reviewed but also to facilitate the open discussion of opinions by members and other participants in the process. Violating these confidentiality provisions could result in exposure to civil liability both for the person breaching confidentiality and the committee itself. The following guidelines are designed to assist participants to avoid any inadvertent breaches of confidentiality.

RESTRICTIONS ON DISCLOSURE:

1. Member, agent or employee of the committee or a participant in any peer review proceeding may not voluntarily disclosure any communication of the committee or any record or proceeding of the committee. Nor may they be required to disclose such information.
2. Any person who attends any proceeding of the committee may not voluntarily disclose any information acquired or disclose any opinion, recommendation, or evaluation of the committee or any member of the committee. Nor may they be required to disclose this information.
3. Members of the committee and participants may not be questioned about their testimony or about opinions formed as a result of the committee proceeding.
4. Peer review committees are required to protect to the extent possible the identity of patients.

RECOMMENDATIONS:

1. You should not discuss any case, except as part of your official responsibilities on the committee. Conversation about a case is one of the easiest ways to breach confidentiality. Discussing a case with a third party or expert to get their opinion or feeling can also result in inadvertently disclosing confidential information. You never know when some seemingly unimportant information will permit the third party to identify whom you are talking about.
2. If you are questioned about a case or your participation in a proceeding, you should respond that the Nurse Practice Act does not permit you to respond to any questions. You should also immediately notify the chair of the committee of the incident.
3. You should refer to individual patients only if the chair of the committee has been consulted. Normally, procedures can be developed to permit a case to be discussed without identifying patient by name.
4. If you have any questions about confidentiality, consult the committee chair.

I HAVE READ THE ABOVE GUIDELINES AND UNDERSTAND AND AGREE TO ABIDE BY THEM.

SIGNATURE

DATE



EL PASO COMMUNITY COLLEGE NURSING PEER REVIEW COMMITTEE

PATIENT CROSS INDEX

INSTRUCTIONS: This form is designed to protect the identity of patients during the peer reviewed process. It provides a way to have patient-identifying information cross-indexed to non-identifying names or numbers that can be in peer review records.

.....

Patient(s): _____ ID#: _____ PCR #: _____

Address: _____ Phone #: _____

_____ ID#: _____ PCR #: _____

Address: _____ Phone #: _____

_____ ID#: _____ PCR #: _____

Address: _____ Phone #: _____



**EL PASO COMMUNITY COLLEGE
NURSING PEER REVIEW COMMITTEE
CASE ACTIVITY SHEET**

CASE NUMBER: _____

1. Date report received by committee: _____
2. Date report received by chair: _____
3. Date reported RN notified of report: _____
4. Date reporting RN notified that the report received: _____
5. Initial investigation (within _____ days of report):

Date initiated: _____ Date completed: _____

Summary of investigation: _____

Summary of results: _____

6. FIRST COMMITTEE MEETING (within _____ days of report): Date: _____

Witnesses: _____ RN: YES NO Other: _____ Position: _____

_____ RN: YES NO Other: _____ Position: _____

_____ RN: YES NO Other: _____ Position: _____

Summary of testimony: _____

Documents reviewed: _____

Findings: _____

Recommendations: _____

7. Further Investigation (If necessary. Within _____ days of committee meeting)

Summary of investigation: _____

Summary results: _____

8. FOLLOW-UP COMMITTEE MEETINGS(S): _____ Date: _____

Witnesses: _____ RN: YES NO Other: _____ Position: _____
_____ RN: YES NO Other: _____ Position: _____
_____ RN: YES NO Other: _____ Position: _____

Summary of testimony: _____

Documents reviewed: _____

Findings: _____

Recommendations: _____

- 9. Detailed Summary of Findings Prepared: _____ Date: _____
- 10. Detailed summary of Findings Provided Reported RN: _____ Date: _____
- 11. RN Notified of Right to Submit Rebuttal Statement: _____ Date: _____
- 12. Rebuttal Statement of reported RN Received: _____ Date: _____
- 13. Rebuttal Statement Reviewed for Length and Patient Identify Information: _____ Date: _____

The EPCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.



EL PASO COMMUNITY COLLEGE NURSING PEER REVIEW COMMITTEE

DETAILED SUMMARY OF PEER REVIEW COMMITTEE FINDINGS

INSTRUCTIONS

- A. This form incorporates the requirements of the Nurses Practice Act. Texas Occupations Code Section 303 requires that if a peer review committee discloses information that could result in disciplinary action or recommends or takes such action that the RN must be provided a detailed summary of the information disclosed or the basis of the recommendations/action. The RN must be provided an opportunity to offer rebuttal information and to submit a rebuttal statement of reasonable length.
- B. Texas Occupations Code Chapter 303 requires that the report to the Texas Board of Nursing (BON) from a facility/employer with 8 or more RNs must include the committee’s “determination” as to whether or not the nurse undergoing review engaged in conduct that exposed, or was likely to expose, a patient or other person unnecessarily to risk of harm because of professional conduct, failure to care adequately for a patient, failure to conform to the minimum standard of acceptable professional nursing practice, or impaired status. This form incorporates this requirement.



Case #: _____

1. RN’s Name: _____ License # _____ Date: _____
2. Alleged Incident: (Describe briefly. Do not use patient name)
 Date: _____ Time: _____ Locations: _____ Unit: _____
 Incident: _____

3. Summary of evidence and findings: (State in detail. Do not use witness names. Use additional sheet if necessary) _____

4. Determination of Committee as to Reportable incident (Check and complete one)
 - a. The committee determined (Check one or both as appropriate):
 - _____ The RN did expose
 - _____ The RN is likely to cause exposure to

A patient or other person unnecessarily to risk or harm because of:

 - _____ Impaired status
 - _____ Unprofessional conduct
 - _____ Failure to care adequately for patient
 - _____ Failure to conform to the minimum standards of acceptable professional nursing practice

b. The committee determined (Check one or more as appropriated)

_____ The RN did not expose

_____ The RN is not likely to expose

_____ The evidence was insufficient to find the RN exposed

_____ The evidence was insufficient to the RN is likely to expose a patient or other person unnecessarily to risk of harm because of impaired status, unprofessional conduct, failure to conform to the minimum standards of acceptable professional nursing care

1. Disciplinary Action: The committee's finding, recommendations and determinations may or may not result in disciplinary action. The decision as to disciplinary action, if any, will be made in accordance with the employer's personnel/disciplinary policies. The committee will convey its findings, recommendations and determinations to the appropriate administrative personnel.
2. BON Action: The committee action does not constitute action by the Board of Nursing. What action, if any, the BON takes against your license will be determined in accordance with the Nurse Practice Act and the Rules and Regulations of the BON. The committee's findings are available to and may be reported to the BON.
3. Rebuttal Statement: You may, if you desire, submit a reply or rebuttal statement of no more than 1,500 words to this statement. Your statement must be submitted to _____, no longer than 10 days from the date of this statement. To protect patient's confidentiality, please do not use patient's names or other identifying information. Any patient's information will be deleted from your statement.
4. Questions: If you have any questions about this statement, please contact _____, _____, Committee Chair.

APPROVED BY COMMITTEE CHAIR

Signature

Date

ACKNOWLEDGEMENT OF RECEIPT BY RN:

Signature

Date



EL PASO COMMUNITY COLLEGE NURSING PEER REVIEW COMMITTEE

PEER REVIEW COMMITTEE'S FINAL REPORT TO SPONSORING FACILITY

- A. This report is designed to be used when the RN has been provided a Detailed Summary of Information (DSI) as required by Chapter 303 of the Nurse Practice Act. To avoid the RN being given one description of the findings and the sponsoring facility another, the Detailed Statement of Facts (DSF) should be the primary document for describing the committee findings.
- B. Texas Occupations Code Chapter 303 does require, before the committee discloses information that could result in disciplinary action or recommends/takes such action, it must provide the RN a detailed summary of the information or the basis of its recommendation/action and give the RN an opportunity to submit a rebuttal statement. This report does not need to be included with the facility's report to the board, but the Detailed Summary and the RN's rebuttal statement do.

Date: _____

Case #: _____

1. RN reviewed:

Name: _____ License #: _____

2. Incident Reviewed: (Describe briefly. Do not use patient names.)

Date: _____ Time: _____ Location: _____ Unit: _____

Incident/Conduct: _____

3. The Detailed Summary of the Nursing Peer Review Committee Findings is attached.

YES NO (required)

4. The Detailed Summary was provided to the RN. YES NO (required)

5. The RN was apprised of the right to submit a rebuttal statement. YES NO

6. The RN has submitted a rebuttal statement. YES NO

7. If the RN submitted a rebuttal, a copy is attached. YES NO

8. Is it suspected that the RN's conduct is related to chemical dependency or mental illness?

Dependency Mental Illness Neither _____

9. Recommendations/Comments: _____

Signature Committee Chair



EL PASO COMMUNITY COLLEGE REPORT FORM TO BON INSTITUTION/FACILITY/EMPLOYER WITH 8 OR MORE RNs

1. Texas Occupations Code Chapter 303 of the Nurse Practice Act requires any facility, institution, agency or individual that employs, hires or contracts for the service of registered nurses to report to the Texas Board of Nursing (BON) any RN that it terminates, suspends or takes other substantive disciplinary actions against because the RN exposed or is likely to expose a patient or other person unnecessarily to a risk of harm because of unprofessional conduct, failure to care adequately for a patient, failure to conform to the minimum standards of acceptable professional nursing practice, or impaired status.
2. Chapter 303 requires the report to the BON be in writing and include name of the nurse and other pertinent information within the knowledge of the facility/employer.
3. The BON has adopted Standards of Nursing Practice, Rules of Unprofessional Conduct and Rules Governing Delegation of Nursing Task. These rules provide guidelines for what type of behavior should be reported. Copies of the Nurse Practice Act and Rules and Regulations of the BON can be obtained from the BON.
4. If the reported RN has gone through a peer reviewed process, Section 303 requires certain specific conditions be met including submitting a copy of the peer review committee's report in the facility's/employer's report to the BON. This form attempts to reflect these conditions. Facilities or employers with 8 or more RNs must incorporate peer review into their reporting to the BON.
5. If it is suspected that the RN's conduct is related to chemical dependency or mental illness, the RN may be reported to the Texas Peer Assistance Program for Impaired Nurses (TPAPIN) in lieu of being reported to the BON. TPAPIN's address and phone are:

Texas Peer Assistance Program for Impaired Nurses
4807 Spicewood Springs Rd., Bldg. 3
Austin, TX 78759
1-800-288-5528 1-512-467-7027
Email: tpapn@texasnurses.org

-
1. RN being reported (Provide the following information about the RN being reported)

Name: _____ License #: _____
Address: _____ Phone #: _____

2. Incident being reported (Describe briefly. Do not use patient's names. Use additional sheets if necessary.)

Date: _____ Time: _____ Facility/Place: _____ Unit: _____
Incident/Conduct: _____

3. Disciplinary Action (indicate how RN was disciplinary)

Terminated: _____ Suspended (indicate length of time): _____
Other (describe): _____ Not Disciplined: _____

4. Peer Reviewed

Was the incident reviewed by a nursing peer review committee? YES NO (required)
Committee Chair: _____ Phone #: _____
Is a copy of the committee's report enclosed? YES NO (required)
Did the RN submit a rebuttal statement? YES NO (must be given opportunity)
Is a copy of the rebuttal statement attached? YES NO (required)

5. Chemical Dependency or Mental Illness

Is it suspected that the RN's behavior is related to chemical dependency or mental illness?
 Dependency Mental Illness Neither _____

6. Witnesses

Were there witnesses to the incident/conduct or are there other persons who have information about the incident/conduct? YES NO

7. Reporting Entity: (Provide the following information about the entity making report)

Name: _____ Phone #: _____
Address: _____
Does the Entity employ or use the services of 8 or more RNs? YES NO
Person Submitting Report: _____
Title: _____ Phone #: _____

I SWEAR THAT THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signature

Date



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.01.14 Clearance Investigations and Substance Abuse Testing for Students and Faculty in Instructional Programs

APPROVED: October 26, 1988 **REVISED:** July 13, 2012
Year of last review: 2017
AUTHORIZING BOARD POLICY: 3.05.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To ascertain the background of students and faculty* in instructional programs within the El Paso County Community College District when required by affiliating or accrediting agencies.

To specifically meet the requirements stated in the Texas Department of Human Services and Texas Department of Protective and Regulatory Services, Licensing Division guidelines to clear students and faculty who are assigned to day care facilities for clinical or work experience courses.

PROCEDURE:

- I. The anticipated date of the start of the course involving the specified programs requiring criminal background checks and substance abuse testing will be identified by the appropriate Dean/Director. Documentation regarding requests of affiliates and state or federal regulations will be maintained by the appropriate Dean/Director.
- II. EPCC will identify a vendor to conduct background screening and substance abuse testing.
 - A. Students will be responsible for cost of testing.
 - B. Faculty costs will be paid by the EPCC Program Budget.
 - C. Procedure identified by the vendor will be followed by all students and faculty.
- III. The vendor will provide student outcomes to the appropriate Dean/Director.
- IV. The vendor will provide faculty outcomes to the Human Resources Director who will notify the Dean/Director of clearance status.
- V. If there are significant findings, the Dean/Director will request additional information from the individual prior to making a final clearance determination.
 - A. Determine the type of background check and substance abuse testing required history and the significance to enrollment, progression, graduation, and licensure/certification. This determination will be based upon the written guidelines from the appropriate accrediting, licensing, or affiliating agency.
 - B. Request the student obtain any additional documentation needed, e.g. records showing disposition of the case from the appropriate agency.
 - C. Advise the student, verbally and in writing, of any additional actions required or suggested.
- VI. The Dean will provide documentation to the affiliating agency regarding the clearance procedures utilized and the lack of findings in students and faculty assigned to the facility, as appropriate.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- VII. Confidentiality: The personal history statements, the clearance investigations, and subsequent reports will be considered confidential reports. Access to this information will be controlled by the Dean and/or Human Resources Director. Utilization of information for other than the intended purpose will be considered in violation of this procedure.
- VIII. A statement regarding the requirement of the background check or substance abuse testing will be printed in the College catalog, schedules, course syllabi, and program brochures.
- IX. Students who have a history of felony or misdemeanor arrests and/or convictions, which are not permissible for specific courses or affiliates, will not be allowed to enroll in the clinical course/program. Students failing the background check or substance abuse test will be notified in writing by the Dean. The student will also be advised of any potential future limitations that this history may place on course work or licensure/certification applications.
- X. The student has the right to appeal the decision by providing additional information regarding the clearance investigations or substance abuse test to the Dean/Director, who will communicate with the appropriate administrative individuals within the clinical affiliate, accrediting agency, or licensing agency. The decision of the clinical affiliate will be final.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.02.10 Faculty Credentials

APPROVED: July 2, 2004

REVISED: March 3, 2017

Year of last review: 2018

AUTHORIZING BOARD POLICY: 3.05.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish a process to ensure that each faculty* member employed with El Paso Community College possesses the academic preparation, training and experience to meet the minimum requirements of accrediting bodies and state agencies.

PROCEDURE:

I. Vice President

The Vice President of Instruction and Workforce Education, working with his/her respective leadership team, maintains a comprehensive list of faculty credential requirements and current credentialing forms. This document, titled *Faculty Credentials Requirements*, combines the educational and experiential requirement information from applicable accrediting agencies, the Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and identifies and lists the credential requirements for faculty teaching in each discipline at the College.

Consistent with SACSCOC guidelines, disciplines in conjunction with the dean/director/vice president may develop specific credential requirements for their faculty. These requirements will be maintained in a separate document titled, *Faculty Credentials Statements*.

II. Faculty

It is the responsibility of the faculty to provide the College with all documentation needed to verify their credentials. This includes, but is not limited to, an employment application, résumé, official transcripts, appropriate licenses/certifications, verification of work and/or teaching experience, and written language proficiency form(s). The cost to obtain official transcripts (including necessary translations and evaluations of foreign transcripts) and copies of licenses and certifications is borne by the faculty member. It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials, and to provide documentation of licensure and certification renewal. The College may periodically request updated documents from faculty to maintain the currency of credential folders.

III. Dean/Director/Vice President

Prior to any faculty member's employment with the District, the dean/director reviews the prospective faculty member's credentials to verify that s/he meets the requirements listed in the *Faculty Credential Requirements* document. If the individual's credentials meet the minimum requirements, and a decision is made to hire the individual, the dean/director will prepare a faculty credentials folder in accordance with current standards. The dean/director will work with the faculty member to obtain the documents required for the credentialing process. The dean/director forwards the completed faculty credentials folder to a second dean/director for review of confirmation of eligibility to teach in the area and then to the Vice President for concurrence and final approval.

IV. Human Resources Department

The College requires official transcripts identifying degrees or coursework needed for credentialing. Official transcripts are defined as those transcripts transmitted directly from the issuing institution to the El Paso Community

* Note: The word "faculty" denotes instructors, counselors and librarians.

College Human Resources Department. Transcripts issued to students are not accepted as official. Electronic transcripts sent from the conferring institution or from a third-party repository may be accepted as official if they are sent directly to the Human Resources Department via a secured electronic link or website.

The Human Resources Department will maintain an electronic database of faculty credentials that contains the same information as in the Faculty Credentials folders. The Human Resources Department will use this database to provide accurate, timely information to various accrediting agencies, federal/state agencies and College departments.

The faculty credentials folder will be housed in the Human Resources Department. Folders may be checked out by the dean/director for purposes of updating.

The Human Resources Department will develop and maintain a document detailing the steps for the processing of foreign transcripts.

V. Transcripts from Non-Regionally Accredited Institutions

The hiring of individuals whose qualifying degree is from a non-regionally accredited institution in the United States (U.S.) will be considered on a case-by-case basis. When hiring such individuals, additional criteria beyond those listed in the *Faculty Credential Requirements* document must be considered. Criteria to be considered include the degree issuing institution's reputation, whether the institution is accredited/recognized by other agencies/organizations, and a thorough evaluation of the candidate's coursework and experience. If such a hire is deemed desirable, then the dean/director must evaluate the faculty member's educational background and experience, and the dean/director will prepare a packet for the Faculty Credentials Review Committee (FCRC) review (see Section VI. C, below). If the Vice President agrees that the individual possesses appropriate academic preparation and experience, the dean/director will prepare a faculty credentials folder in accordance with current standards, and include the documentation of his/her findings in the folder.

VI. Faculty Credentials Review Committee (FCRC)

- A. When the individual's credentials do not meet the standards stated in the *Faculty Credentials Requirements* document, but the prospective faculty member possesses competence, effectiveness and capacity in the teaching discipline, the individual may be credentialed on the recommendation of the dean/director/vice president to the FCRC (Pursuant to 2012 SACSCOC *Principles of Accreditation: Foundation for Quality Enhancement* approved by the Delegate Assembly December 2011).
1. A dean/director identifies a need and a rationale for credentialing a candidate who does not possess the minimal academic qualifications to teach in a field.
 2. The dean/director gathers all pertinent documentation and writes a cover memorandum summarizing the case.
 3. The District-wide discipline coordinator receives all documentation and shares the documentation with the District-wide full-time faculty in the discipline. The District-wide discipline considers the documentation and votes on whether the faculty member is to be credentialed. The discipline coordinator will forward the discipline's recommendation, in writing, to the dean/director based on the majority of votes, and will provide to the dean/director all the documentation on which the vote was based.
 4. The dean/director will forward all the documentation, to include the memo from the dean/director and the coordinator, along with the result of the vote, in writing, to the FCRC, and give to the FCRC his or her reasons why the discipline's vote should, or should not, be upheld. The FCRC will review the documentation, the results of the discipline's vote and the arguments of the dean/director. Upon the review of the foregoing documentation, vote and arguments, the FCRC will vote to either uphold the discipline's vote or vote to overrule it. The FCRC will forward the result of its vote and forward all the documentation on which the vote was based to the Vice President. The Vice President will inform the FCRC of his or her decision.
- B. Sufficient objective documentation to support competence, effectiveness and capacity are required to warrant consideration. The candidate for credentialing must provide to the FCRC, through the appropriate dean/director/Vice President, the following documents:
1. Memorandum from the dean/director to the FCRC addressing the evidence for competence, effectiveness, and capacity in the discipline presented by the faculty member, credential requirements for the position, and any other relevant information to support the request

2. Memorandum from the candidate to the instructional supervisor addressing specific competence, effectiveness, and capacity in the teaching discipline
 3. Current résumé
 4. A copy of the El Paso Community College Application for Employment
 5. Copies of applicable transcripts
 6. Documentation supporting competence, effectiveness, and capacity including, as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes in the discipline.
 7. Recommendation(s) from District-wide discipline faculty.
- C. Although rare, a well-qualified candidate may be a graduate of a non-regionally accredited institution. When a candidate is a graduate of (or has coursework from) a non-regionally accredited institution within the United States, the dean/director will prepare a packet for the FCRC to review the appropriateness of the academic preparation in a specific instructional program from the institution to provide the prospective faculty member with the competence, effectiveness, and capacity in the teaching discipline. Upon recommendation by the FCRC, the Vice President may approve that institution's specific instructional program for credentialing of faculty without review of individual candidates unless there have been substantive changes in the status of the educational institution.

1. The dean/director, in cooperation with the applicant, gathers documentation related to the non-regionally accredited institution, which must include:
 - a. A copy of the current program/course description from the institution as compared to a copy of a current degree/certificate program from a regionally accredited institution.
 - b. Recommendation (vote) from the discipline.

The packet may also include:

- a. Verification of accreditation by a national or specialized accrediting agency recognized by the U.S. Department of Education (DOE) using the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (<http://ope.ed.gov/accreditation>).
 - b. Verification of approval by a state agency which recognizes postsecondary vocational education or nurse education.
 - c. Verification of approval as an apprenticeship program by the U.S. Department of Labor (DOL) (<http://oa.doleta.gov/bat.cfm>).
 - d. Reputation of the institution within the industry.
 - e. Other relevant supporting documents.
2. The dean/director forwards the institutional packet to the FCRC for review.
 3. The FCRC provides a recommendation of recognition of the specific instructional program offered by the institution to the appropriate Vice President. (See the checklist and comments on items listed in Section VI. C. 1, above).
 4. Once a specific instructional program within a non-regionally accredited institution is approved by the appropriate Vice President, the dean/director will complete a credentials folder for the individual faculty member, including the following:
 - a. A copy of the letter from the appropriate Vice President recognizing the instructional program in the credentials folder with the FCRC's recommendation attached.
 - b. A memo from the dean/director stating that they have verified with the institution that the individual received coursework at that institution and graduated with a degree or certificate of completion, and stating they have verified with the DOE, DOL, or state agency that the institution retains their approval/recognition status.
 - c. A copy of the candidate's official transcript from the institution showing coursework and/or graduation with a degree or certificate of completion must be included in the credentials folder.
 - d. The credentials folder is then approved following the usual approval process.

VII. Foreign Transcripts

All transcripts submitted by a potential faculty member from foreign universities or schools must be evaluated for equivalency to United States accredited course work by an EPCC approved agency. All costs for these services are borne by the prospective employee. Only course work and degrees granted by an accredited college/university or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty. In the event the prospective employee is unable to provide official transcripts, the dean/director will communicate with the degree granting school to determine whether it is able to provide the transcripts. If the degree granting school is unable or unwilling to provide official transcripts, the dean/director/vice president will document this fact and may accept the transcripts in the possession of the individual as substitutes for official transcripts. The Human Resources Department maintains and distributes information regarding the processing of foreign transcripts.

VIII. Pending Faculty Credentials Folder

At times, it may be necessary to have an instructor begin teaching prior to the receipt of an official transcript or verification of teaching or work experience. In these cases, a folder will be prepared by the dean/director containing all of the information except the official transcript(s) or experience documentation. A letter from the university or a memorandum summarizing a phone confirmation from the university of the degree and major field must be included in the folder to show that the individual meets the minimum credential requirements. A copy of the request for an official transcript must be included in the folder in the section where the official transcript will be placed upon receipt. Additionally, the Human Resources Department will attempt to confirm the receipt of the transcript request and if there is any type of hold on the release of the transcript. Once the official transcript arrives, it will be placed in the credentials folder, and all necessary signatures will be obtained. Similarly, a memo from the dean/director listing the work or teaching experience will appear in the appropriate section of the folder. The work and/or teaching experience verification will be used to document phone confirmation of work experience pending documentation. The memo will be replaced with the official experience documentation upon receipt. If folders with all official documentation are not complete within 30 days of the start of the class, the instructor may be removed from the classroom.

IX. Instructors Who Cannot Be Credentialed

- A. If the dean/director/vice president determines that an individual who is currently teaching an EPCC course does not meet the minimum qualifications to be credentialed in the instructional area, every effort should be made to replace that individual with a credentialed instructor. If the instructor cannot be replaced, the dean/director will write a memo to be placed on top of the *Faculty Credentials Verification* form in the individual's faculty credentials folder.
- B. If the instructor cannot be replaced, the dean/director will write a memo to be placed on top of the *Faculty Credentials Verification* form in the individual's faculty credentials folder. The memo is to be addressed to the Vice President, and include (a) the individual's name, (b) the credential area and semester in which he or she is or was teaching, (c) the current minimum requirements to teach in that credential area, (d) an explanation of why the individual does not meet the minimum requirements, and (e) a statement that the individual will no longer be teaching in the credential area.

X. Evaluation

As an integral part of verifying that newly hired faculty possess the knowledge and credentials necessary to perform their assigned duties, all new faculty members are evaluated during their first semester in accordance with the appropriate College evaluation procedure.

- XI. The Vice President will ensure that an internal audit of faculty credentials is conducted every two years.



FACULTY CREDENTIALS REVIEW COMMITTEE (FCRC): NON-REGIONALLY ACCREDITED INSTITUTION EVALUATION FORM

Date of Committee Review:	Institution Under Review:	
Course(s)/Degree/Certificate Under Review:		
Document	Included Y/N	Comments
All documents marked with an asterisk (*) are based upon availability/optional		
A. Memorandum from the Dean/Director/AVP to the FCRC summarizing the appropriateness of the academic preparation in a specific instructional program from the non-regionally accredited institution to provide the prospective faculty member with the competence, effectiveness, and capacity in the teaching discipline.		
B. Copy of the current program/course description(s) from the institution as compared to a copy of a current degree/certificate program/course description from a regionally accredited institution.		
C. Memorandum from the District-wide discipline coordinator reflecting a vote by full-time discipline faculty in support of the program of study from the proposed institution.		
D. Verification of accreditation by a national or specialized accrediting agency recognized by the U.S. Department of Education (DOE) using the U.S. Department of Education Database of Accredited Institutions and Programs at http://ope.edu.gov/accreditation		
E. Verification of approval by a state agency which recognizes postsecondary vocational education or nurse education.		
F. Verification of approval as an apprenticeship program by the U.S. Department of Labor (DOL) at http://oa.doleta.gov/bat.cfm		
G. Reputation of the institution within the industry.		
H. Other relevant supporting documents		
Additional Comments/Other Supporting Evidence:		
_____ The documents presented to the committee <i>are sufficient</i> for review of this institution/program for approval.		
_____ The documents presented to the committee <i>are insufficient</i> for review of this institution/program for approval. We welcome re-submission of a more detailed packet.		
Is this institution/program recommended for approval? _____ Yes _____ No		
Rationale:		
Submitted by FCRC Committee Chairperson: _____ Date: _____		

Revised 8/17/2010 Draft New Form 6/25/2010



FACULTY CREDENTIAL REQUIREMENTS

For College Procedure 3.05.02.10
 Faculty Credentials

The following requirements are general, credential requirements by discipline. Specific courses may have unique requirements which are defined in a separate document titled, "Faculty Credential Statements."

Category 1: Faculty teaching general education courses at the undergraduate level. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree.
Requirement: Doctorate or master's degree in the teaching discipline, or doctorate or master's degree with a minimum of 18 graduate semester hours (27 graduate quarter hours) in the teaching discipline.
ACCOUNTING – TRANSFER
ANTHROPOLOGY
ARCHITECTURE
ART
BIOLOGY
BUSINESS – TRANSFER
CHEMISTRY
DANCE
DRAMA
ECONOMICS
EDUCATION 1300
ENGINEERING
ENGLISH – TRANSFER
FOREIGN LANGUAGE – ARABIC
FOREIGN LANGUAGE – CHINESE
FOREIGN LANGUAGE – FRENCH
FOREIGN LANGUAGE – GERMAN
FOREIGN LANGUAGE – SPANISH
GEOGRAPHY
GEOLOGY
GOVERNMENT
HISTORY
INFORMATION TECHNOLOGY SYSTEMS – TRANSFER
KINESIOLOGY
MASS COMMUNICATION
MATHEMATICS – TRANSFER
MILITARY SCIENCE
MUSIC
NUTRITION – TRANSFER
PHILOSOPHY
PHYSICS
PSYCHOLOGY
SOCIAL WORK – TRANSFER
SOCIOLOGY
SPEECH
TEACHER PREPARATION
Category 2: Faculty teaching college non-transfer professional, career & technical education associate degree programs
Requirement: Must possess appropriate academic preparation or academic preparation coupled with a minimum of 3 years work experience and demonstrated competencies in the teaching field. The minimum academic degree for faculty teaching in professional, career & technical education area must be at the same level at which the faculty member is teaching.
ACCOUNTING – CTE
ADVANCED TECHNOLOGY MAINTENANCE OPTION
ADVANCED TECHNOLOGY MANUFACTURING OPTION

ADMINISTRATIVE ASSISTANT
ADVERTISING GRAPHICS AND DESIGN
AUTOMOTIVE TECHNOLOGY
BUSINESS – CTE
CHILD DEVELOPMENT
COURT REPORTING
CRIMINAL JUSTICE – CTE
CULINARY ARTS AND RELATED SCIENCES – CULINARY ARTS
CULINARY ARTS AND RELATED SCIENCES – RESTAURANT MANAGEMENT
CULINARY ARTS AND RELATED SCIENCES – PASTRY
DENTAL ASSISTING – BACHELOR’S DEGREE
DENTAL HYGIENE – BACHELOR’S DEGREE
DIAGNOSTIC MEDICAL SONOGRAPHY
DIGITAL VIDEO PRODUCTION
DRAFTING AND DESIGN TECHNOLOGY
EMERGENCY MEDICAL SERVICES
FIRE TECHNOLOGY
HEALTH INFORMATION TECHNOLOGY
HEALTH PROFESSIONAL AND RELATED SCIENCES
HEATING, VENTILATION AND AIR CONDITIONING
INFORMATION TECHNOLOGY SYSTEMS – CTE
HOSPITALITY MANAGEMENT
INTERIOR DESIGN TECHNOLOGY
MEDICAL ASSISTING TECHNOLOGY
MEDICAL LABORATORY TECHNOLOGY
NURSING (RN) – MASTER’S DEGREE
NURSING PRACTICE LAB – BACHELOR’S DEGREE
NUTRITION – CTE
PARALEGAL
PHARMACY TECHNOLOGY
PHYSICAL THERAPIST ASSISTANT
RADIATION THERAPY TECHNOLOGY – BACHELOR’S DEGREE
RADIOLOGIC TECHNOLOGY
REAL ESTATE
RESPIRATORY CARE TECHNOLOGY
SIGN LANGUAGE/INTERPRETER
SOCIAL WORK – CTE
SURGICAL TECHNOLOGY
TRAVEL AND TOURISM
Category 3: Faculty teaching certificate career & technical education courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. If a faculty member is teaching certificate level courses which are also part of an associate degree, the faculty must hold the credentials required for teaching the higher degree.
Requirement: Certificate or specialized training in the teaching field, with an emphasis on competence gained through work experience.
COSMETOLOGY
DIESEL MECHANIC
ELECTRICAL JOURNEYMAN FACILITIES
HEALTH INFORMATION CODING
HEALTH INFORMATION MEDICAL TRANSCRIPTION
MACHINING TECHNOLOGY
ROBOTICS AND AUTOMATION
WELDING
VOCATIONAL NURSING
Category 4: Faculty teaching adult basic education courses below the collegiate level
Requirement: Must have a baccalaureate degree and also should have attributes or experiences which help them relate to the particular needs of the adults they teach.
Language Institute – CONVERSATIONAL ENGLISH
Language Institute – GED (ENGLISH AND SPANISH)
Language Institute – CONVERSATIONAL FOREIGN LANGUAGES

Language Institute – CHILDREN’S ESL PROGRAM
Category 5: Faculty teaching developmental courses
Requirement: Must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental education. For language arts-related, must have 18 undergraduate or graduate semester hours (27 graduate quarter hours) in language arts course work. If the degree is not in a related area, the instructor must possess a minimum of 18 graduate semester hours (27 graduate quarter hours) in a discipline related to the teaching assignment.
For English for Speakers of Other Languages (ESOL/RESL/ESAL/ALP Intensive English Program), EPCC has defined related areas: Bilingual Education Curriculum & Instruction (language arts related) Elementary Education English English as a Second Language Foreign Languages Instructional Specialist (language arts related) Interdisciplinary Studies (language arts related) Liberal Arts (language arts related) Linguistics Reading Secondary Education (language arts related) Speech Teaching English as a Foreign Language Teaching English as a Second Language
For Developmental Reading, Developmental Writing, and Integrated Reading and Writing (INRW) EPCC has defined related areas: Curriculum & Instruction (language arts related) Developmental Education Elementary Education English Instructional Specialist (language arts related) Interdisciplinary Studies (language arts related) Liberal Arts (language arts related) Linguistics Print Journalism Reading Secondary Education (language arts related)
For Developmental Mathematics, EPCC has defined related areas: Accounting Business Administration Computer Science Education Engineering Information Technology Systems Math Psychology Sciences (Biology, Chemistry, Geology, Physics) Statistics In addition, must have (a) 18 credit undergraduate or graduate semester hours (27 quarter hours) in Mathematics; Six semester hours (9 quarter hours) can be in Statistics or (b) have successfully completed Calculus I or a higher level Math course with a C or higher and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.
ENGLISH – DEVELOPMENTAL
ESOL – DEVELOPMENTAL
MATHEMATICS – DEVELOPMENTAL
READING – DEVELOPMENTAL

For language arts related, must have 18 undergraduate or graduate hours in language arts course work.



EL PASO COMMUNITY COLLEGE LICENSURE/CERTIFICATION CREDENTIAL REQUIREMENTS

For College Procedure
3.05.02.10: Faculty
Credentials

List of all required licensure/certification or other external credentials required for faculty credentialing by discipline. NOTE: Some disciplines have various options for type of certification and only one is required; other disciplines may have multiple certifications required to be fully credentialed.

Revised: April 14, 2010

Credential Area	Required License/Certification	Issuing Agency
Community Health Worker-CHLT	Community Health Education Specialist (CHES) or	National Commission for Health Education
	Certified Community Health Worker/Promotora	Texas Department of State Health Services
Cosmetology-CSME	Cosmetology Instructor License	Texas Department of Licensing and Regulation (TDLR)
Court Reporting	Certified Shorthand Reporter	Court Reporters Certification Board and Texas Court Reporters Association
Dental Assisting-DNTA	Certified Dental Assistant and	Dental Assisting National Board
	Dental Assisting Registration and	Texas State Board of Dental Examiners
	*Pit and Fissure Sealant Registration and	Texas State Board of Dental Examiners
	*Coronal Polishing Registration	Texas State Board of Dental Examiners
Dental Hygiene-DHYG	Or Licensed Dentist	Texas State Board of Dental Examiners
	Registered Dental Hygiene and	American Dental Association
	Texas Dental Hygiene License	Texas State Board of Dental Examiners
Diagnostic Medical Sonography-DMSO	Or Licensed Dentist	Texas State Board of Dental Examiners
	ARDMS – ABD or	American Registry of Diagnostic Medical Sonography
Emergency Medical Services-EMSP	ARDMS – OB/Gyn	American Registry of Diagnostic Medical Sonography
	Licensed Paramedic or	Texas Department of State Health Services
	National Registry-Paramedic and	National Registry of EMTs
	EMT Advanced Coordinator Certification	Texas Department of State Health Services
	and Certification BLS Instructor	American Heart Association
	and Certification ACLS Instructor	American Heart Association
	and Certification PALS Instructor	American Heart Association
Or Registered Nurse	Texas Board of Nursing	
Fire Technology Academy	Fire Instructor II	Texas Commission on Fire Protection
Health Information Technology-HITT	Registered Health Information Technician or	American Health Information Management Association
	Registered Health Information Administrator	American Health Information Management Association
Health Information Technology-Coding-HITT	Certified Coding Associate or	American Health Information Management Association
	Certified Coding Specialist (C.C.S.) or	American Health Information Management Association
	Certified Coding Specialist for Physician's Office (C.C.S.P)	American Health Information Management Association
Health Information Technology-Medical Transcription – MRMT	Registered Medical Transcriptionist	Association for Healthcare Documentation Integrity
Health Professions & Related Sciences – HPRS	Any health-related license or certification	Various (see others listed for specific disciplines)

Credential Area	Required License/Certification	Issuing Agency
Kinesiology 1306-KINE 1306	First Aid Instructor Certification and	National Safety Council or American Academy of Orthopedic Surgeons
	CPR and BLS Instructor Certification	American Heart Association
Medical Assistant	Registered Medical Assistant or	American Medical Technologists
	Certified Medical Assistant or	Certifying Board of the American Association of Medical Assistants.
	Medical Doctor (MD)	Texas Board of Medical Examiners
Medical Laboratory Technology	Medical Laboratory Scientist – MLS (ASCP) ^{CM} or	American Society for Clinical Pathology Board of Certification.
	Medical Technologist – MT (ASCP) or	
	Medical Laboratory Technician – MLT (ASCP) or	
	Medical Technologist – MT(AMT)	American Medical Technologist
Nursing-RNSG	RN License	Texas Board of Nursing
Nutrition Science-FDNS or HECO	Licensed Dietitian or	Texas State Board of Examiners
	Registered Dietitian	Commission on Dietetic Registration
Pharmacy Technology	Certified Pharmacy Technician or	Pharmacy Technician Certification Board
	Registered Pharmacy Technician or	Texas Board of Pharmacy
	Registered Pharmacist	Texas Board of Pharmacy
Physical Therapist Assistant-PTHA	Physical Therapist or	Executive Council of PT & OT Examiners
	Physical Therapist Assistant	Executive Council of PT & OT Examiners
Radiation Therapy-RADT	American Registry of Radiologic Technology-Radiation and	American Registry of Radiologic Technology
	MRT (Medical Radiologic Technologist)	Texas Department of State Health Services
Radiologic Technology- RADR	American Registry of Radiologic Technology and	American Registry of Radiologic Technology
	MRT (Medical Radiologic Technologist)	Texas Department of State Health Services
Respiratory Care-RSPT	Registered Respiratory Therapist or	American Association of Respiratory Care
	Certified Respiratory Therapist and	American Association of Respiratory Care
	Texas License-Respiratory Therapist	Texas Department of State Health Services
Surgical Technology-SRGT	Certified Surgical Technologist or	National Board Of Surgical Technology & Surgical Assisting
	Registered Nurse	Texas Board of Nursing
Vocational Nursing-VNSG	LVN License or	Texas Board of Nursing
	RN License	Texas Board of Nursing

Note: * currently optional but will be mandated in near future by Texas Board of Dental Examiners.



INSTRUCTIONS FOR PREPARATION OF FACULTY CREDENTIALS FOLDER

Materials:

Folder: Classification Folder 2 interior partitions/6 fasteners
Globe-Weis Product #936-161 Green

Front Name Label: Avery Product Number 5163, 2" x 4" White Label

Font - Times New Roman 20pt. Bold
TYPED IN UPPER CASE – NAME CENTERED

LAST NAME, FIRST NAME

Name Tab: Avery Product Number 8366, White Label 1/3 cut

Font - Times New Roman 20pt. bold
TYPED IN UPPER CASE

LAST NAME, FIRST NAME

Note: adjust font to accommodate name on one line

Folder Tabs: Avery Product Number 8366, White Label 1/3 cut

Font - Times New Roman 14pt. bold
Typed in Upper/lower case

First Tab- Faculty Credentials Verification form

Second Tab- Official Transcripts/Licensure/Certification

Third Tab- Experience/Application/Résumé

Fourth Tab- English Language Proficiency Verification

Back Page: Page titled *Historical Documents*
Card Stock Paper, Glacier Mist Color (obtain at ISC)

Font - Times New Roman 28pt. bold
TYPED IN UPPER CASE – CENTERED

Order of Folder Contents:

First Partition:

Left side: Checklist

Right side (first tab): **Faculty Credentials Verification form (FCV)**

- Order of contents: **Faculty Credentials Verification Form pages 1 & 2**
- License/Certification Renewal form is placed on top of the **FCV**
 - Credential area name change standard letter is placed on top of the **FCV**
- Discipline Memo Regarding Credential Requirements
Work, Work-Related Volunteer Service and/or Teaching
Experience Verification form

Second Partition:

Left side (**second tab**): **Licensure/Certification/Official Transcripts**

Order of contents:

Licensure/Certification

- updated licensures and certifications replace the expired documents, which are moved to the Historical Documents section

Official Transcripts

- Non-regionally accredited institution letter
- Highest degree on top
- Transliteration of foreign transcripts
- Documentation to support competence, effectiveness and capacity goes behind transcript (from Faculty Credentials Review Committee)
- Verification of Pending Credential Requirements form

Right side (**third tab**): **Experience/Application/Résumé**

Order of contents:

Experience

- evidence of documentation is placed on top of application

Application

Résumé

Last Partition:

Left side (**fourth tab**): **English Language Proficiency Verification**

Right side: Historical Documents Page



FACULTY CREDENTIALS FOLDER CHECKLIST

For College Procedure 3.05.02.10
Faculty Credentials

NAME: _____

DISCIPLINE: _____

Form/Document	Completed
Faculty Credentials Verification	
Work/Teaching Experience Verification	
Official Transcripts	
Licensure/Certification Renewal	
Experience/Application/Résumé	
English Language Proficiency Verification	

Signature

Date



For College Procedure 3.05.02.10
Faculty Credentials

FACULTY CREDENTIALS VERIFICATION

Credential Area

Name (Last, First, MI)

Course Specific Approval(s)

Social Security Number

Position Requirements	Faculty Credentials				Verification		
Education: <input type="checkbox"/> High School/GED <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Associates (any) <input type="checkbox"/> Associates (in area) <input type="checkbox"/> Bachelors (any) <input type="checkbox"/> Bachelors (in area) <input type="checkbox"/> Masters (in area) or Masters +18 GSH (27 GQH) in area <input type="checkbox"/> Other:	Education: List all (✓) relevant education and (*) highest degree attained						
	✓	*	School	Major	Degree/Date Conferred	Initial	Date
Experience: <input type="checkbox"/> No Experience Required <input type="checkbox"/> Teaching Experience <input type="checkbox"/> 3 Years Related Experience (exclusive of teaching) <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Work experience met <input type="checkbox"/> Teaching experience met <input type="checkbox"/> Work experience not required since Bachelors or higher degree in teaching field <input type="checkbox"/> See additional credential documentation in accordance with SACSCOC Principles of Accreditation 3.7.1 in the second partition of the Faculty Credentials folder.				Data Entry		
					Initial	Date	
Required License/Certification:	<input type="checkbox"/> License/Certification Met (For each required license/certification held, list the following information)				Approvals		
	License/Certification	Issuing Agency	Number	Expiration Date			
					Dean/Director/VP/Date		
					Dean/Director/VP/Date		
					VP/Date		

Note: A separate form must be filled out for each credential area in which an instructor is credentialed.

Faculty Credentials Verification

Name:	SSN:	Credential Area:
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Qualifying Courses - See Official Transcript

- Degree in area – Courses not listed
- Career & Technical Education or faculty with academic preparation at the same or higher level at which they are teaching – courses not listed

Course Number and Title	Hours

Course Number and Title	Hours
Total	

Hours are (check one) ___ semester hours (18 hours minimum;
or ___ quarter hours (27 hours minimum)

Specific Credential Requirements

Other Qualifications & Comments (Faculty Roster Column 4)



For College Procedure 3.05.02.10
Faculty Credentials

BANNER GENERATED LETTER

Date

To Whom It May Concern:

Since establishing its credentialing process, several of the credential areas associated with our instructors have changed name. This letter serves to document these changes and to inform those who might review these packets that the faculty members remain credentialed to teach these classes.

Original Credential Area Name	New Credential Area Name
Computer Information Systems – Occupational	Information Technology Systems – Occupational
Computer Information Systems – Transfer	Information Technology Systems – Transfer
Education 1301/TECA – Transfer	Teacher Preparation – Transfer



FACULTY CREDENTIALS STATEMENTS

The following statements appear in the Specific Credential Requirements box on Page 2 of the Faculty Credentials Verification form):

**Category 1: Faculty teaching general education courses at the undergraduate level.
Faculty teaching associate degree courses designed for transfer to a baccalaureate degree**

BIOLOGY

Applicants with a Foreign Medical degree need to have the equivalent of a Bachelor's degree from a regionally accredited institution of higher education in the U.S.

BUSINESS

Business Computer Applications (BCIS 1305)

The credentials for this interdisciplinary course require a combination of 18 graduate semester hours (27 quarter hours) in Business/Management and Computer courses with a minimum of 6 semester hours (9 quarter hours) in each.

Quantitative Methods for Business and Economics (BUSI 2370)

The credential requirements for this course is a Master's degree in one of the following: Business Administration, Accounting, Finance, Marketing, Management, Management Information Systems, International Business or Economics or a Master's degree with 18 graduate hours in any of these areas or a mix of courses from any of these areas.

CRIMINAL JUSTICE

The Juris Doctor degree is recognized as meeting the Master's qualifying degree. The following courses are appropriate in meeting the 18 graduate hours (27 quarter hours) required to teach the Criminal Justice transfer courses: Criminal Law, Criminal Procedure, Constitutional Law I & II, Evidence I & II, Advanced Evidence, Immigration Law, Advanced Criminal Law, Criminal Clinical Experience, and Criminal Law Seminar. Course prefix, number and title may vary by law school (**see memorandum attached to the Faculty Credentials Verification form**).

COMM/DRAM 2366

COMM 2366 and DRAM 2366 are cross-listed in the Texas Higher Education Coordinating Board's *Lower-division Academic Course Guide Manual*. The qualifications for teaching this course may be a Masters in either Drama or Mass Communication or a Masters (any) with 18 graduate semester hours (27 quarter hours) in either field.

EDUCATIONAL PSYCHOLOGY

The following statement must appear in the discipline Specific Credential Requirements box on Page 2 of the *Faculty Credentials Verification* form when the Master's degree is not in Education, Counseling, Psychology or Social Work:

For **Educational Psychology** the qualifying 18 graduate semester hours (27 graduate quarter hours) can be a mix of Education, Counseling, Psychology or Social Work, or Master's with 12 graduate semester (18 graduate quarter hours) hours in Counseling, Education, Psychology, or Social Work and 6 additional graduate semester hours (9 graduate quarter hours) in Career Development, Oral Communication, Computer Sciences, Library Science, Individual Assessment and Evaluation, or Physical Education.

GOVERNMENT

EPCC recognizes that the range of topics covered by the field of Government/Political Science is diverse. The American Political Science Association recognizes Urban Studies, International Relations and Public Administration as subfields in the study of Political Science, and recognizes the structure of these programs as preparation to teach government courses at the community college level. In recognition of this: Faculty teaching Government courses must possess a Master's degree in Government, Political Science, Urban Studies, International Relations or Public Administration.

OR

The following have been deemed related fields to teach Government courses at EPCC: International Relations, Political Science, Public Administration and Urban Studies.

NUTRITION/HECO

Requires Master's degree in Nutrition, Dietetics, Home Economics, or related area.

PSYCHOLOGY (Counseling Degrees)

The graduate courses listed above are comprehensively based on current psychological theory (**memorandum with discipline evaluation located behind the *Faculty Credentials Verification* form must be also included in credentials folder**).

TEACHER PREPARATION

EDUC 1301 and 2301/TECA 1303, 1311, 1318

Master's degree in Education, or Master's and 18 graduate semester hours (27 quarter hours) in Education.

TECA 1354

Master's degree in Education, Psychology, Social Work or Family and Consumer Science or Master's and 18 graduate semester hours (27 quarter hours) in one of the following fields: Education, Psychology, Social Work or Family and Consumer Science.

Category 2: College non-transfer professional, career & technical education associate degree programs

NURSING RN – Master's

As per the Board of Nursing rule 215.7 (d) (3) (C) has earned a bachelor's degree in Nursing or completed, as part of a Nursing education program, a master's or doctorate degree in nursing, the course work equivalent to the course work required for a bachelor's degree in nursing; and either:

The Texas Board of Nursing requires a Master of Science in Nursing or a Master in another field plus 6 graduate semester hours (9 quarter hours) in nursing in order to qualify to teach in an Associate Degree Nursing Program.

NURSING PRACTICE LAB – Bachelor’s

1. The Texas Board of Nursing Rule 215.10-j-8 states: “Clinical teaching assistants (the lab is considered in the same category as clinical) shall meet the following criteria: (A) hold a current license or privilege to practice as a registered nurse in the State of Texas; and (B) have the clinical expertise to function effectively and safely in the designated area of teaching.”
2. NLNAC Standard 2, Criteria 2.3 states: “Credentials of practice laboratory personnel are commensurate with their level of responsibilities.”

Category 3: Certificate career & technical education courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. If a faculty member is teaching certificate level courses which are also part of an associate degree, the faculty must hold the credentials required for teaching the higher degree

COSMETOLOGY

Faculty teaching in this area must have specialized training and competency in the field. EPCC has defined these as:

1. Training that meets Texas Licensing requirements for cosmetology instructors.
2. A current instructor’s license issued by the Texas Department of Licensing and Regulation.
3. At least 3 years of experience as a cosmetologist.

VOCATIONAL NURSING

As per the Board of Nursing rule 214.7 (c) (2) (A-C) related to faculty, requires that “Each faculty member shall: (A) Hold a current license or privilege to practice nursing in the State of Texas. (B) Have been actively employed in nursing for the past three years or have advanced preparation in nursing, nursing education and/or nursing administration. (C) Have had three years varied nursing experiences since graduation.”

Program directors and coordinators are encouraged to use the following guidelines when electing to utilize licensed vocational nurses as instructors for vocational nursing educational programs:

1. Licensed vocational nurses work under the supervision of a registered nurse.
2. Didactic courses taught by licensed vocational nurses are generally limited to Fundamentals and Vocational Nursing Skills.
3. Licensed vocational nurses teaching didactic courses other than Fundamentals and Vocational Nursing Skills must have the documented academic credentials to do so.

Category 5: Faculty members who teach in developmental courses

LANGUAGE ARTS RELATED AREAS ONLY IN DEVELOPMENTAL READING/ DEVELOPMENTAL WRITING/INTEGRATED READING and WRITING/ESOL

EPCC has identified _____ as a related field for developmental _____ when the course work for that degree includes a minimum of 18 undergraduate or graduate level language arts related semester hours (27 quarter hours). For language arts related, must have 18 undergraduate or graduate semester hours in language arts course work. The courses listed above are the specific language arts related courses.

**LANGUAGE ARTS RELATED AREAS ONLY IN DEVELOPMENTAL READING/
DEVELOPMENTAL WRITING/ INTEGRATED READING and WRITING/ ESOL/ALP
INTENSIVE ENGLISH PROGRAM (IF GRADUATE HOURS ARE USED)**

_____ possesses a bachelor's degree and a minimum of 18 graduate semester hours (27 quarter hours) in language arts-related courses. This meets the minimum qualification to teach developmental _____. The courses listed above are the specific language arts-related graduate courses.

MATHEMATICS-DEVELOPMENTAL

Developmental Mathematics instructors must possess a baccalaureate degree in a discipline related to their teaching assignment. EPCC has defined these as: Accounting, Business Administration, Information Technology Systems, Computer Science, Education, Engineering, Math, Psychology, Sciences (Biology, Chemistry, Geology, Physics) and Statistics. Instructors must also have 18 undergraduate or graduate semester hours (27 quarter hours) of Math (6 semester hours or 9 quarter hours may be in statistics) or to have completed Calculus I or a higher level Math course with a C or better, and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.



WORK, WORK-RELATED VOLUNTEER SERVICE AND/OR TEACHING EXPERIENCE VERIFICATION

For College Procedure 3.05.02.10
Faculty Credentials

Name:	SSN:	Discipline:
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Requirements: 3 years of work or work-related volunteer experience Teaching experience

List all verified experience:

Employment Dates	Employer/Agency Information	Verified by
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: _____ Address: _____ Title: _____ Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
Position/Duties of Applicant:		
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: _____ Address: _____ Title: _____ Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
Position/Duties of Applicant:		
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: _____ Address: _____ Title: _____ Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
Position/Duties of Applicant:		

Verifying Signature (Dean/Director)

Date



WORK EXPERIENCE VERIFICATION

For College Procedure 3.05.02.10
Faculty Credentials

In order to meet accreditation standards of the Southern Association of College and Schools Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB), El Paso Community College needs to verify work experience on Developmental and Career & Technical Education (CTE) faculty. We are requesting your assistance in this effort. Please complete and return this form as soon as possible. Attached is a permission form from the individual authorizing the release of the information.

Employee Name: _____ Position: _____

Date(s) of Employment: From _____ To _____ FT: _____ PT: _____
MM/YY MM/YY

Job Description/Duties: (if teacher, indicate grade levels and subjects taught):

Please attach a job description for the position held if available. Thank you.

Company Name

Print Name/Title

Date

Phone Verification:

Signature

Date

Date

Dean/Director



FACULTY CREDENTIALS VERIFICATION LICENSE/CERTIFICATION RENEWAL

For College Procedure 3.05.02.10
Faculty Credentials

Name:		SSN:	
Required License/Certification:			
License/Certification	Issuing Agency	Number	Expiration Date

This License affects the following Credential Areas.

	Data Entry (HR use only)	
	Initial	Date

 Dean/Director

 Date

Note: This form is valid when used to update a completed Faculty Credentials Verification form. This form must be placed on top of the Faculty Credentials Verification form (s).

*The Renewal License is to be filed in the Transcript section and the Expired License moved to the Historic



For College Procedure 3.05.02.10
Faculty Credentials

ENGLISH LANGUAGE PROFICIENCY VERIFICATION

Name

SSN

I certify that the above instructor meets the following English Language Proficiency competencies:

Oral

Written

Dean/Director

Date



For College Procedure 3.05.02.10
Faculty Credentials

Processing of Foreign Transcripts

(Internal document maintained by the Human Resources Department)

Each faculty member who presents evidence of scholarly preparation from a foreign school will request, through the EPCC Dean or Director that an official copy of the foreign transcript be sent to the College.

Once the transcript is received, the Dean/Director will require the faculty member to complete an application to have the transcript translated (if necessary) and evaluated (course by course) by an evaluation agency acceptable to the College. The Human Resources Department will make a certified copy of the transcript(s) and provide it to the faculty member for submission with the application(s). A review of the application(s) will be conducted to ensure that copies of the completed transliteration and evaluation will be sent to the College.

In the event that the foreign school will not, or cannot, provide official transcripts, the faculty member may be asked to surrender their copy or, at the discretion of the Dean/Director, the faculty member may be asked to make certified copies of the transcripts. In all cases, the unavailability of official transcripts will be documented to include the efforts used to obtain the official copies. Once the transcripts are in the possession of the Dean/Director, the process outlined above will be completed.

Upon receipt of the transliteration and evaluation, the Dean/Director will evaluate the documents for compliance with SACSCOC credentialing criteria. If the criteria are met, all required credentialing documents will be used to complete the credentialing process.



HUMAN RESOURCES DEPARTMENT

AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

I authorize any officer or administrative representative of EL PASO COMMUNITY COLLEGE (EPCC) to obtain any information relating to my employment or volunteer service from any of my past or present employers and personal references. This information may include dates of employment, volunteer services, position titles, salary, job description, job function and level of job responsibilities.

I understand that the information released to EPCC is for official use solely for the purpose of my employment with EPCC. It may be re-disclosed only as authorized by law.

Copies of this authorization that show my signature are valid as the original release signed by me. This authorization is valid for one (1) year from the date signed or upon termination of my employment with EPCC, whichever is sooner.

Signature (Sign in ink)	Full Name (Type or Print Legibly)	Date Signed	
Other Names Used		Social Security Number	
Current Address (Street and City)	State	ZIP Code	Home Telephone Number (Include Area Code)



For College Procedure 3.05.02.10
Faculty Credentials

HISTORICAL DOCUMENTS

[Cover page for historical documents that faculty may submit for their files.]



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.03

EMPLOYMENT OF RELATIVES

A. Nepotism

A relative is defined herein as a person related within the first degree of affinity or the second degree of consanguinity, as computed by the civil law method.

B. Board of Trustees Relatives

No person shall be employed in the District who is by blood relationship (consanguinity) within the third degree or by marriage relation (affinity) within the second degree to a member of the Board.

1. It is illegal to evade the provisions of this policy by trading. For example, a Board member may not employ the relative of another person covered by the nepotism statute, in return for which that other person shall employ a relative of the Board member, given the fact that neither employer could legally employ his own relative.
2. If an employee has been employed in a position for six months immediately before the election of a Board of Trustees member, in a prohibited degree of relationship and continues in the position, the Board member may not participate in any deliberation or voting on the appointment, reappointment, confirmation of appointment or reappointment, employment, re-employment, change of status, compensation, or dismissal of the individual if the action applies only to the individual and is not taken regarding a bona fide class or category of employee.

C. The provisions contained herein are intended to reflect the content and meaning of state law as described in the Texas Government Code. Changes in any section of the state law regarding nepotism, that may be enacted in the future, that cause conflict between the revised law and this policy, shall cause the provisions of state law to override this policy.

D. The President of the College will develop appropriate procedures to implement this policy.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Nov. 12, 2003

3.05.03 – 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.03.10 Employment of Relatives **APPROVED:** November 27, 1985 **REVISED:** November 8, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.05.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide the guidelines for the employment of persons who are related to District staff or to members of the Board of Trustees.

PROCEDURE:

- I. A relative is defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.
- II. The supervisor must review the response on the Application for Employment regarding their relationship to a current employee or to members of the Board of Trustees.
- III. It is the responsibility of the supervisor that the person recommended for employment meets the following guidelines if they are related to a current District employee or member of the Board of Trustees.
 - A. No person may be initially appointed or promoted when it is the duty of any relative employed by the District to act in any official capacity upon such appointment or promotion, regardless of the source of funds for payment of salary. This provision also includes individuals hired as private contractors.
 - B. No appointment or promotion may be made if either person would be under the administrative supervision of the other or if either would have any official voice in recommending salary increases or promotion in rank for the other.
 - C. No person may be employed in the District who is by blood relationship (consanguinity) within the third degree or by marriage relations (affinity) within the second degree to a member of the Board of Trustees.
- IV. When two employees of the District marry, both may not continue to hold such positions beyond the current fiscal year, if the employment of married persons to such positions initially would violate these procedures.
- V. Although an employee with two continuous years of service may continue in the position after election of a relative to the Board of Trustees, such person may not be appointed to a different position during said Board of Trustees member's term of office.
- VI. The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply to federal grant funding for the payment of salary.
- VII. The Human Resources Department will monitor the above guidelines.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.04

DUAL EMPLOYMENT OR ELECTED OFFICE HOLDER

Subject to the other provisions of this section, a member of the faculty* or staff may hold other elective or non-elective office or positions of honor, trust or profit with the State of Texas or the United States if holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between holding the office or position and holding the original office or position for which the member of the faculty or staff receives salary or compensation.

One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. Whether two positions are legally incompatible is a fact question to be determined by those having supervision over one or both of the positions held by the person in question and, ultimately, by the courts.

A.G. Letter Advisory 62, (1973) and 86 (1974)

A person may not serve in any one branch of government while exercising any powers properly attached to either of the other branches of government. A faculty member has been held to be "of" the executive branch and ineligible to occupy a position in either the legislative or judicial branches. For example, a faculty member may not hold the office of justice of the peace because that office is part of the judicial branch of government.

Texas Constitution, Art. 2, Sec. 1; A.G. Letter Advisory, 23, (1973), 65, (1973) and 106. (1975)

There is one exception to the rule stated directly above: Faculty and staff shall not be barred from serving as members of the governing bodies of school or community college Districts (other than those in which they are employed), cities, towns, or other local government Districts; provided, however, that such faculty and staff shall receive no salary for serving as members of these governing bodies.

Texas Constitution, Art. 16, Sec. 40; A.G. Opinion H-6, (1973) and Letter Advisory 20, (1973)

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.04 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.

Before a member of the faculty or staff may accept an offer to serve in other elective or non-elective office or positions of honor, trust, or profit with the State of Texas or United States, the member of the faculty or staff must obtain from the President of the College and the Board a finding that the requirements of this section have been fulfilled, including the expected additional compensation to be received from such service. The finding of the Board shall be recorded in the official minutes of the meeting of the Board at which approval was granted.

When a person occupies two offices which may not be occupied for constitutional reasons or at common law, it is the common law rule that by accepting the second of such positions, the person automatically vacates the first.

A.G. Letter Advisory 62, (1973)

Adopted: Aug. 28, 1978

Amended: Jan. 20, 1988

3.05.04 - 2 of 2



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.05

OUTSIDE EMPLOYMENT OR ACTIVITIES

The President is directed to develop procedures governing the outside employment of employees in specific positions and/or departments.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Mar. 23, 2011

3.05.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.05.10 Outside or Other Employment of Full-time Employees

APPROVED: August 8, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.05.05

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for the outside or other employment of full-time employees.

PROCEDURE:

- I. Members of the faculty* or staff should not be discouraged from accepting appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions which do not interfere with their regular job responsibilities and work schedules. Conflict of interest should be avoided in all instances of outside employment.
- II. No member of the faculty or staff engaged in outside remunerative activities may use in connection therewith the official stationery of the District, or give as a business address any building or department of the District.
- III. No member of the faculty or staff may accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or the District.
- IV. Every member of the faculty or staff who gives professional opinions must protect the District against the use of such opinions for advertising purposes. That is, when the employee does work in a private capacity, the employee must make it clear to those who employ the employee that the work is unofficial and that the name of the District is not in any way to be connected with the employee’s name, exceptions being made of the name of the author attached to books, pamphlets and articles in periodicals.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.05.14 Outside, Off-duty Employment of Commissioned Police Officers

APPROVED: March 11, 2011 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.05.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To provide guidance and a means of approval for El Paso Community College Commissioned Police Officers who are contemplating off-duty employment outside of the College.

PROCEDURE:

I. GENERAL GUIDELINES:

OFF-DUTY EMPLOYMENT WITH A PRIVATE ENTITY IS NOT ENCOURAGED, BUT MAY BE PERMITTED UNDER THE FOLLOWING CONDITIONS:

- A. Commissioned Police Officers may not enter into employment outside of the College which will cause a conflict of interest or may discredit the College District. No Police Officers may seek secondary employment in business of an adult nature or where the primary source of income is derived from the sale of alcoholic beverages.
- B. Police Officers contemplating outside employment or providing services for compensation during their off-duty hours must receive written approval from the Chief of Police prior to engaging in such work. All approvals expire annually on August 31st, and a new request must be submitted and approved prior to working an off-duty job after that date.
- C. In order to be approved for off-duty employment, an officer must have completed one year as a commissioned officer, not be on disciplinary suspension or probation, not be the subject of an internal investigation, and must be performing satisfactorily in every category on his or her last performance evaluation.
- D. Officers who utilize their police authority while working in off-duty employment will immediately notify their Lieutenant in the event any of the following incidents occur:
 - 1. An arrest is made
 - 2. Force is used where injury is sustained
 - 3. The officer suffers an injury requiring medical attention
 - 4. Someone is seriously injured or dies
 - 5. The news media films or interviews the officer, or
 - 6. An incident the officer is involved in draws the attention of the news media

II. LIMITATIONS ON OFF-DUTY EMPLOYMENT:

- A. The employment must be in compliance with this procedure.
- B. The employment must not create a conflict of interest between the primary responsibilities/duties of an El Paso Community College Police Officer and the responsibilities/duties associated with the outside employment.
- C. The employment must not interfere in any way with the Officer's ability to satisfactorily perform his/her law enforcement duties for El Paso Community College.

- D. The employment must never be performed while wearing any part of the El Paso Community College-issued uniform or while using any College-issued equipment.
- E. Security-type jobs may be performed while wearing the uniform of a non-government, private business concern; however, if another uniform is worn, it shall bear no badge or insignia that identifies or may lead any person to believe the person wearing the uniform is a police officer employed by the El Paso Community College Police Department.
- F. The employment must not involve the use of privileged information obtained in conjunction with employment with El Paso Community College.
- G. The employment does not pose an unreasonable risk to the safety of the officer.
- H. The owner or manager of the business employing the officer is not of questionable character, as determined by the EPCC Chief of Police.
- I. The employment does not involve the solicitation of funds for an organization.
- J. EPCC Police Department supervisors will not work off-duty jobs where they report directly to, or are scheduled by, a subordinate in their chain of command at the EPCC Police Department.
- K. An officer that utilizes sick leave benefits as a result of his/her own personal illness or injury on an assigned work day shall not have approval to work off-duty during that assigned duty shift or during the eight hour period following the missed assigned duty shift.
- L. The employment must be legal and honorable.
- M. The following are examples of employment that are not allowed:
 - 1. Process Server
 - 2. Re-Processor
 - 3. Bill or Loan Collector
 - 4. Bouncer
 - 5. Employment associated with the bail bond business
 - 6. Case preparation and/or investigative activities for an attorney
 - 7. Employment in any establishment when gambling is occurring
 - 8. Employment in any capacity where an officer is expected to provide a special advantage to private interest at the expense of the public, such as an officer hired to assist employees to enter or exit a bank or other private business establishment, and
 - 9. Any employment that adversely effects or lowers the dignity of the EPCC Police Department.
 - Examples of employment presenting a threat to the status or dignity are:
 - a. Establishments which sell pornographic material or provide entertainment or services of a sexual nature, and
 - b. Employment in establishments or at events where the officer will be required to sell alcoholic beverages, or in a business which derives its primary source of income from the sale or on-premise consumption of alcoholic beverages. This includes nightclubs, bars, taverns, liquor stores, and their parking lots. It also includes events such as rave gatherings, parties and other such events, which are open to the public where alcohol is consumed.
 - 10. Any employment as a Law Enforcement Officer with or for another Law Enforcement Agency, or as a reserve officer for another Law Enforcement Agency in the State of Texas.

III. CONTENTS OF REQUEST:

Requests for approval of off-duty employment must contain, at a minimum, the following information:

- A. The employer's name, address, phone number, and a description of the type of business;
- B. An accurate description of the work to be performed;
- C. The number of anticipated hours per week;

- D. The name, number, and expiration date of any required licenses; and
- E. A listing of all law enforcement-type equipment the officer must use on the job.

IV. HOURS OF EMPLOYMENT:

The combined number of hours worked on an off-duty employment will comply with the following:

- A. The maximum combined number of hours worked on off-duty employment shall not exceed 20 hours in any consecutive seven-day period.
- B. Any off-duty employment that exceeds five hours shall be followed by a minimum six-hour period before reporting to work at El Paso Community College.

V. REVOCATION OF OFF-DUTY EMPLOYMENT APPROVAL:

The following are examples of activities, which could result in revocation or limiting any off-duty employment previously authorized, and /or disciplinary action:

- A. The officer performs any activity related to off-duty employment while on duty at the El Paso Community College Police Department.
- B. The off-duty employment interferes or conflicts with police duties or the officer's availability for emergency duty at the El Paso Community College Police Department.
- C. The officer performs below acceptable standards on his/her job at the EPCC Police Department.
- D. When excessive sick days or other evidence indicates the off-duty employment is impairing the officer's ability to satisfactorily perform assigned duties.
- E. The officer worked an off-duty assignment while on sick leave.
- F. If the off-duty employment is security-type that requires wearing a uniform, and the officer is not able to work in uniform for the EPCC Police Department.
- G. The officer fails to report the use of law enforcement authority during off-duty employment as required by this procedure.

VI. Variations from the above outlined guidelines must be approved by the President of the College.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.06

CONFLICT OF INTEREST

- A. No employee or trustee of the District shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation with the proper discharge of duties in the public interest.
1. No employee or trustee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee or trustee in the discharge of official duties or that the employee or trustee knows or should know is being offered with the intent to influence official conduct.
 2. No employee or trustee shall accept employment or engage in any business or professional activity which the employee or trustee might reasonably expect would require or induce the employee or trustee to disclose confidential information acquired by reason of official position.
 3. No employee or trustee shall accept other employment or compensation which could reasonably be expected to impair independent judgment in the performance of official duties.
 4. No employee or trustee shall make personal investments which could reasonably be expected to create a substantial conflict between private interest and the public interest.
 5. No employee or trustee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed official duties in favor of another.
- B. No trustee, administrator, faculty*, professional, or other employee shall act as agent or attorney for any textbook publishing company selling textbooks in Texas. Acceptance of such agency or attorneyship shall by operation of law forfeit the person's position with the District.
- C. No trustee or other officer shall have, either directly or indirectly, a pecuniary interest in any contract of the District.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.07

PARTICIPATION IN COMMUNITY AND POLITICAL AFFAIRS

The Board encourages all employees to participate in civic affairs; however, neither the Board nor any administrator shall directly or indirectly require or coerce any faculty* or staff to join any civic group, club, committee, association or organization.

Sec. 21.904, Tex. Educ. Code

The Board recognizes and affirms the right of a member of the faculty or staff of the District, not otherwise prohibited, to participate in political activities so long as such political activities do not interfere with the discharge of the duties and responsibilities that he or she owes to the District, and so long as such political activities do not involve the District in partisan politics. With the interest of the District being given first consideration, a leave of absence without pay may, but need not be, granted to a member of the faculty or staff.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.05.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.08

EMPLOYEE/STUDENT RELATIONS

The Board recognizes that all students are entitled to enjoy the basic rights of citizenship which are protected by the laws of the country and state. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The Board requires all District personnel to recognize and respect the right of students, just as it requires all students to exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District.

Tinker v. Des Moines ISD, 393 U.S. 503 (1966)

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.09

EMPLOYEE PARTICIPATION IN COMMENCEMENT EXERCISES

Those employees deemed necessary by the President shall be required to attend the District commencement exercises at the end of each academic year.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Sept. 22, 1994

3.05.09 – 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.10

EMPLOYEE INVOLVEMENT IN DECISION MAKING

The President of the College shall seek the cooperation of the staff in formulating and executing educational plans for the District. The staff shall be encouraged to participate in educational planning. The professional knowledge of the staff shall be utilized in the development and improvement of the instructional program. Faculty* shall be involved in the adoption, selection and evaluation of instructional materials, supplies and equipment.

None of the consultations or cooperative efforts described above shall limit or affect the power of the Board to manage and govern the District.

13.901 Tex. Educ. Code

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.10 - 1 of 1

Designated Contact: President of the College

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.10.10 Selection and Ordering of Textbooks for Credit/Developmental Education Courses **APPROVED:** November 8, 1979 **REVISED:** September 29, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.05.10

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish guidelines for the selection and ordering of textbooks for credit and developmental education courses.

GENERAL: Textbooks are a typical requirement for instruction. Faculty* in the various disciplines have the sole responsibility for choosing appropriate textbooks, supplementary and optional readings, as well as ancillary materials, including study guides and computer assisted instructional materials regardless of delivery system. For the purposes of the guidelines, “textbook” also refers to a “set of texts” for those courses requiring several texts all used together, such as a book of readings, a dictionary, a lab manual, a workbook, and access codes.

PROCESS:

I. Selection

- A. Faculty in each discipline shall determine a process for District-wide textbook selection. Textbook decisions should be appropriately documented. Each discipline should consider criteria such as the number of textbooks required per course, whether alternate text choices will be permitted for a particular course and the cost to the student. Disciplines may choose to involve adjunct faculty in making the final selection(s). Each discipline will decide which textbook(s) will be used by adjunct faculty *District-wide and for Dual Credit District-wide.*
- B. Each discipline will make textbook and ancillary materials under consideration available for review.
- C. A typical textbook adoption cycle should not be less than two years, and disciplines which are able to adopt a longer cycle without degrading instructional quality are encouraged to do so. For purposes of the adoption cycle, a change in textbook edition is not viewed as “adoption of a new text.” If sufficient copies of the originally adopted edition are available, the original edition may continue to be used.
- D. Dual Credit Textbook Selection and Management
 - 1. All instructional materials in the EPCC Dual Credit Program will be only those selected by the EPCC academic discipline.
 - 2. For an onsite dual credit course, the adoption cycle will be four years from the original purchase date by the school district. However, if the discipline determines that there are reasons for which a text can no longer be used to legitimately deliver the College course, the school district will be notified in writing as soon as possible that the text in question must be replaced with the current discipline selection by the next semester.
 - 3. For an early college high school course taught on a College campus, the high school must provide the discipline-approved text that the instructor has chosen for his or her course. For a course taught on the early college high school campus, the current discipline-designated default text will be used.
 - 4. The dual credit online textbook will be the current EPCC discipline-designated default text.

* Note: The word “faculty” denotes instructors, counselors and librarians.

5. The school district is required to issue as of the first week of class one set of instructional materials per student enrolled in a dual credit course. It is expected that the student will be free to use the materials in a manner that is typical of a student in an on-campus College course. Each student must have her/his own copy of the text for both classroom and out of classroom use.
6. For materials which are for one-time use, such as lab manuals, workbooks, access codes, etc., the school district must provide new copies each semester.
7. The EPCC onsite classroom observation and evaluation of instruction will include a verification that the EPCC discipline approved text is in use and within the four-year limit. The evaluator will also ensure that each student has a copy of the text for individual use and that the school is not working with a class set of texts for use by students in multiple sections.
8. EPCC will create and maintain a system for tracking the dual credit four-year use limit. The College will inform the school districts one year prior to reaching the limit to ensure that the District makes plans to replace the text with the current District-wide designated default text.
9. The Office of the Dean of Dual Credit and Early College High Schools will create and maintain the Dual Credit Textbook List, a list of current discipline-designated selections for dual credit use for the academic year. The purpose of this list is to provide accurate ordering information to a school district that is offering a course for the first time, is ordering replacement texts upon reaching the four-year dual credit use limit, or is responding to an EPCC discipline notice that a text may no longer be used. In preparing this list, a discipline should take into consideration that the version of the text that the school district buys might be different from the one in use on the College campuses. For example, the hard cover version would probably be more appropriate than the "loose-leaf" version. The school district may be interested in purchasing "bundled" materials or not, in which case the ISBNs for both the bundled and the separate items should be provided.

The District-wide coordinator will alert the District-wide designated dean if the discipline is considering a textbook adoption change no later than March 1. On or before April 1, the District-wide coordinator will provide the District-wide designated dean with a complete list of all of the discipline's textbook selections for the upcoming academic year. The discipline will identify the default text, if there are multiple selections for a given course. On April 15, the Curriculum Office will publish the list. The Dual Credit Textbook List will be published on the Dual Credit web page.

- E. A discipline has the option of field-testing a new textbook prior to full-fledged adoption. All field testing must be District-wide discipline decisions. Individual faculty members may not make arrangements with publishers without the approval of the District-wide discipline. The District-wide coordinator will inform the District-wide designated dean of all discipline-approved field tests.
- F. The faculty of the District-wide discipline have the option of selecting a maximum of three textbooks and ancillary materials sets per course. Disciplines with only two full-time faculty are strongly encouraged to adopt the same textbook(s) per course.

In disciplines in which, for pedagogical reasons, more than three choices may be appropriate, the adoption of additional texts will be documented on the *Additional Textbook Request Form* (attached) and will be reviewed by the District-wide designated dean. This form may also be used by high schools to petition to use a college level text that is available to them through state funding. For example, many Advanced Placement (AP) and Career and Technical textbooks typically have college level content and rigor. The appropriate high school administrator will complete the form and submit a copy of the textbook for discipline review and disposition. In the event that a discipline allows the use of the text in question, it will be considered separate from, and not available as a choice for, use in regular College courses. Any arrangements made under this provision will be subject to review every two years.

Textbooks recommended for selection should be significantly different in content, pedagogy, philosophy, or approach; however, each textbook should support course objectives. The prices should not vary significantly. In addition, disciplines are encouraged to consider textbooks that provide electronic versions. When a textbook is adopted for both parts of a two-semester course series, and different textbooks are adopted at different teaching locations, instructors will accommodate the needs of students who transfer between locations in consecutive semesters by allowing them to continue using the previously purchased text and providing alternatives, including

books on reserve at the library, handouts, etc. This accommodation does not apply to expendables (consumable workbooks, lab manuals, and like materials).

Student accessibility should be considered when adopting textbooks and other instructional materials. Specifically, instructional materials should be available electronically (e.g., e-books) and with accommodations for students with different sensory abilities (e.g., closed captioning on videos, audio transcripts).

- G. The District-wide discipline will choose a default text for each course for which there are multiple selections. The default text will be the dual credit text. Other uses of the default text will be a District-wide discipline choice.

Open Educational Resources (OER) used as the primary instructional materials in a section are considered a single “textbook”; however, the OER materials may be piloted for one semester before being officially adopted as one of the three discipline-designated “textbooks”.

- H. In order not to delay or otherwise hinder the ordering process either at the level of the division or the bookstore, each discipline must determine and document a process for individual discipline faculty to choose their particular textbooks in a timely fashion and to provide a system for textbook selection for faculty assigned after the cutoff deadline for ordering texts. Documentation of these decisions will be provided to the deans responsible for submitting textbook orders to the College bookstore.
- I. New additions and new textbooks should only be adopted for implementation in the fall semester. Every effort must be made to avoid mid-year textbook changes.
- J. The Curriculum Office will maintain a District-wide current adoption list. The purpose is to provide a central master list of all discipline adoption decisions for a given year. All division textbook orders will be derived from the same source to minimize the potential for error. This list will also serve as a record of the adoptions of any given year over time. Accurate tracking of this data is essential for the College to be able to track the four-year dual credit use limit.

In order for a textbook to be considered for adoption, the new edition must be available in its final form by the adoption deadline.

The District-wide coordinator will alert the District-wide designated dean if the discipline is considering a textbook adoption change no later than March 1. On or before April 1, the District-wide coordinator will provide the District-wide designated dean with a complete list of all of the discipline’s textbook selections for the upcoming academic year. The discipline will identify the default text, if there are multiple selections for a given course. On April 15, the Curriculum Office will publish the list.

II. Preparing the Division Bookstore Order

- A. Textbooks, supplementary and optional readings, and ancillary materials to be used by students are ordered and sold through the El Paso County Community College District Bookstore. Students are free to purchase textbooks from any vendor providing that it adheres to the instructor’s policies and doesn’t violate copyright laws.
- B. A separate order will be completed for each text or ancillary material item and must contain the following:
1. Author
 2. Complete title
 3. Publisher
 4. Edition
 5. ISBN
 6. Enrollment projections
 7. Dean’s signature
 8. Semester/session/beginning date of class

Division offices will distribute the attached *Textbook Order Request Form* to the discipline coordinators responsible for this function at each campus. The coordinators will specify the quantities of textbooks that the bookstore should order for that campus based on number of sections. On the same form, the coordinator will also indicate the quantities of desk instructional materials that should be ordered and the intended purpose. With the signature of the dean, the division office will provide the bookstore with the textbook order and will request desk

copies from the textbook publishers. OER materials are available online for free or minimal cost to the student and therefore are not included in the Division Bookstore Order.

- C. Textbook order will be completed by the dean and forwarded to the bookstore based on these deadlines:

<u>Semester/Session</u>	<u>Submit to Dean</u>	<u>Submit to Bookstore</u>
Fall	April 1	April 15
Spring	October 1	October 15
Summer	March 1	March 15
Other Start Dates (Including PowerPacks Minimesters, and Late- Start sections)	At least 60 days before class starts	At least 45 days before class starts

Upon notification from the bookstore, the dean will communicate to instructors teaching sections with other start dates any special dates and hours of operation.

III. Changes

- A. The deans shall inform the bookstore of any changes to the book orders due to cancellation of courses/sections or addition of sections that occur before registration information is available.
- B. The bookstore will inform the dean of all problems associated with orders as soon as those problems are known to the bookstore. This includes delayed orders, late orders, and out-of-print materials, change of publishers, changes in editions, and other factors which directly affect the availability of texts and other materials to students.

IV. The Procurement and Distribution of Desk Copies of Instructional Materials by Division Offices

Textbook publishers generally provide desk copies of instructional materials for use by instructors and/or tutors for use in classes, labs, tutoring centers, and libraries. Division offices order and distribute these materials to the users and for the uses that the publishing company intends. Users include dual credit instructors. This process must be the same in all division offices, and utmost care must be given to the propriety, security, and transparency of all of these transactions.

A. Ordering

From the information provided by the coordinators, a designated staff member in the dean's office will prepare the requests for division-wide desk copies of instructional materials. This staff member will adjust the requested quantity of desk copies, taking into account the present division-office inventory and the tracking system. Upon completion, all discipline requests will be submitted to the dean for review and approval.

B. Receiving

1. Upon receipt of the desk copies in the division office, a *different staff member from the one who generated the order* will check the delivery against the original order and add the items to the inventory list.
2. Each copy will be stamped "Desk Copy" on the three paper edges of textbooks and on a highly visible location on other materials.
3. All of these materials should be stored in a secure location.

C. Distribution

1. The faculty member who needs the desk copy will be notified to pick it up at the dean's office, where the materials will be checked out to that person. A faculty member will be issued one desk copy.
2. Desk copies destined for faculty or tutorial use in labs and for student use in libraries will be logged out for delivery.
3. Desk copies of instructional materials provided by publishers to division offices to support instruction will not be provided "on loan" to District employees for courses in which they, their family members, or friends are enrolled.

D. Tracking

1. A standardized inventory management system will be used in all division offices to track the distribution of desk copies.
 2. A faculty member who has requested a replacement for a lost or damaged desk copy will be required to report the circumstance requiring the need for replacement in a memorandum addressed to the dean.
- E. Disposal of Desk Copies
1. When instructional materials are no longer being used, any surplus copies that remain in the division office inventory will be disposed of in an appropriate manner, such as donating them for not-for-profit uses or recycling them.
 2. The sale of copies of instructional materials that were provided to division offices and to faculty to support instruction is prohibited. Violations of this provision may result in disciplinary action.
 3. The sale of copies of instructional materials that were provided to instructors for review purposes is discouraged by the El Paso County Community College District. To this end, book buyers are not allowed to purchase such materials on College premises.

Attachments:

1. *Additional Textbook Request Form*
2. *Discipline Textbook Order Request Form*
3. *A Standardized Desk Copy Inventory Management System Form*



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

ADDITIONAL TEXTBOOK REQUEST FORM

For College Procedure 3.05.10.10
Selection and Ordering of Textbooks for
Credit/Developmental Education Courses

Course: High School District/School
Current Date: or EPCC Discipline:
Initiator: Semester/Year:
(name/title)

Requested Additional Textbook (Include Title, Author, Edition, Publisher and ISBN number):

Large empty rectangular box for entering textbook details.

Rationale:

Approved: Yes [] No []

Approved: Yes [] No []

District-Wide Coordinator
(Confirms that the discipline has reached a consensus
regarding the above decision)

Dean of Corresponding High School
(Confirms discipline approval.)

If not approved, state the reasons:

If not approved, state the reasons:

Horizontal grey bar

- [] High School Dual Credit Only
[] On-Campus Alternate Text

Review Date:
(Recommended every two years.)

Copies to: District-Wide Coordinator
Corresponding Deans
Dual Credit Coordinator

Revised 11-08-05.



For College Procedure 3.05.10.10
 Selection and Ordering of Textbooks for
 Credit/Developmental Education Courses

DESK COPY INVENTORY MANAGEMENT SYSTEM FORM (Sample)

COURSE NO	TITLE & EDITION	TOTAL QUANTITY IN BOOK ROOM	NO. OF BOOKS OUT	REMAINING BOOKS	INSTRUCTOR'S SIGNATURE	DATE
ARTS 1301	Living with Art 9/e	6	2	1	Juan	
			1		Letty	
			1		Liz	
			1		Joe	
COMM 2366	How to Read a Film 4/e	7	3	3	Kelli	
			1		Terri	
DRAM 1310	Theater 9/e	3	1	1	Liz	
			1		Mike	
ECON 2301-2302	Economics 2/e	4	1	0	Juan	
			1		Dolores	
			1		Bertha	
			1		Martha	
ENGL 0309	The Writers World: Paragraphs & Essays 2/e	5	2	2	Juan	
			1		Tiara	



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.11

IMMEDIATE SUSPENSION OF STAFF

When the welfare of the District or its students is deemed to be jeopardized by the presence of an employee, the President of the College may suspend such employee from his or her duties pending review of such action by the Board of Trustees or the submission of charges of dismissal. Such suspension shall not exceed fourteen (14) days unless extended by the Board or unless charges of dismissal are brought. If charges are preferred, the President of the College may extend the suspension pending the results of any due process hearing that may be afforded the employee.

Moore v. Knowles 466 F. 2d 531 (1972), Brubaker v. Bd. of Educ., 502 F. 2d 973 (1974).

Adopted: Sep. 16, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.11 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.12

TRANSFERS

It shall be the Policy of the District to provide for personnel transfers within the District according to needs of the District. The President shall establish procedures concerning such transfers.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.05.12 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.12.10 Employee Transfers

APPROVED: November 27, 1985 **REVISED:** September 1, 1995
Year of last review: 2018

AUTHORIZING BOARD POLICY: 3.05.12

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish procedures to provide for the transfer of personnel from one position to another position within the District.

PROCEDURE:

- I. An employment vacancy may be filled by an employee transfer on a competitive or noncompetitive basis.
- II. A transfer is a personnel action in which an employee remains in the same workload and status and is appointed to a different position at the same or lower classification and salary grade.
- III. Competitive Transfers
 - A. Employee opportunities at the District are published and distributed to every department for posting and provide current employees the opportunity to apply for the competitively advertised positions.
 - B. Employees interested in making application for a position vacancy should contact the Employment Services section of the Human Resources Department
 - C. No minimum length of service is required in applying for a transfer.
 - D. The appropriate candidate evaluation procedure is used to evaluate and select the person to fill the vacancy.
- IV. Noncompetitive Transfer
 - A. A supervisor may recommend the noncompetitive transfer of a current employee. The recommendation must include complete justification for the noncompetitive transfer.
 - B. Consideration shall be given to eligible employees and the recommendation shall be based upon demonstrated capacity and quality.
 - C. No minimum length of service of the employee is required.
 - D. A Personnel Action Record (PAR) is completed and submitted to effect the transfer action recommendation with a supporting memo regarding non-competitive action.
 - E. The supporting justification for a recommendation for the non-competitive transfer action must include a review of the employee's qualifications for the position compared to the qualifications required and must include a review of the employee's performance on their current job and potential for successful performance in the transfer position.
 - F. Upon approval of the recommendation, the Human Resources Department notifies the candidate recommended and extends an offer of employment, subject to approval by the Board of Trustees. The Human Resources Department also coordinates the recommendation with both the current and new supervisors.
 - G. Upon approval by the Board of Trustees, the Human Resources Department generates and issues a contract/revised contract of employment to the employee.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.12.14 Faculty Requests to Transfer Campus Location

APPROVED: March 8, 1994 **REVISED:** October 20, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.05.12

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Associate Vice President of Instruction and Student Success or Associate Vice President of Workforce and Continuing Education

OBJECTIVE: From time to time, for a variety of reasons, a full-time faculty* member (instructor, counselor, or librarian) may desire to have his/her base campus location changed. In order to ensure that a fair and equitable process is followed when such requests occur, the following procedure will be used to address such requests.

NOTE: This procedure is to request a change in assignment location only and does not include job or position changes, such as an instructor in one discipline moving to an instructional position in another discipline or to a counseling position, or a counselor or librarian moving to an instructional position. Such transfers fall under procedure 3.05.12.10: *Employee Transfers*.

PROCEDURE:

- I. Full-time faculty members who wish to change their base campus location will make such a request in writing to their immediate administrative supervisor (e.g. Dean or Director), at least 45 calendar days prior to the start of the semester for which the change is proposed. An information copy of the request will be forwarded to the administrative supervisor at the campus and division/department to which the faculty member wishes to transfer. The request should include the following information:
 - A. Intent to seek change of campus assignment;
 - B. Campus to which the faculty member wishes to transfer;
 - C. Requested effective date of the proposed change (**NOTE:** The requests must specify an effective date which coincides with the start of a new semester.); and
 - D. Reason for requesting a change of campus.
- II. Upon receipt of a memorandum of request for a change of campus location, submitted within the timelines established, and which provides the information required, the faculty member's current administrative supervisor will review and evaluate that request according to the following criteria:
 - A. Instructional Faculty
 1. The needs of the current division, based on, but not limited to, such factors as:
 - a. Number of sections offered at the current campus in discipline(s) taught by the full-time faculty member making proposal for change;
 - b. Average class size of sections offered at the current campus in discipline(s) taught by the full-time faculty member making proposal for change; and
 - c. Number of other full-time faculty members with same current campus teaching in the same discipline(s) as the faculty member making request; and
 - d. Total number of students enrolled at current campus in courses being offered in the discipline(s) taught by the faculty member making the request.
 2. The known available supply of part-time faculty members qualified to teach in the discipline(s) taught by the faculty member making the request;

* **Note:** The word "faculty" denotes instructors, counselors and librarians.

3. Other factors at the current campus which may impact the quality of instruction, or the services provided to students of the discipline(s) taught by the faculty member making the request;
 4. The needs of the campus and division/department to which the faculty member proposes to transfer, as determined by the faculty member's current administrative supervisor, in consultation with the administrative supervisor at the campus and division to which the faculty member seeks transfer, based on consideration of the criteria listed above; and
 5. The reason for the proposed change in location, which is provided by the requesting faculty member in the request for a change of campus location.
- B. Counselors
1. The needs of the campus Counseling department to which the Counselor proposes to transfer, as determined by the Counselor's administrative supervisor; and
 2. The reason for the proposed change in location provided by the requesting faculty member in the request for a change of campus location.
- C. Librarians
1. The needs of the campus Library to which the Librarian proposes to transfer, as determined by the Librarian's administrative supervisor; and
 2. The reason for the proposed change in location provided by the requesting faculty member in the request for a change of campus location.
- III. Within 15 calendar days of the receipt of a memorandum of request for a change of campus location, provided the request includes the information specified, the current administrative supervisor who receives, reviews, and evaluates the proposal will reply in writing to the faculty member while simultaneously providing an information copy of the reply to the administrative supervisor at the proposed new campus and division/department. This reply will include at least the following:
- A. The decision rendered; and
 - B. The rationale for the decision.
- IV. If the decision of the current administrative supervisor is affirmative, the administrative supervisor at the campus and division to which the faculty member wishes to transfer, will review and evaluate the proposed transfer, using the criteria already referenced, and provide a decision in writing to the faculty member, within 15 calendar days of the date of the reply to the faculty member from the current administrative supervisor. This reply will include at least the following:
- A. The decision rendered; and
 - B. The rationale for the decision.
- V. If the current administrative supervisor decides negatively regarding the request for a transfer, the faculty member may appeal that decision to the faculty member's Vice President (Instruction and Workforce Education or Student and Enrollment Services), within 5 calendar days of the date of that faculty member's receipt of that decision. Within 10 calendar days of the date of receipt of the appeal, the Vice President will review and evaluate the appeal and provide a written reply to the faculty member (simultaneously providing copies to current and proposed administrative supervisors). This reply will include the decision made, and the rationale for the decision. This decision will be final.
- VI. If the administrative supervisor at the new campus and division decides negatively regarding the request, the faculty member may appeal that decision to the faculty member's Vice President (Instruction and Workforce Education or Student and Enrollment Services), within 5 calendar days of the date of that faculty member's receipt of the proposed new administrative supervisor's decision. Within 10 calendar days of the date of receipt of the appeal, the Vice President will review and evaluate the appeal and provide a written reply to the faculty member and to the administrative supervisor. This reply will include the decision made, and the rationale for the decision. This decision will be final.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.13

RETIREMENT

Any member of the staff who wishes to retire under provisions of the retirement system to which they belong, shall, prior to applying for such retirement, consult with the President or his/her designee with respect to the effective date of such retirement.

Texas Education Code, Sec. 51.917

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 24, 1991

3.05.13 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.13.10 Retirement

APPROVED: February 6, 1986
Year of last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 3.05.13

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for those individuals who are retiring from public education in Texas and from El Paso County Community College District under the provisions of the retirement system to which they belong.

PROCEDURE:

I. Initiating the Retirement Process

- A. Definition: Retiree means any former employee who retired or is eligible to retire under the provisions of the retirement system to which they belong and whose last place of participation under the retirement system was El Paso County Community College District.
- B. Employee Responsibilities
 1. It is the employee's responsibility to notify their department of their departure and determine eligibility for benefits or incentive programs 45 days in advance of the retirement date.
 2. It is the responsibility of the employee to file retirement applications and enrollment documents with the Human Resources Department and with the retirement system to which they belong.

II. Retirement/Resignation Incentive Program

A. Definition

The Retirement/Resignation Incentive Program provides an early retirement/ resignation incentive for eligible full-time employees. The program is completely voluntary and complies with the Older Workers Benefit Protection Act of 1990 and the Age Discrimination in Employment Act, as amended.

B. Process

1. Employees who wish to retire/resign under the Retirement/Resignation Incentive Program will consult with the Executive Director of Human Resources to determine eligibility and to complete the appropriate forms.
2. Employees will have a minimum of 45 days to consider the program.
3. The employee will have a 7 day period in which to revoke the decision to participate in the program.
4. Employees who retire under the program may be eligible to continue insurance coverage under the provisions of the Uniform Group Insurance Program (UGIP). They may receive benefits from the retirement plan to which they belong. Eligibility for those benefits is different from the District's Retirement/ Resignation Incentive Program, and the District cannot extend or alter those rules or regulations. Therefore, not all employees who qualify for the Retirement/Resignation Program will qualify as a retiree for retirement benefits or group insurance.
5. After a minimum period of one entire calendar month, a former employee and participant in the Retirement/Resignation Incentive Program may be considered for reemployment by the District in a part-time or consulting capacity not to exceed 19 hours per week or equivalent at a pay rate appropriate for the assignment.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.14

CAREER ADVANCEMENT

When in the best interest of the District it is determined by the President of the College to fill a position by promotion, consideration shall be given to eligible employees and the selection and recommendation to the Board shall be based upon demonstrated capacity, quality and length of service.

The President shall develop procedures to allow the promotions of exceptional employees on a noncompetitive basis.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.05.14 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.05.14.10 Career Advancement

APPROVED: April 16, 1979

REVISED: September 1, 1995

Year of last review: 2018

AUTHORIZING BOARD POLICY: 3.05.14

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish procedures to provide for the promotion of current full-time employees.

PROCEDURE:

- I. As employment vacancies occur, District supervisors should consider the promotion of current qualified full-time employees. Employees who show special ability, have a capacity for growth, and have demonstrated quality service may be advanced to positions of greater responsibility. An employee is considered to have been promoted when they remain in the same workload and status and the employment action results in an increase in salary, or the appointment is to a position in a different grade with a mid-point higher than the mid-point of the employee's present grade. Promotions are normally made through a competitive process.
- II. Competitive Promotions
 - A. Employment opportunities at the District are published and distributed to every department for posting to provide current employees the opportunity to apply for the competitively advertised positions. All announcements for vacancies with the District are also posted on the Employment Vacancy Announcement bulletin board in the Human Resources Department. Additionally, positions are announced on the District telephonic and TDD job line.
 - B. Employees interested in making application for a position vacancy may contact the Employment Services section of the Human Resources Department for additional information.
 - C. No minimum length of service with the District is required in applying for a promotional vacancy.
 - D. The appropriate candidate evaluation procedure is used to evaluate and select the person to fill the vacancy.
- III. Non-competitive Promotions
 - A. Supervisors who desire to non-competitively promote a current qualified full-time employee to fill a vacant position may submit their recommendation for consideration.
 - B. The recommendation will include a full and complete justification for the noncompetitive promotion and must address the special qualifications possessed by the recommended employee making them the most qualified from all the others considered. The supervisor should include a review of the employee's performance in their current position and address the individual's potential performance in the promotional position.
 - C. The recommendation and supporting documentation along with a completed Personnel Action Record (PAR) will be forwarded through administrative channels to the Human Resources Department. Upon approval, the Human Resources Department notifies the recommending supervisor and extends to the employee an offer of employment, subject to approval by the Board of Trustees.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.05.15

USE OF DISTRICT PROPERTY AND EMPLOYEES

No employee of the District shall use any equipment, supplies, or employees of the District for any purpose other than on the official business of the District.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.05.15 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STATE EMPLOYMENT REQUIREMENTS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.06.01

OATH OF OFFICE

The President of the College shall ensure that each employee of the District takes the oath of office required by the Texas Education Code.

Sec. 2.06 Tex. Educ. Code

The sole purpose of having El Paso Community College District employees sign the oath is to comply with State Law.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.06.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.06.01.10 Oath of Office

APPROVED: April 25, 1980 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.06.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide information about the oath of office requirement for District employees.

PROCEDURE:

- I. In accordance with Section 2.06, Texas Education Code, employees must take the oath of office as a condition of employment. This is the constitutional oath of office prescribed by Article 16, Section 1, of the Texas Constitution. According to Section 2.06, Texas Education Code, all employees of the District must take this oath as a condition of their employment. This oath is simply a promise to do the job and uphold the law while you are an employee. Additionally, it is a promise that nothing of value was given to secure your appointment.
- II. Procedure
 - A. All employees who are employed half-time or more on a regular basis must take the oath of office.
 - B. New employees must complete the Oath of Office form, PF 800-61, before a Notary Public at the time of their employment.
 - C. The Oath of Office form will be maintained in the employee's personnel file.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.06.02

USE OF ALCOHOLIC BEVERAGES

No salary shall be paid to any employee of the District who uses alcoholic beverages while on duty.

Art. 5, Sec. 9, H.B. 510, 65th Texas Legislature, Regular Session, 1977

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.06.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.06.03

PROHIBITION OF ADVOCATING THE OVERTHROW OF THE GOVERNMENT

No salary shall be paid to any employee who advocates the overthrow of the Government of the United States of America, or of any State, by force, violence, or any other unlawful means.

Art. 4, Sec. 9, H.B. 510, 65th Texas Legislature, Regular Session, 1977

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: June 15, 1988

3.06.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYEE CATEGORIES



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.01

ADMINISTRATOR

An administrator is an employee of the District, so designated, who is primarily responsible for providing planning and operational leadership in the development, implementation and management of major District-wide operational functions and performing other duties as listed in the job description or as assigned by the College. An administrator usually has significant responsibilities for the development, implementation and compliance monitoring of District-wide policies and operational procedures related to the function(s). Administrators are exempt from the provisions of the Fair Labor Standards Act.

On the recommendation of the President of the College, the Board shall employ by contract a full-time regular administrative employee for a term not to exceed one (1) year. The President of the College shall be an exception to this rule. All such contracts with administrative employees, excluding the President of the College as discussed above, shall begin on September 1 of the year beginning the contract and shall end on August 31 of the year terminating the contract. Notice of the President's recommendation of non-reappointment shall be given in writing by the President of the College to the administrative employee not later than August 1.

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract. The work schedule for administrative employees is in accordance with the institutional calendar.

A part-time or temporary administrative employee shall serve at the pleasure of the President of the College and the Board, and shall have no property interest in employment with the District.

Adopted: Aug. 28, 1978
Year of last Review: 2020

Amended: July 29, 2020

3.07.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.02

FACULTY

I. Definitions.

- A. Faculty* Member. An employee who is an instructor, counselor or librarian of the College.
- B. Instructional Faculty Member. An instructional faculty member is an employee of the District, so designated, whose primary job is instruction.
- C. Non-Instructional Faculty Member. An employee with at least a master's degree who is designated a counselor or librarian.
- D. Probationary Period. The Probationary Period consists of at least the first five consecutive years of a faculty member's employment. The Probationary Period may be extended by one year but may not exceed 6 years.
- E. Tenure. Tenure is an assurance to a full-time faculty member who has satisfactorily completed the probationary period and received approval from the College President and the Board that he or she may expect to continue in his or her full-time faculty position with the District unless and until adequate cause for dismissal exists. Only full-time faculty members are eligible for Tenure consideration.

II. Employment Contracts.

The Board, on the recommendation of the President of the College, shall employ full-time or part-time faculty members, as follows:

- A. Probationary Period. Every full-time faculty member in a regular status shall be required to serve a probationary period of at least five (5) consecutive years, in which they are expected to exhibit exemplary job performance, conduct and service to the College. The President shall evaluate the overall performance and conduct of each probationary faculty member on a yearly basis and determine whether to recommend the reappointment or non-reappointment of a probationary faculty member. The 5-year probationary period may be extended for one (1) year by the Board of Trustees, upon the recommendation of the College President, but may not exceed a total of six (6) years.

* Note: The word "faculty" denotes instructors, counselors and librarians

Adopted: Aug. 28, 1978
Year of Last Review: 2020

Amended: July 29, 2020

3.07.02 - 1 of 4

Designated Contact: Vice President of Financial and Administrative Operations

1. Probationary Instructional Faculty Member Contract. During each year of the Probationary Period in which employment is offered, instructional faculty members shall be employed under a one-year contract for a term generally encompassing the academic year. The academic year shall consist of a minimum of 165 work days.
 2. Probationary, Non-Instructional Faculty Member Contract. During each year of the Probationary Period in which employment is offered, full-time, non-instructional faculty members shall be employed under a one-year, non-tenured faculty contract for a term generally encompassing the academic year of 165 work days, plus twenty (20) additional work days, to be worked during academic breaks and/or after the end of the scheduled academic year. The work schedule of a Probationary non-instructional faculty member shall be designated by the program prior to the beginning of the academic year. Probationary non-instructional faculty members who work the academic year schedule will be compensated in accordance with the Academic Year Faculty Salary Table, and Probationary non-instructional faculty members who work a schedule other than the academic year schedule will be compensated on a per diem basis, according to the Adult Vocational Instructor Salary Table.
- B. Tenured Instructional Faculty Member Contract. If an instructional faculty member successfully completes the Probationary Period by exhibiting exemplary job performance, conduct and service to the College, the College President may recommend, and the Board may grant, tenure with the District. An instructional faculty member who is awarded tenure by the Board shall receive a continuing contract of employment for consecutive academic years. If a tenured instructional faculty member becomes an administrator, he or she shall retain tenure in the instructional faculty position.
- C. Contracted Faculty. After a full-time, non-instructional faculty member successfully completes the Probationary Period, the College President may recommend, and the Board may grant, contracted faculty member status with the District. A contracted faculty member, upon appointment as such, shall receive a one-year contract of regular employment with the District for each year in which full-time employment is offered. This is a non-tenure track position. Service performed as a contracted faculty member will not be credited toward tenure requirements.

- D. Lecturer. A lecturer, so designated, is a full-time faculty member employed on a temporary annual basis, without a contract, renewable for a period of up to four years based on College need. Faculty members employed in externally-funded positions, replacement positions, and positions in new and/or developing programs, may be designated as lecturers. Lecturers shall serve at the pleasure of the College President and shall have no property interest in employment with the District. Faculty employed in externally-funded positions, in replacement positions in new and/or developing programs may be designated as lecturers. This is a non-tenure track position. Service performed as a lecturer will not be credited toward tenure requirements.
- E. Adult Vocational or Special Program Instructor. An adult vocational or special program instructor, so designated, is a full-time instructor employed on a temporary basis, without a contract. Adult vocational or special program instructors may teach in designated credit, certificate, or non-credit instructional programs. The work schedule of an adult vocational or special program instructor shall be designated by the program prior to the beginning of the academic year. The work schedule may follow the academic year work schedule or another work schedule. Adult vocational and special program instructors who work the academic year schedule will be compensated in accordance with the Academic Year Faculty Salary Table, and adult vocational and special program instructors who work a schedule other than the academic year schedule will be compensated on a per diem basis according to the Adult Vocational Instructor Salary Table. Adult vocational and special program instructors shall serve at the pleasure of the President of the College and shall have no property interest in employment with the District. This is a non-tenure track position. Service performed as an adult vocational or special program instructor will not be credited toward tenure requirements.
- F. Adjunct Faculty. An adjunct faculty member, so designated, is a part-time faculty member employed in a temporary status, without a contract, who shall serve at the pleasure of the President of the College and shall have no property interest in employment with the District.
- G. Volunteer Faculty. A volunteer faculty member, so designated, shall have no property interest in employment with the District. Volunteer faculty members shall receive no remuneration from the District, but may be reimbursed for expenses incurred on behalf of the District, if approved by the College President. The College President, on the recommendation of the Cabinet Officer, shall decide whether to accept the services of volunteer faculty. The acceptance of such services shall be conditioned on the volunteer faculty member's written agreement to abide by the policies and procedures of the District.

III. General Provisions.

- A. Exempt Status. All faculty members are exempt from the overtime provisions of the Fair Labor Standards Act.
- B. Property Interest in Contract. A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract and creates no property interest beyond the period stated in the contract. Non-tenured faculty members have no expectation of reappointment beyond the current year of employment.
- C. Notice of Non-Reappointment. Notice of the College President's recommendation of non-reappointment of a probationary faculty member shall be given in writing by the President of the College to the probationary faculty member not later than March 1st of the first year of probationary service, and no later than December 15th each year thereafter. Notice of the President's recommendation of non-reappointment of a contracted faculty member shall be given in writing by the President of the College to the contracted faculty member not later than March 1 of the first year of employment, and no later than December 15th each year thereafter for faculty employed on an academic year basis, and not later than June 15th of the first year of employment, and no later than March 1 each year thereafter for faculty employed on any other work schedule.

Adopted: Aug. 28, 1978

Amended: July 29, 2020

3.07.02 - 4 of 4



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.07.02.10 Tenure Review and Recommendations

APPROVED: April 8, 1983 **REVISED:** March 13, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 3.07.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish guidelines for recommending the granting of tenure to probationary faculty* who have completed five consecutive academic years of exemplary job performance and service to the College.

PROCEDURE:

- I. Tenure Committee Charge
 - A. The President will appoint the Tenure Committee based on the College Procedure 2.01.01.14, *Committees*.
 - B. The Tenure Committee will convene for the purpose of reviewing the tenure application materials, and interviewing candidates and their respective supervisors with consideration as to the criteria as outlined in Section VII of this Procedure.
 - C. Each member of the Tenure Committee will determine whether the tenure candidate should be recommended for tenure, not recommended for tenure, or extended for a sixth-year due to extenuating reasons. Each member of the Tenure Committee will sign the processing form and designate her/his individual recommendation (*Tenure Candidate Tenure Committee Recommendation, Form # 5*).
 - D. A minimum vote of two-thirds of the Tenure Committee is required for a recommendation for tenure to be granted to a candidate or for a recommendation to grant a sixth probationary year of employment. The administrative liaison is a non-voting member of the committee See College Procedure 2.01.01.14, *Committees*.
 - E. The administrative liaison will forward the Tenure Committee's recommendations to the President for those candidates who have successfully met the College's criteria for tenure, for those candidates who are not recommended for tenure, and for those candidates for whom a sixth year is recommended.
- II. General Provisions and Definitions:
 - A. "Tenure is assurance to a full-time faculty member who has served a full probationary period that he or she may expect to continue in his or her faculty position with the District unless adequate cause for dismissal is demonstrated" Board Policy 3.07.02, *Faculty*. Tenure is reserved for a probationary faculty member who has demonstrated his/her exemplary performance and service to the College. Tenure is worthy of respect and dignity and is under faculty purview.
 - B. A tenure candidate is a probationary faculty member who has completed a minimum of four generally consecutive academic years of eligible service. The candidate will be identified as such according to the official personnel records in the Human Resources Department and the criteria stated within this procedure. A tenure candidate will be evaluated according to the requirements in the procedure which were in place at the time of the initial tenure-track appointment.
 - C. An administrative supervisor is the tenure candidate's immediate administrative supervisor of record, with the following exceptions:
 1. Change of supervisor in same faculty position:

* Note: The word "faculty" denotes instructors, counselors and librarians.

- a. Tenure candidates who have remained in the same faculty position (i.e., same discipline or department) but have had a change in administrative supervisor within the last two years of the five-year eligibility time period (or six-year, when applicable) will be given a choice of designated administrative supervisor for the fifth-year review (and sixth-year review, when applicable) and evaluation of the tenure candidate's portfolio, completion of the *Tenure Candidate Administrative Supervisor Recommendation* (Form # 4), and interview with the Tenure Committee.
 - b. The above choice is limited to supervisors under whom the candidate has served for at least one year.
2. Change in faculty position:
- Tenure candidates who have been hired into a different faculty position during the tenure-track, probationary period will follow the guidelines outlined in Section X, "Change in Faculty Position during Probationary, Tenure-Track Period" of this procedure.
- D. The Tenure Committee is a district-wide committee of tenured faculty.
1. The Committee will consist of the administrative liaison, seven tenured instructors, one tenured librarian and one tenured counselor.
 2. The instructors will reflect a fair representation of both the arts and sciences and occupational education instructional areas.
 - a. The faculty representation on the Committee will reflect diversity of ethnicity and gender.
 - b. All faculty members on the Tenure Committee will be voting members.
 3. The terms of the Committee members will be for three years and will rotate on a staggered basis with approximately one third (3) of the Committee changing membership each year. Rotation will take place prior to the beginning of the academic year.
 4. The Tenure Committee chairperson is a Committee member elected by the Committee by majority vote.
 - a. Every academic year the Committee will elect a chairperson, who will serve the entire academic year and be a voting member of the Committee. In addition, a chairperson elect will be elected to fill in for chairperson and serve as chairperson for the following year.
 - b. The chairperson will conduct the normal business of the Tenure Committee and, in conjunction with the administrative liaison, ensure that the review of the candidates' application materials, the Committee interviews of the candidates, and the proper Committee review forms are completed according to the established procedure described within this document.
- E. The administrative liaison is a non-instructional administrator appointed by the President and assigned for a three-year term as the liaison to the Tenure Committee, and is a non-voting member of the Committee.
1. The administrative liaison shall serve to facilitate the instruction and orientation of the Committee in the tradition and concept of tenure.
 2. The administrative liaison shall also promote clarity in tenure criteria and equitable consistency in Committee decisions and shall ensure prudent adherence to tenure review procedures.
- F. Peer Review Committee
1. The Peer Review Committee is a committee selected by the candidate and the candidate's administrative supervisor and is composed of at least three and no more than five tenured faculty. The candidate will have the opportunity to select one member, the administrative supervisor will select one member, and the administrative supervisor and the candidate will discuss and select the remaining member(s) by mutual agreement. The candidate and the administrative supervisor will

each select one tenured faculty member from the candidate's discipline or a related discipline, as identified from the aggregate of the following sources in priority order: (1) the candidate's campus-based discipline, (2) the candidate's district-wide discipline, (3) and if necessary, the candidate's division.

2. The Peer Review Committee will be appointed at the beginning of the tenure candidate's second year and will, whenever possible, continue this responsibility through the tenure candidate's evaluation for tenure in the fifth (and sixth, if applicable) year. A factor in choosing members to serve on the third-year Peer Review Committee is consideration of their commitment to mentor the candidate during the remainder of the probationary period.
3. The recommended Peer Review Committee membership will be submitted to the Vice President of Instruction and Workforce Education for review and approval.
4. The composition of the Peer Review Committee will reflect diversity of ethnicity and gender, with the primary focus on the selection of faculty from the candidate's discipline.
5. If a Peer Review Committee member subsequently needs to be replaced, the administrative supervisor will do so following the same guidelines as outlined above.
6. Each Peer Review Committee member will review the tenure candidate's application materials and will forward a recommendation regarding the candidate's tenure to the candidate's appropriate administrative supervisor during the candidate's third and fifth years (as well as fourth and/or sixth years, if applicable).
7. The third-year Peer Review Committee and the administrative supervisor will meet and immediately share this review with the tenure candidate by the end of fall semester.

III. Tenure Eligibility

During the fall semester of a tenure candidate's fifth year of eligible service in a probationary status, the tenure candidate will be eligible to be evaluated for tenure and will submit tenure portfolio materials for the review and evaluation of tenure in accordance with this procedure.

- A. Eligible service shall be at least 60 percent of the required instructional duties for teaching faculty, or at least 60 percent of required regular duties for counseling and library faculty, for each fall and spring semester.
- B. Exceptions to the above guidelines will be approved as they occur on a semester-by-semester basis by the administrative supervisor and the Vice President of Instruction and Workforce Education. Any such exceptions will be documented in the tenure candidate's portfolio materials.

IV. Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following criteria:

- A. **Evidence of Exemplary Job Performance.** Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to the following: teaching practices, techniques, classroom style, and efforts made to provide optimum opportunities. Counselor performance includes, but is not limited to the following: teaching performance (if applicable), and participation in counseling department activities. Librarian performance includes, but is not limited to the following: library instruction, techniques and practices. (if applicable)
- B. **Evidence of Exemplary Fulfillment of Professional Responsibilities.** Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to the following: performance of job description requirements such as participation in division/discipline activities, service on District-wide committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.
- C. **Evidence of Ongoing Professional Growth.** Professional growth refers to activities which enhance the candidate's job performance. Professional growth includes, but is not limited to the following: participation in District-wide development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership

and participation in professional organizations and conferences, and individual research and publications.

- D. Evidence of Ongoing Professional Service to the Community/State/Nation. Service to the community refers to activities that enhance the quality of life. Professional service includes, but is not limited to the following: leadership or participation in community or other committees, boards, and organizations; presentation or performances for community or other groups; community service teaching activities; and professional achievements.

V. Tenure Orientation

- A. New probationary faculty members, as part of their orientation to the District, will be provided with a copy of College Procedure 3.07.02.10, *Tenure Review and Recommendations*, including the *Tenure Criterion Specifications* for the faculty member’s specific position (Teaching Faculty, Counseling Faculty, or Library Faculty) by the administrative supervisor. (Refer to relevant section in this procedure.
- B. The administrative liaison will also provide all candidates with the opportunity to attend a workshop regarding tenure portfolio preparation during both fall and spring faculty development sessions. A copy of College Procedure 3.07.02.10, *Tenure Review and Recommendations*, including the *Tenure Criterion Specifications* for the faculty member’s specific position (Teaching Faculty, Counseling Faculty or Library Faculty) can be accessed at the EPCC Tenure website: <https://my.epcc.edu/sites/Resources/TenureCommittee/SitePages/Home.aspx>. Probationary faculty must attend at least one such workshop per academic year.
- C. The administrative liaison will ensure that a mandatory workshop is conducted every spring semester by the chair of the Tenure Review Committee for all administrative supervisors regarding the tenure procedure and confidentiality of the process.
- D. The administrative liaison and the chair of the Tenure Review Committee will conduct a mandatory workshop for the Peer Review Committees prior to their review of the third- and fifth- (as well as fourth- and sixth-, if applicable) year tenure portfolios.

VI. Tenure Eligibility Verification and Notification

- A. During the spring semester of each year, the Human Resources Department will notify the appropriate administrative supervisor of probationary faculty who will begin their fifth year of eligible employment with the College during the next academic year. The Human Resources Department will also verify each candidate’s fulfillment of the required sixty (60) percent of contractual obligations, or approved exception, based on the candidate’s employment records.
- B. During the spring semester prior to the academic year for tenure review, the office of the administrative liaison will again provide each candidate with materials, including the *Tenure Review and Recommendations* procedure in place at the time of the initial tenure-track appointment, *Tenure Criterion Specifications*, and timelines for submission of the tenure portfolio materials (reference the Calendar of Events).

VII. Tenure Procedural Steps

A. Performance Evaluations

The candidate shall be evaluated each year in accordance with College Procedure 3.22.01.14, *Full-Time Faculty Evaluation* utilizing the Self-Evaluation and Reflection Form (Section III. A.), Composite Evaluation Form (Section III. B), and Classroom-Performance Evaluation Form (Section IV. A.). Pursuant to this procedure and the guidelines provided below, the administrative supervisor will conduct the yearly performance evaluation. The supervisor shall schedule an interview with the faculty member to review the candidate’s progress. This procedure provides the faculty member the opportunity to maintain and/or improve his/her teaching performance and other activities.

<u>PROBATIONARY YEAR</u>	<u>EVALUATION TO BE CONDUCTED BY</u>
First	March 15
Second-Fourth	October 1

B. Annual Administrative Assessment

As part of the annual performance evaluation of the tenure candidate, the administrative supervisor will make an overall assessment regarding the tenure candidate. This evaluation assessment may include a number of options, including the continuation of the candidate in a probationary status, the continuation of the candidate in a probationary status with the need for the candidate to address performance areas requiring improvement, non-renewal of the candidate, or other appropriate recommendation. Any recommendation for non-renewal will be consistent with Board Policy 3.07.02, *Faculty*, and College Procedure 3.22.04.10, *Employee Performance*. A recommendation outlining the proposed course of action will be forwarded by the administrative supervisor to the Vice President of Instruction and Workforce Education, in accordance with the timelines noted in section VII. A.

C. Recommendation for Probationary Status with Improvement

In the event that the probationary faculty member is recommended for continued probationary status with improvement during any year of the faculty member's probationary period, the administrative supervisor will develop a Plan of Action outlining the areas for necessary improvement and will review this plan with the faculty member prior to the end of the academic year. The Plan of Action for improvement will be used in the subsequent year's performance evaluation.

D. Non-Renewal or Dismissal Recommendation

If, at any point, during the tenure review process, there is cause not to renew the probationary faculty member's contract, or there is cause for the dismissal of the probationary faculty member, the administrative supervisor will make such a recommendation in accordance with College Procedure 3.22.04.10, *Employee Performance*, and Board Policy 3.07.02, *Faculty*, or Board Policy 3.38.01, *Dismissal or Suspension of Faculty*.

E. Third-Year Tenure Evaluation

In the fall semester of the third year of employment as a probationary faculty member, the candidate will complete the *Candidate's Third-Year Progress Report for Tenure-Track Faculty* (Form #1) in addition to the annual evaluation by the administrative supervisor. The administrative supervisor using the *Third-Year Candidate Administrative Progress Report* (Form #3), and the Peer Review Committee using the, *Third-Year Candidate Individual Peer Review Committee Evaluation* (Form #2), as outlined in the procedure's definitions, will review and evaluate the candidate's tenure portfolio. The administrative supervisor will communicate his/her third-year probationary performance review recommendation to the tenure candidate and will assist the candidate to maintain and/or improve his/her performance. If a Plan of Action is developed during any probationary year as a result of a recommendation for continued probationary status with improvement, a copy of the Plan of Action will be included in the candidate's tenure application materials. If the Plan of Action is developed during the third year, the Peer Review Committee may also participate in evaluating the candidate's progress under the Plan of Action during the following year.

F. Tenure Portfolio Preparation and Organization

1. The probationary faculty member will begin preparation of the tenure-track portfolio during his/her first year of employment.
2. During the Fall semester of the probationary faculty member's fifth-year (and sixth-year, if applicable), the probationary faculty member will present a portfolio of tenure application materials for review by the Peer Review Committee, the administrative supervisor, the Vice President of Instruction and Workforce Education, and the Tenure Committee. This portfolio should include all the materials outlined in the *Tenure Criterion Specifications* for the candidate's specific position (Teaching Faculty, Counseling Faculty, or Library Faculty) (Refer to relevant section in this procedure.) The portfolio should be prepared and organized as stated.

G. Tenure Portfolio Submission and Deadline

1. It is the candidate's responsibility to forward the completed tenure portfolio to his/her administrative supervisor and to ensure that all materials are completed and submitted by 5:00 p.m. on the indicated deadline date on the *Calendar of Events* for the Tenure Review Process for the given academic year. There will be strict adherence to the *Calendar of Events*.

2. Tenure portfolios for the fifth- (or sixth-) year review which are submitted after 5:00 p.m. on the announced deadline date will NOT be accepted and the tenure candidate will not be considered for tenure. If, however, there are mitigating circumstances for a late submission, the tenure candidate may appeal this deadline by submitting in writing the compelling reason(s) to his/her administrative supervisor. The administrative supervisor will make a recommendation to the Vice President of Instruction and Workforce Education about whether or not to accept the tenure portfolio materials after the deadline. The decision of the Vice President of Instruction and Workforce Education regarding the acceptance of the tenure portfolio will be final.
3. If the decision is to deny acceptance of the tenure portfolio, the probationary faculty member will not be eligible for tenure consideration and, further, it will be said faculty member's last year of probationary employment with the College.

H. Peer Review Committee's Review and Evaluation

1. The Peer Review Committee will review the portfolio of the tenure candidate during the Fall semester of the candidate's third-year, fifth year, and, if necessary, sixth year taking into consideration the criteria outlined in Section III of the Tenure Criterion Specifications. The Peer Review Committee will also review the portfolio during the fourth year, if a Plan of Action was developed during the candidate's third year. Members of the Peer Review Committee may also consider other information they have about the candidate that is not otherwise categorized or addressed in the candidate's portfolio. The Peer Review Committee will complete the appropriate evaluation form, e.g., the *Third-Year Candidate Peer Review Committee Evaluation* (Form # 2) and the *Tenure Candidate Peer Review Committee Recommendation* (Form #6).
2. The Peer Review Committee will review each candidate's portfolio, along with submitting the *Third-Year Candidate Peer Review Committee Evaluation* (Form #2) or *Tenure Candidate Peer Review Committee Recommendation* (Form #6), to the candidate's administrative supervisor for each year in which they evaluate the candidate.
3. The administrative supervisor may reconvene the Peer Review Committee for clarification, as necessary.

I. Administrative Supervisor's Review and Evaluation

1. The administrative supervisor will review and evaluate the tenure candidate's portfolio, with consideration as to the criteria outlined in Section III of the *Tenure Criterion Specifications* of this procedure (Refer to relevant section in this procedure), with strict adherence to the calendar, during the Fall semester of the probationary faculty member's third-year, fifth-year, and, if necessary, sixth-year. The administrative supervisor will also review the portfolio during the fourth year, if a Plan of Action was developed during the candidate's third probationary year. The outcome of this Plan of Action will also be documented and included in the portfolio. The administrative supervisor may also consider other information she/he has about the candidate that is not otherwise categorized or addressed in the candidate's portfolio. The administrative supervisor must document any concerns and include them in the third-year review, *Third-Year Candidate's Administrative Progress Report* (Form #3) The administrative supervisor will complete the *Tenure Candidate Administrative Supervisor Recommendation* (Form # 4) reflecting his/her evaluation of the probationary faculty member's candidacy for tenure.
2. The administrative supervisor will forward the portfolio along with the completed *Tenure Candidate Administrative Supervisor Recommendation* (Form # 4), outlining strengths and weaknesses and making a clear recommendation supported by specific reason to the Vice President of Instruction and Workforce Education.
3. It will be the administrative supervisor's responsibility to ensure that the Peer Review Committee recommendations are completed and included in the portfolio.
4. The Vice President of Instruction and Workforce Education may return the recommendation(s) for further clarification at his/her discretion.

- J. The Vice President of Instruction and Workforce Education Review and Evaluation (fifth- and sixth-year candidates only)
1. The Vice President of Instruction and Workforce Education will review and evaluate each candidate's portfolio with consideration as to the criteria outlined in Section III of the *Tenure Criterion Specifications* of this procedure (Refer to relevant section in this procedure) and will interview each candidate. Pursuant to the review of the candidate's portfolio and the interview, the Vice President of Instruction and Workforce Education will complete the *Tenure Candidate Administrative Supervisor Recommendation* (Form # 4).
 2. The Vice President of Instruction and Workforce Education will then forward the portfolio along with the *Tenure Candidate Administrative Supervisor Recommendation* (Form # 4) to the administrative liaison with strict adherence to the *Calendar of Events*.
- K. Tenure Committee's Review and Evaluation (fifth- and sixth- year candidates only)
1. The administrative liaison will convene the Tenure Committee and provide the Committee with all materials submitted. The administrative liaison will be available to the Tenure Committee throughout the review process.
 2. Each member of the Tenure Committee will individually review the tenure portfolio materials submitted by each candidate, and will further review the *Tenure Candidate Peer Review Committee Recommendation* (Form #6), the *Tenure Candidate Administrative Supervisor Recommendation* (Form #4), and the Vice President of Instruction and Workforce Education's *Tenure Candidate Administrative Supervisor Recommendation* (Form #4) of the candidate.
 3. After the individual review of the portfolio materials and the peer and administrative evaluations, the Tenure Committee will convene as a group in closed session.
 - a. Each candidate for tenure, as well as the candidate's administrative supervisor and the Vice President of Instruction and Workforce Education, will appear separately before the Committee to respond to questions.
 - b. The Tenure Review Committee may request to interview the candidate's Peer Review Committee, if needed.
 - c. In the event that the administrative liaison has a probationary candidate up for review, the Committee Chairperson will assume the responsibility of the administrative liaison during that candidate's review.
 4. The Committee will recommend one of the following for consideration by the President of the College: (1) granting tenure, (2) not granting tenure, or (3) under extenuating circumstances, extending probationary status for a sixth and final year.
 5. The Tenure Committee's recommendation for granting tenure or for recommending a sixth year will be made by a minimum two-thirds vote of the Committee's membership and will be documented on the *Tenure Candidate Tenure Committee Recommendation* (Form # 5). If a minimum two-thirds vote cannot be obtained, the Tenure Committee's recommendation will be for not granting tenure.
 6. Guidelines on the granting of a sixth probationary year:
 - a. The Tenure Committee will fully document the reason(s) for the extenuating circumstances in granting a sixth probationary year on the *Tenure Candidate Tenure Committee Recommendation* (Form # 5).
 - b. The administrative liaison and the Tenure Committee chair will communicate the Tenure Committee's reason to the candidate's administrative supervisor.
 - c. The reason must rise to the level of a significantly unusual situation or unpredictable event. Failure on the part of the candidate to prepare for the tenure evaluation or lack of agreement in the recommendations of the Peer Review Committee, the administrative

supervisor, and/or the Vice President of Instruction and Workforce Education will not constitute a justifiable reason.

L. Recommendation to the President

1. The Tenure Committee will make recommendations through the administrative liaison to the President regarding the tenure of each candidate.
2. The President will review the Committee's recommendations received from the administrative liaison and reconvene the Committee should there be questions about the Committee's recommendations.
3. Each candidate will be notified by the President no later than December 15 of the recommendation that will be made to the Board of Trustees.
4. The President will forward a final recommendation to the Board of Trustees for approval of the granting of tenure.

M. Appeal Process for Recommendation to Not Grant Tenure

1. To initiate the appeal process, the candidate must submit a written request for reconsideration of the recommendation to not grant tenure to the President through the office of the administrative liaison
2. The written request for re-consideration must be submitted to the office of the administrative liaison by 5:00 p.m. on Friday of Spring Faculty Development week.
3. The President may direct the administrative liaison to reconvene the Tenure Committee for a second review of the candidate's application for tenure.
4. The second review must be completed, a recommendation forwarded to the President, and notification made by January 31 to the candidate.

VIII. Distribution of Tenure Portfolio and Tenure Evaluation Materials

- A. The administrative liaison will forward the tenure portfolio and all evaluation materials to the Human Resources Department.
- B. Tenure evaluation records will not be returned to the candidate. The Human Resources Department will be responsible for separating tenure evaluation records from the portfolio prior to copying. The tenure evaluation records will be forwarded to and retained permanently by the Office of Employee Relations.
- C. The tenure portfolio submitted by each candidate granted tenure will be duplicated and a copy retained by the Human Resources Department. The original tenure portfolio will be returned to the candidate by the end of the following spring semester.
- D. The original tenure portfolio submitted by each candidate not recommended for tenure or recommended for an additional probationary year will be forwarded to the Office of Employee Relations.
 1. The candidate who is denied tenure may request a copy of the tenure portfolio from the Employee Relations Office. The original portfolio will be retained by the Office of Employee Relations.
 2. The candidate who is recommended for an additional probationary year will be provided the original of the tenure portfolio from the Office of Employee Relations for resubmission in his/her sixth year. A copy of the original tenure portfolio will be retained by the Office of Employee Relations.

IX. Submission of Sixth Probationary Year Portfolio Materials

- A. The sixth-year tenure candidate will follow the calendar and guidelines in the tenure review process in reapplying for tenure.

- B. Candidates will prepare a separate sixth-year portfolio for the year subsequent to the initial review. The portfolio materials must address the reasons for the granting of the sixth probationary year. The original tenure portfolio will be resubmitted with the additional sixth-year materials clearly separated in the submission. No changes to the original tenure portfolio will be accepted.
- C. The sixth-year portfolio should contain all relevant performance evaluation materials and/or recommendations, including the Plan of Action developed for the sixth year.
- D. The new materials submitted for the sixth year will be considered along with the original portfolio.
- E. The Peer Review Committee, the administrative supervisors, the Vice President of Instruction and Workforce Education, and the Tenure Review Committee will follow the tenure review process for the reevaluation of the candidate's application for tenure.

X. Change in Faculty Position during the Probationary, Tenure-Track Period

If the probationary faculty member is hired into a different faculty position during the tenure-track period (i.e., from one discipline to another including counselors and librarians) the following will apply:

- A. If the change occurs during the first two years in a probationary status, the faculty member will proceed with the tenure process with the new administrative supervisor, and the Peer Review Committee will be selected during the third year from the new discipline. The tenure portfolio will be evaluated on the prior evaluation requirements for those years in the previous position and the new evaluation requirements for the years in the new position. The new administrative supervisor will evaluate the candidate for tenure during the fifth year.
- B. If the change occurs during the third year in a probationary status, the faculty member will proceed with the tenure process by supplementing his/her tenure portfolio to reflect the evaluation requirements for the new position, for the period of time in the new discipline. A new Peer Review Committee in the new discipline will be appointed and the new administrative supervisor will evaluate the candidate.
- C. If the tenure candidate changes positions during the fourth or fifth years, the previous Peer Review Committee and previous administrative supervisor will evaluate the tenure candidate with input from the new administrative supervisor and the new Peer Review Committee, who also will provide an evaluation of the tenure candidate to the new first-line administrative supervisor as additional input for his/her evaluation of the candidate and for that of the Vice President of Instruction and Workforce Education.

XI. Confidentiality

- A. The tenure review process is a confidential evaluation of a tenure candidate; therefore, participants are directed to maintain the confidentiality of the process, both during and after the conclusion of the process.
- B. The following types of information are deemed confidential:
 - 1. Information included in the tenure portfolio materials submitted by the tenure candidate;
 - 2. All documentation and written comments, evaluation opinions, and judgments discussed during committee deliberations and/or reflected on the evaluation documentation forms and/or other communications.
- C. Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the tenure evaluation process. Participants are further reminded that confidential matters are never to be revealed or discussed with anyone not officially involved in the tenure evaluation process.
- D. It shall be the sole responsibility of the Office of Employee Relations to accept any requests for information or to release any information and/or documentation regarding the tenure evaluation process. If a tenure candidate has a question or concern about the tenure process during the actual deliberation period, he/she must address the issue with the administrative liaison, not with members of the Tenure Committee.
- E. Certain documents used and/or generated during this tenure evaluation process may be subject to release in accordance with provisions of the *Texas Public Information Act*, Attorney General Opinions, or other legal authority. The potential release of documents does not relieve the participants in this tenure evaluation process from the responsibilities outlined above.



TENURE CRITERION SPECIFICATIONS FOR TEACHING FACULTY

I. PREPARATION OF THE TENURE PORTFOLIO

A tenure portfolio is a representative, rather than an all-inclusive, sample of a teaching faculty member's job performance, throughout the tenure review process. The portfolio must be limited to one four-inch, three-ring binder. The binder is to be labeled on the spine and front cover with the name and discipline of the faculty member. The faculty member must provide a table of contents and resume or curriculum vitae at the front of the binder, and he/she must organize the binder's contents according to categories listed in this document. Categories should be identified by divider tabs which should correspond to the criteria items listed below. Within each section, the material should be presented in chronological order, with the oldest documents first. Asterisked items are mandatory. With the exception of the resume or curriculum vitae, all documentation should be organized from the first academic year of tenure-track employment. Each double-sided sheet should occupy one sheet protector. Do not submit original documents or materials needed in the near future.

II. TENURE CRITERIA

The categories indicated below by Roman numerals correspond to the criteria for tenure stated in College Procedure 3.07.02.10, *Tenure Review and Recommendations*. The numbered items in each category are mentioned as examples of possible ways to satisfy each criterion. **Asterisked items are mandatory.** Omissions of asterisked items require a written explanation on a separate page explaining the reason for each omission.

III. ORGANIZATION OF THE TENURE PORTFOLIO

- *A. Table of Contents
- *B. Resume/Curriculum Vitae
- C. Evidence of Exemplary Job Performance
 - *1. All Evaluations of Teaching Faculty Member for Each Academic Year
 - *a. Student Survey of Instructor's Performance
 - *b. Classroom-Performance Evaluations
 - *c. Faculty Self-Evaluation and Reflection Reports
 - *d. Composite Evaluations for Full-Time Teaching Faculty
 - *e. Candidate's Third-Year Progress Report (Form #1), Third-Year Candidate Peer Review Committee Evaluation (Form #2) and Third-Year Candidate Administrative Progress Report (Form #3) and fourth-year forms if necessary.
 - 2. Original Course Materials for a Selected Course
 - *a. Original classroom handouts (maximum 2 items)
 - *b. Original Instructor's Course syllabus (Part 1)
 - *c. Other original teaching/learning aids for the selected course (maximum 6 items), such as:
 - 1) Original study guides
 - 2) Other original multimedia teaching materials
 - 3. New Course Development

Identify new courses (credit or non-credit), properly verified by a contract from the Curriculum Office or your administrative supervisor, which you have developed during tenure-track employment. Submit only:

- a. Outline
 - b. Syllabus
 - c. Sample of a learning activity
 - d. Sample of one exam per course developed
 - e. Course Development Faculty Assignment Action Form (FAAF)
4. Major Revisions of Established Courses

Identify major revisions which you have made to established courses (credit or non-credit), accompanied by:

- a. An explanation of the work
- b. A Course Revision FAAF
- c. An outline of a major revision of an established course.

The revisions may include responses to *Program Review Reports* and may include the creation, modification, and/or application of student learning outcomes for the courses.

5. Other Evidence of Exemplary Teaching Performance
- a. Letters of appreciation/commendation (maximum of 6 total)
 - b. Certificates
 - c. Awards
 - d. Other special recognition for performance to be presented in concise format

D. Evidence of Exemplary Fulfillment of Professional Responsibilities

- *1. Membership on College standing and other committees, as evidenced by a letter of appointment from the President and a letter from the committee chairperson or administrative supervisor. Indicate if you served in a leadership capacity.
- *2. Membership on division and discipline committees, as evidenced by a letter from the administrative supervisor or faculty coordinator.
3. Documentation, such as FAAF of non-instructional College assignments, indicating dates and the nature of the assignments.
4. Documentation of sponsorship of or participation in College-approved student organizations. (Indicate dates and names of organizations.)
5. Documentation of mentorship of extracurricular student activities or groups.

E. Evidence of Ongoing Professional Growth

- *1. List, obtained from the Central Training Repository, of faculty development workshops you have attended.
- *2. Documentation of current membership in professional/faculty organizations.
3. Transcripts of workshops presented at EPCC.

- *4. Documentation of professional teaching institutes, seminars, workshops, conferences, etc. attended and/or presented at, with presentations highlighted. Include name of sponsoring organization, location and dates. (Indicate whether you were a participant, presenter, or both).
 - 5. Official transcript of degrees earned and/or certificates of courses completed subsequent to tenure-track employment.
 - 6. Other evidence of professional growth. Including licensure or certifications.
- F. Evidence of Ongoing Professional Service to the Community/State/Nation
- *1. Documentation of membership in, or service to community organizations, including dates.
 - *2. Documentation of lectures, workshops, and projects for community organizations and agencies and to area schools (serving on accreditation committees, evaluation committees, judging contests, etc.) including dates.
 - 3. Documentation of services provided to the state/nation
- *G. Self-Evaluation
- Discuss your effectiveness and growth both as an instructor and as a faculty member (non-instructional responsibilities) during the tenure process.



TENURE CRITERION SPECIFICATIONS FOR COUNSELING FACULTY

I. PREPARATION OF THE TENURE PORTFOLIO

A tenure portfolio is a representative, rather than an all-inclusive, sample of a counseling faculty member's job performance, throughout the tenure review process. The portfolio must be limited to one four-inch, three-ring binder. The binder is to be labeled on the spine and front cover with the name and discipline of the counseling faculty member. The counseling faculty member must provide a table of contents and resume or curriculum vitae at the front of the binder, and he/she must organize the binder's contents according to categories listed in this document. Categories should be identified by divider tabs which should correspond to the criteria items listed below. Within each section, the material should be presented in chronological order, with the oldest documents first. Asterisked items are mandatory. With the exception of the resume or curriculum vitae, all documentation should be organized from the first academic year of tenure-track employment. Each double-sided sheet should occupy one sheet protector. Do not submit original documents or materials needed in the near future.

II. TENURE CRITERIA

The categories indicated below by Roman numerals correspond to the criteria for tenure stated in the College Procedure 3.07.02.10, *Tenure Review and Recommendations*. The numbered items in each category are mentioned as examples of possible ways to satisfy each criterion. **Asterisked items are mandatory.** Omissions of asterisked numbered items require a written explanation on a separate page explaining the reason for each omission.

III. ORGANIZATION OF THE TENURE PORTFOLIO

- *A. Table of Contents
- *B. Resume/Curriculum Vitae
- C. Evidence of Exemplary Job Performance
 - *1. All Evaluations of Counseling Faculty Member for each Academic Year
 - *a. Student Evaluation of Counselor Performance
 - *b. Classroom Performance Evaluation for Counselors
 - *c. Faculty Self-Evaluation and Reflection Report
 - *d. Composite Evaluation for Full-Time Teaching Counseling Faculty
 - *e. Candidate's Third-Year Progress Report (Form #1), Third-Year Candidate Peer Review Committee Evaluation (Form #2) and Third-Year Candidate Administrative Progress Report (Form #3) and fourth-year forms if necessary
 - *2. Original Counseling Faculty Performance documents appropriate to each of the following categories (for each academic year)
 - *a. New Student Orientation/classroom documentation
 - *b. Student Advising Plan
 - *c. Program Maps/Degree Audit
 - *d. Student Petitions
 - *e. Add/Drop forms
 - *f. Change of Major form

- g. Degree Audit
 - h. Other programs related forms (i.e., early college forms, academic improvement plan form, proficiency exam form, Academic Progress Report Form)
3. Special Counseling Department Reports and/or Assignments
- a. Student development workshops
 - b. Staff/faculty development workshops
 - c. Other evidence of special assignments
4. Other Evidence of Exemplary Counseling Performance
- Evidence may include letters of appreciation, certificates, awards, and other special recognition. (Maximum of 6 total)
5. Teaching Performance
- a. Student-Survey of Instructor's Performance
 - b. Classroom-Performance Evaluations
 - c. Faculty Self-Evaluation and Reflection Reports
 - d. Composite Evaluation for Part-Time Faculty
6. Other Evidence of Exemplary Performance
- D. Evidence of Exemplary Fulfillment of Professional Responsibilities
- *1. Membership on College standing and other committees, as evidenced by a letter of appointment from the President and a letter from the committee chairperson or administrative supervisor. Indicate if you served in a leadership capacity.
 - *2. Membership on division and/or discipline committees, as evidenced by a letter from the administrative supervisor, or faculty coordinator.
 - 3. Documentation, such as Faculty Assignment Action Form (FAAF) of non-instructional College assignments, indicating dates and the nature of assignments.
 - 4. Documentation of sponsorship of College-approved student organizations. (Indicate dates and names of organizations.)
 - 5. Documentation of mentorship of extracurricular student activities or groups.
- E. Evidence of Ongoing Professional Growth
- *1. List obtained from the Central Training Repository of faculty development workshops you have attended.
 - *2. Documentation of current membership in professional/faculty organizations, and documentation of licensure and/or certification in candidate's field.
 - 3. Transcripts of workshops presented at EPCC.
 - *4. Documentation of professional teaching institutes, seminars, workshops, conferences, etc. attended and/or presented at, with presentations highlighted. Include name of sponsoring organization, location and dates. (Indicate whether you were a participant, presenter, or both).

5. Official transcript of degrees earned and/or certificates of courses completed subsequent to tenure-track employment.
 6. Other evidence of professional growth. Including licensure or certifications.
- F. Evidence of Ongoing Professional Service to the Community/State/Nation
- *1. Documentation of membership in, or service to community organizations, including dates.
 - *2. Documentation of lectures, workshops, and projects for community organizations and agencies and to area schools (serving on accreditation committees, evaluation committees, judging contests, etc.) including dates.
 3. Documentation of services provided to the state/nation.
- *G. Self-Evaluation

Discuss your effectiveness and growth both as a counselor and as a faculty member (non-instructional responsibilities) during the tenure process.



TENURE CRITERION SPECIFICATIONS FOR LIBRARY FACULTY

I. PREPARATION OF THE TENURE PORTFOLIO

A tenure portfolio is a representative, rather than an all-inclusive, sample of a library faculty member's job performance, throughout the tenure review process. The portfolio must be limited to one four-inch, three-ring binder. The binder is to be labeled on the spine and front cover with the name and discipline of the faculty member. The faculty member must provide a table of contents and resume or curriculum vitae at the front of the binder, and he/she must organize the binder's contents according to categories listed in this document. Categories should be identified, divider tabs should correspond to the criteria items listed below. Within each section, the material should be presented in chronological order, with the oldest documents first. Asterisked items are mandatory. With the exception of the resume or curriculum vitae, all documentation should be organized from the first academic year of tenure-track employment. Each double-sided sheet should occupy one sheet protector. Do not submit original documents or materials needed in the near future.

II. TENURE CRITERIA

The categories indicated below by Roman numerals correspond to the criteria for tenure stated in the College Procedure 3.07.02.10, *Tenure Review and Recommendations*. The numbered items in each category are mentioned as examples of possible ways to satisfy each criterion. **Asterisked items are mandatory.** Omissions of numbered items require a written explanation on a separate page explaining the reason for each omission.

III. ORGANIZATION OF THE TENURE PORTFOLIO

*A. Table of Contents

*B. Resume/Curriculum Vitae

C. Evidence of Exemplary Job Performance

*1. Evaluations of Library Faculty Member for Each Academic Year

*a. Student Surveys of Library Instruction Summary Forms (no more than two per year)

*b. Classroom-Performance Evaluations

*c. Faculty Self-Evaluation and Reflection Reports

*d. Composite Evaluations for Full-Time Teaching Faculty

*e. Candidate's Third-Year Progress Report (Form #1), & Third-Year Candidate Peer Review Committee Evaluation (Form #2) and Third-Year Candidate Administrative Progress Report (Form #3) and fourth-year forms if necessary.

2. Library Support to Students and Patrons

*a. Library skills instruction classes/tours (supporting documents, e.g., documentation of types and number of classes taught and/or letter from Head Librarian.)

*b. Original classroom handouts and/or teaching/learning aids (maximum two items)

*3. Development and Organization of Library Collection and Services

Submit documentation regarding the application of bibliographic techniques to the selection, acquisition, development, and organization of the library collection and services. Include examples of the following: (not to exceed 6)

- Development (library policies that you have created or helped create, collection development policies, web directories, weeding and collection evaluation activities, statistics you have compiled, etc.)

- Organization (creation of separate collections such as a separate area for ESL, Browsing, Opposing Viewpoints, creation of signage, creating library web pages, library research guides, displays, social media guides, etc.
 - Selection – Describe the process you use to select materials for the collection. Include examples (no more than 2) of selection aids that you use.
 - Acquisitions (lists provided by Technical Services of books ordered or processed, liaison requests ordered or processed, and any documentation proving that materials have been ordered or processed, etc.)
- *4. Liaison Responsibilities
- Submit documentation of liaison responsibilities with assigned division(s), faculty, and other College units as appropriate (maximum two items).
5. Other Evidence of Exemplary Job Performance
- This evidence, which may include letters of appreciation/commendation, certificates, awards, and other special recognition, should be presented in concise format. (Maximum of 6 total)
- D. Evidence Exemplary Fulfillment of Professional Responsibilities
- *1. Membership on College standing and other committees, as evidenced by a letter of appointment from the President and a letter from the committee chairperson or administrative supervisor. Indicate if you served in a leadership capacity.
 - *2. Membership on division and discipline committees, as evidenced by a letter from the administrative supervisor or Head Librarian.
 - 3. Documentation, such as a Faculty Assignment Action Form (FAAF) of non-instructional College assignments, indicating dates and the nature of assignments.
 - 4. Documentation of sponsorship of or participation in College-approved student organizations. (Indicate dates and names of organizations.)
 - 5. Documentation of mentorship of extracurricular student activities or groups.
- E. Evidence of Ongoing Quality Professional Growth
- *1. List obtained from the Central Training Repository of faculty development workshops you have attended.
 - *2. Documentation of current membership in professional/faculty organizations.
 - 3. Transcripts of workshops presented at EPCC.
 - *4. Documentation of professional teaching institutes, seminars, workshops, conferences, etc. attended and/or presented at, with presentations highlighted. Include name of sponsoring organization, location and dates. (Indicate whether you were a participant, presenter, or both).
 - 5. Official transcript of degrees earned and/or certificates of courses completed subsequent to tenure-track employment.
 - 6. Other evidence of professional growth including licensure or certifications.
- F. Evidence of Ongoing Professional Service to the Community/State/Nation
- *1. Documentation of membership in, or service to, community organizations, including dates.
 - *2. Documentation of lectures, workshops, and projects for community organizations and agencies and to area schools (serving on accreditation committees, evaluation committees, judging contests, etc.) including dates.
 - 3. Documentation of services provided to the state/nation (such as statewide curriculum or program evaluation committees).

*G. Self-Evaluation

Discuss your effectiveness and growth both as a librarian and as a faculty member (non-instructional responsibilities) during the tenure process.



College Procedure 3.07.02.10, Form #1

***CANDIDATE’S THIRD-YEAR PROGRESS REPORT
FOR TENURE-TRACK FACULTY**
**Fourth-Year Progress Report If Necessary*

(Probationary Faculty Member)

EL PASO COMMUNITY COLLEGE

Tenure Candidate (Print)

Discipline

Semester

Instructions:

The faculty member should complete this report prior to meeting with his/her supervisor. **Responses must be limited to the space provided in this progress report.** The report and attachments (Self Evaluations, Classroom Observations, and Student Evaluations) should be submitted to the supervisor at least one week before the meeting. Other material may be brought to the meeting, but only the progress report and specified attachments (evaluations) will be filed. During the meeting the supervisor will discuss each of the four categories with the faculty member and note on the form strengths, weaknesses, and possible strategies for improvement. One copy of the report will be sent to the faculty member (for inclusion in the official tenure portfolio during the fifth year of employment), and one copy will be retained by the respective administrative supervisor, to be placed in the faculty member’s division file.

I. Evidence of Exemplary Job Performance

- A. Faculty evaluations (classroom, administrative, student)
- B. Course outline syllabi, training packets, student study guides, and/or clinical lab packets
- C. Implementation of technology into the curriculum

D. New course development or course revisions (optional)

E. Evidence of Exemplary Job Performance

F. Other

II. Evidence of Exemplary Fulfillment of Professional Responsibilities

A. Membership on college standing committees, sub-committees or taskforces (include committees requested but not appointed to)

B. Membership on division/department and/or discipline committees, subcommittees or taskforces

C. Non-teaching college duties (include assignment)

D. Sponsorship of college approved student organizations (optional)

E. Other

III. Evidence of Ongoing Professional Growth

A. Degrees earned, courses completed or professional institutes attended subsequent to tenure-track employment

B. Synopsis of professional seminars, conference or workshops attended or at which presented subsequent to tenure-track employment

C. Current membership in professional organizations (indicate if officer)

D. Other

IV. Evidence of Ongoing Professional Service to the Community/State/Nation

A. Membership in/or service to community organizations

B. Synopsis of lectures, workshops presented, and projects for community organizations or agencies

C. Synopsis of service to area schools (accreditation committees, articulation, judging, etc.)

D. Synopsis of service to the state/nation.

E. Other

Completed by:

Faculty Member

Date

Reviewed by:

Administrative Supervisor

Date



College Procedure 3.07.02.10, Form #2

***THIRD-YEAR CANDIDATE
PEER REVIEW COMMITTEE EVALUATION
EL PASO COMMUNITY COLLEGE**

**Fourth-Year Candidate Peer Review Committee Evaluation If Necessary*

Tenure Candidate: _____ Discipline: _____

Semester: _____ Date: _____

Reviewed by: _____

Comments on strengths and weaknesses of the candidate as they relate to the tenure criteria (Use continuation sheet if necessary). PLEASE TYPE.

	STRENGTHS	WEAKNESSES
Evidence of Exemplary Job Performance		
Evidence of Exemplary Fulfillment of Professional Responsibilities		
Evidence of Ongoing Professional Growth		
Evidence of Ongoing Professional Service to the Community/State/Nation		

Tenure Candidate: _____

Overall Comments:

Signature:	
Member's Name (type):	Date:
Signature:	
Member's Name (type):	Date:
Signature:	
Member's Name (type):	Date:
Signature:	
Member's Name (type):	Date:
Signature:	
Member's Name (type):	Date:

Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following criteria:

- A. **Evidence of Exemplary Job Performance.**
Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to teaching practices, techniques, classroom style, and efforts made to provide maximum opportunities. Counselor performance includes, but is not limited to teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not limited to library instruction, techniques and practices.
- B. **Evidence of Exemplary Fulfillment of Professional Responsibilities.**
Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to performance of job description requirements such as participation in division/discipline activities, service on District committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.
- C. **Evidence of Ongoing Professional Growth.**
Professional growth refers to activities which enhance the candidate's job performance. Professional growth includes, but is not limited to participation in District development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.
- D. **Evidence of Ongoing Professional Service to the Community/State/Nation.**
Service to the community refers to activities that enhance the quality of life for a community. Professional service includes, but is not limited to leadership or participation in community or other committees, boards, and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.



College Procedure 3.07.02.10, Form #3

***THIRD-YEAR CANDIDATE
ADMINISTRATIVE PROGRESS REPORT
EL PASO COMMUNITY COLLEGE**

**Fourth-Year Candidate Administrative Progress Report If Necessary*

Tenure Candidate: _____ Discipline: _____

Semester: _____ Date: _____

Comments on strengths and weaknesses of the candidate as they relate to the tenure criteria (Use continuation sheet if necessary). PLEASE TYPE.

	STRENGTHS	WEAKNESSES
Evidence of Exemplary Job Performance		
Evidence of Exemplary Fulfillment of Professional Responsibilities		
Evidence of Ongoing Professional Growth		
Evidence of Ongoing Professional Service to the Community/State/Nation		

Tenure Candidate: _____

Overall Comments:

1st Line Administrative Supervisor Signature

Date

2nd Line Administrative Supervisor Signature
(Vice President of Instruction and Workforce Education)

Date

Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following criteria:

- A. **Evidence of Exemplary Job Performance.**
Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to teaching practices, techniques, classroom style, and efforts made to provide maximum opportunities. Counselor performance includes, but is not limited to teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not limited to library instruction, techniques and practices.
- B. **Evidence of Exemplary Fulfillment of Professional Responsibilities.**
Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to performance of job description requirements such as participation in division/discipline activities, service on District committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.
- C. **Evidence of Ongoing Professional Growth.**
Professional growth refers to activities which enhance the candidate's job performance. Professional growth includes, but is not limited to participation in District development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.
- D. **Evidence of Ongoing Professional Service to the Community/State/Nation.**
Service to the community refers to activities that enhance the quality of life for a community. Professional service includes, but is not limited to leadership or participation in community or other committees, boards, and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.



College Procedure 3.07.02.10, Form #4

**TENURE CANDIDATE
ADMINISTRATIVE SUPERVISOR RECOMMENDATION
EL PASO COMMUNITY COLLEGE**
**Fifth and Sixth- Year Review*

TENURE CANDIDATE: _____ Discipline: _____

Semester: _____ Date: _____

Comments on strengths and weaknesses of the candidate as they relate to the tenure criteria (Use continuation sheet if necessary). PLEASE TYPE.

	STRENGTHS	WEAKNESSES
Evidence of Exemplary Job Performance		
Evidence of Exemplary Fulfillment of Professional Responsibilities		
Evidence of Ongoing Professional Growth		
Evidence of Ongoing Professional Service to the Community/State/Nation		

TENURE CANDIDATE: _____

Overall Comments:

In the past five years there

- have been disciplinary actions involving the candidate
- have not been disciplinary actions involving the candidate
(If "have" has been checked, continue with the next statement).

The above mentioned disciplinary actions

- were conclusively resolved
- were not conclusively resolved.

RECOMMEND: Based upon a review of the candidate's tenure portfolio and my evaluation of the candidate, I recommend that tenure be granted.

Based upon a review of the candidate's tenure portfolio and my evaluation of the candidate, I recommend that tenure not be granted.

NAME (print)

SIGNATURE

POSITION TITLE

Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following criteria:

- A. **Evidence of Exemplary Job Performance.**
Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to teaching practices, techniques, classroom style, and efforts made to provide maximum opportunities. Counselor performance includes, but is not limited to teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not limited to library instruction, techniques and practices.
- B. **Evidence of Fulfillment of Professional Responsibilities.**
Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to performance of job description requirements such as participation in division/discipline activities, service on District committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.
- C. **Evidence of Ongoing Professional Growth.**
Professional growth refers to activities which enhance the candidate's job performance. Professional growth includes, but is not limited to participation in District development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.
- D. **Evidence of Ongoing Professional Service to the Community/State/Nation.**
Service to the community refers to activities that enhance the quality of life for a community. Professional service includes, but is not limited to leadership or participation in community or other committees, boards, and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.



College Procedure 3.07.02.10, Form #5

**TENURE CANDIDATE
TENURE COMMITTEE RECOMMENDATION
EL PASO COMMUNITY COLLEGE**

Tenure Candidate: _____ Discipline: _____

Date: _____

Tenure Committee's Summary Recommendation:

Based upon a review of the candidate's tenure portfolio, interview and ~~on~~ our evaluation of the candidate, we:

- Recommend granting tenure
- Recommend not granting tenure
- Recommend extending probationary status for a sixth year with the extenuating circumstances described below.

Individual Recommendations:

Print Name	Signature	Date
------------	-----------	------

- Recommend granting tenure
- Recommend not granting tenure
- Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

- Recommend granting tenure
- Recommend not granting tenure
- Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

Recommend granting tenure
 Recommend not granting tenure
 Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

Recommend granting tenure
 Recommend not granting tenure
 Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

Recommend granting tenure
 Recommend not granting tenure
 Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

Recommend granting tenure
 Recommend not granting tenure
 Recommend extending probationary status for a sixth year

Print Name	Signature	Date
------------	-----------	------

Recommend granting tenure
 Recommend not granting tenure
 Recommend extending probationary status for a sixth year



College Procedure 3.07.02.10, Form #6

**TENURE CANDIDATE
PEER REVIEW COMMITTEE
RECOMMENDATION
EL PASO COMMUNITY COLLEGE**
**Fifth and Sixth-Year Review*

Tenure Candidate: _____ Discipline: _____

Semester: _____ Date: _____

Comments on strengths and weaknesses of the candidate as they relate to the tenure criteria (Use continuation sheet if necessary). PLEASE TYPE.

	STRENGTHS	WEAKNESSES
Evidence of Exemplary Job Performance		
Evidence of Exemplary Fulfillment of Professional Responsibilities		
Evidence of Ongoing Professional Growth		
Evidence of Ongoing Professional Service to the Community/State/Nation		

Tenure Candidate: _____

Overall Comments:

Signature:	<input type="checkbox"/> Candidate appears suited for tenure <input type="checkbox"/> Candidate appears not to be suited for tenure
Member's Name (type):	Date:
Signature:	<input type="checkbox"/> Candidate appears suited for tenure <input type="checkbox"/> Candidate appears not to be suited for tenure
Member's Name (type):	Date:
Signature:	<input type="checkbox"/> Candidate appears suited for tenure <input type="checkbox"/> Candidate appears not to be suited for tenure
Member's Name (type):	Date:
Signature:	<input type="checkbox"/> Candidate appears suited for tenure <input type="checkbox"/> Candidate appears not to be suited for tenure
Member's Name (type):	Date:
Signature:	<input type="checkbox"/> Candidate appears suited for tenure <input type="checkbox"/> Candidate appears not to be suited for tenure
Member's Name (type):	Date:

Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following criteria:

- A. **Evidence of Exemplary Job Performance.**
Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to teaching practices, techniques, classroom style, and efforts made to provide maximum opportunities. Counselor performance includes, but is not limited to teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not limited to library instruction, techniques and practices.

- B. **Evidence of Fulfillment of Professional Responsibilities.**
Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to performance of job description requirements such as participation in division/discipline activities, service on District committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.

- C. **Evidence of Ongoing Professional Growth.**
Professional growth refers to activities which enhance the candidate's job performance. Professional growth includes, but is not limited to participation in District development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.

- D. **Evidence of Ongoing Professional Service to the Community/State/Nation.**
Service to the community refers to activities that enhance the quality of life for a community. Professional service includes, but is not limited to leadership or participation in community or other committees, boards, and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.03

PROFESSIONAL STAFF

A professional staff employee is an employee of the District, so designated, whose primary responsibility is providing support in a specialized professional, service, support, or instructional role for operational functions. The professional staff employee may have supervisory responsibilities for his/her function and/or limited responsibilities for the development, implementation, and compliance monitoring of District-wide Policies and operational procedures. Professional staff employees are designated exempt (Administrative Support Responsibilities) or nonexempt (Professional Production Work) pursuant to the guidelines of the Fair Labor Standards Act. Nonexempt professional staff employees may not be concurrently employed in a dual position with the District.

On the recommendation of the President of the College, the Board shall employ by contract a full-time regular professional staff employee for a term not to exceed one (1) year. All such contracts with professional staff employees shall begin on September 1 of the year beginning the contract and shall end on August 31 of the year terminating the contract. If the Board approves a salary increase during the term of the contract, an addendum to the employment contract will be issued to the professional staff employee. Subsequent renewal of a professional staff employee's contract will not be automatic and is subject to the other provisions of this Policy. Notice of the President's recommendation of non-reappointment shall be given in writing by the President of the College to the professional staff employee not later than August 1.

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract. The work schedule for professional staff employees is in accordance with the institutional calendar.

A part-time or temporary professional staff employee shall serve at the pleasure of the President of the College and the Board, and shall have no property interest in employment with the District.

The Board of Trustees directs the College President to develop procedures to implement these provisions.

Adopted: Aug. 28, 1978
Year of last Review: 2020

Amended: July 29, 2020

3.07.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.04

CLASSIFIED STAFF

A classified staff employee is an employee of the District, so designated, whose primary job is technical, clerical, secretarial, and/or maintenance support services. Classified staff employees are non-exempt from the overtime provisions of the Fair Labor Standards Act. Full-time classified staff employees may not concurrently be employed in a dual position with the District.

On the recommendation of the President of the College, the Board shall employ by contract a full-time regular classified staff employee for a term not to exceed one (1) year. All such contracts with classified staff employees shall begin on September 1 of the year beginning the contract and shall end on August 31 of the year terminating the contract. If the Board approves a salary increase during the term of the contract, an addendum to the employment contract will be issued to the classified staff employee. Subsequent renewal of a classified staff employee's contract will not be automatic and is subject to the other provisions of this Policy. Notice of the President's recommendation of non-appointment shall be given in writing by the President of the College to the classified staff employee not later than August 1.

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract.

The work schedule for all classified staff employees is in accordance with the institutional calendar. Instructional support classified staff employees (e.g., lab assistants) shall normally be required to schedule their vacation leave during academic breaks, in accordance with the academic calendar.

A part-time or temporary classified staff employee shall serve at the pleasure of the President of the College and the Board, and shall have no property interest in employment with the District.

The Board of Trustees directs the College President to develop procedures to implement these provisions.

Adopted: Aug. 28, 1978
Year of last Review: 2020

Amended: July 29, 2020

3.07.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.05

STUDENT EMPLOYEES

A student employee is a part-time employee so designated, who, as a condition of employment, is enrolled and regularly attending classes.

Adopted: Aug. 31, 1987
Year of last Review: 2018

Amended:

3.07.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.06

SUMMER FACULTY

All summer faculty* shall, during the summer term, serve at the pleasure of the President of the College and the Board and shall have no property interest in employment with the District. An agreement setting out the courses to be taught and other specific terms of employment shall be executed with each summer faculty member. Full-time faculty shall be given first opportunity, concerning the assignment of summer courses, unless a course requires expertise which can be documented otherwise.

The rate of salary paid an employee during the summer session shall not exceed the salary rate paid the employee for the same or similar services during the preceding long session.

Art. IV Sec. 9, House Bill No. 510, 65th Texas Legislature, Regular Session, 1977.

Adopted: Aug. 28, 1978
Year of last Review: 2019

Amended: June 15, 1988

3.07.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.07

EXTERNALLY FUNDED STAFF

An externally-funded employee is a person employed by the District in a position which is contingent upon and funded by an outside source, through a grant, contract, etc.

Board Policies are applicable to all employees, including externally-funded employees, unless otherwise indicated. The exceptions shall be clearly identified in an employment contract or agreement with the externally-funded employee.

Adopted: April 25, 1984
Year of last Review: 2018

Amended: June 15, 1988

3.07.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.08

STUDENT TEACHERS AND INTERNS

The Board may, from time to time, upon the recommendation of the President of the College, execute agreements with institutions of higher education for the placement of student teachers, teaching interns, and administrative interns within the District.

Student teachers shall receive no remuneration. The Board may, upon the recommendation of the President of the College, grant remuneration to administrative interns who shall be considered employees of the District, and to teaching interns who shall be considered part time employees of the District. Such employment shall carry no property interest and shall be at the pleasure of the Board and the President of the College.

In addition, the President of the College may develop internal internships for College employees which serve institutional objectives and provide staff development opportunities.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.07.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.07.09

VOLUNTEERS

The Board of Trustees recognizes the many talents of the residents of El Paso County and the contributions they can make to the College. In recognition of this valuable resource, the Board of Trustees directs the College President to develop procedures for the effective use of volunteers.

Adopted: Nov. 12, 2003
Year of last Review: 2018

Amended:

3.07.09 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYEE WORKLOAD AND STATUS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.08.01

WORKLOAD

A. Full-time

1. Faculty*:

Faculty member who is designated as full-time is employed for more than four (4) months and is expected to spend at least forty (40) hours per week toward professional responsibilities. Such full-time responsibilities for Instructors shall include thirty (30) credit hours of teaching per academic year, or its equivalent, as determined by the appropriate administrator. Such full-time responsibilities for Counselors, Librarians, and Developmental Education Instructors shall include a combination of professional services and teaching.

2. All other Employees:

All other employees who are designated as full-time are employed for more than four (4) months and shall work a minimum of forty (40) hours per week.

B. Part-time

Employees who are designated as part-time shall normally work no more than nineteen (19) hours per week, or forty (40) hours per week for four (4) months or less during any twelve (12) month period.

The president shall develop procedures to implement this Policy.

Adopted: July 16, 1980
Year of last Review: 2018

Amended: Nov. 14, 1995

3.08.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word “faculty” denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.01.10 Dual Employment of Full-Time Employees

APPROVED: August 19, 1985 **REVISED:** November 23, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To outline the guidelines for dual employment of District personnel who are employed in a full-time position and in a concurrent part-time position at the District.

PROCEDURE:

- I. Full-time faculty* may be given an "overload" assignment of up to three (3) equivalent three-hour credit class(es) per semester, as determined by identified District need and as approved by the Dean. See Procedure 3.08.01.22 *Credit Full-time Faculty Workload*.
- II. Full-time administrative and professional support staff will be permitted to teach one credit class (three-hour lecture or three-hour lecture and one-hour lab, or equivalent clock hour instruction in a non-credit program) during each of the regular semesters. Non-exempt professional support staff may not be concurrently employed in a dual position with the District. Full-time administrative and professional support staff will be permitted to teach two credit classes in the summer: two (2) three-hour lecture classes or two (2) three-hour lecture classes and one-hour labs, or equivalent clock hour instruction in a non-credit program). See Procedure 3.08.01.26 *Credit Part-time (Adjunct) Faculty Workload*.
- III. Instructional supervisors who assign classes to administrative and exempt professional support staff must ensure that the staff member is:
 - A. Qualified and meets the educational requirements for the class to be taught;
 - B. The class is not to be taught during regularly assigned work hours for the staff member; and
 - C. Able to meet the obligations of the class by being physically present during the semester, including holding office hours. An employee should not commit to teach a class if there would be a problem in fulfilling the teaching assignment.
- IV. Classified staff, because of complex reporting and other requirements mandated by federal wage and hour laws, may not be employed by the District in a concurrent part-time capacity. Non-exempt professional support staff may not be concurrently employed in a dual position with the District.
- V. The actual employment of a full-time employee in a concurrent part-time assignment must be coordinated and signed off by the hiring supervisor and the employee's full-time supervisor. The signatures of approval of all supervisors (Dean/Director/Vice President) must be reflected on the employment action form.
- VI. Any variation to the above guidelines must be approved by the full-time employee's immediate supervisor and the appropriate Vice President.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.08.01.14 Part-time Employment Guidelines

APPROVED: August 19, 1985 REVISIED: July 9, 1996
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline guidelines for the appointment of part-time faculty* and staff for the assignment of instructional and non-instructional workloads.

PROCEDURE:

The District must utilize the available resources to meet its objectives. In this regard, the District may employ qualified individuals in a part-time capacity as faculty or staff in a variety of assignments.

- I. Instructional Assignments (Fall and Spring Semester)
 - A. Part-time faculty will be assigned no more than 10 contact hours or 19 studio/clinical hours when this is their sole assignment. If studio/clinical and contact hours are used in conjunction with other assignments, the combined FTE will not exceed 48%. Part-time faculty who teach 4 credit hour classes may teach no more than two concurrently.
 - B. Part-time faculty who teach in non-credit programs are limited to a maximum of 19 clock hours of instruction per week.
 - C. Part-time staff members may be employed in instructional assignments and must comply with the restrictions listed above.
 - D. With the interest of the institution being given first consideration, Administrators, Professional Support and Faculty who are employed on a full-time basis by the District may be simultaneously employed by the District on a part-time basis.

- II. Non-Instructional Assignments (Fall and Spring Semester)

Part-time faculty employed in non-instructional assignments will not exceed 19 hours per week or 48% FTE in conjunction of all assignments. It is the supervisor’s responsibility to determine whether their part-time employees are engaged in additional assignments with other departments within the District to ensure the total assignments are within the workload limits.

- III. Combination Assignments

A part-time staff member may be employed in a combination of instructional and/or non-instructional assignments for no more than 19 hours per week in the combined assignments. A maximum of three (3) equivalent credit courses per semester, or no more than 19 clock hours per week or equivalent combination, may comprise the total responsibilities.

- IV. Summer Assignments
 - A. The scheduling of faculty for part-time assignments is as follows: tenured and probationary faculty are given first consideration in the scheduling of instructional and non-instructional assignments, unless an assignment requires a specific expertise.
 - B. Faculty teaching during the summer terms may be assigned instructional and non-instructional assignments as follows:

* Note: The word “faculty” denotes instructors, counselors and librarians.

1. Part-time faculty may teach a total of four credit classes during the summer session. Classes may be taught in combinations of the short (5 week) sessions and the long (10 week) session. No more than two classes may be taught concurrently in a short session.
2. Part-time instructors who are given combinations of instructional and non-instructional assignments in the summer may work up to 30 hours per week. This provision is applicable only during the ten (10) weeks which comprise the instructional period for the regular summer sessions. During the period of time between the end of spring semester and the beginning of the summer terms and from the end of the summer terms to the beginning of the regular fall semester, part-time faculty will continue to be restricted to no more than 19 hours of work per week.
3. Full-time faculty (tenured, probationary and lecturers) who teach during the summer terms may be assigned a maximum of 40 hours per week in combination of instructional and non-instructional assignments. Instructional assignments must comply with the provisions of paragraph IV.B.1. above.

V. Full-time Equivalency (FTE) Guidelines.

See attached chart

- VI. Any variation to the above guidelines must be approved through administrative supervisory channels through the appropriate Vice President.

FTE EQUIVALENCY

%FTE	Clinical/ Clock Hours	FT Contact Hours	FT Credit Hours	PT Credit Lab/Contact Hours	PT Studio Hours	FTEF
2	1					
4		1			1	.04
5	2			1		.05
7	3		1			.06
8					2	.08
9		2				.09
10	4			2		.10
12	5				3	.12
13			2			.13
14		3				.14
15	6			3		.15
16					4	.16
17	7					.17
19		4				.19
20	8		3		5	.20
21				4		.21
22	9					.22
23		5				.23
24					6	.24
25	10			5	7	.25
27	11		4			.27
28		6				.28
30	12			6		.31
32	13					.32
33		7	5		8	.33
35	14			7		.36
37	15				9	.37
38		8				.38
40	16		6			.40
41					10	.41
				8		.42
42	17	9				.42
45	18				11	.45

* Note: The word "faculty" denotes instructors, counselors and librarians.

FTE EQUIVALENCY

%FTE	Clinical/ Clock Hours	FT Contact Hours	FT Credit Hours	PT Credit Lab/Contact Hours	PT Studio Hours	FTEF
47		10	7	9		.47
48	19				12	.48
50	(20)			(10)		.52
52	(21)	(11)				
53			8			.53
55	(22)			(11)		.58
57	(23)					
60	(24)	(12)	9			.60
61		(13)				.61
				(12)		.63
63	[25]					
65	[26]					
67	[27]	[14]	10			.67
71		[15]	11			.71
72	[29]					
75	[30]					
76		[16]				.76
77	[31]					
80	[32]		12			.80
81		[17]				.81
82	[33]					
85	[34]					
86		[18]				.86
87	[35]		13			.87
90	[36]	[19]				.90
92	[37]					
93			14			.93
95	[38]	[20]				.95
97	[39]					
100	[40]	[21]	15			1.00

() Exception authorized **ONLY** by Vice President
 [] **NOT** authorized for part-time employees

Revised 11/6/95

* Note: The word “faculty” denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.01.18 Release Time Approval for Administrative, Professional Support and Classified Staff

APPROVED: November 15, 1978 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To obtain appropriate approval of release time for administrative, professional support and classified staff employees.

PROCEDURE:

- I. The District is engaged in various activities that require an employee, either on an optional or mandatory basis, to be absent from his/her normal work location. These activities include training session seminars for personal or professional development, and committee or special project participation. While the importance of these activities is recognized, prior approval of the supervisor is required.
- II. Activities that require release time for the District staff as a whole (training sessions, workshops, seminars, etc.) will be submitted to the appropriate Vice President for prior approval in the following format:
 - A. Activity/Event
 - B. Purpose
 - C. Estimated number of employees to attend
 - D. Dates, times, and total hours for the activity/event
 - E. Justification
- III. District employees may not be assigned to or accept membership on a committee that involves absence from work locations without prior coordination with the supervisor. Requests for such membership should be forwarded by the committee chairperson and the appropriate supervisor in the following format:
 - A. Name of employee requested
 - B. Title of committee/project
 - C. Purpose
 - D. Estimated frequency, length, days, times of meetings
 - E. Duration of committee
 - F. Reason for requesting employee



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.08.01.22 Credit Full-time Faculty Workload

APPROVED: July 16, 1980 **REVISED:** January 12, 2018
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Classification: Associate Vice President of Workforce and Continuing Education or Associate Vice President of Instruction and Student Success

OBJECTIVE: To outline guidelines for the assignment of credit full-time faculty*, counselors, and librarians, considering instructional and non-instructional workloads.

PROCEDURE:

I. Definitions

Credit Full-time Faculty: A credit faculty member who is classified tenured, probationary, lecturer, librarian, or counselor

Non-Credit Full-time Faculty: A non-credit faculty member who is classified as either a special program or an adult vocational instructor

Contracted Credit Faculty: A full-time credit faculty member employed in a regular status, on an annual basis.

Contact Hour: A 50-minute instructional activity, such as classroom, laboratory, or clinical/practicum/internship/work experience, in which the student and faculty interact to meet specified learning objectives.

Credit Hour: The number of semester credits awarded by the District to a student upon successful completion of a course. This is usually represented by the second number of the course number.

Overload: Any additional instructional or non-instructional assignments above the full-time faculty workload. An overload assignment is considered a part-time assignment and is subject to part-time faculty guidelines. Reference College Procedure *Credit Part-Time (Adjunct) Faculty Workload* 3.08.01.26

Academic Year/Contract Period: Normally, an academic year consists of the fall semester and the following spring semester of two consecutive calendar years. This typically consists of a nine-month contract. If alternative or flex contracts are established, the academic year or contract period shall be as stated within the contract.

Concurrent Classes: A class that may have both credit and non-credit students enrolled. These classes count as a single preparation for workload and/or pay purposes.

Independent Study: Faculty supervises a small number of students on a self-directed basis in the pursuit of course objectives. Instructor meets with students periodically, but does not meet the class as listed in the College schedule. An independent study is compensated per student according to the current *Part-Time Faculty Salary Schedule*. Generally, when the optimum is greater than 11, the class may be offered with six or fewer students as an independent study.

Teaching Assignment: A faculty instructional assignment at various campuses and affiliate locations.

Preparation: An instructional preparation is defined as the number of different lecture courses (not sections) which the instructor teaches within one semester as part of the full-time teaching load.

Non-Traditional Instruction: Courses not taught in the traditional instructor/student classroom or laboratory method. This includes non-classroom self-paced courses, independent study courses, private lessons, telecommunications courses, etc.

* Note: The word "faculty" denotes instructors, counselors and librarians.

Piggyback course: Multiple sections taught at the same time by the same instructor. The section with the largest number of credit or contact hours is used to determine the workload and/or payment.

Home Campus (full time only): The campus at which the position is budgeted.

II. Procedure Statement:

- A. The District must utilize the available resources to meet its objectives. In this regard, the District may employ full-time faculty for both instructional and non-instructional assignments.
- B. When applicable, the College Procedure *Credit Part-Time (Adjunct) Faculty Workload* 3.08.01.26 shall be utilized to determine overloads of full-time faculty members.
- C. Total faculty responsibilities as a full-time employee of the College assume a 40-hour workload under Board Policy 3.08.01, *Workload*.
- D. Full-time faculty members may be assigned a combination of instructional and/or non-instructional assignments based on the following:
 1. Hours assigned above the maximum should be in accordance with the established limits in the College Procedure *Credit Part-Time (Adjunct) Faculty Workload* 3.08.01.26 and are considered as overloads.
 2. The full-time teaching load will typically include teaching classes five days a week (Monday through Friday) unless faculty agree to teach 6 or 7 days a week.
 3. Full-time faculty may be expected to work morning, afternoon, evening, night, weekend, and/or off-campus sites with consideration given to all of the following:
 - a. College and division need
 - b. Instructor preference
 - c. Accreditation requirements
 - d. Off-site availability
 4. A schedule consisting of an evening class(es) followed by an early morning class (es) should only be made with the consent of the instructor.
 5. Except with the consent of the instructor, the assignment of "back-to-back" classes will be kept to a maximum of two consecutive sections.
 6. Consideration will be given to assigning a variety of courses to each full-time instructor.
 7. Specific workload consideration:

Academic Program Instructors:

 - a. A standard maximum assignment of 15 credit or 21 contact hours, per semester or a maximum of 30 credit hours or 42 contact hours per year will be assigned, unless an overload is assigned and paid, or unless the faculty member is on an approved reduced workload. The administrative supervisor will determine the appropriate workload calculations to be used based upon the overall assignment. The two workload formulas (contact or credit hour) cannot be combined in the same semester.
 - b. A maximum of three preparations, regardless of workload formulas, is considered within the normal workload. Overload courses are not considered in determining preparations. A preparation is any lecture course of three credit hours or greater, except for all English as a Second Language courses, which will be considered as one prep. A workload teaching assignment of four preparations is considered an exception and must have the approval of the Vice President of Instruction and Workforce Education. However, an instructor may request an exception to compensation for a fourth preparation within the regular load and receive approval from the Dean (no reduction in workload), or may be assigned a fourth

preparation without request with the approval of the Vice President of Instruction and Workforce Education (with reduction in workload). Faculty who are team teaching and are only responsible for a part of the course preparation receive proportional preparation credit for those team taught courses.

Piggybacked, independent study, practicum, and co-op courses do not count in calculating preparation. If a course with low enrollment impacts a full time load, it will be calculated as part of the full time load. Generally, an independent study is five students or fewer or below 50% when the approved optimum is less than ten. The assignment of an independent study course must have the approval of both the instructor and the Dean/Director/Associate Vice President.

Librarians: Within the 40-hour week, librarians will be assigned at least 25 direct student contact hours. Hours not spent in direct student contact (i.e. Reference Desk and library instruction) will include hours spent in research, preparation, committee work, collection development, professional development, creating library subject guides, web pages, distance learning instructional aides and community and instructional liaison activities.

Counselors: Within the 40-hour work week, counselor duties will comprise at least 25 direct student contact hours. Generally, these duties will require 25 direct student contact hours to include New Student Orientations, in-office counseling sessions, and other direct student/program advising, plus 15 other hours to include, teaching, preparation for and delivery of presentations, professional development, committee work, community and instructional liaison activities, and College initiatives/special assignments. A counselor may teach a course during the 40-hour work week.

Adult Vocational and Special Program Instructors: Within the 40-hour work week, adult vocational and special program instructors will be assigned a minimum of 24 direct student contact hours per week. Fourteen-sixteen hours will be assigned for instructional related activities including office hours, committee work and professional development. Additional hours will be assigned based on program needs.

Contracted Faculty: The workload for contracted faculty will differ according to program needs and will be determined by the Dean/Director/Associate Vice President, and Vice President of Instruction and Workforce Education. The workload guidelines for each program are on file in the Human Resources Department.

- E. Faculty workload assignments are made by the Dean, Director, or Associate Vice President based upon recommendations provided by the appropriate Coordinator and/or preferences from individual faculty. Tenured and probationary faculty are given first consideration in the scheduling of instructional and non-instructional assignments, unless an assignment requires a specific expertise.
1. Full-time faculty have priority and may replace part-time faculty in order to complete a full-time workload if previously assigned course(s) are cancelled.
 2. Full-time faculty have first priority for assignments at their home campus.
 3. Full-time faculty may request to teach a class at another campus as part of their full-time load or as an overload as long as classes at the secondary campus are approved by both Deans and/or Associate Vice President.
 4. Full-time faculty who are credentialed in, but not full-time faculty in, a discipline have second priority for assignments.
 5. Full-time faculty have priority over part-time faculty for overload and summer assignments. If a full-time faculty has an overload or summer class that cancels, that instructor will have priority over a part-time instructor assigned to a class. However, a full-time instructor who decides to teach an overload or summer class within two weeks of the start of the class will not have priority over the part-time instructor.
- F. Full-time employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District.

1. The College reserves the right to cancel classes for reasons of insufficient enrollment or to readjust class loads. If classes should be canceled after the start of the semester, the faculty member will be paid prorata in accordance with any hours taught.
2. Deductions for faculty absences will be made at the hourly rate for each contact hour missed. Employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District.
3. Overload assignments are to be shared and discussed in concert by the Deans in order to improve communication and assure that courses are being distributed equitably throughout the District (face to face, hybrid, and online) and that all full-time faculty continue to have access to a full time load.
4. Faculty have the right to request and/or be assigned, with faculty consent, up to a triple overload from available courses within his/her discipline at his/her assigned campus, providing the following:
 - a. The program/discipline is in “good standing,” having completed required program assessment (e.g. SLO’s, Program Review, Pathway Requirements, Core Assessment, etc.) in a timely manner and maintained accreditation requirements (if applicable). Program Licensure/Certifications Pass rates of Graduates meet minimum standards.
 - b. The faculty member is in “good standing,” having maintained professional responsibilities to the College (currently serving on standing/discipline committees), having received strong student evaluation results, and all classroom/administrative evaluations are current and are positive. An additional evaluation may be required by the Dean based upon any new student concerns arising during the semester in which a triple overload has been assigned.
5. Overload assignments (single, double, or triple) are approved by the appropriate dean and are based on the availability of course(s) and the consent of the Instructor and do not require additional approval.

ADDITIONAL WORKLOAD HOURS NOT TOTAL WORKLOAD

Overload Type	Maximum Credit Hours	Maximum Contact Hours
Single	5	7
Double	8	12
Triple	9	14

6. Overload assignments beyond what is listed above (in the chart listed in “F.5”) will only be approved upon documented College need and must be approved by both the appropriate Dean and the Vice President of Instruction and Workforce Education.
- G. The following descriptions should be used in determining faculty workload during academic and summer sessions.
1. Theory Courses: Workload is determined by the approved lecture (theory) credit or contact hours for the courses.
 2. Lab Courses: Laboratory contact hours are identified by the second number in the parentheses at the end of each course description in the current *Catalog*.
 - a. Open Laboratory Courses: An open laboratory course is that course in which students are assigned independent activities which may require assistance, but which does not require direct instruction by faculty. Lab assistants are usually available to assist the student.
 - b. Instructional Laboratory Courses: An instructional laboratory course is a course in which demonstrations, return demonstrations, experiments, exercises and examinations require

direct involvement by the instructor. The instructor is required to be present at all times and provides lectures, demonstrations, and evaluations of students.

- c. External Learning Experience: A competency-based learning experience, paid or unpaid, that integrates lecture and laboratory instruction and is provided at worksites appropriate to the discipline. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: clinicals, internships, practica, and co-ops, as referenced in the *Guidelines for Instructional Programs in Workforce Education* (GIPWE), Chapter 3.
 - d. Clinical Learning Experiences: Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. A clinical learning experience is defined as that course in which students provide direct patient care within an off-campus clinic setting. Clinical learning experiences provide workplace settings in which students learn and apply program theory and management of the work flow in a highly technical environment. An instructor is usually available in the facility at all times for supervision and assistance in the provision of direct patient care, and ongoing evaluation of students. The faculty member is also jointly responsible for the quality of care provided to the patient. In some cases, students may be assigned to multiple sites with preceptors and the faculty member visits each site on a frequent basis. The faculty member is always available in person, by telephone/cell phone or beeper during the clinical assignment.
 - e. Internships: Experiences which take place in any setting outside of health care. Students may or may not be paid for the learning experiences. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
 - f. Practica: Provides workplace experiences in which students practice program competencies through repeated application of skills and activities, some of which may be in a highly technical environment. Students may or may not be paid for the learning experiences. This type of laboratory experience requires placement in a community affiliate. The instructor makes periodic visits to the learning site; however, he/she is not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee of the affiliate. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
 - g. Cooperative Education: Provides workplace experiences in which students practice program competencies through repeated application of skills and activities. Students may or may not be paid for the learning experiences. This type of laboratory experience requires placement in a community affiliate. The instructor makes periodic visits to the learning site; however, he/she is not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee of the affiliate. A written external Learning Experience Evaluation Form, based on the student learning plan and describing student learning outcomes must be developed by the instructor in conjunction with the external learning supervisor and provided to the supervisor at the external site. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
- H. Non-traditional instructional courses are assigned workload credit or contact hours based upon the number of students and the anticipated evaluative contact between faculty and student on a weekly basis.
- 1. An expected workload is 1 credit hour per each 4 students for **independent activities**.
 - 2. For **private music instruction**, 3 students are equivalent to 1 credit hour.
 - 3. The workload assigned for on-line and video conferencing courses will be based upon the approved credit/contact hours for the course. These course optimums may be different from that of a

traditional course. These courses may be part of a full-time load provided that the faculty member is not needed to staff a face-to-face class.

- I. Compensation in the form of overload payment for the equivalent of credit or contact hours, non-instructional assignments, or other activities will be determined by appropriate procedure(s). In the event that there is no applicable procedure, compensation for non-instructional assignments will be determined by the Dean and Human Resources based upon the type of assignment and extent of faculty involvement. The Vice President of Instruction and Workforce Education will approve or modify all recommendations of the Dean upon submission of *Faculty Assignment Action Forms* (FAAFs).

Each non-instructional assignment (including faculty coordinator assignments) will be reviewed for workload equivalency and compensation by the Dean/Director, Associate Vice President, and Vice President of Instruction and Workforce Education prior to each semester.

- J. New curriculum or program development assignments are made as overload assignments with compensation based upon the current, approved curriculum development pay rate. Minor and routine course revisions will not be compensated. Faculty with a double overload may also be assigned one curriculum development or DACUM project per semester.

- K. Regular workload duties are required for each full-time faculty member and include:

1. The faculty member is responsible for providing instruction in accordance with the Vision, Mission, and District Goals of the College. The current job description for instructor, counselor, librarian, and adult vocational instructor must be followed.
2. The full-time probationary faculty member is expected to follow the current tenure procedure regarding workload. Reference College Procedure *Tenure Review and Recommendations* 3.07.02.10
3. Some of the instructional duties include, but are not limited to, the following:
 - a. Preparing for classes
 - b. Creating and grading class assignments, projects, and examinations
 - c. Maintaining and submitting documentation of student grades and attendance according to College and course requirements
 - d. Keeping current with new technology, research findings, and field of expertise
 - e. Preparing, distributing and uploading course syllabi, and attachments in accordance with District procedures and State requirements (Reference College Procedure *Official Course Syllabus* 6.04.02.10)
 - f. Creating and revising student learning packets when appropriate
 - g. Providing student guidance and academic advising, as necessary
 - h. Planning and organizing learning experiences and activities
 - i. Assessing surveys, quality enhancement programs, student learning outcomes
4. Each full-time faculty member will keep 10 posted office hours per week, five of which will be in his/her office and five of which may be at sites approved by the Dean/director (e.g. labs). There should be at least one posted office hour on each scheduled class day. Office hours should be scheduled at a time convenient for students enrolled in the scheduled class. Those faculty teaching online or whose teaching assignment does not include classes 5 days per week must have at least one office hour on campus on those days or be available to students via alternate methods of communication.

Faculty teaching overloads will be required to keep one (1) additional office hour weekly for each overload course. (This is above the 40 hour work week).

5. Meetings: Faculty members must attend all scheduled discipline and/or division activities held during the academic year unless they conflict with a regularly scheduled teaching assignment or activity approved by the Dean/Director or Associate Vice President. Attendance is also mandatory at required College activities such as orientation and commencement. Disciplinary action for lack of participation may include, as appropriate, verbal counseling, written counseling, or reprimands. Submission of leave forms may be required for absences from mandatory activities.

6. Committees/Task Forces: Faculty members may be assigned to participate in College, division or discipline committees/task forces.
 7. Faculty Development: Full-time faculty members are required to participate in a minimum of two (2) faculty development activities which are approved for Professional Development credit at the beginning of each semester. Faculty are encouraged to participate in professional development activities on an on-going basis. New full-time probationary faculty must participate in New Faculty Orientation activities.
 8. Curriculum Revision: Disciplines using course packets will update/revise course outlines and/or course packets as needed, with assigned faculty responsible for coordination of such revisions based on course assignments.
- L. Deviation from these guidelines must be approved by the Dean/Director/Associate Vice President and the Vice President of Instruction and Workforce Education, unless related to other approved College procedures.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.08.01.26 Credit Part-time (Adjunct) Faculty Workload

APPROVED: July 2, 2004 **REVISED:** January 12, 2018
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To provide workload guidelines for the assignment of credit part-time (adjunct) faculty* and part-time counselors and librarians, to include full-time faculty/staff overloads. Texas Retirement System (TRS) retirees should consult with TRS for acceptable workloads.

The District must utilize the available resources to meet its objectives. In this regard, the District may employ qualified credit part-time (adjunct) faculty for instructional assignments.

I. Definitions

Credit Part-time Faculty: Credit part-time (adjunct) faculty who are assigned less than a full workload and are not classified as either special program or adult vocational instructor.

Contact Hour: A 50-minute instructional activity, such as classroom, laboratory, or clinical/practicum/internship/work experience, in which the student and faculty interact to meet specified learning objectives

Credit Hour: The number of semester credits awarded by the District to a student upon successful completion of a course, which is usually represented by the course number's second digit

Overload: An overload is an additional instructional or non-instructional assignment for full-time faculty above the full-time faculty workload. An overload assignment is considered a part-time assignment for the full-time faculty member and is subject to part-time faculty workload guidelines; therefore, it is included in this procedure. Part-time (adjunct) faculty are not allowed overloads.

Concurrent Classes: A class that may have both credit and non-credit students enrolled. These classes count as a single preparation for workload and/or pay purposes.

Independent Study: Faculty supervises a small number of students on a self-directed basis in the pursuit of course objectives. Instructor meets with students periodically, but does not meet the class as listed in the College schedule. An independent study is compensated per student according to the current Part-Time Faculty Salary Schedule. Generally, when the optimum is greater than 11, the class may be offered with six or fewer students as an independent study.

Teaching Assignment: A faculty instructional assignment during the day, evening, night, or weekend at various campuses and affiliate locations

Non-Traditional Instruction: Courses not taught in the traditional instructor/student classroom or laboratory method. This includes non-classroom self-paced courses, independent study courses, private lessons, telecommunications courses, etc.

Piggyback course: Multiple sections taught at the same time by the same instructor. The section with the largest number of credit or contact hours is used to determine the workload and/or payment.

* Note: The word "faculty" denotes instructors, counselors and librarians.

II. Assignment Guidelines

- A. Workload assignments for part-time faculty and full-time faculty overloads are made by the Dean/Director/Associate Vice President based upon recommendations provided by the Faculty or Program Coordinator and/or preferences from individual faculty. Deans/Directors/Associate Vice Presidents may require faculty to indicate their preferences in writing). The administrative supervisor will determine the appropriate workload calculations (credit hours, contact hours, or hourly rate) to be used based upon the overall assignment. Workload formulas (credit hours, contact hours, or hourly rate) cannot be combined in the same semester.
- B. Full-time faculty have priority and may replace part-time faculty in order to complete a full-time workload.
1. Full-time faculty have first priority for assignments at their home campus.
 2. District-wide full-time faculty who are qualified in that discipline have second priority for assignments at any campus.
- C. For overload and summer assignments, full-time faculty have first priority over part-time faculty.
1. Part-time faculty have second priority for assignments at their home campus.
 2. Part-time faculty have third priority for assignments at their non-home campus.
 3. When there are multiple, part-time faculty requesting summer assignments, equitable District-wide assignments will be given when possible.
 4. If a full-time faculty has an overload or summer class that cancels, that instructor will have priority over a part-time instructor assigned to a class. However, a full-time instructor who decides to teach an overload or summer class within two weeks of the start of the class will not have priority over the part-time instructor.
- D. Part-time faculty members serve at the pleasure of the President and have no property interest in employment with the District. The part-time appointment carries only statutory benefits. The College reserves the right to cancel classes for reasons of insufficient enrollment or to readjust class loads.
1. If classes should be canceled, the faculty member will be paid prorata in accordance with any hours taught. Deductions for faculty absences will be made at the hourly rate for each contact hour missed.
 2. A part-time faculty member accumulates one leave day each fall and spring semester. Part-time faculty may accumulate up to two days.
 3. Part-time faculty may attend dean approved faculty development activities up to two days without loss of leave or pay.
 4. Part-time faculty are eligible for leave with pay for jury duty with court documentation.
 5. Deductions for absences beyond approved leave with pay detailed above will be made at the hourly rate for each contact hour missed.
 6. Part-time faculty may participate in the Faculty Absence Exchange Program, which is three days per year (fall, spring and summer) with a maximum of two days in any one semester.
- E. Full-time employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District. The College reserves the right to cancel classes for reasons of insufficient enrollment or to readjust class loads. If classes should be canceled, the faculty member will be paid prorata in accordance with any hours taught. Deductions for faculty absences will be made at the hourly rate for each contact hour missed or not covered by accrued leave time.
1. **Overload Assignments.** Overload assignments for full-time faculty above the usual full-time faculty workload assignment are defined as follows and are paid at the appropriate salary rate for the course or

non-instructional assignment. Overload courses are not considered in determining part-time workload preparations.

ADDITIONAL WORKLOAD HOURS NOT TOTAL WORKLOAD

Overload Type	Maximum Credit Hours	Maximum Contact Hours
Single	5	7
Double	8	12
Triple	9	14

Equivalency: 1 credit hour = 1.4 contact hours per week in a 16-week semester

- III. The following descriptions should be used in determining faculty workload during academic and summer sessions:
- A. Theory Courses: Workload is determined by the approved lecture (theory) credit or contact hours for each course.
 - B. Lab Courses: Laboratory contact hours are identified by the second number in the parentheses at the end of each course description in the current *Catalog*.
 - 1. Open Laboratory Courses: An open laboratory course is that course in which students are assigned independent activities which may require assistance, but which do not require direct group instruction. Typically, a laboratory assistant is present to assist the students.
 - 2. Instructional Laboratory Courses: An instructional laboratory course is that course in which demonstrations, return demonstrations, and examinations (laboratory) require direct involvement by the instructor. The instructor is required to be present at all times and provides lectures, demonstrations, and evaluations of students.
 - 3. External Learning Experience: An external learning experience course provides a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction, and is provided at worksites appropriate to the discipline. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: clinicals, internships, practica, and co-ops as referenced in the *Guidelines for Instructional Programs in Workforce Education* (GIPWE) Chapter 3.
 - 4. Clinical Learning Experiences: Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. A clinical learning experience is defined as that course in which students provide direct patient care within an off-campus clinical setting. Clinical learning experiences provide workplace settings in which students learn and apply program theory and management of the work flow. An instructor is usually available in the facility at all times for supervision and assistance in the provision of direct patient care and ongoing evaluation of students. The faculty member is also jointly responsible for the quality of care provided to the patient. In some cases, students may be assigned to multiple sites with preceptors, and the faculty member visits each site on a frequent basis. The faculty member is always available in person, by telephone/cell phone or beeper during the clinical assignment.
 - 5. Internships: Experiences which take place in any setting outside of health care. Students may or may not be paid for the learning experiences. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
 - 6. Practicum courses provide workplace settings in which students practice program competencies through repeated application of skills and activities. This type of laboratory experience requires placement in a community affiliate. The instructor makes periodic visits to the learning site; however, he/she is not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee

of the affiliate. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.

7. Cooperative Education: Cooperative education learning experiences provide workplace settings in which students practice program competencies through repeated application of skills and activities. This type of laboratory experience requires placement in a community affiliate. The instructor makes periodic visits to the learning site; however, he/she is not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee of the affiliate. A written external Learning Experience Evaluation Form, based on the student learning plan and describing student learning outcomes must be developed by the instructor in conjunction with the external learning supervisor and provided to the supervisor at the external site. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
- C. Non-traditional instructional courses are assigned workload credit or contact hours based upon the number of students and the anticipated evaluative contact between faculty and student on a weekly basis.
1. An expected workload is 1 credit hour per each 4 students for **independent activities**,
 2. For **private music instruction**, 3 students are equivalent to 1 credit hour.
 3. For on-line courses and video conferencing courses, courses are assigned workload based upon the approved credit/contact hours for the course; however, the course optimum may be different from that of a traditional course.
- D. Each non-instructional assignment (including Faculty and Program Coordinator assignments) will be reviewed for workload equivalency and compensation by the Dean/Director/Associate Vice President and Vice President prior to each semester.
- E. Curriculum or program development/revisions, DACUMS, Challenge and Placement Exams, Experiential Learning Evaluation and Field Experience assignments are made as credit part-time or overload assignments with compensation based upon the current approved curriculum development pay rates. Minor and routine course revisions will not be reimbursed.
- F. The faculty member is responsible for providing instruction in accordance with the Vision, Mission, and District Goals of the College. The current job description for instructor, counselor, librarian and adult vocational/special programs instructor must be followed to determine total position requirements.
- IV. Faculty employed by the District for a part-time assignment during the fall or spring semesters:
- A. Part-time faculty workload during the academic year normally does not exceed 50% of the lowest annual part-time salary (Salary grade A1). This usually is defined by the following guidelines:
1. For additional information, refer to the current Instructional Dean guidelines.
 2. If not employed on a Part-time basis elsewhere, the faculty generally may teach a maximum of 3 classes (9 equivalent credit hours) of instruction per semester (fall and spring) or
 3. Teach a maximum of 16 paid contact hours per week, or
 4. Be assigned a combination of courses, office hours/prep hours, and non-instructional assignments not to exceed 19 total clock hours.
- B. For each lecture credit or contact hour, each part-time faculty must hold 1/3 office hours.
- C. Faculty employed by the District for part-time assignments in more than one area/division, may have a maximum combined teaching load as outlined in the workload guidelines for Instructional Deans.
- D. EXCEPTIONS: If the initiating supervisor submits a request to exceed the above workload guidelines, the assignment must be submitted for approval to the Vice President of Instruction and Workforce Education.
- V. Refer to the workload guidelines for Instructional Deans for maximum workloads in the summer.

- A. Non-instructional assignments should be assigned by hours worked per week and not as equivalencies of 3 credit hour classes. For example, an assignment should be submitted on the Faculty Assignment Action Form as 17.5 hours per week at the current non-instructional hourly rate on a time sheet or calculated out for a total salary amount.
- B. During the summer session, full-time administrative and professional staff may teach two classes.
- C. EXCEPTIONS: If the initiating supervisor submits a request to exceed the above workload guidelines, the assignment must be submitted for approval with justification to the Vice President of Instruction and Workforce Education.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.01.30 Addendum Days for Counselors and Librarians

APPROVED: October 22, 2010 **REVISED:** December 8, 2011
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: Guidelines for the use of full-time addendum days for faculty* Counselors and Librarians.

PROCEDURE:

I. Definition:

Addendum days are full-time work days (not partial days) for Counselors and Librarians to assure full-time faculty coverage for counseling and library services during faculty academic break periods. Addendum days are compensated at a full-time rate and are worked in 8-hour blocks. Up to 20 work days per fiscal year are provided to, and are optional to, the individual faculty member. Instructional faculty members are not eligible for addendum days.

II. Counselors and Librarians may be assigned up to twenty (20) addendum days in accordance with the following guidelines.

A. Counselors

1. Addendum days are to be used to provide direct counseling services to students, such as:
 - General Counseling (degree planning, V.A. Financial Aid advising, International Student advising, etc.)
 - General Program Information
 - New Student Orientations: Regular/ESL
 - Health Career Orientation Sessions
 - Financial Aid Suspension and Probationary Student Counseling
 - Academic Suspension Counseling/petition
 - Add/Drop Counseling after grades are posted; change of courses
 - Continuous Walk-In Advising/Registration and Late registration advising
 - Transfer & Career Student Advising
 - Dual Credit/Early High School Orientations & Advising
 - Personal Counseling
 - Special Advising Sessions: CDEC/TECA groups; ESL group advising; EDUC 1300 classes; Fire Tech groups
 - First time graduation applications and re-applications
 - “Come Back Project” degree planning and advising
2. Addendum days will be scheduled during faculty academic breaks, particularly during time periods just prior to the beginning of a new semester, and may be scheduled during other faculty academic breaks.
3. A schedule will be developed by the Dean, in coordination with the campus Counselor Coordinator, at the beginning of each academic year. The schedule will identify the days, for the entire fiscal year (September 1 - August 31), when full-time counselors are needed to provide counseling services to students, in addition to the normal faculty work schedule.

* Note: The word “faculty” denotes instructors, counselors and librarians.

- a. Full-time counselors will then have the opportunity to select the dates in which to work up to 20 full-time addendum days.
 - b. The schedule will further identify when additional (part-time, adjunct) counseling assignments are required to provide adequate counseling services to students; these additional employment opportunities may also be requested by a full-time counselor as an overload.
 - c. After the scheduling of full-time counselors in both addendum day and part-time (overload) employment assignments, part-time counselors will be employed in the remaining part-time employment assignments, as needed.
 - d. The schedule may be modified during the year by the Dean to meet counseling needs.
4. Addendum days may only be used/worked in increments of an 8-hour day; partial days of work will be compensated on a part-time basis.
 5. Addendum days will not be scheduled/used on a weekend day. Weekend assignments will be worked and compensated on a part-time, overload basis.
 6. It is expected that if an addendum day is scheduled to be worked, that it will be worked. Thus, an addendum day should not be scheduled for the purpose of using sick, personal, or bereavement leave, or when scheduled for jury duty. (See Section III, below, for clarification).
 7. Payment for addendum day(s) worked in December and May will be reflected in the counselor's pay check for those months.

B. Librarians

1. Addendum days are to be used to provide library services to students and patrons. A Librarian will be on duty at any time the library is open to provide library services.
2. Addendum days may be scheduled during faculty academic breaks, particularly when classes are in session (e.g. summer terms).
3. A schedule will be developed by the Dean, in coordination with the campus Head Librarian, by the end of Faculty Development week. The schedule will identify the days, for the entire fiscal year (September 1 - August 31), when full-time librarians are needed to provide library services to students, in addition to the normal faculty work schedule.
 - a. By October 1, full-time librarians will then have the opportunity to select the dates in which to work up to 20 full-time addendum days.
 - b. The schedule will further identify when additional (part-time, adjunct) librarians are required to provide adequate library services to students; these additional employment opportunities may also be requested by a full-time librarian as an overload. Part-time librarians will be employed in the remaining part-time employment assignments, as needed.
 - c. The schedule may be modified during the year by the Dean to meet library needs.
4. Addendum days may only be used/worked in increments of an 8-hour day; partial days of work will be compensated on a part-time basis.
5. Addendum days will not be scheduled/used on a weekend day. Weekend assignments will be worked and compensated on a part-time, overload basis.
6. It is expected that if an addendum day is scheduled to be worked, that it will be worked. Thus, an addendum day should not be scheduled for the purpose of using sick, personal, or bereavement leave, or when scheduled for jury duty. (See Section III, below, for clarification).

7. Payment for addendum day(s) worked in December and May will be reflected in the librarian's pay check for those months.

III. For clarification purposes, paid leave time for Counseling and Library faculty relevant to this procedure is provided.

- A. Board Policy 3.32.13, *Sick Leave*, states the following:

(Paragraph C) "Any request for sick leave may require medical certification. All requests for sick leave in excess of five (5) working days must be supported by a medical certificate or other evidence administratively acceptable. Employees may be required to furnish a physician's written release before the employee may return to work. Such a medical release and/or medical certification may also be required from a doctor designated by the College."

(Paragraph F) "During academic breaks, a full-time faculty member remains eligible to use sick leave to cover absences occurring while working under a supplemental assignment if the absence is for an unanticipated medical condition. Unanticipated means something that has not been given advance thought, discussion or treatment to prior to the beginning of the assignment. Under this provision, sick leave benefits may be taken in increments of no less than on-half day (4 hours) per occasions. The intent of this section is to maintain the integrity of short-term assignments during academic breaks. Exceptions may be granted on a case-by-case basis."

- B. Board Policy 3.32.14, *Personal Leave*, states the following:

(Paragraph B) "A full-time member under a supplemental assignment during an academic break remains eligible for personal leave; the faculty member will be charged at the rate of one (1) day (8 hours) for any part or all of a day missed."

- C. Board Policy 3.32.15, *Bereavement Leave*, states the following:

(Paragraph B) "A full-time faculty member under a supplemental assignment during an academic break remains eligible for bereavement leave."

- D. Board Policy 3.32.16, *Court Leave*, states the following:

(Paragraph C) "A full-time faculty member under a supplemental assignment during an academic break remains eligible for court leave."



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.01.34 Work Hours, Meal Breaks, and Breaks of Non- Instructional Employees

APPROVED: June 10, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish the guidelines for the work hours, meal breaks, and work breaks of non-instructional employees.

PROCEDURE:

I. Work Hours

- A. Administrative and support service offices of the District normally remain open from 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, with adequate coverage to handle the work load at all times. Some offices, however, because of the nature of the services rendered, may be required to remain open longer each day and/or open additional days.
- B. Full-time employees are expected to work a minimum of 40 hours per week and to be on duty from 8:00 a.m. to 5:00 p.m., except in those areas where there is shift work or flexible scheduling of staff in offices which are required to remain open for longer periods or have a variable schedule of services.
 - 1. There may be variations from these guidelines in those cases where instructional schedules, shift assignments, or round-the-clock service requirements dictate otherwise.
 - 2. Employees will be advised of any variations in the 8:00 a.m. to 5:00 p.m. workday schedule by their supervisors.
- C. All hours worked by classified staff (non-exempt employees) in excess of 40 compensated hours are eligible for overtime pay as outlined in the College Procedure 4.12.03.10 *Overtime and Adjusted Work Schedules for Full-time Non-Exempt Employees*.
- D. Flexible scheduling of work is permitted in addition to that noted in A and B above if such "flextime" is consistent with maintenance of normal office functions and continuous service during the normal office hours (8:00 a.m. to 5:00 p.m.). Supervisors are responsible for coordinating such flexible scheduling of employees, which must be approved by the appropriate Vice President.

II. Meal Breaks

- A. A meal/lunch break is defined as non-working time away from the worksite for duration of one-hour during the scheduled work day, such hours are not counted as work time.
- B. Up to 30 minutes of the meal/lunch break may be used as part of an adjusted work schedule; reference College Procedure 4.12.03.10 *Overtime and Adjusted Work Schedules for Full-time Non-Exempt Employees* (Section V. F).
- C. Supervisors will stagger the breaks for employees within the same office in order to maintain uninterrupted service.

III. Work Breaks

- A. A scheduled work break is defined as a rest period where the employee is authorized to cease work at his/her work station for a specific period of time if the work station permits; such time is counted as hours worked.

- B. Work breaks/rest periods are considered a privilege which may or may not be granted under the following guidelines:
1. Work breaks for up to 15 minutes each per half day worked may be allowed, as approved by the budget head and provided such interruption in the work does not interfere with the performance of the employee's responsibilities or the efficiency of the department.
 2. As a general guide, the needs of the job must be met first, and in some areas work breaks may not be possible; in some areas, the work situation has its own built in "breaks," such as frequent changes of pace.
 3. Supervisors may request that an employee not take a break during heavy or emergency work periods.
 4. The work break is a recess; it is not to be used to extend the starting time or advance the departure of a work session. The work break is intended to be a recess to be preceded and followed by an extended work period; consequently, it may not be used as part of an authorized adjusted schedule, nor to extend a lunch period.
 5. A work break will not be granted during the first or last hours of a work period. Work breaks cannot be accumulated to provide for a prolonged time off period.
 6. A work break may not be added to the lunch hour or other off-duty time. Part-time employees may be authorized to take a work break during a work session of four hours or more.
 7. Supervisors will stagger the breaks for employees within the same office in order to maintain uninterrupted service.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.01.38 Faculty Coordinator Guidelines

APPROVED: August 25, 1987 **REVISED:** October 20, 2017
Year of last review: 2017
AUTHORIZING BOARD POLICY: 3.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To outline the process for selection, assignment, compensation and evaluation of faculty* members serving as Coordinators and Head Librarians.

PROCEDURE:

I. Definitions

Discipline/Program (Credit or Non-credit) -- A discipline or program is defined as a distinct subset of the curriculum of the College, usually defined by a unique *Catalog* identifier heading, defined degree plan, area of concentration, or field of study (example: English or Math).

Coordinators -- Full-time, institutionally funded faculty members who provide leadership to instructional programs, departments, projects and/or activities. To serve as coordinator, the faculty member must be fully credentialed and have a primary assignment in the discipline for which leadership is provided. Coordinators and Head Librarians serve at the discretion of the Administrative Supervisor (i.e., Dean(s) or Associate Vice President of Instruction and Student Success).

District-wide Discipline Coordinator (Transfer/Developmental) -- In concert with District-wide discipline faculty, assumes District-wide responsibility for discipline coordination as well as for curriculum development and review.

District-wide Program Coordinator (Career and Technical Education) -- In concert with District-wide program faculty and based upon specialized accreditation guidelines within applicable programs, assumes District-wide responsibility for program coordination as well as for curriculum development and review.

Health Occupations Program Coordinator -- In concert with District-wide program faculty and based upon specialized accreditation guidelines within applicable programs, assumes District-wide responsibility for program coordination as well as for curriculum development and review.

Campus Coordinator -- Assists the Administrative Supervisor with coordination of campus-based discipline activities.

Head Librarian -- In concert with District-wide librarians and the Associate Vice President, provides leadership through administering, planning, implementing, monitoring and evaluating the delivery of library services including off-campus and satellite sites.

Counselor Coordinator -- Counseling faculty member who assists the Associate Vice President in administering, planning, implementing, evaluating and monitoring the delivery of counseling services.

Special Projects Coordinators -- Assists and supports Administrators with students, faculty and special projects as required.

II. Selection Process

A. District-wide Discipline Coordinators (Transfer/Developmental), District-wide Program Coordinators (Career and Technical Education), and Health Occupations Program Coordinators

* Note: The word "faculty" denotes instructors, counselors and librarians.

1. Coordinators and Head Librarians are selected through a cooperative process involving faculty and College administration to assure District-wide representation, considering applicable guidelines from external agencies, such as the Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools (SACSCOC), and specialized accrediting agencies.
 2. As a vacancy occurs, the Administrative Supervisor will solicit nominees from the discipline by memorandum. The memorandum will specify the responsibilities of the position, the criteria for selection as appropriate and the timelines for response. Nominations from applicants must address the criteria for selection. Individuals may nominate themselves or other qualified faculty members. If nominating another individual, a written agreement from the nominee indicating willingness to serve must be included.
 3. The Administrative Supervisor will make the final selection based on the qualifications of the applicants, considering input provided by the discipline, and based upon current District-wide needs. The Administrative Supervisor will notify the selected appointee and the discipline/program faculty.
 4. Generally, the term of appointment is for two academic years, with an option for continuation upon recommendation by the Administrative Supervisor. However, rotations may occur as needed. District-wide Discipline/Program Coordinators and Health Occupations Program Coordinators may be rotated every two years.
 5. In case of a disagreement in the selection process, the Vice President of Instruction and Workforce Education will make the final decision.
 6. In accordance with guidelines from external accrediting agencies, District-wide Discipline/Program Coordinators and Health Occupations Program Coordinators must be fully credentialed and have a primary teaching assignment in the discipline/program.
- B. Campus Coordinators are selected through the same process outlined in Section II. A. The Administrative Supervisor will make the appointment based on campus needs and budget availability.
 - C. Special Projects Assistants will be selected through a petitioning process to the appropriate Administrator Dean/Vice President.

III. Evaluation

The evaluation of coordinators will be noted on the *Composite Evaluation for Full-time Teaching Faculty*.

IV. Assignment

- A. Assignments will generally be issued to coincide with the fall and spring semesters.
- B. The Administrative Supervisor, in consultation with Coordinators and Head Librarians, will determine if a summer assignment is required, based on the unique needs of the Discipline/Division and budget. This assignment is subject to approval by the Vice President of Instruction and Workforce Education.
- C. If the coordinator assignment results in an overload, refer to College procedure 3.08.01.22, *Credit Full-Time Faculty Workload*, for guidelines.

V. Compensation

- A. Determination of the appropriate compensation for each District-wide Discipline/Program Coordinator, Health Occupations Program Coordinator and Faculty Coordinators will be made by the Administrative Supervisor in concert with the Vice President of Instruction and Workforce Education based on the established formula, unique needs of the Discipline/Division, and budget availability. Refer to current coordinator compensation guidelines in the Part-time Faculty Salary Schedule which is on file in the Department of Human Resources, Risk Management, & Safety.
- B. Compensation will be based upon the following:
 1. Compensation may be part of the regular workload or an overload. If paid as an overload or part-

time assignment, hourly compensation is based on the current coordinator salary rate. The usual range of compensation is a non-instructional assignment of 3 to 6 credit hours (or equivalent contact hours).

2. Coordinators who are in probationary faculty status must maintain an instructional assignment in accordance with the current College procedure 3.07.02.10, *Tenure Review and Recommendations*.
- C. Compensation for the District-wide Discipline/Program Coordinator will be a specified stipend per semester. Refer to the current *Part-time Faculty Salary Schedule* for the approved compensation.
- D. Disputes regarding assigned compensation between the coordinator and the Administrative Supervisor will be resolved by the Vice President of Instruction and Workforce Education.
- E. In general, faculty coordinators will be compensated for a minimum of 3 credit hours (or equivalent) for program/discipline/cluster.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.08.02

STATUS

A. Regular

A regular employee is a staff member, so designated, who is employed in a long-term, full-time, institutionally-funded position. A long-term position is a position which is anticipated to continue for more than one (1) fiscal year. A regular employee shall be employed by written contract, which shall govern the conditions and length of employment. The initial six months of employment of a non-faculty* employee shall be considered a period of probation and shall be governed by paragraph "C" below. The probationary period of a Faculty member is defined in the Faculty categories Policy.

B. Temporary

A temporary employee is a staff member, so designated, who is employed in an institutionally-funded, short-term position, in a part-time position, or in an externally-funded position. A temporary employee serves at the pleasure of the President of the College and shall have no property interest in employment with the College. While in a temporary status, the employment relationship is not subject to the requirements of due process and may be terminated for any reason not otherwise prohibited by law. A notice of termination may be sent by the President or his/her designee.

C. Probationary Period for Full-time Non-faculty Employees

All full-time non-faculty employees shall begin work under a six-month probationary period. Employees transferred or promoted into a new full-time position shall not be considered probationary. During this time, an evaluation of performance will be made by the employee's supervisor. This evaluation will be used in determining continued employment. Upon successful completion of the probationary period, non-faculty employees will be eligible for continued employment. While in a probationary status, the employment relationship is not subject to the requirements of due process, and the employee serves at the pleasure of the President of the College and may be terminated for any reason not otherwise prohibited by law.

Adopted: July 16, 1980
Year of last review: 2018

Amended: July 6, 1995

3.08.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.08.03

REDUCED FACULTY WORKLOAD

Full-time tenured faculty* with ten (10) years of consecutive full-time regular service may request a reduced (part-time) workload. The President is directed to develop procedures to implement this provision.

Adopted: May 15, 1991
Year of last review: 2019

Amended: Nov. 12, 2003

3.08.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.08.03.10 Reduced Faculty Workload

APPROVED: July 10, 1991 **REVISED:** April 25, 2003
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.08.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To provide guidelines for the processing and approval of reduced faculty* workload requests.

PROCEDURE:

I. General Provisions

- A. Any full-time tenured faculty may apply for a reduced faculty workload. Full-time service will include all professional development leaves. Previously taken leaves of absence will not be counted for service credit. Previously taken leaves will not be considered as a break in service.
 - 1. Reduced faculty workload is intended to accommodate a faculty member who has temporary extenuating circumstances. These circumstances include:
 - a. Personal medical conditions
 - b. Serving as a direct medical caregiver for an immediate family member
 - c. Pursuing an approved education plan
 - 2. Such reduced workload shall be requested for one academic semester at a time. Reduced workload must be requested and approved annually.
 - 3. The maximum reduction under this provision will be a fifty (50) percent reduced load.
 - 4. A reduced workload will only be extended beyond one year for unusual circumstances.
 - 5. Approval of a reduced workload will be based on length of service, an analysis of instructional needs and priorities of the discipline, SACSCOC requirements for minimum staffing, and the reason for the request.
- B. The reduced workload period is not considered a break in service, and such periods will be counted as a year of service to the District for salary, experience, credit and other benefit purposes.
- C. Employee compensation and leave benefits shall be reduced by the percentage of the reduced workload.
- D. Upon completion of the reduced workload, the faculty member will return to full-time status.

II. Application Process

- A. Submit a reduced workload request to the dean/director at least two months prior to the semester or academic year requested.
- B. Upon approval by the Dean/Director, the request will be forwarded to the Vice President for approval. If approved by the Vice President, the request will be forwarded to the President for review and approval. If approved, the President will submit the request to the Board of Trustees for approval.

* Note: The word "faculty" denotes instructors, counselors and librarians.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

WAGE AND SALARY ADMINISTRATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.12.01

COMPENSATION PLAN

A plan of compensation for all classes of positions shall be established by the Board and maintained on a current basis. The plan shall include salary rates adjusted to the responsibility and difficulty of the work. It will provide for salary advancement for full-time employees based upon quality and length of service without regard to an individual's race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

In an effort to attract and retain the caliber of personnel essential to an outstanding educational program, the President shall regularly evaluate all salary schedules in effect in the District, with input from appropriate employee organizations and shall recommend revisions, as needed, to the Board of Trustees.

The President shall be responsible for the administration of the salary schedules. Exceptions to salary schedules in effect may be made upon the recommendation of the President and approval of the Board of Trustees.

Adopted: February 17, 1988
Year of last review: 2019

Amended:

3.12.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.01.10 Advancement on the Faculty Salary Schedule

APPROVED: May 4, 1981 **REVISED:** July 19, 2013
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for salary advancement on the faculty* salary schedules based on additional course work.

PROCEDURE: Faculty are expected to make continuous professional growth during their employment at the District. Such professional growth activities may include additional college/university courses and programs.

- I. Guidelines for use of course work to be used for advancement on the salary schedule
 - A. To enroll for course work creditable for salary advancement purposes, a faculty member must secure the approval of their Dean/supervisor based on a written request describing the faculty member's proposed plans, in advance of such enrollment.
 - B. Faculty members must complete the form available online, *Request for Approval of Enrollment in Graduate Course Work Creditable for Faculty Salary Advancement* (PF 800-174), to obtain the prior approval for such enrollment. The form is completed by the employee and then forwarded to the faculty member's Dean/supervisor. The original form is forwarded to the faculty member by the Dean/supervisor.
 - C. Credits earned toward salary advancement on the salary schedule should not be a mere miscellaneous collection of credits with no focus or pattern. Rather, they should represent a well-planned program directed toward a higher competence in the teaching/professional field or in the overall professionalism of the faculty member.
 - D. For salary reclassification of faculty who are in full-time employment the maximum credits that will be accepted are six (6) credits earned during any one semester of the academic year.
- II. Other Provisions
 - A. All course work acceptable as leading to salary advancement must have been completed prior to September 1 of the year in which the advancement becomes effective.
 - B. Each member of the full-time faculty may petition for advancement with respect to salary only at the beginning of each academic year (deadline of September 15) or at the time of employment/reinstatement.
 - C. No minimum length of service as a full-time faculty member shall be required for eligibility for salary placement advancement, in general, the placement guidelines for the Faculty Salary Schedule shall be considered in making recommendations for advancement.
 - D. For purposes of initial placement or advancement with respect to salary, the District shall recognize only earned degrees conferred by institutions which are candidates for accreditation or accredited by the appropriate Regional Accrediting Association.

* Note: The word "faculty" denotes instructors, counselors and librarians.

III. Petitioning Process

- A. The *Petition for Salary Placement Advancement on the Faculty Salary Schedules* form available online, (PF 800-44), is to be completed by the faculty member and forwarded to his/her Dean/supervisor by September 15, accompanied by verification of the successful completion of all course work and by an approved Request form.
- B. If the petition is approved, the supervisor generates a Personnel Action Record (PAR) recommending the salary advancement and forwards the petition and PAR through administrative channels to reach the Human Resources Department by October 1.
- C. The faculty member must assure that an official copy of his/her transcript(s) is received by the Human Resources Department by September 30. The transcript(s) must be sent from the College/university directly to the El Paso County Community College District Human Resources Department to be official.
- D. The recommendation regarding the salary placement advancement will be forwarded to the Board of Trustees, upon receipt of the official transcripts normally no later than the October meeting; upon approval, the advancement will be retroactive to the beginning of the academic year.
- E. If the transcript(s), or any other required documentation, are not received by September 30, the salary advancement will become effective the first day of the month following the receipt of the document(s)



For College Procedure 3.12.01.10:
Advancement on the Faculty Salary Schedule

***Form PF 800-174 Request for Approval of Enrollment in Graduate Course
Work Creditable for Faculty Salary Advancement is in preparation.***



For College Procedure 3.12.01.10:
Advancement on the Faculty Salary Schedule

Form PF 800-44 Petition for Salary Placement on the Faculty Salary Schedules is in preparation.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.01.14 Recognition of Educational Advancement for Non- Faculty Employees

APPROVED: February 2, 1996 **REVISED:** April 27, 1999
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for salary advancement upon completion of education for college degrees beyond that required for an employee's current position.

PROCEDURE:

- I. El Paso County Community College District employees are encouraged to pursue continuous professional growth during their employment at the College. Such growth activities may include the completion of a college/university degree.
- II. Full-time employees who earn college degrees will be rewarded based upon the following guidelines:
 - A. No minimum length of service shall be required; however, the employee must have earned at least one-half of the credit hours toward the degree while employed with the College.
 - B. The employee must maintain an overall rating of "Meets Expectations" or higher on the "Performance Evaluation Report for Non-Faculty* Employees" during the time in which the employee is pursuing the course work.
 - C. The College shall recognize earned degrees conferred by institutions which are candidates for accreditation or accredited by the appropriate regional or national accrediting association as recognized by the United States Secretary of Education.
 - D. An employee may receive a recognition award once for each type of degree awarded (i.e. Associate's, Bachelor's, Master's, and Doctorate). An employee may not receive an award for earning a duplicate or lower degree than already held or a degree of a level required for their currently held position.
 - E. Once the degree is awarded, the employee will file a Petition for Advancement on the Salary Schedule (PF 800-228) (attached). The petition and a copy of transcripts reflecting the completion of the degree must be forwarded through the supervisory chain to the Cabinet officer for approval. The petition must be filed with the supervisor no later than September 15.
 - F. The supervisor will generate a Personnel Action Record (PAR), attach the petition with accompanying information and forward the packet through administrative channels to the Human Resources Department. The packet must reach the Human Resources Department no later than September 30.
 - G. The employee is responsible for assuring that an official transcript is received in the Human Resources Department not later than September 30. The transcript must be sent from the degree granting college or university directly to the EPCC Human Resources Department to be official. Unofficial and student copies of transcripts will not be accepted in support of the final degree verification.
 - H. The recommendation regarding the salary placement advancement will normally be forwarded to the Board of Trustees for consideration at the October meeting. When approved, the salary adjustment will be retroactive to the beginning of the current Fiscal Year (September 1).
 - I. If the transcript, or any other required documentation is not received by September 30, the salary advancement will become effective the first day of the month following Board of Trustees approval. No documents will be accepted for processing after October 31.
 - J. This procedure is effective April 27, 1999 and degree awards will not be paid on a retroactive basis before that date.
 - K. Employees will be awarded a 2% salary increase for each qualifying degree completed.

* Note: The word "faculty" denotes instructors, counselors and librarians.



PETITION FOR ADVANCEMENT ON THE SALARY SCHEDULE

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

In accordance with College Procedure # 3.12.01.14 titled, Recognition of Educational Advancement for Non-Faculty Employees, a salary advancement is requested based upon the degree listed below.

<u>Degree</u>	<u>Major</u>	<u>Institution</u>	<u>Date Completed</u>
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(Note: Verification of the successful completion of the degree must accompany this petition; the official transcript must be sent directly to the Human Resources Department from the college/university.)

Printed Name

Signature

Date

Title

Department



Approval:

Administrative Supervisor

Date

Cabinet Officer

Date

Executive Director of Human Resources

Date

Note: This petition, accompanied by the Personnel Action Record (PAR) which recommends the salary advancement, must be sent through administrative channels to the Human Resources Department. All documents must be received no later than September 30.

PF 800- 228

(04/99)



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.01.18 Compensation Program **APPROVED:** December 14, 1984 **REVISED:** September 19, 2003
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the guidelines for administering the compensation program.

PROCEDURE:

I. Initial Employment

A. Salary Placement

1. An individual meeting the minimum education and experience requirements as stated in the job description is hired at minimum entry of the assigned grade.
2. For full-time regular employment, additional education and/or experience beyond the minimum requirements may be utilized for advanced placement beyond the minimum. Specific equivalencies are identified in the Initial Salary Placement Guidelines attached to each salary schedule. All required College course work and/or degrees must be from an accredited college or university. For part-time employees, placement is at minimum entry of the appropriate salary grade for the job they perform unless recommended by their area Vice President and approved by the Executive Director of Human Resources, the Vice President Resource Management and the President.

B. Special Placement

When labor market conditions are such that the recommended candidate is unwilling to accept a salary placement which is established according to the standard placement guidelines and/or the normal supply of qualified applicants is so limited that applicants willing to accept a salary at or near the minimum cannot be found, the hiring rate may be anywhere within the salary range appropriate to competitive conditions, as supported by survey data, requested by the Executive Director of Human Resources and approved by the Vice President of Resource Management and the President.

II. General Promotions

- A. For compensation purposes, a promotion occurs when an employee is selected to fill an administrative, professional support, or classified staff position in a different grade, on the same or a different salary schedule, with a midpoint that is higher than the midpoint of the employee's present grade.
- B. An employee who is promoted to a position not as a result of the position's reclassification will receive a promotion increase which results in a salary placement which is the higher of the two (2) alternatives:
 1. The evaluation of the promoted employee utilizing the normal initial placement guidelines as described herein or
 2. The employee is placed in the new grade which provides the employee with a minimum 6% increase above the employee's current salary.
- C. If the promotion is effective at the beginning of the fiscal year, the employee should first be placed in the new grade before considering an appropriate step increase at the beginning of the fiscal year.

* **Note:** The word "faculty" denotes instructors, counselors and librarians.

- D. In no event will an increase be given that would cause the salary to exceed the grade maximum. If the recommended increase percentage is not sufficient to increase the employee's salary to the minimum of the grade, the salary will be increased to the grade minimum.
- E. If administrative, professional support, or classified staff member is appointed to a faculty* position, the employee will be placed on the schedule in accordance with the initial placement guidelines for the faculty schedule. Likewise, should a faculty member compete for or be appointed to a full-time position in another category, the faculty member will be placed on the appropriate salary schedule in accordance with the initial placement guidelines. Upon acceptance of the position, the faculty member would lose faculty status. Those faculty members who have been granted tenure will continue to retain their status with the District. Tenured faculty members who have accepted a position in other employee categories and return to faculty status will be returned to the faculty pay status without loss of years of service had they remained as faculty members.

III. Position Reclassification

- A. When a position is reclassified to a higher grade (higher salary midpoint) because a reevaluation indicates the responsibilities of the position have increased, the incumbent employee may be recommended for non-competitive promotion to a higher grade. In this case, the employee is placed in the new grade which provides the employee with the higher of the following two (2) alternatives:
 - 1. The evaluation of the promoted employee utilizing the normal initial placement guidelines as described herein; or
 - 2. The employee is placed in the new grade at a salary that provides a minimum 6% increase above the employee's current salary.
- B. If the reclassification of the position and the non-competitive promotion are effective at the beginning of the fiscal year, the employee should first be placed in the new grade before considering an appropriate increase at the beginning of the fiscal year. An employee will not be paid less than the grade minimum, nor more than the grade maximum when a reevaluation increases a position's grade.
- C. If the incumbent employee is not qualified for the higher appointment, the position may be filled in accordance with the District's normal hiring practices. However, if the incumbent employee does not meet minimum requirements for the higher position but his/her performance merits non-competitive promotion to the higher grade, a developmental program may be established. The Executive Director of Human Resources, in coordination with the appropriate supervisor, will establish a developmental program. As a general rule, the developmental program should be completed within two years. If the developmental program is not completed satisfactorily, the salary increments or salary structure increases may be withheld until the employee satisfactorily completes the developmental program.
- D. When a position is reclassified to a grade with a salary mid-point that is lower than the mid-point of the employee's present grade, the employee's salary remains the same; however, the grade will be changed to the new grade designation of the reclassification.
 - 1. If the reclassification takes effect at the beginning of the employee's next contract term or at the beginning of the new fiscal year for non-contracted (temporary) employees, the employee's grade is immediately adjusted.
 - 2. If the reclassification takes effect during the term of the employee's employment contract, the placement is administratively reassigned to the new grade; however, the employee's grade remains frozen for the remainder of the employee's contract term and the new salary grade will become effective at the beginning of the employee's next contract term.
- E. When a position is reclassified from non-exempt to exempt status, an incumbent employee will receive a minimum of 6% increase in salary, in accordance with the promotion guidelines (reference Section II) regardless of salary grade assignment.
- F. Individuals who occupy positions that are downgraded as a result of the position evaluation process and are subsequently re-graded back to the original level within one year (when no pay has been lost) will not be awarded increases in salary as a result of the reclassification upward. If the position is re-graded to a higher level than before the original reclassification, then the incumbent(s) will be awarded salary increases according to III A above.

IV. Reemployment

- A. A former full-time regular employee of the District rehired within one year into a position with the same grade as the one previously held will be placed at their old salary. In no case will the new salary exceed the maximum for the grade.
- B. A former full-time regular employee rehired after one year's absence or rehired for a position in a different salary grade regardless of the length of absence will be treated as a new employee.

V. Voluntary Reassignment to a Lower Salary Grade

When an employee voluntarily transfers either competitively or non-competitively to another position with a salary mid-point that is lower than the midpoint of the employee's present grade, the employee's salary placement is determined as follows: If the employee's current salary is below the mid-point of the new salary grade, the employee will retain their current salary. If the salary is above the midpoint of the new grade, the employee's salary will be reduced to the midpoint salary of new grade.

VI. Involuntary Reassignment to a Lower Salary Grade

When an employee is involuntarily reassigned to a position with a salary mid-point lower than the mid-point of the employee's current grade, a salary placement will be made by the Executive Director of Human Resources and forwarded through the Vice President of Resource Management to the President. The President will make the final decision regarding salary placement. As each case will have its own unique circumstances, determinations will be made on a case-by-case basis for final salary placement.

VII. Temporary Increases in Responsibility or "Interim" Position Replacements

- A. As a general rule, employees who are temporarily filling a position vacancy with an increase in responsibilities will not be granted a salary increase, unless the duration of the increased responsibilities is four (4) months or more.
- B. In accordance with the above guidelines, employees so designated may be recommended by the supervisor(s) for an adjustment in salary in accordance with normal placement guidelines (e.g., interim dean) or by granting an increase from 1% to 6% to their current base salary. Such recommendation as the amount of the salary increase must take into consideration the duration, scope, and overall increase in responsibility.

VIII. Positions Abolished

If a position has been deleted from the position inventory, the incumbent may be transferred to, or be eligible to compete for, another vacant position in the District at the same, higher, or lower grade. If transferred to a lower grade, involuntary transfer placement procedures apply.

IX. Salary Increase Eligibility/Initial Placement Guidelines

- A. New employees who are hired on a full-time basis effective March 1 or later of the fiscal year are not eligible for salary increase consideration for the following fiscal year; however, if there is a change in the salary structure for the new fiscal year, that change will apply to the employee.
- B. Current employees who are in an unpaid status for more than one half of the work year will receive the same salary increase consideration as in paragraph IX, A., above, except for those conditions as provided for in Board Policy 3.32.18: Leaves of Absence without Pay.

Progression through the salary schedule will be based on the adopted annual salary improvement program. Individuals who at the maximum amount permitted by the salary schedule will receive the appropriate increase paid in equal installments as a supplemental amount and will not be advanced in base salary beyond the maximum for grade.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.12.02

FAIR LABOR STANDARDS ACT

The District shall comply with all provisions of the Fair Labor Standards Act (F.L.S.A.). The Board directs the President to review all positions of the District and to classify them as exempt or non-exempt positions. All approved Policies which are in conflict with the Fair Labor Standards Act are null and void.

Adopted: May 15, 1985
Year of last Review: 2018

Amended: Jan. 20, 1988

3.12.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.12.03

CLASSIFICATION PLAN

The President of the College shall develop for approval by the Board, a classification plan for all positions, based upon analysis of the duties and responsibilities of each position. Such plan shall be maintained on a current basis.

The Classification Plan shall include an appropriate title for each class of position, a description of the duties and responsibilities of positions in the class, and the minimum requirements of training, experience, skills, knowledge, abilities and other qualifications necessary for entry into the class.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.12.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.03.10 Inventory of Full-Time Positions

APPROVED: November 27, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.12.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for the definition and authorization of full-time positions in the District.

PROCEDURE:

I. Definition

- A. Full-time denotes that the position is expected to continue at forty (40) hours per week for a duration of more than four months.
- B. Position conditions are defined as:
 - 1. Long-term - Institutionally-funded and expected to continue beyond a fiscal year.
 - 2. Short-term - Institutionally-funded which are not anticipated to continue beyond one budget year, all externally funded (either in full or part), contracted, or matching positions; and/or positions created through a budget transfer during a fiscal year.

II. Authorization

- A. The Board of Trustees authorizes all full-time positions which have an expected duration of more than four months.
- B. Each approved position is included in the District's Classification and Compensation plans, based on an evaluation of the duties and responsibilities of the position.
- C. The Department of Human Resources is responsible for maintaining the position inventory system and records.
- D. The selection process used to fill a position is determined by the classification and category of the position, using standard procedures.

III. Funding

- A. Positions are funded by institutional monies in the annual budget and/or by external agreements.
- B. Positions authorized for the purpose of "matching" external monies, partly funded by external monies and partly by institutional monies for the purpose of creating a full-time position shall be established as short-term.

IV. Abolishment of Positions

- A. A position which was created as short-term and which is not extended beyond its approved dates is abolished and is removed from the inventory.
- B. A position which was created as long term and which is no longer budgeted is abolished and removed from the inventory of positions.
- C. A position which is no longer necessary to be filled is abolished and removed from the inventory.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.03.14 Evaluation of Non-Faculty Positions

APPROVED: November 27, 1985 **REVISED:** April 9, 2007
Year of last review: 2018

AUTHORIZING BOARD POLICY: 3.12.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish the responsibility and procedures regarding the creation of a new position, creation of a new position title and evaluation of an existing position. This will be made without regard to race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity and in keeping with the laws and regulations of the State of Texas and the Operating Board Policies, 3.01.00 Equal Employment Assurances.

PURPOSE:

1. Develop job content information for new positions which defines the essential duties and responsibilities of each job and, based upon such information, assure equitable valuation of jobs in the District.
2. Provide a systematic and factual basis for sound job evaluation to ensure that all positions equitably reflect job level, requirements, responsibilities and title in relation to other jobs in the District.
3. Provide a framework to assure that jobs are properly classified.

PROCEDURE:

- I. Jobs will be evaluated using the "Position Description Questionnaire (PDQ)" form and departmental organization charts. These documents may be supplemented with other relevant information sources.
- II. Create New Position:
 - A. If the request is for review of the proper Classification of a New Position, the PDQ should be prepared by the immediate supervisor of the position and forwarded through administrative channels to the Vice President. Upon approval by the Vice President, the documents will be forwarded to the Human Resources Department for further processing.
 - B. The supervisor initiating the request will complete a PDQ, and provide a departmental organization chart (current and proposed) for the job to be evaluated. Each section of the PDQ will be completed by the supervisor reflecting job functions and the best estimate of the scope and depth of the job under consideration.
 - C. The supervisor initiating the request will recommend a title which is descriptive of the major functions to be performed by the newly created job. Human Resources will manage and control the assignment and creation of titles which will denote both functional and organizational level of the job to maintain organizational consistency.
 - D. Upon preliminary evaluation of the documents, Human Resources may request additional information necessary to clarify and/or justify the request. The position will be compared to the classification and level of other positions within the department and District to assess that the evaluation is properly aligned to other jobs within the District.
 - E. The grade assignment resulting from the review process will be discussed with the supervisor who initiated the evaluation request. The grade determination for the job will either be approved or disapproved by the Vice President of the division in which the job will exist. If disapproved, the evaluation will be forwarded to the Executive Director of Human Resources for further review.

III. Evaluate Existing Position:

- A. Department supervisor completes the PDQ form notifying Human Resources of situations in which:
1. Kind of work performed and the responsibilities of the position appear to be out of line with other jobs in the District. The PDQ is an analysis of the duties and responsibilities; it is not concerned with an individual's ability or qualifications.
 2. Positions in their area of responsibility have undergone significant changes to the essential functions of the job (the reason the job exists).
 3. The supervisor has experienced difficulty in recruiting qualified individuals.
 4. Unusual or unacceptable job turnover.
- B. The re-evaluation of jobs shall occur on an on-going basis and shall parallel the budget development process. Requests for re-evaluation may be initiated by the supervisor. Unless there is significant change in a job that can be verified by the documentation of functions performed, jobs may not be submitted in successive evaluation cycles. Jobs that have been upgraded or downgraded may not be re-submitted for consideration for one year after the evaluation has become effective. Revisions to jobs, job descriptions and/or factors as a result of a re-evaluation shall normally become effective in the new fiscal year.

IV. Audit of Jobs:

- A. In order to assure that jobs are properly classified, the Department of Human Resources shall select approximately one fifth of the jobs every year to be audited. Thus, each job will be evaluated a minimum of every five (5) years. Once jobs to be audited have been identified, documentation as cited in Section III (Evaluate Existing Position) shall be requested from the department supervisor.
- B. The audit of jobs shall occur on an on-going basis and shall parallel the budget development process. Revisions to jobs, job descriptions and/or factors as a result of an evaluation shall normally become effective with the new fiscal year.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.12.03.18 Faculty Ranking System

APPROVED: April 29, 2005
Year of last review: 2019

REVISED: March 1, 2019

AUTHORIZING BOARD POLICY: 3.12.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a process to identify faculty* titles according to employment status and years of service to El Paso Community College.

I. General

The College recognizes the following faculty ranks:

- A. Adjunct – The rank of Adjunct Faculty applies to all part-time faculty regardless of years of service.
- B. Lecturer – The rank of Lecturer applies to all full-time, temporary faculty appointments of one year or less
- C. Assistant Professor – The rank of Assistant Professor applies to all Tenure Track (Probationary) Faculty.
- D. Associate Professor – The rank of Associate Professor applies to all faculty who have been granted tenure at El Paso Community College and who have up to five years of post-tenure service.
- E. Full Professor – The rank of Full Professor applies to all faculty who have been granted tenure at El Paso Community College and who have completed five years or more years of post-tenure service.
- F. Professor Emeritus– The rank of Professor Emeritus applies to all retired faculty who have been granted tenure at El Paso Community College, completed ten or more years of full-time service, and retired on good terms. The benefits of this rank will include access to the following El Paso Community College services: libraries/databases, adjunct faculty offices, faculty email system, and obtaining faculty parking permits. Professors Emeriti who misuse College resources will be stripped of all benefits of this rank.

II. Process

- A. This system is retroactive for all El Paso Community College faculty. The ranking system does not replace the tenure process, nor is it tied to faculty salary or assignments.
- B. Human Resources will maintain a database of each faculty member's employment status, years of service, and faculty rank. Human Resources will generate a letter informing each faculty member of changes to his/her current rank.
- C. Faculty will be responsible for verifying their current rank and notifying Human Resources of any errors.
- D. Information regarding the Faculty Ranking System will be provided to new faculty and included in the *Employee Handbook*.

* Note: The word "faculty" denotes instructors, counselors and librarians.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYEE RECORDS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.19.01

EMPLOYEE RECORDS

- A. Current and complete employee records for all employees shall be maintained by the District Human Resources Department. Each employee of the District is responsible to keep his or her official records current. Employee records may be maintained in a variety of media consistent with current technology.
- B. All documents concerning the employment and performance of each employee shall be kept in an individual's personnel employee record. Individual employee records will be filed or indexed using a unique personal identifier.
- C. All information contained in the employee file of an individual shall be made available to that employee or the designated representative upon written request by the employee. *Texas Gov Code Ch 552, Subch C, Sec 552-102 (a)*
- D. The Employee shall have a right to receive a copy of any document in his or her file and to challenge the propriety of any document in his or her file.
- E. With regard to public access to information in employee records, custodians of such records shall adhere to the requirements of the Public Information Act. *Texas Gov Code Ch 552*
- F. Each employee will declare his or her intent to restrict or grant access to selected items of information as provided by current law. *Texas Gov Code, Ch 552, Subch B, Sec 552-024 (a-e)*
- G. Supervisors and administrators having direct responsibility for the employee's performance shall be entitled to have access to the employee's file but shall not allow other parties to inspect the file without written release by the employee and shall not divulge the contents to other parties. Human Resources Department personnel shall have access to the files in order to carry out required routines and shall not divulge the contents to other parties.
- H. No document of a negative nature shall be placed in an employee's record without his or her knowledge.
- I. The President of the College will develop appropriate procedures to implement this Policy.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: August 14, 2003

3.19.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.19.01.10 Employee Records

APPROVED: April 25, 2003 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.19.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for the establishment, protection and release of information from employee records and to define the use of employee unique identifying numbers.

PROCEDURE:

I. Employee Records

- A. Upon employment of an individual, an employee record will be initiated and maintained by the Human Resources Department. The record will contain those documents required to document the qualifications, work history, performance and benefits options of each employee.
- B. The employee record may be maintained in a variety of media including: paper, film, magnetic, optical or solid state devices that can store an electronic signal, tape, mylar, linen, silk, vellum or other such media consistent with current technology.
- C. The Human Resources Department will ensure safeguarding of the employee record in order to guard against unwarranted invasion of individual privacy.
- D. The Executive Director of Human Resources is designated as the custodian of the employee record for the College.

II. Employee Records Access

- A. All information contained in any portion of the record of an employee will be made available to that employee, or by written request, to the designated representative(s) of the employee. An employee may receive a copy of any document contained in his/her file. This request may be made in person at the Human Resources Department, or may be forwarded in writing to the Executive Director of Human Resources.
- B. A supervisor or administrator who has direct responsibility for the employee's performance is entitled access to portions of the employee's record. Supervisors and administrators are not permitted to view the benefits component of the record or any personal medical information that may be contained in any confidential portion of the employee record. Supervisors will not permit any individual to view the employee record without written permission from the employee. Supervisors and administrators will not divulge any information obtained from the employee record to any other party. Breach of these confidentiality provisions may hold the individual personally liable.
- C. Members of the Human Resources staff, as required by performance of their official duties, will have access to the employee record. Employees of the Human Resources staff, even after transfer from the Department or separation from the College, shall not divulge information contained in individual employee records to other parties. Breach of these confidentiality provisions may hold the individual personally liable.
- D. Prior to viewing any employee record, an employee, a representative of an employee or an investigator will provide positive proof of identity and establish a need to view the record. The Human Resources staff will maintain a record of all individuals viewing employee records, the portions of the record viewed and any copies provided. Individuals, who cannot provide positive identification or need, will not be permitted to view an employee record.

III. Confidentiality and Disclosure of Information

- A. The Government Code of the State of Texas, Chapter 552, provides that certain items of information may be withheld from public disclosure at the discretion of the employee of a governmental body. Since employees of El Paso Community College are employees of a political subdivision of the state of Texas, these provisions are applicable to current and former employees. These items include:
 - 1. home address
 - 2. home telephone number
 - 3. social security number
 - 4. whether the employee has family members
- B. The required election will be accomplished using the Post Employment Data Form. New employees will complete the declaration not later than 14 days after the first date of employment. Departing employees will complete the declaration not later than 14 days after the last day of employment. If the employee or former employee fails to execute the declaration within the specified time, the information is subject to public access. Employees and former employees who desire to change their declaration may do so at any time by submitting a new declaration to the Human Resources Department. The new declaration will become effective upon receipt in the Human Resources Department.
- C. Under current Texas law, the following items about an employee are considered public information and will be released when requested: name, gender, ethnicity, salary, title, and dates of employment with the College.

IV. Social Security Number/Unique Identifier

- A. The social security number is collected by El Paso Community College as the individual unique identifier for the purpose of accurately processing and maintaining the employment and payroll records of the institution in compliance with State and Federal requirements. The use of this unique identifier is limited to those activities deemed essential to individual records management, employment reporting, employee records, employment verification and certification, and credentials management between the College and other educational institutions.
- B. The College has identified the social security number as the internal unique identifier for all personnel-related databases and will exercise all due caution to ensure confidentiality and privacy in the use of the unique identifier.
- C. In order to comply with Internal Revenue Code requirements, employees will be required to present an original document from the Social Security Administration reflecting the name that will be used to establish the employee on the College payroll system.
- D. Any change to an individual's name will require a new document from the Social Security Administration to substantiate the change. Name changes may only be done with Human Resources and must be done in person.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYEE PERFORMANCE AND DEVELOPMENT



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.22.01

PERFORMANCE EVALUATIONS

The purpose of performance evaluation shall be to improve employee performance of duties, to ensure duties performed are consistent with institutional goals and objectives, and to enhance professional development. Procedures for annually assessing the performance of the President of the College shall be developed by the Board of Trustees. Procedures for assessing the performance of administration, faculty*, professional support staff, and classified staff shall be developed by the President of the College. A copy of the performance evaluation shall be provided to the employee, and the employee shall have the right to respond to his/her evaluation.

Performance evaluations for the President of the College will be maintained in the office of the President of the College. Performance evaluations of faculty will be maintained by the Office of Records Management. Performance evaluations of non-faculty staff will be retained in the personnel file of the employee, which is maintained by the Department of Human Resources.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: June 25, 2013

3.22.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.01.10 Performance Evaluation for Non-Faculty Employees

APPROVED: January 11, 1991 REVISED: April 13, 1999
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for the evaluation of the performance of all full-time and part-time non-faculty* employees. To ensure that institutional goals and objectives are attained, this evaluation program focuses upon results achieved and job related behaviors, both of which have direct relationship to the level of attainment of institutional goals and objectives.

PROCEDURE:

I. Definitions

- A. Employee - Non-faculty staff member.
- B. Supervisor - Staff member's immediate supervisor.
- C. Reviewer - Staff member's second-line supervisor.

II. Primary Objectives

- A. To support attainment of institutional goals/objectives.
- B. For supervisory personnel, to evaluate how assigned resources are allocated and used in the attainment of goals/objectives as they relate to a particular department/function.
- C. To strengthen the supervisor/employee relationship by developing a mutual understanding of responsibilities, expectations, goals, measurement criteria, and performance.
- D. To enhance professional development of the employee by identifying areas of needed improvement and areas of expertise beyond those currently in use.
- E. To evaluate the performance of employees for personnel-related purposes. These purposes may include but are not limited to: promotion, transfer, intern/externships, job exchanges, consideration for educational development leave, salary enhancements, and disciplinary action, to include suspension with or without pay, nonrenewal and dismissal.

III. Initiation and Monitoring the Evaluation Process

Prior to the annual rating period, the Human Resources Department will notify the supervisor of those employees who require a performance evaluation report. Upon completion, the original evaluation report form is to be forwarded to the Human Resources Department for inclusion in the employee's personnel file. The Human Resources Department will provide a completed copy of the finalized evaluation to the individual employee. When evaluations are not received by the established due date, the Human Resources Department will follow up with the supervisor to ensure completion of the evaluation process.

IV. Rating Plan

The budget head disseminates the Performance and Evaluation Form to employee's supervisor and specifies who the supervisor and reviewer are for each staff member.

* Note: The word "faculty" denotes instructors, counselors and librarians.

V. District Mission

As part of a new employee's orientation, the supervisor should ensure that the employee understands the central purpose and mission of the District as well as how the department relates to the overall mission of the District. The supervisor should also conduct an appropriate orientation for employees transferred from other District departments.

VI. Evaluation Program

The supervisor will review with the staff member the essential elements of the District's evaluation program. The Performance Evaluation Report form may be used as a tool to explain the evaluation program.

VII. Review Position Description

The position description provides for a mutual understanding of expectations, responsibilities, authority, and accountability relationships. It is essential that the supervisor ensure that the staff member fully understands all responsibilities and functions as described in the position description. Standards/expectations related to job responsibilities and functions should be communicated to the employee by the supervisor. The Performance Evaluation Report form may be used as a guide in discussing responsibilities and performance standards.

VIII. Ongoing Coaching/Counseling

This evaluation program should be an on-going process and not a once-a-year exercise; therefore, the supervisor should review progress with the employee on an on-going basis. The review process must include two-way communication between the staff member and the supervisor on a regular, on-going basis. The supervisor reviews progress toward meeting established goals and objectives as well as standards for day-to-day operations.

Variances, if any, between standards and actual performance should be continuously reviewed and discussed.

IX. Frequency of the Performance Evaluation Report

- A. Initial Employment All employees begin their initial full-time employment with the District under a six-month probationary period. During this six-month period, employees will be evaluated by their supervisors at the end of the second and fourth months of employment. These progress reviews will focus on assisting the employee in transitioning to the new job through appropriate coaching and counseling techniques. The Probationary Period Progress Review form will be completed in accordance with the above timeliness and will be forwarded to the Human Resources Department for inclusion in the official personnel file. Recommendations for non-continuation at the completion of the probationary period will be in accordance appraisal period falls during a time when a new employee is still in the probationary period, the probationary report will take priority and the employee will not undergo a regular annual performance review until the next regular evaluation cycle.
- B. Transfer: It is suggested that a review of an employee's job performance be conducted at the end of the third and six months of work after a transfer within the institution.
- C. Annual Performance Evaluation: Supervisors are required to complete an annual Performance Evaluation Report for all non-faculty employees for the period March 1 - February 28. This written report is to be completed by April 20, and then forwarded to the reviewer. The completed report must be forwarded to the Human Resources Department by the reviewer by April 30.
- D. Change of Supervisor: Employees who move from one rating supervisor to a new rating supervisor will have a Performance Evaluation report completed by the losing supervisor as part of the transfer process. Only supervisors who have supervised the employee for 60 days or more may render an evaluation.

X. Annual Performance Evaluation

- A. Self-Evaluation: When a formal report is due, the supervisor will initiate the process by forwarding the Performance Evaluation Report form to the employee for completion of a self-evaluation. When completed, the employee will return the Report form to the supervisor. The Department of Human Resources has a narrative which provides definitions of the evaluation ratings and of the evaluation factors used on the Performance Evaluation Report form.
- B. Supervisor Evaluation: The supervisor will then complete his or her evaluation of the staff member with applicable position requirements and standards. The supervisor should review the employee's self-evaluation

and should respond to those items where variation occurs. The supervisor's narrative summary of the employee's performance should also indicate the following types of comments:

1. Any significant changes in the performance since the employee's last evaluation.
 2. Recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current performance, particularly for factors rated as "Needs Improvement."
 3. Any training or developmental activities the employee has completed since his or her last evaluation. Indicate whether such training was taken as a result of the supervisor's recommendation or the employee's initiative.
 4. Considering the experience/education/training of the employee, performance that exceeds expectations.
- C. Performance Review with Reviewer. The supervisor should schedule a performance review session with the reviewer prior to the performance evaluation review session with the employee. After the review session has been completed with the reviewer, the supervisor should then schedule the performance evaluation review session with the employee to discuss the evaluation.
- D. Performance Evaluation Review/Coaching Session: Performance evaluation reviews (coaching sessions) are most important. They go beyond the mere identification of strengths and weaknesses of an employee's performance. The coaching session should be constructive and lead to personal and professional growth and development, which is directly related to organizational development as well as attainment of District objectives and goals. The coaching session should focus on the answers to two basic questions:
1. Did the staff member perform in accordance with the position description and standards set for the position?
 2. Were specific planned activities/priorities accomplished in a timely and acceptable manner?

During the coaching session, the supervisor should address differences between his/her evaluation of the employee's performance and the employee's self-evaluation; however, the supervisor is not obligated to change an evaluation based upon a difference of opinion. If goals are not met, or standards not achieved, the reasons for these are to be explored. The purpose of comparing the supervisor's evaluation with the employee's evaluation is to ensure mutual understanding of performance and accomplishments.

The coaching session should also include a discussion of supervisory comments. The emphasis of this discussion should be on what both the employee and the District can do to help the employee achieve his/her career goals.

- E. Employee Review. The supervisor forwards the completed evaluation form to the employee for comments and signature, and return to the supervisor. If the employee disagrees with the evaluation of the supervisor, the employee should include reasons for his/her disagreement.

The employee then returns the signed Performance Evaluation Report form to his/her supervisor in a timely manner.

- F. Reviewer Acknowledgment: The supervisor forwards the completed form to the Reviewer for comments, if any, and signature. The Performance Evaluation Report form is then forwarded to the Human Resources Department for processing and distribution by April 30.

- G. Distribution:

1. The Human Resources Department will forward a copy of the fully completed Performance Evaluation Report form to the employee and to the supervisor.
2. The original form is then retained in the Human Resources Department for inclusion in the employee's personnel file.

XI. Technical Assistance

The Director of Human Resources is available to answer questions pertaining to the Performance Evaluation Program.

XII. Confidentiality

All discussions and evaluation forms pertaining to staff members are to be treated in a confidential manner. Release of such information with other individuals not involved in the evaluation process is prohibited (Open Records Act, Section 3(2), Art. 6252-17a).



PERFORMANCE EVALUATION REPORT

FOR NON-FACULTY EMPLOYEES

- ANNUAL REVIEW
 CHANGE OF RATER

Employee: _____ SSN: _____
 Title: _____ Department: _____
 Time in Current Position: _____ Dates of Evaluation Period: _____

PERFORMANCE RATING

Factors for review: Check appropriate rating for each factor.

① OUTSTANDING: Performance significantly exceeds job standards; exceptional overall accomplishment and/or achievement; such performance must be described in the narrative comments.

② MEETS EXPECTATIONS: Performing acceptable work in a competent and consistent manner; meets job standards.

③ NEEDS IMPROVEMENT: Needs to improve or correct performance within a given time; performance action required and time line for improvement must be reflected in narrative comments.

FACTORS Rate Applicable Factors	EMPLOYEE			SUPERVISOR			EMPLOYEE'S SELF-EVALUATION REMARKS
	①	②	③	①	②	③	
Attendance/Punctuality							
Grooming/Appearance (Personal appearance, attire appropriate to workplace.)							
Human Relations (Awareness, sensitivity, attitude, ability to work with others.)							
Judgment/Decision Making (Consistent, effective, accurate.)							
Professional Job Knowledge (Current, in-depth, comprehensive; technical skills and abilities.)							
Quality of Work (Accurate, timely, meets deadlines.)							

PF800-237

(9/96)

Employee Name _____ SSN _____ Evaluation Date _____

FACTORS Rate Applicable Factors	EMPLOYEE			SUPERVISOR			EMPLOYEE'S SELF-EVALUATION REMARKS
	①	②	③	①	②	③	
Quantity of Work (Completes reasonable amount of work.)							
Organization/Planning (Ability to plan/schedule work; demonstrates economy of time and materials.)							
Initiative/Responsibility/Effectiveness (Creative, self-starter, thorough.)							
Written Communications Skills (Organized, demonstrates competency.)							
Oral Communication Skills (Articulate, clear in both oral expression and listening.)							
Adaptability (Manages stress, flexible, accepts constructive comments, demonstrates improvement.)							
Adherence to College Policy and Procedures (General compliance.)							
FOR SUPER VISORY PERSONNEL ONLY							
Management Ability (Effective use of resources. people. time. money.)							
Leadership Skills (Motivates others. role model. knowledgeable, nurtures staff.)							
EEO/AA Compliance (Attentive to diversity issues.)							

Supervisor's comments relating to actors and overall evaluation summary. Evaluation comments should be specific, detailed, and include job-related examples. All evaluation ratings of "Outstanding" must be described in detail. Ratings of "Needs Improvement" must describe action required and time line for improvement.

Employee Name _____ SSN _____ Evaluation Date _____

Reviewer's Comments:

Reviewer's Signature Print/Type Reviewer's Name

Title Date

HUMAN RESOURCES PROCESSING

Date Received:

Date Posted:

Date Copy Provided to Employee and Supervisor:



**PROBATIONARY PERIOD PROGRESS REVIEW
NON-FACULTY/FULL-TIME EMPLOYEE**

Last Day of the 2nd Month

Last Day of the 4th Month

Employee Name	Employee ID
Position	Department
Date of Hire	Date of Evaluation
Supervisor Name	

PERFORMANCE RATING

1. COMMENDABLE	Consistently exceeds job requirements with above average quality and quantity. Assignments are accomplished in a highly effective manner with only general guidance.
2. COMPETENT	Performance expected of the experienced employee. Performs all aspects of the job requirements. Assignments and responsibilities are accomplished effectively with a minimum amount of supervision and direction.
3. NEEDS IMPROVEMENT	Performs most of the duties but needs further development or does not perform on a consistent basis. (This rating requires supporting comments.)
4. SIGNIFICANTLY BELOW STANDARDS	Does not meet job requirements. Performance well below standard and not acceptable. Requires continual close supervision and direction. Producing inadequate results that require immediate improvement. (This rating requires supporting comments.)

FACTORS Rate Applicable Factors in accordance to the current position description	SUPERVISOR EVALUATION (Choose rating 1 thru 4)	REMARKS Note Factors Which Exceed Expectations and/or Need Improvement and Method of Improvement
Attendance/Punctuality		
Quality of Work (Accurate, timely, meets deadlines.)		
Quantity of Work (Amount of work produced during an extended period of time.)		
Adaptability (Manages stress, flexible, accepts constructive comments and demonstrates improvement.)		
Safety (Observes safety procedures on the job.)		

(Continued on Reverse Side)

Revised: 07/10/14



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.01.14 Full-Time Faculty Evaluation

APPROVED: August 24, 1979 **REVISED:** October 31, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.22.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: The objectives of the Full-Time Faculty* Evaluation Procedure are these:

1. To promote the delivery of quality instruction and services.
2. To strengthen the supervisor(s)/faculty relationship by developing a mutual understanding of responsibilities, expectations, goals, and performance in instructional delivery and other areas of faculty responsibility.
3. To identify areas for improvement and areas of outstanding performance.
4. To enhance professional development of all faculty and the growth of the College as a whole.

DEFINITIONS:

1. Supervisor(s) – “supervisor(s)” in this procedure refers to Deans, Directors, AVP (Associate Vice President of Instruction and Student Success), etc.
2. Faculty Coordinator – “Faculty Coordinator” in this procedure refers to Faculty Coordinator, Head Librarian or Counselor Coordinator.

PROCEDURE:

I. Orientation to Full-Time Faculty Evaluation:

Important faculty evaluation information is to be included in the *Employee Handbook* on the EPCC Web Site. Supervisor(s) or Faculty Coordinators shall also answer any faculty questions about the evaluation procedure or forms.

II. Evaluation Cycles and Scheduling Considerations for all Full-Time Faculty, teaching and non-teaching:

A. Evaluation cycles:

1. Two-year cycle: Evaluation of tenured faculty shall ordinarily occur during the second year of a two-year cycle, unless supervisor(s) document(s) to the faculty member the need for more frequent evaluation.
2. One-year cycle: All full-time lecturers and probationary faculty shall be evaluated on an annual basis.
3. Exception: Student Survey evaluations shall be conducted each semester for all faculty regardless of cycle.
4. Appeal: After a discussion with supervisor(s), tenured faculty who wish to contest a one-year cycle classification have the option of appealing to the Vice President of Instruction and Workforce Education.

* Note: The word “faculty” denotes instructors, counselors and librarians.

B. Scheduling considerations:

1. Generation of master schedule: In order to avoid confusion, it is advised that supervisor(s) develop a master schedule for evaluation of all faculty within their division, indicating semester(s) when particular evaluation materials are to be generated. Faculty shall be duly informed of these timelines.
2. Overall time frame concerns: Whenever possible, it is recommended that supervisor(s) balance the workload by evaluating some faculty in the fall and others in the spring of their evaluation year. As a further consideration, half of those on the two-year cycle shall most likely be evaluated one year, and the other half, the next.
3. Special scheduling considerations: Probationary faculty and lecturers shall generally be evaluated in the fall. For newly hired teaching faculty, Classroom-Performance Evaluations and Student Surveys shall be generated during the first semester for which they are hired; furthermore, such Classroom-Performance Evaluations shall be the first ones done in any given semester. For newly hired non-teaching faculty, Student Surveys shall be generated during the first semester for which they are hired.

III. Components of the Faculty Evaluation Program for all Full-Time Faculty, teaching and non-teaching:

A. Self-Evaluation and Reflection:

1. Purpose: The Self-Evaluation and Reflection consists of a self-analysis of a faculty member's teaching or delivery of instruction, of his/her performance of certain other professional duties, and of his/her professional development accomplishments. The process provides faculty the opportunity to reflect on their accomplishments and on any areas in which they wish or need to further develop and to make recommendations for improving College services. It also allows them to project any goals they choose to set for themselves for the following one or two years, depending on their evaluation cycle. Finally, data from faculty Self-Evaluation and Reflections also enable the institution to plan and budget for future needs and to support efforts of faculty to develop and grow. (See form *Faculty Self-Evaluation and Reflection*, attached to this procedure).
2. Guidelines:
 - a. Period covered: Ordinarily, the Self-Evaluation and Reflection shall cover the previous year for those on a one-year cycle or previous two for those on a two-year cycle, normally beginning where the last Self-Evaluation and Reflection left off and continuing up to the current evaluation. New hires, however, shall complete their self-evaluation during the latter half of their first year of employment, unless they are hired in the spring or only for one semester, in which case they must complete it during that same semester. Thus, there may be practical reasons for Self-Evaluation and Reflections to occasionally cover a period of less than one year.
 - b. Evaluator responsible for review: Supervisor(s) shall review, discuss, and sign Self-Evaluation and Reflections for full-time faculty (unless program directors are mandated to do so by an accrediting agency).
 - c. Faculty with duties in more than one division: For faculty members with duties in more than one division, the original evaluation is generated under the auspices of the division in which the Classroom-Performance Evaluation was administered (teaching) or in which the faculty member performs the largest share of his or her duties (non-teaching), but other supervisor(s) to whom the faculty member also reports shall be provided copies upon request.

B. Composite Evaluation and Plan for Improvement:

1. Purpose: A Composite Evaluation provides a means of generating an overall performance profile of a faculty member based on a synthesis of all other sources of evaluative data (including the special components for teaching faculty in Section IV below or the special components for non-teaching faculty under V and VI below) and on the Composite evaluator's special knowledge of a faculty member's efforts. As such, the Composite provides a means of identifying patterns of strengths and weaknesses (if any) in a faculty member's overall performance, of making individual recommendations (as needed or for purposes of enhancing performance) based on such an overall analysis, and of providing praise and recognition where it is due. (See form *Composite Evaluation for Full-Time Teaching Faculty* attached to this College Procedure 3.22.01.14)
2. Timelines: Composite Evaluations shall be completed by the end of November of the evaluation year for faculty evaluated in the fall and by the end of April of the evaluation year for faculty evaluated in the spring. Comments related to student surveys may need to be added the following semester once the results become available.
3. Guidelines:
 - a. Period covered: Ordinarily, the Composite Evaluation shall cover the previous year for those on a one-year cycle or previous two for those on a two-year cycle, normally beginning where the last Composite Evaluation left off and continuing up to the present evaluation. For new hires, a Composite Evaluation shall be completed at the end of their first year, unless they are hired in the spring or for only one semester, in which case it must be completed during that same semester. The Composite Evaluation shall cover the period from the point of hire to the present evaluation.
 - b. Evaluator responsible: The Composite Evaluation is completed for full-time faculty by supervisor(s).
 - c. Faculty teaching in more than one division: Composite Evaluations for faculty teaching at more than one campus shall be administered in the division through which they perform the majority of their workload; the evaluation shall relate to their fulfillment of duties in that division. This supervisor(s) shall contact the other supervisor(s) to whom a faculty member also reports to provide them the option of attaching further comments to the Composite related to the faculty member's performance in that area.
 - d. Processing and conferring about the completed form: The evaluator forwards the completed Composite Evaluation to the faculty member for review, comment, and signature. The evaluator shall also schedule a meeting with the faculty member whenever there is a need to discuss the contents of the evaluation (based on either high or low achievement) or in order to complete the "for discussion only" section. If such a meeting is not mandated, the faculty member has the option of scheduling one on his or her own. During this conference, faculty members are encouraged to share other sources of data that they believe give additional insight into their performance. In some cases, the evaluator may need to revise the composite document as a result of this conference. For teaching faculty, an ideal time to discuss Composite Evaluations and/or other components of the evaluation process is at the time of the Post-Visitation Conference (see IV.G.4.c. below).

The supervisor(s) shall then forward any Composite Evaluation for full-time faculty to the Vice President of Instruction and Workforce Education for review, signature, and comment if supervisor(s) or faculty member believes there is a compelling reason to do so. The Vice President of Instruction and Workforce Education may request to review the composites of other full-time faculty at his or her discretion.
4. Plan for Improvement:

Implementation: The supervisor(s) may also recommend implementing a Plan for Improvement as a result of a serious problem in a faculty member's job performance, as referenced on the composite.

The Plan for Improvement shall be developed by supervisor(s) in conjunction with any other relevant, qualified individuals, including any other supervisor(s) to whom the faculty member might

report. It shall contain activities, as well as timelines, that address the specific need(s) identified in comments written as part of the faculty member's Composite Evaluation. The faculty member may renegotiate the Plan for Improvement at the discretion of supervisor(s) (who may need to consult with any other supervisor(s) involved in revising the original plan).

5. Appeal: If any problem cannot be directly resolved by faculty member and evaluator, a faculty member may appeal a Composite Evaluation or Plan for Improvement to the next higher administrative level, usually the Vice President of Instruction and Workforce Education.

IV. Additional Components of the Faculty Evaluation Program for Full-Time Teaching Faculty:

A. Syllabus Review:

1. Purpose: A Syllabus Review provides a means of assessing an instructor's syllabus materials from the professional perspective of supervisor(s) in order to ascertain whether these materials meet official curriculum guidelines and other standards in terms of content and format.
2. Timelines: At least once a year (although more frequent monitoring is recommended), instructor Syllabus Reviews shall be completed by the end of the fourth week of a given long semester. Syllabus materials for new hires shall be evaluated the first semester they teach. Likewise, whenever an instructor is assigned a new course, such syllabus materials shall be evaluated at that time, regardless of the semester.
3. Guidelines for Division responsibility: Each division is responsible for devising written, standardized methods of evaluating faculty syllabi or syllabus supplements as appropriate for its various disciplines. (Models of such reviews are available as part of the Faculty Evaluation package).
4. Appeal: If any problem related to a Syllabus Review cannot be directly resolved by the faculty member and supervisor(s), a faculty member may then appeal a Syllabus Review to the Vice President of Instruction and Workforce Education.

B. Student Evaluation of Instructor Performance -- Traditional Classroom, Online, The Language Institute, and the Math Emporium

1. Purpose: The Student Evaluation of Instructor Performance Survey process enables faculty to benefit from student perceptions and enables supervisor(s) to identify strengths and potential weaknesses in the delivery of instruction in any of the disciplines in their divisions and to respond appropriately. (See attached to this procedure, the survey forms *Credit and Language Institute Student Evaluation of Instructor Performance*, *Online Student Evaluation of Instructor Performance Survey*, and *Non-Credit Student Evaluation of Instructor Performance*.)
 - a. All full-time faculty with instructional responsibilities shall be included in the Student Evaluation of Instructor Performance Survey process.
 - b. All processed evaluation packet(s), one printed copy of the report and an electronic copy of the report must be at the appropriate supervisor(s)'s office one week prior to the beginning of the Faculty Development Week of the subsequent semester.
 - c. All evaluated faculty shall receive a copy of their completed evaluation report(s), along with the original survey forms, after the end of the semester from the appropriate supervisor(s) through a secure and confidential means.
2. Guidelines:
 - a. Implementation: Every semester during a given long semester and during the summer (both the first five-week session and the ten-week session), the Student Evaluation of Instructor Performance survey shall be administered in all classes and credit laboratories. When a class and a laboratory share the same enrollment, only the lecture class will be evaluated.
 - b. Timelines: The Student Evaluation of Instructor Performance Survey shall be conducted at a point between two thirds to three fourths of course completion. For example, the survey will be

administered between the tenth and the twelfth weeks of the 16-week semester. All faculty shall be sent a summary of their student evaluation surveys, both for individual classes and for all sections of the same course delivered together, no later than the third week of the following long semester.

- c. Classroom considerations: Faculty must not be present during the evaluation periods; instead, a student monitor (or a faculty colleague selected by the instructor in the case of ESL) shall conduct the evaluation in his/her absence following a rubric provided for that purpose. ESL courses will be provided with English language forms and one transparency in Spanish.
- d. Data interpretation: Because raw data from the Student Evaluation of Instructor Performance Surveys do not provide a statistically valid basis for deriving evaluative conclusions, import related to personnel decisions based on such data alone is not appropriate. To have such import, these data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, these data shall only be used for one's own information.
- e. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, supervisor(s) or the faculty member may request additional evaluation(s) during the same or next semester in all or in particular classes taught by that faculty member. The reason for any additional evaluation requests shall be provided in writing to either the faculty member by supervisor(s) or to supervisor(s) by the faculty member. If the above criteria are sufficiently established, the additional evaluation requests will be done. The results of the additional evaluation may supplement or replace the results of the original evaluation at the faculty member's discretion.

C. Student Evaluation of Instructor Performance -- Traditional Classroom with Computers:

This evaluation process follows the same process as established above in Section B Student Evaluation of Instructor Performance -- Traditional Classroom and the Language Institute. However, it will be administered on a computer instead of on the traditional paper format.

D. Student Evaluation of Instructor Performance -- Online Courses:

This evaluation process follows the same process as established above in Section B Student Evaluation of Instructor Performance -- Traditional Classroom, Online, and the Language Institute and the Math Emporium. However, it will be administered on a computer instead of on the traditional paper format and will use the online evaluation instrument.

E. Student Evaluation of Instructor Performance -- Non-Credit Evaluation Surveys:

Non-credit classes will also be evaluated on an on-going basis. Evaluations are to be conducted on the last day of the course. Non-credit survey forms will be provided to the appropriate continuing education director for issuance to the faculty. The Directors will also be responsible for returning the completed packets within three working days to the Office of Institutional Research for processing upon completion of the evaluation. The Office of Institutional Research will provide the Continuing Education Directors/Coordinators with the non-credit evaluation reports no later than three working days after it has received the completed surveys. The Directors/Coordinators will provide the faculty member with the results of these evaluations. (See forms *Non-Credit Student Evaluation of Instructor Performance* and *Customized Training Program Employee Assessment Survey* attached to this procedure).

F. Classroom-Performance Evaluation:

1. Purpose: Classroom-Performance Evaluation provides a means of assessing a teaching faculty member's delivery of instruction from the professional perspective of supervisor(s) in order to monitor quality of instruction and to make any recommendations for improving or further enhancing instruction. (See form *Classroom-Performance Evaluation*, attached to this procedure)
2. Timelines: Fall observations of faculty shall be completed by November 15 of the evaluation year and spring observations by March 31 of the evaluation year. All tenure-track/probationary faculty observations will be completed according to College Procedure 3.07.02.10, *Tenure Review and Recommendations*.

3. Guidelines:

- a. Evaluator responsible: Full-time faculty are evaluated by supervisor(s) except under special circumstances (e.g., when a strong reason exists indicating it might be beneficial for an individual with full-time faculty qualifications for teaching in the same discipline to evaluate the subject competence of a given instructor).
- b. Evaluator orientation: All evaluators must be officially oriented to the process before conducting any Classroom-Performance Evaluations, or they shall not be allowed to conduct the evaluation. All evaluators of online courses must have completed the online faculty training or must have had an orientation by a trained faculty member who has had at least one year's online teaching experience. Afterward, they shall be updated from time to time as needed. (See form *Online Instruction-Performance Evaluation*, attached to this procedure)
- c. Faculty who teach at more than one campus or in more than one discipline: For faculty teaching at more than one campus or in more than one discipline, the appropriate supervisor(s) on some equitable basis must determine at which campus and/or in what discipline the evaluation shall be administered. ***Multiple Classroom-Performance Evaluations of the same faculty member during his or her cycle to accommodate different divisions shall not occur without sufficient reason presented to the faculty member, who may request the explanation in writing.*** Examples of sufficient reasons include the fact that the faculty member is teaching another course other than the one being evaluated at the other campus, particularly if it is a course that he or she has never taught before; as a precaution when there are an unusual number of complaints about a faculty member (whether the complaints are valid or not); special circumstances or priorities pertinent to one campus, but not another.
- d. It is recommended to alternate the evaluation of teaching delivery modes for faculty teaching a combination of face to face, online, hybrid, dual credit, off-site classes, etc.
- e. Arrangement of the visitation: Visitation of an instructor's class shall be prearranged between the faculty member and the evaluator, who shall initiate the contact. Evaluators may visit a class without prearrangement under two circumstances: when the instructor permits or when the instructor has remained unresponsive to an evaluator's contact efforts over a two-week period. In the first case, the Pre-Visitation Conference described below may be more general in nature and in the second, may be impossible altogether.

4. Stages of the Process:

- a. Pre-Visitation Conference: During a Pre-Visitation Conference, the faculty member to be observed provides the evaluator with the following information: a copy of the course syllabus and calendar for the evaluator to review in advance (if needed), a description of the learning objectives and expected outcomes for the class meeting, and an explanation of how the session to be evaluated fits in with the instructor's plans for meeting overall official course objectives.
- b. Classroom-visitation: During a prearranged visitation, the evaluator is to observe the faculty member and student behavior in order to evaluate the teaching/learning process. Evaluators shall check off items related to classroom behavior on individual checklists on the form. To indicate superior performance or performance requiring improvement, written comments under the relevant categories must be provided that specifically document such perceptions. In all cases, the evaluator must provide overall narrative/summary remarks at the end of the evaluation.

The evaluator must stay the length of time as necessary and fair in his/her judgment for determining whether faculty member has exhibited a minimal set of behaviors required for the appropriate delivery of the subject matter or until sufficient evidence indicates those behaviors are unlikely to be performed. Because behavior related to all areas on the instrument may not be manifested during a given session or may occur less frequently in different types of courses or with different teaching methodologies, the neutral N/A

marking is not to be perceived as reflecting any weakness in the faculty member's performance.

- c. Post-Visitation Conference: The evaluator shall return the completed evaluation to the faculty member and conduct a Post-Visitation Conference within *three* weeks to discuss the evaluation. The faculty member acknowledges this discussion by signature and is invited to respond in writing on the report. Faculty members are encouraged to complete a Classroom-Performance Evaluation form for the same class they were evaluated in before reading the evaluator's comments and to share it with the evaluator. A discussion of similarities and differences between the two reports can serve as the basis for a profitable dialogue and could conceivably result in the evaluator's revising his/her evaluation.
 5. Re-evaluations: As a result of a less than satisfactory evaluation, supervisor(s) or faculty member may request a re-evaluation in either the same or the next semester. The reason for any re-evaluation request shall be provided in writing to either the faculty member (by supervisor(s)) or to supervisor(s) (by the instructor). The results of the re-evaluation may supplement or replace the results of the original evaluation at the faculty member's discretion.
 6. Appeal: After the Post-Visitation Conference, the faculty member may appeal a Classroom-Performance Evaluation to the next higher administrative level, usually the Vice President of Instruction and Workforce Education.
- G. Peer Collaboration Option:
1. Purpose: Many faculty indicate a need for some type of involvement over and beyond the traditional administrative Classroom-Performance Evaluation. For such faculty, the Peer Collaboration Program is available for optional use as an alternative or in addition to standard Classroom-Performance Evaluation. This program is designed to be a risk-free opportunity for faculty to enhance their teaching abilities by meaningfully interacting with their peers.
 2. Guidelines/timelines for implementation:
 - a. Team formation: Faculty shall team up for a semester or longer period to collaborate as pairs or triads. While it is suggested that new faculty team up with more experienced faculty and that members of the same or related disciplines team with each other, other arrangements are also possible, as long as all parties believe mutual benefit can be gained.
 - b. As an alternative to Classroom-Performance Evaluation: With the approval of the appropriate supervisor(s), tenured faculty may participate in the Peer Collaboration Program *as an alternative* to the Classroom-Performance Evaluation process. Approval shall be granted if such faculty have a history of good evaluations both from evaluators and students. With the ongoing approval of supervisor(s), faculty members can participate in the Peer Collaboration Program as often as they wish, even in off-cycle periods when they are not required to be evaluated, but this program may not replace standard Classroom-Performance Evaluation for more than two sequential evaluation cycles.
 - c. As an addition to Classroom-Performance Evaluation: With notification of the appropriate supervisor(s), other full-time faculty may opt to participate in the program in addition to the Classroom-Performance Evaluation.
 - d. Generating volunteer list: A list of volunteers willing to be considered for participation in the Peer Collaboration Program shall be generated by supervisor(s) or Faculty Coordinator(s) by the end of third week of a long semester at the very latest, and participants shall set up their teams as early as possible.
 - e. Scheduling concerns: Because visitations of one another's classes are part of the process, the teaching schedules of group members shall accommodate such exchanges. If collaborative groupings are established before the semester begins, supervisor(s) or Faculty Coordinator(s) shall attempt to arrange compatible scheduling for group members.

3. Guidelines/timelines for collaborative activities:
 - a. Collaborative Plan of Action: Within two weeks of beginning the collaborative process, group members shall present a Collaborative Plan of Action to the appropriate supervisor(s) for approval. It shall outline the objectives that they would like to meet, the specific activities that they plan to undertake, and the timelines that they plan to follow. Faculty Coordinators may be involved in reviewing such plans. With supervisor(s) approval, a group may choose to renegotiate its plan during the collaborative process. All plans, however, shall be in accordance with the following minimal guidelines.
 - b. Team meetings: Minimally, the collaborative group shall meet three times a semester. At these meetings, the participants shall discuss teaching concerns, philosophies, and techniques; issues specifically related to teaching in particular disciplines; and/or materials developed for use in a particular course or courses.
 - c. Classroom visitations: Participants shall also visit two or three classes of each of the other group members and discuss the visits afterward. For such classroom visitations, observers may wish to use the Classroom-Performance Evaluation form as a means of formulating their observations; observed faculty members may wish to complete the same form for themselves independently and discuss any variations in perception with the other group member(s). Discussing videotapes of one another's classes in lieu of personal visitations is another option, which may also provide faculty so observed a more objective means of viewing their own classroom behavior. Participants are also encouraged to keep and share learning logs of the collaborative process with one another.
4. Guidelines/timelines for completing the collaborative group process:
 - a. Follow-up for process completed as scheduled: Within a month after the end of the process, each participating faculty member shall prepare a report explaining how he or she benefited from the collaborative process. Faculty members may elect to attach copies of evaluations from peers to their reports and may also choose to comment on the positive insights they have gained from the process on the Self-Evaluation and Reflection form. The supervisor(s) shall prepare a memo indicating that all the steps listed on the Collaborative Plan of Action have been completed.
 - b. Follow-up for process not completed as scheduled: If the Collaborative Plan of Action was not completed, then a memo of explanation from the faculty participant(s), together with a memo from supervisor(s) containing a decision to extend or terminate the process, shall be prepared instead.
 - c. Document retention: Documentation for the Peer Collaboration Program shall be kept in the faculty member's divisional file and shall consist of the Collaborative Plan of Action and follow-up reports.
 - d. Exit conference: If faculty participants or supervisor(s) believe it would be beneficial, a special meeting could be set up among all involved parties to discuss the outcome of the completed collaborative process.

V. Additional Components of the Faculty Evaluation Program for Full-Time Library Faculty:

A. Student Survey of Librarian Instruction:

1. Purpose: The *Student Survey of Librarian Instruction* process enables public services librarians to benefit from student perceptions of their instruction and enables supervisor(s) to identify strengths and potential weaknesses in the delivery of instruction and to respond appropriately.
2. Timelines: The *Student Survey of Librarian Instruction* is conducted throughout the semester. *Student Survey of Librarian Instruction* packets are generated from supervisor(s) office and are kept on hand for distribution.

3. Guidelines:

- a. Implementation: Every semester each public services librarian, regardless of his or her evaluation cycle, shall be evaluated in his or her instruction classes a minimum of *three classes throughout the long semesters and once during a summer session*, if applicable. The classes selected for evaluation shall represent different disciplines if possible.
- b. Classroom considerations: The librarian shall give the student survey packet to the teaching faculty member in charge of the class, who shall give the survey forms to the students to complete after the library class presentation. The teaching faculty member shall then collect and return the forms to the Head Librarian. If the teaching faculty member is not in attendance, his/her designee shall forward the student evaluation packet to the Head Librarian. The Head Librarian will then submit the completed forms to the designee in the supervisor(s) Office. The designee will retain them and submit the completed forms to IR as a packet for each librarian **in April for Spring, July for Summer, and November for Fall**. IR will then compile the results and return the results to the supervisor(s). If the Head Librarian is being evaluated, the packet will be submitted by another librarian. Limited English proficiency students shall be provided the option of completing a Spanish version of the survey form.
- c. Data Interpretation: Because raw data from student evaluation forms do not provide a statistically valid basis for deriving evaluative conclusions, import related to personnel decisions based on such data alone is not appropriate. To have such import, these data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, these data shall only be used for one's own information. The supervisor(s) shall review and analyze the collective data for each librarian. A summary of the results shall be shared and discussed with each public services librarian.
- d. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, supervisor(s) or librarian may request additional evaluation(s) during the same or next semester. The reason for any additional evaluation requests shall be provided in writing to either the librarian by the supervisor(s) or to the supervisor(s) by the librarian. If the above criteria are sufficiently established, all such additional evaluation requests shall be honored. The results of the additional evaluation may supplement or replace the results of the original evaluation at the librarian's discretion.

B. Classroom Performance Evaluation for Librarians:

1. Purpose: The *Classroom Performance Evaluation* for Librarians provides a means of assessing a library faculty member's delivery of instruction and of making any recommendations for improving or further enhancing instruction.
2. Timelines and Guidelines: Library faculty shall be evaluated by supervisor(s) once every evaluation cycle in one of their instruction classes using the same procedure (see Section IV.G.) and using the same form as those used by teaching faculty (but with both adapted to the special circumstances related to library faculty). (See form *Classroom-Performance Evaluation*, attached to this procedure)

VI. Additional Components of the Faculty Evaluation Program for Full-time Counseling Faculty:

A. Student Evaluation of Counselor Performance:

1. Purpose: The *Student Evaluation of Counselor Performance* process enables counseling faculty to benefit from student perceptions of their delivery of individual counseling services. Based on this form, the supervisor(s) shall identify strengths and potential weaknesses in the delivery of these services and respond appropriately. The English versions of the evaluation instrument are attached to this procedure.
2. Timelines: For each counselor, the *Student Evaluation of Counselor Performance* shall be conducted once during each semester (Fall, Spring, and Summer).

3. Guidelines:

- a. Implementation: The *Student Evaluation of Counselor Performance* shall be distributed from the Office of Institutional Research for implementation. Evaluations shall be distributed and collected by the counseling front office personnel and forwarded to the Office of Institutional Research. The counseling faculty member must not be present while the student completes the instrument.
- b. Data compilation: The Office of Institutional Research shall tabulate and summarize the student surveys, which are to be considered confidential. The supervisor(s) shall review and analyze the collective data for each counseling faculty member. A summary of the results shall be shared and discussed with each counseling faculty member by the end of the evaluation cycle.
- c. Data interpretation: Because raw data from student evaluation forms do not provide a statistically valid basis for deriving evaluative conclusions, import related to personnel decisions based on such data alone is not appropriate. To have such import, this data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, this data shall only be used for one's own information.
- d. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, the supervisor(s) or counselor may request additional evaluation(s) during the same or next semester. The reason for any additional evaluation requests shall be provided in writing to either the counselor by the supervisor(s) or to the supervisor(s) by the counselor. If the above criteria are sufficiently established, all such additional evaluation requests shall be honored. The results of the additional evaluation may supplement or replace the results of the original evaluation at the counselor's discretion.

B. Classroom-Performance Evaluation for Counselors:

1. Purpose: The *Classroom-Performance Evaluation for Counselors* enables counseling faculty to benefit from supervisor(s) perceptions of their sessions and of delivery of information.
2. Timelines and Guidelines: Counselors shall be evaluated by their administrative supervisor(s) once every evaluation cycle in one of their New Student Orientation (NSO) sessions using the same procedure (see Section IV.G) and the same form as those used by teaching faculty, with both adapted to the special circumstances related to counseling faculty. (See form *Classroom-Performance Evaluation for Counselors*, attached to this procedure),

VII. Record-keeping for all faculty:

Signed and completed original evaluation documents shall be kept in the faculty member's file in the supervisor(s)'s office for at least five years. Within two weeks of the counselors' supervisor(s)'s receipt of each, copies of all signed and completed evaluation documents shall be provided to the faculty member by the supervisor(s) for retention in the faculty member's personal files.

VIII. Confidentiality:

All discussion and completion of forms pertaining to the evaluation of faculty members are to be treated in a confidential manner. Release of such information or discussion with other individuals not involved in the evaluation process is prohibited (Open Records Act, Section 3 (2), Art. 6252-17a). Unless special accrediting standards so require, Faculty Coordinators shall not have direct access to divisional personnel files.

Note: N/A is considered an acceptable neutral response to anything below not directly related to your specific job description.

B. PROFESSIONAL INVOLVEMENT

1. Explain your contributions to noninstructional activities at the College. Include any special awards, recognitions or achievements. *EXAMPLES: committees, task forces or other groups, special assignments, compensated time projects, liaison responsibilities.*

2. Comment on your community service activities, community presence, professional involvements or publications, research, or creative undertakings. Include any special awards, achievements, or recognitions. *EXAMPLES: boards of directors, presentations, articles or books, software development, professional organizations and agencies, in-services conducted, consulting work, projects with other educational institutions.*

C. PROFESSIONAL DEVELOPMENT

1. Discuss the significance of your professional development efforts. Include your efforts to stay current in your field. *EXAMPLES: course work, degrees completed or under way, workshops, in-service training, professional conferences, private study, work in your field (internships, externships), special projects to remain technically current, leaves of absence, travel.*

2. Discuss the significance, from your perspective, of any evaluative data you have received. *EXAMPLES: student surveys, syllabus evaluations, classroom-performance or composite evaluations, peer collaboration, any other written feedback or comments (indicate whether solicited or unsolicited).*

3. Provide objectives for areas you want to explore, skills you want to develop, or any other projects you wish to undertake as ways of enhancing your teaching or your other involvements at the College. Include any specific plans for achieving such objectives and note any financial or other resources the College might need to provide (presuming availability). Attach additional sheets as necessary. *EXAMPLES: graduate study, service on College committees, compensated time projects, serving as instructional coordinator, participation in community organizations, course development work, media development projects, implementation of innovative teaching techniques, research or publications, service with accrediting or professional organizations.*

4. Assess your efforts to complete any objectives you may have set for yourself on your last self-evaluation that you have not already discussed elsewhere on this form.

5. List any faculty development activities you think would help you become a more effective College employee. Are there any such activities you feel qualified to present or assist in presenting? *EXAMPLES: special workshops, retreats, guest speakers, hands-on activities, teleconferences.*

D. CLOSURE (signatures of those other than faculty member do not imply agreement with content of this evaluation)

FACULTY MEMBER SIGNATURE

DATE

_____ FACULTY MEMBER: Initial here to indicate you have discussed this evaluation with the evaluator.

RESPONSE OF EVALUATOR (optional except for indicating any plans you have to forward or act upon any ideas/suggestions from the evaluation or follow-up discussion):

EVALUATOR SIGNATURE

DATE

TITLE _____

OPTIONAL COMMENTS OF DEAN/DIRECTOR/SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(required)

DATE _____



CLASSROOM-PERFORMANCE EVALUATION

A. COURSE/INSTRUCTOR INFORMATION

INSTRUCTOR: _____ ID#: _____

DISCIPLINE: _____

DIVISION: _____ PT _____ FT _____

EVALUATOR: _____ ID#: _____ TITLE: _____

SEMESTER/ACADEMIC YEAR: _____ CAMPUS: _____

1. Course name and number for class being observed: _____
 2. Date, time, location of class observed: _____
 3. Total number of students present out of total currently enrolled: _____ out of _____
 4. Topic(s)/Activity(ies) of class: _____
 5. Methodology(ies) used (such as discussion, lecture, group work, demonstration)
-

B. PRELIMINARY CONSIDERATIONS

1. Before evaluating an instructor's classroom performance, all evaluators are required to:
 - a. be officially oriented toward the classroom evaluation process;
 - b. be familiar with the instructor's syllabus or syllabus supplement;
 - c. discuss with the instructor the evaluative process (as needed), plans for the class to be observed, and relevance to overall course objectives.
2. Did you fulfill the requirements in #1? Y___ N___
3. Is the instructor making effective use of the required textbook(s) in the course?
Y___ S___ N___ N/A___ (S=Somewhat)

OPTIONAL SECTIONS A and B COMMENTS:

C. THE EVALUATION

Explanation: *The major emphases of the evaluation are found in the overall questions that begin each of the eight areas. The follow-up “Yes, Somewhat, No, N/A” questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all teaching fields. Some overlapping among areas and questions is also unavoidable. Evaluator comments/suggestions should address the overall question in each area evaluatively and constructively.*

1. COURSE ORGANIZATION: What was the degree of overall course organization as suggested by this class session?

Y__S__N__N/A__

A. Did the timing of material presented in this class suggest proper planning needed to complete all official course objectives?

Y__S__N__N/A__

B. Were activities of this class session related to the instructor's calendar?

COMMENTS/SUGGESTIONS:

2. COMMUNICATION SKILLS: How did the instructor communicate with students to promote comprehension?

Y__S__N__N/A__

A. Did the purpose of the class presentation or activities seem clear to the students?

Y__S__N__N/A__

B. Did the communication strategies used by the instructor promote the comprehension of the students?

Y__S__N__N/A__

C. Did the instructor sufficiently emphasize main points or concepts?

Y__S__N__N/A__

D. Did the instructor manage the class environment efficiently in light of his or her approach?

Y__S__N__N/A__

E. Did the instructor listen to students carefully and accurately?

Y__S__N__N/A__

F. Did the instructor give clear and specific instructions for assignments and activities?

COMMENTS/SUGGESTIONS:

3. OPENNESS AND FAIRNESS: How did the instructor treat/deal with students?

Y__S__N__N/A__

A. Did the instructor treat students equally and fairly?

Y__S__N__N/A__

B. Was the instructor sensitive (or at least not insensitive) in any references related to human diversity?

Y__S__N__N/A__

C. Was the instructor open to listening to different opinions?

Y__S__N__N/A__

D. Did the instructor deal with wrong answers or approaches in a positive manner?

Y__S__N__N/A__

E. Did the instructor respond appropriately to questions calling for further explanation or any suggestions from students to aid their learning?

Y__S__N__N/A__

F. Did the instructor demonstrate respect for his/her students?

COMMENTS/SUGGESTIONS:

4. ENCOURAGEMENT OF STUDENTS AS LEARNERS: How did the instructor encourage students in the learning process?

Y__S__N__N/A__

A. Did the instructor encourage students to seek extra help out of class if needed?

Y__S__N__N/A__

B. Did the instructor show interest and enthusiasm in teaching the subject to his/her students?

Y__S__N__N/A__

C. Did the instructor encourage student participation?

Y__S__N__N/A__

D. Did the instructor encourage students to learn and succeed?

COMMENTS/SUGGESTIONS:

5. LEARNING ACTIVITIES/METHODOLOGIES: How did the instructor's methodology(ies) contribute to student learning?

Y__S__N__N/A__

A. Were class activities appropriate for the students in this class?

Y__S__N__N/A__

B. Did the class activities demonstrate sufficient presentational variety?

Y__S__N__N/A__

C. Was/were the teaching methodology(ies) used by the instructor effective in helping students meet the course objectives?

COMMENTS/SUGGESTIONS:

6. CRITICAL THINKING: How did the instructor foster critical thinking?

- Y__S__N__N/A__ A. Were students required to analyze?
- Y__S__N__N/A__ B. Were students required to synthesize?
- Y__S__N__N/A__ C. Were students required to apply concepts?
- Y__S__N__N/A__ D. Were students required to evaluate?
- Y__S__N__N/A__ E. Were students required to make decisions?

COMMENTS/SUGGESTIONS:

7. TIME MANAGEMENT: How did the instructor manage class time?

- Y__S__N__N/A__ A. Were the class presentation and/or other activities well organized?
- Y__S__N__N/A__ B. Did the instructor properly pace the presentation/activities?
- Y__S__N__N/A__ C. Did the instructor bring proper closure to the presentation/activities?

COMMENTS/SUGGESTIONS:

8. SUBJECT COMPETENCE: How accurately and appropriately did the instructor present/treat the subject matter itself?

Note to Evaluator: If your answer to the following question is “No,” your observations in this area, although valued and not to be ignored, will be considered impressionistic.

- Y__N__ Do you meet minimal academic requirements for a full-time faculty member to teach in the same area as the faculty member being evaluated?
- Y__S__N__N/A__ A. Was the instructor's presentation accurate in terms of subject competence?
- Y__S__N__N/A__ B. Were the presentation and/or methodologies used appropriate in terms of current thinking in the field?
- Y__S__N__N/A__ C. Were examples used or references made appropriate in terms of content?

COMMENTS/SUGGESTIONS:

D. CLOSURE

1. FINAL EVALUATOR RESPONSE (mandatory):

EVALUATOR SIGNATURE

DATE

2. INSTRUCTOR RESPONSE:

I received this evaluation and discussed it with the evaluator within three weeks.

Y ___ N ___

OPTIONAL COMMENTS:

A. What have you learned from this evaluation?

B. What response do you have to the evaluator's comments or the evaluation process?

(Your signature does not imply agreement with the content of this evaluation.)

INSTRUCTOR SIGNATURE

DATE

3. OPTIONAL COMMENTS OF THE DEAN/DIRECTOR/SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(mandatory)

DATE



COMPOSITE EVALUATION FOR FULL-TIME TEACHING FACULTY

FACULTY MEMBER _____ ID#: _____

SEMESTER _____

STATUS: Tenured _____ Probationary _____ Lecturer _____ CYCLE: 1 yr. _____ 2 yr. _____

DISCIPLINE _____ DIVISION _____

EVALUATOR: _____ ID#: _____ TITLE: _____

INSTRUCTIONS: Evaluator may complete any part of this form in conjunction with the Classroom Performance Evaluation and during the following semester attach any additional commentary based on faculty member’s most recent student survey returns, or evaluator may choose to complete the entire form during the following semester. Faculty member’s written responses (if any) to evaluator’s comments are also considered part of this form, but not a Plan for Improvement. Faculty member and Human Resources Dept. are provided copies of completed form and any addenda.

A. EVALUATIVE MATERIAL COMPLETION: “Y,” “N,” or “N/A” indicates which of the following evaluative materials have been generated for this faculty member during this cycle (perhaps more than once):
_____ Syllabus Review _____ Classroom-Performance Evaluation
_____ Self-Evaluation and Reflection _____ Student Survey (or date anticipated)

B. OTHER JOB DUTIES: Based on evaluator’s discussion with faculty member or on other knowledge, “Y,” “N,” or “N/A” indicates whether faculty member has complied with College and divisional/disciplinary procedures related to:
_____ HB 2504 _____ Posting/Keeping Office Hours
_____ Submitting Syllabi or Syllabi Addenda _____ Submitting Final Grades
_____ Meeting Class Regularly and for Allotted Time _____ Other (Identified in Advance):
_____ Attending Mandatory Meetings/Faculty Development Activities
_____ Committee or Other College Participation (list here or separate):

C. SPECIAL FOR-DISCUSSION-ONLY ITEMS: “Y,” “N,” or “N/A” indicates whether the following items were discussed with faculty member. Unless so indicated in “D” below, “Y” does not indicate a problem.
_____ Attrition/Completion Data _____ Other (identified in advance):
_____ Grade Distribution _____
_____ Diversity of Courses Taught _____

D. EVALUATOR COMMENTS: These should include items marked “N” in “A” and “B,” any relevant “Y” item in “C,” and/or any other aspect of the faculty member’s job performance. Comment particularly and specifically on patterns of superior performance and those requiring improvement, keeping tenure criteria in mind (if applicable).
_____ No Comments Needed _____ Comments Attached
_____ Plan for Improvement Attached (Basis must be explained in written comments.)

EVALUATOR SIGNATURE DATE FACULTY MEMBER SIGNATURE DATE

SUPERVISOR(S) SIGNATURE DATE (____ Comments Attached)
(optional per faculty’s, evaluator’s, or supervisor’s(s’) request)

To be completed by Full-Time Teaching Faculty and Full-Time Librarians



COMPOSITE EVALUATION FOR FULL-TIME COUNSELING FACULTY

FACULTY MEMBER _____ ID#: _____

SEMESTER _____

STATUS: Tenured _____ Probationary _____ Lecturer _____ CYCLE: 1 yr. _____ 2 yr. _____

EVALUATOR: _____ ID#: _____ TITLE: _____

INSTRUCTIONS: Evaluator may complete any part of this form in conjunction with the Classroom Performance Evaluation and during the following semester attach any additional commentary based on faculty member’s most recent student survey returns, or evaluator may choose to complete the entire form during the following semester. Faculty member’s written responses (if any) to evaluator’s comments are also considered part of this form, and may be used as Faculty Evaluation of Counselor Performance and as a Plan for Improvement. Faculty member and Human Resources Dept. are provided copies of completed form and any addenda.

A. EVALUATIVE MATERIAL COMPLETION: “Y,” “N,” or “N/A” indicates which of the following evaluative materials have been generated for this faculty member during this cycle (perhaps more than once):
____ NSO _____ Classroom-Performance Evaluation
____ Self-Evaluation and Reflection _____ Student Survey (or date anticipated)

B. OTHER JOB DUTIES: Based on evaluator’s discussion with faculty member or on other knowledge, “Y,” “N,” or “N/A” indicates whether faculty member has complied with College and divisional/disciplinary procedures related to:
____ Posting/Keeping Office Hours
____ Other (Identified in Advance):
____ Attending Mandatory Meetings/Faculty Development Activities
____ Special Assignments Committee or Other College Participation (list here or separate):

C. EVALUATOR COMMENTS: These should include items marked “N” in “A” and “B,” any relevant “Y” item in “C,” and/or any other aspect of the faculty member’s job performance. Comment particularly and specifically on patterns of superior performance and those requiring improvement, keeping tenure criteria in mind (if applicable).
____ No Comments Needed _____ Comments Attached
____ Plan for Improvement Attached (Basis must be explained in written comments.)

EVALUATOR SIGNATURE DATE

FACULTY MEMBER SIGNATURE DATE

SUPERVISOR(S) SIGNATURE DATE (____ Comments Attached)
(optional per faculty’s, evaluator’s, or supervisor’s(s’) request)

Full-Time Librarians complete the composite form completed by Full-Time Teaching Faculty.



**FACULTY MEMBER'S COURSE REQUIREMENTS
SYLLABUS (PART I) REVIEW**

For College Procedure 3.22.01.14:
Full-Time Faculty Evaluation

FACULTY MEMBER: _____ **DISCIPLINE:** _____ **FT** _____ **PT** _____
COURSE PREFIX: _____ **CRN #:** _____ **SEMESTER** _____
REVIEWER: _____ **SIGNATURE:** _____ **DATE:** _____
PRINT NAME

I. CHECKLIST:		MEETS EXPECTATIONS	NEEDS REVISION/ADDITIONS
(1)	FORMAT (Follows the official course syllabus guidelines)	_____	_____
(2)	CURRENT SEMESTER AND YEAR Current semester (Fall, Spring, Summer) and the current year.	_____	_____
(3)	COURSE NUMBER AND FACULTY MEMBER'S INFORMATION [Course Rubric, Number and Title, followed by faculty member's name, office number or location in which the faculty member can be contacted, phone number (either office phone or other phone at which messages can be left). Add office hours.]	_____	_____
(4)	TEXT(S) AND MATERIALS Text(s) and materials required. Appropriate format found in any current research paper guide or English handbook. Location of other resources.	_____	_____
(5)	COURSE REQUIREMENTS Faculty member's requirements, grading policies, grade scale and/or other evaluation methods. (How you arrived at the final grade)	_____	_____
(6)	FACULTY MEMBER'S POLICIES Faculty member's own attendance policies explicitly stated. [Attendance policy: The College <i>Catalog</i> contains statements on attendance.] FACULTY MEMBER'S RULES (such as class conduct, cell phones, children in class) Reference can be made to the Student <i>Code of Conduct</i> published in the College <i>Catalog</i> and <i>Student Handbook</i> .	_____	_____
(7)	CALENDAR Faculty member's calendar of class activities and assignments.	_____	_____
(8)	SYLLABUS OFFICIAL COURSE DESCRIPTION Part II Attached (EPCC Procedure 6.04.02.10)	_____	_____

II. REVISION NEEDED: _____ **Yes** _____ **No**

III. COMMENTS: _____

IV. FACULTY MEMBER HAS REVIEWED THE ABOVE: _____ **DATE:** _____
FACULTY MEMBER SIGNATURE



ONLINE INSTRUCTION-PERFORMANCE EVALUATION

A. COURSE/INSTRUCTOR INFORMATION

INSTRUCTOR: _____ ID#: _____

DISCIPLINE: _____

DIVISION: _____ PT _____ FT _____

EVALUATOR: _____ ID#: _____ TITLE: _____

SEMESTER/ACADEMIC YEAR: _____ CAMPUS: _____

1. Course name and number for class being observed: _____
 2. Date, time, location of class observed: _____
 3. Total number of students present out of total currently enrolled: _____ out of _____
 4. Topic(s)/Activity(ies) of class: _____
 5. Methodology(ies) used (such as discussion, lecture, group work, demonstration)
-

B. PRELIMINARY CONSIDERATIONS

1. Before evaluating an instructor's online instructional performance, all evaluators must be officially oriented toward the online instructional evaluation process by one of the following methods. **Check the one that applies to you.**

EPCC Online Faculty Training: _____
 Orientation by trained faculty who has at least 1 year online teaching experience: _____
 Trainer's Name: _____

2. Before evaluating an instructor's online instructional performance, all evaluators must be familiar with the instructor's syllabus or syllabus supplement. Y___N___
 discuss with the instructor the evaluative process (as needed). Y___N___
3. Temporary (**no more than three days**) Login: Evaluator must obtain a temporary **student** login from the Distance Education Office.
4. Is the instructor making use of the required textbook(s) in the course?
 Yes ___ Somewhat ___ No ___ Not Applicable ___

OPTIONAL SECTIONS A and B COMMENTS:

C. THE EVALUATION

Explanation: The major emphases of the evaluation are found in the overall questions that begin each of the eight areas. The follow-up “Yes, Somewhat, No, N/A” questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all teaching fields. Some overlapping among areas and questions is also unavoidable. Evaluator comments/suggestions should address the overall question in each area evaluatively and constructively.

COURSE ORGANIZATION: To what degree is the course organization user-friendly as suggested by the structure of the online course?

- | | |
|---|---|
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 1. Do the instructional materials support the stated learning objectives, and do they have sufficient breadth and depth for the student to learn the subject? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 2. Are activities of the online course at the time of this observation related to the instructor’s calendar? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 3. Are instructional materials presented in a format appropriate to the online environment, and are they easily accessible to and usable by the student? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 4. Are all resources and materials used in the online course appropriately cited? |

COMMENTS/SUGGESTIONS:

COMMUNICATION SKILLS: How does the instructor communicate with students to promote comprehension?

- | | |
|---|--|
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 1. Are the purposes of the course elements (content, instructional methods, technologies and course materials) evident? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 2. Do the communication strategies used by the instructor promote student comprehension? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 3. Does the instructor sufficiently emphasize main points or concepts? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 4. Is the instructor’s management of the online environment clear and user friendly? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 5. Does the instructor set clear standards and time frames for responding to student email, posting grades, and availability for assistance? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 6. Does the instructor give clear and specific instructions for assignments and activities? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 7. Are the requirements for course interaction clearly articulated in the syllabus? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 8. Is the instructor actively engaged with students? |

COMMENTS/SUGGESTIONS:

OPENNESS AND FAIRNESS: How does the instructor interact with students?

- Y__S__N__N/A__ 1. Does the instructor treat students equally and fairly?
- Y__S__N__N/A__ 2. Is the instructor open to accepting different opinions?
- Y__S__N__N/A__ 3. Does the instructor deal with wrong answers or approaches in a positive manner?
- Y__S__N__N/A__ 4. Does the instructor respond appropriately to questions calling for further explanation or any suggestions from students to aid their learning?
- Y__S__N__N/A__ 5. Does the instructor demonstrate respect for his/her students?

COMMENTS/SUGGESTIONS:

ENCOURAGEMENT OF STUDENTS AS LEARNERS: How does the instructor encourage students in the learning process?

- Y__S__N__N/A__ 1. Does the instructor encourage students to seek extra help outside of the online format if needed?
- Y__S__N__N/A__ 2. Does the instructor provide instructions and link/s to EPCC's academic support systems (library, Distance Education Office, computer labs, tutorials) and other resources?
- Y__S__N__N/A__ 3. Do learning activities foster instructor-student, and if appropriate to this course, student-to-student interaction?
- Y__S__N__N/A__ 4. Does the instructor encourage students to learn and to succeed?

COMMENTS/SUGGESTIONS:

LEARNING ACTIVITIES/METHODOLOGIES: How does the instructor's methodology(ies) contribute to student learning?

- Y__S__N__N/A__ 1. Are course activities appropriate for the students in an online course?
- Y__S__N__N/A__ 2. Do the course activities demonstrate sufficient presentational variety?
- Y__S__N__N/A__ 3. Are the teaching methodology(ies) used by the instructor effective in helping students meet the course objectives?
- Y__S__N__N/A__ 4. Does the online course meet equivalent learning expectations and offer equivalent learning opportunities as a traditional onsite course?

COMMENTS/SUGGESTIONS:

CRITICAL THINKING: How does the instructor foster critical thinking?

- | | |
|----------------|---|
| Y__S__N__N/A__ | 1. Are students required to analyze? |
| Y__S__N__N/A__ | 2. Are students required to synthesize? |
| Y__S__N__N/A__ | 3. Are students required to apply concepts? |
| Y__S__N__N/A__ | 4. Are students required to evaluate? |
| Y__S__N__N/A__ | 5. Are students required to make decisions? |

COMMENTS/SUGGESTIONS:

COURSE MANAGEMENT: How does the instructor manage the course?

- | | |
|----------------|---|
| Y__S__N__N/A__ | 1. Are the course lectures, presentations and/or other activities well organized? |
| Y__S__N__N/A__ | 2. Does the instructor provide adequate time for presentation/activities? |
| Y__S__N__N/A__ | 3. Does the instructor bring proper closure to the presentation/activities? |

COMMENTS/SUGGESTIONS:

COURSE TECHNOLOGY: How does the instructor explain technical requirements and computer skills necessary for taking an online course?

- | | |
|----------------|--|
| Y__S__N__N/A__ | 1. Does the course contain navigational instructions that make the organization of the course easy to understand? |
| Y__S__N__N/A__ | 2. Are netiquette expectations clearly stated, or is a link to this information (such as a link to the Student Code of Conduct) provided? |
| Y__S__N__N/A__ | 3. Does the course provide an explanation or a link to the technical requirements for the course? |
| Y__S__N__N/A__ | 4. Does the instructor provide instructional materials in easily accessible format such as PDF, html, RTF's? |

COMMENTS/SUGGESTIONS:

SUBJECT COMPETENCE: How accurately and appropriately does the instructor present the subject matter?

Note to Evaluator: If your answer to the following question is “No,” your observations in this area, although valued and not to be ignored, will be considered impressionistic.

Y__ N__ Do you meet minimal academic requirements for a full-time faculty member to teach in the same area as the faculty member being evaluated?

- Y__S__N__N/A__ 1. Is the instructor’s course format accurate in terms of subject competence?
- Y__S__N__N/A__ 2. Are the presentation and/or methodologies used in the course appropriate in terms of current thinking in the field?
- Y__S__N__N/A__ 3. Are examples used or references made appropriate to content?

COMMENTS/SUGGESTIONS:

D. CLOSURE

1. FINAL EVALUATOR RESPONSE (mandatory):

EVALUATOR SIGNATURE

DATE

2. INSTRUCTOR RESPONSE:

I received this evaluation and discussed it with the evaluator within three weeks.

Yes ___ No ___

OPTIONAL COMMENTS:

A. What have you learned from this evaluation?

B. What response do you have to the evaluator's comments or the evaluation process?

(Your signature does not imply agreement with the content of this evaluation.)

INSTRUCTOR SIGNATURE

DATE

3. OPTIONAL COMMENTS OF THE SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(mandatory)

DATE



CREDIT AND LANGUAGE INSTITUTE STUDENT EVALUATION OF INSTRUCTOR PERFORMANCE

For College Faculty Evaluation Procedures 3.22.01.14 and 3.22.01.18

INSTRUCTIONS:

- Use Blue or Black ink only.
- Make heavy dark marks that fill your response completely.
- Completely shade in only ONE response per statement.
- DO NOT write your name on this survey.
- DO NOT fold or mutilate the form.
- DO NOT staple the form.
- DO NOT photocopy the form.

SECTION NUMBER:

--	--	--	--	--

TEAM IDENTIFIER

--	--

Instructor's Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please indicate your perceptions concerning the following statements. (Shade in only ONE response for each)

NOTE: NA = Not Applicable

PROVIDES A COURSE SYLLABUS AT THE BEGINNING OF THE SEMESTER Yes No

TIME AND COURSE ORGANIZATION The Instructor...

	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
generally meets this class on time and stays for the whole period	<input type="radio"/>					
is available to meet with students out of class at clearly scheduled times	<input type="radio"/>					
follows stated policies or makes reasonable changes as needed	<input type="radio"/>					
follows course objectives and calendar as presented in the syllabus	<input type="radio"/>					

COMMUNICATION SKILLS: The Instructor ('s)...

presents the material in a clear and orderly manner.	<input type="radio"/>					
uses effective communication skills (e.g. eye contact, voice, gesture) to deliver class presentations.	<input type="radio"/>					
spoken language is understandable.	<input type="radio"/>					
treats students with courtesy and respect.	<input type="radio"/>					

UNDERSTANDING OF THE SUBJECT: The Instructor...

demonstrates apparent subject competence	<input type="radio"/>					
--	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

OPENNESS AND FAIRNESS: The Instructor...

is open to different points of view.	<input type="radio"/>					
treats all students fairly (e.g. concerning gender, ethnicity/race, handicap, age).	<input type="radio"/>					
creates a positive learning environment.	<input type="radio"/>					

INVOLVEMENT AND ENCOURAGEMENT OF STUDENTS: The Instructor...

encourages students to meet with him/her as needed.	<input type="radio"/>					
shows enthusiasm in teaching the subject.	<input type="radio"/>					
inspires me to give this class my best effort.	<input type="radio"/>					
encourages student participation in class activities.	<input type="radio"/>					
challenges students to think.	<input type="radio"/>					
encourages students to seek outside resources (e.g. the library, labs, and special services).	<input type="radio"/>					

LEARNING AND ASSESSMENT OF STUDENTS: The Instructor...

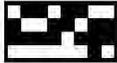
provides clear directions for tests and/or assignments.	<input type="radio"/>					
allows reasonable time for students to complete tests and/or assignments.	<input type="radio"/>					
uses a variety of teaching techniques (e.g. media, lecture, discussion, groups, or guest speakers).	<input type="radio"/>					
gives tests and/or assignments related to what has been taught.	<input type="radio"/>					
provides sufficient assessments of student learning (i.e. exams, lab assignments, or evaluations).	<input type="radio"/>					
provides and follows an understandable grading system.	<input type="radio"/>					
provides students with information about their progress throughout the course.	<input type="radio"/>					

OVERALL SUMMARY:

I would recommend this instructor to other students as an effective teacher.

Yes No

Please continue on Reverse



39927

EVALUATION OF COURSE

Please help us improve our facilities by rating the following:

This particular course has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Labs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutorial Center Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology (computers & equipment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Textbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>I would recommend this course</u>	<input type="radio"/> Yes		<input type="radio"/> No			

Comments on instruction and course:

EVALUATION OF FACILITIES, CLASSROOMS, AND LABS

This particular room has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Enough space for the number of students	<input type="radio"/>					
Adequate lighting	<input type="radio"/>					
No disturbance from outside activity	<input type="radio"/>					
Adequate seats/desks	<input type="radio"/>					
Adequate acoustics (can hear the instructor well)	<input type="radio"/>					
Comfortable temperature	<input type="radio"/>					
Good ventilation	<input type="radio"/>					
Well maintained floor/carpeting	<input type="radio"/>					
Adequate chalkboards	<input type="radio"/>					
Satisfactory paint	<input type="radio"/>					
Satisfactory overall cleanliness	<input type="radio"/>					

This particular site has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Food Court/Cafeteria	<input type="radio"/>					
Elevator (s)	<input type="radio"/>					
Stairwells	<input type="radio"/>					
Satisfactory overall cleanliness	<input type="radio"/>					

Comments on facilities, classrooms, and labs:



EVALUACION PARA EL ESTUDIANTE DE CREDITO SOBRE EL DESEMPEÑO DEL MAESTRO E INSTITUTO DE IDIOMAS



For College Faculty Evaluation
Procedures 3.22.01.14 and
3.22.01.18

Utilice tinta azul o negra solamente
Marque claramente su respuesta
Elija solo una respuesta por cada pregunta
No escriba su nombre en esta forma
No doble ni mutile la forma
No sujete con grapa la forma
No fotocopie la forma

Numero de seccion

--	--	--	--	--

Numero de Grupo

--	--

Apellido del Maestro

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Por favor indique sus percepciones tocante a lo siguiente: (Marque solo UNA respuesta por cada pregunta)

EL MAESTRO PROPORCIONA UNA DESCRIPCION GENERAL DEL CURSO AL EMPEZAR EL SEMESTRE

Si No

NOTA: NA = No Aplica

TIEMPO Y ORGANIZACION DEL CURSO: El Maestro...

- Llega a tiempo a su clase y permanece en ella todo el período
- Esta disponible para hablar con los estudiantes fuera de clase en horarios claros y especificos.
- Sigue los reglamentos establecidos o hace cambios razonables según se necesiten
- Sigue los objetivos del curso y el calendario como está en el programa de estudios

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

HABILIDADES DE COMUNICACION: El Maestro...

- Presenta la clase de manera clara y ordenada
- Comunica en forma efectiva al dar la clase (ejemplo: contacto visual, voz, gestos)
- Su language es entendible
- Trata a los estudiantes con cortesía y respeto

<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

CONOCIMIENTO EN LA MATERIA: El Maestro...

- Demuestra dominio y conocimiento actualizado en lo que enseña

<input type="radio"/>						
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

ACCESIBILIDAD E IMPARCIALIDAD: El Maestro...

- Es accesible a diferentes puntos de vista
- Trata a todos los estudiantes en forma equitativa (ejemplo, con respeto al genero, origen étnico, raza, discapacidad, edad, etc)
- Creo una atmósfera de aprendizaje positivo

<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

INVOLUCRAMIENTO Y ESTIMULO A LOS ESTUDIANTES: El Maestro...

- Motiva al estudiante para que acuda a ella, según sea necesario
- Demuestra entusiasmo al enseñar el curso
- Inspira al estudiante para dar lo mejor de si mismo
- Motiva al estudiante para participar en las actividades de la clase
- Motiva al estudiante a pensar
- Motiva al estudiante a buscar información fuera de clase como: biblioteca, laboratorios, servicios especiales, etc.

<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

ACTIVIDADES DE APRENDIZAJE Y EVALUACION: El Maestro...

- Ofrce instrucciones claras para los exámenes y/o tareas
- Otorga un tiempo razonable para terminar los exámenes y/o tareas
- Usa diversas tecnicas de enseñanza (como: audiovisuales, clase de teoria, discusiones, grupos, o pradores invitados).
- Aplica exámenes y/o encarga tareas relacionadas con lo que ha enseñado
- Motiva al estudiante para aprender y completar exámenes, tareas de laboratorio o evaluaciones
- Da a conocer y sigue un metodo de evaluación fácil de entender
- Proporciona al estudiante información sobre su progreso durante el curso

<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

RESUMEN:

Yo recomendaria este maestro(a) a otros estudiantes como eficiente

Si No

Continuar al reverso



57240

EVALUACION DEL CURSO

Por favor ayudenos a mejorar nuestras instalaciones marcando lo siguiente:

Este curso en particular es:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Laboratorios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asesoria del centro de tutores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tecnologia (computadoras y equipo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libro de texto	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Yo recomendaría este curso</u>	<input type="radio"/> Si	<input type="radio"/> No				

Comente sobre la instrucción y el curso:

EVALUACION DE INSTALACIONES, SALONES DE CLASE Y LABORATORIOS

Este salon de clase en particular tiene:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Suficiente espacio para la cantidad de estudiantes	<input type="radio"/>					
Iluminación adecuada	<input type="radio"/>					
Interferencias por las actividades de afuera	<input type="radio"/>					
Bancas\escritorios en buenas condiciones	<input type="radio"/>					
Acústica adecuada (se escucha bien a el/la maestro(a))	<input type="radio"/>					
La temperatura en el salon es adecuada	<input type="radio"/>					
Buena ventilación	<input type="radio"/>					
El piso y/o alfombra estan en buenas condiciones	<input type="radio"/>					
Los pizarrones estan en buen estado	<input type="radio"/>					
Buena pintura	<input type="radio"/>					
La limpieza en general es satisfactoria	<input type="radio"/>					

Este lugar en particular es satisfactorio:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Area para comer\cafeteria	<input type="radio"/>					
Elevador(es)	<input type="radio"/>					
Escaleras	<input type="radio"/>					
La limpieza en general es satisfactoria	<input type="radio"/>					

Comentarios sobre las instalaciones, salones de clase y laboratorios:

Please help us evaluate your online faculty by filling out this survey form, all responses are confidential. Evaluations are only successful if participants complete them.



For College Procedure 3.22.01.14:
Full-Time Faculty Evaluation

ONLINE STUDENT EVALUATION OF INSTRUCTOR PERFORMANCE SURVEY

Q1 Please enter your new 8 digit Student I.D. Number below. 'Please DO NOT enter your SSN'

Q2 Please enter the FIVE (5) digit Section Number (CRN) for this class below:

Q3 Please enter your instructor's last name

Q4 Please enter the current semester (ex., Spring, Fall, year) or date

Q5 The instructor provides a course syllabus at the beginning of the semester?

Yes
No

Q6 **TIME AND COURSE ORGANIZATION: The Instructor...**

	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Follows stated policies or makes reasonable changes as needed.	<input type="radio"/>					
Follows course objectives and calendar as presented in the syllabus.	<input type="radio"/>					
Returns information and assignments on time.	<input type="radio"/>					
Provides clear and easy online directions for using the text and other course materials.	<input type="radio"/>					

Q7 **Communication Skills: The Instructor...**

	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Presents the material in a clear and orderly manner.	<input type="radio"/>					
Uses effective communication skills (e.g., e-mail, discussion) to deliver class presentations.	<input type="radio"/>					
Answers my e-mail messages within 48 hours, Monday thru Friday.	<input type="radio"/>					
Treats students with courtesy and respect.	<input type="radio"/>					
Responds to students in a timely manner.	<input type="radio"/>					

Q8 Understanding of the Subject: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Demonstrates apparent subject competence.	<input type="radio"/>					

Q9 Openness and Fairness: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Is open to different points of view.	<input type="radio"/>					
Treats all students fairly (e.g., concerning gender, ethnicity/race, handicap, age).	<input type="radio"/>					
Creates a positive learning environment.	<input type="radio"/>					

Q10 Involvement and Encouragement of Students: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Encourages students to meet with him/her as needed.	<input type="radio"/>					
Shows enthusiasm in teaching the subject.	<input type="radio"/>					
Inspires me to give this class my best effort.	<input type="radio"/>					
Encourages student participation in class activities.	<input type="radio"/>					
Challenges students to think.	<input type="radio"/>					
Encourages students to seek outside resources (e.g., library, labs, special services).	<input type="radio"/>					

Q11 Learning Activities and Assessment - Part 1: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Provides clear directions for tests and/or assignments.	<input type="radio"/>					
Allows reasonable time for students to complete tests and/or assignments.	<input type="radio"/>					
Uses a variety of teaching techniques (e.g., media, lecture, discussion, groups, or guest speakers).	<input type="radio"/>					
Gives tests and/or assignments related to what has been taught.	<input type="radio"/>					

Q12 Learning Activities and Assessment - Part 2: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Provides sufficient assessment of student learning (e.g., exams, lab assignments or evaluations).	<input type="radio"/>					
Provides students with information about their progress throughout the course.	<input type="radio"/>					

Q13 I would recommend this online course to other students.	
Yes	<input type="radio"/>
No	<input type="radio"/>

Q14 I would recommend this instructor to other students as an effective teacher.	
Yes	<input type="radio"/>
No	<input type="radio"/>

Q15 This particular course has...		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Labs		<input type="radio"/>					
Technology (computers and equipment)		<input type="radio"/>					
Tutorial Center Support		<input type="radio"/>					

Q16 Delivery Technology(ies) - Part I		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
The instructor was proficient in the use of the technology.		<input type="radio"/>					
Students were given adequate training in the software delivery system.		<input type="radio"/>					
Navigation through the course was easy.		<input type="radio"/>					
Students were able to communicate with each other.		<input type="radio"/>					
Students received adequate feedback on assignments and projects.		<input type="radio"/>					

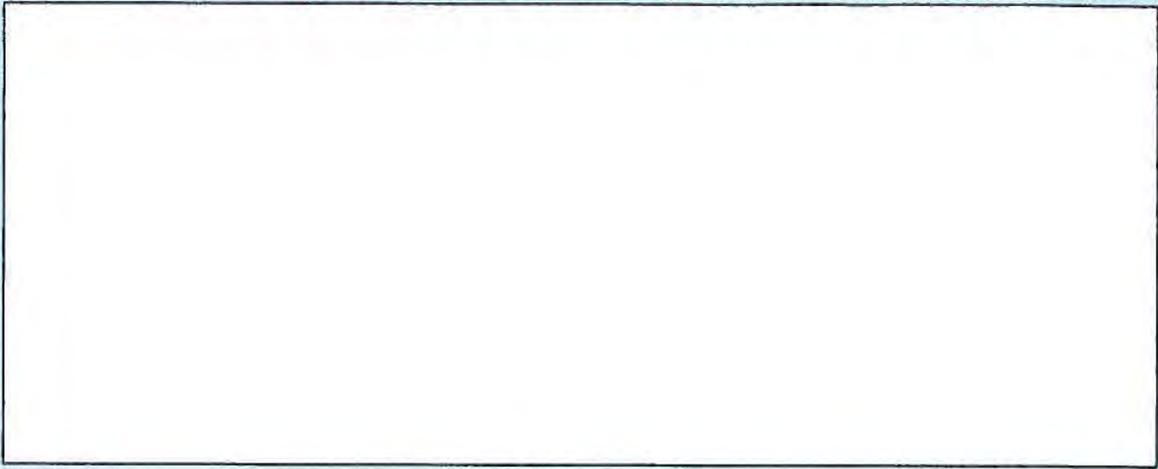
Q17 Delivery Technology(ies) - Part2		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Online materials were well taught and contributed to my understanding of class objectives.		<input type="radio"/>					
There was good discussion among teams during project work.		<input type="radio"/>					
The course syllabus was clear and directive.		<input type="radio"/>					
There was adequate real-time interaction with the instructor.		<input type="radio"/>					
The technical support that I received in this course was satisfactory.		<input type="radio"/>					

Q18 Please Rate the Following:		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Review/discussion sessions for this course.		<input type="radio"/>					
Your level of satisfaction with this course.		<input type="radio"/>					

Q19 Please enter any comments you have concerning your INSTRUCTOR in the space provided below:

Q20

Please enter any comments you have concerning this COURSE in the space provided below:



Thank You!

IR/Faculty Evaluation_Copy Right 2013-SC

EPCC-

My Reason(s) for taking this class were: (shade in ALL that apply)

- Employer Requirement
- Upgrade My Job Skills
- Obtain New Job Skills
- Seek Entry Level Skills to Obtain a job
- Prepare to Move into a higher Level Job
- Personal Enrichment
- Other: _____

Please answer the following questions concerning this Continuing Education course.

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Class is scheduled to meet my needs	<input type="radio"/>					
Required labs adequately support this class	<input type="radio"/>					
Technology (i.e. computers & other equipment) is adequate	<input type="radio"/>					

Comments:

Thank You!

Page 2



STUDENT SURVEY OF LIBRARIAN INSTRUCTION



It is very important to provide librarian's name, date and course information

Please use numbers
MMDD/YY

Librarian's Last Name

Date

 / /

Instructor's Last Name

Course: _____

CAMPUS

- 01 VV
- 02 RG
- 03 MFP
- 04 TM
- 05 NW
- 06 FT
- 07 Other

INSTRUCTIONS: Please rate the librarian's performance during the library class instruction. DO NOT Use pencil, use only blue or black ink to mark your responses. DO NOT tear, photocopy, or staple

ORGANIZATION

Excellent Good Acceptable Weak

1. The librarian effectively organized the library class

2. The librarian clearly identified instructional objectives.

COMMUNICATION SKILLS

Excellent Good Acceptable Weak

3. The librarian presented the material in a clear and orderly manner.

4. The librarian used effective communication skills (such as eye contact, voice, gesture).

APPARENT SUBJECT COMPETENCE

Excellent Good Acceptable Weak

5. The librarian demonstrated knowledge of the subject matter.

6. The librarian effectively demonstrated the computerized resources needed for my class.

LEARNING ENVIRONMENT

Excellent Good Acceptable Weak

7. The librarian made the students feel comfortable about approaching a librarian to ask for help.

8. The librarian encouraged student participation

9. The librarian showed enthusiasm in the library class presentation.

OVERALL SUMMARY

10. I would recommend this librarian to other students.

 Yes No

Comments:

HAS THIS LIBRARIAN HELPED YOU OUTSIDE OF THIS CLASS

 Yes No

IF YES, please answer the following questions.

Excellent Good Acceptable Weak

1. The librarian was approachable.

2. The librarian was courteous

3. The librarian had a helpful attitude.

Please use this space to write your comments:

Thank you for your time and cooperation!



CLASSROOM PERFORMANCE EVALUATION FOR COUNSELORS



A. Counseling Faculty Evaluation

Counselor's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Evaluator's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please use numbers
MM/DD/YY

Date

		/			/		
--	--	---	--	--	---	--	--

CAMPUS

--	--

- 01 VV
- 02 RG
- 03 MdP
- 04 TM
- 05 NW
- 06 FT
- 07 Other

Counselor

Tenure Track	Lecturer	PT	FT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Type of session being observed individual, group, personal, academic, other, etc, _____
- Date, time, location of session observed: _____
- Instruments used in sessions: _____
- Strategies used (such as discussion, guidance, referral) _____

B. Preliminary Considerations

1. Before evaluating a counselor's performance, all evaluators are required to:

- be officially oriented toward the evaluation process
- be familiar with the counseling faculty's duties and responsibilities
- discuss with the counseling faculty the evaluative process (as needed)

2. Did you fulfill the requirements in number 1? Yes No

3. Is the counselor making an effective use of the required catalog and class schedule in the session? Yes No

Optional Sections A and B Comments:

C. Evaluation

Explanation: The major emphasis of the evaluation are found in the overall questions that begin each of the seven areas. The follow-up "yes, somewhat, no, n/a" questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all sessions. Some overlapping among areas is unavoidable. Evaluator comments/suggestions should address the overall questions in each area evaluatively and constructively.

1. Session Organization: What was the degree of overall session organization as suggested by this session?

- | | Yes | Some What | No | N/A |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the timing of this session suggest proper completion? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were activities of this session related to the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Communication Skills: how did the counselor communicate with the students to promote comprehension?

- | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the purpose of this session appear clear to the students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the communication strategies used by the counselor promote the comprehension of the students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor sufficiently emphasize main points or concepts? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Did the counselor manage the session effectively in light of his/her approach? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Did the counselor listen to students with interest? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Did the counselor give clear and specific instructions, reference registration, and schedule development? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. Openness and Fairness: How did the counselor treat/deal with students?

- | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the counselor treat students equally and fairly? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Was the counselor sensitive (or least not sensitive) in any references related to human diversity? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Was the counselor open to listening to different opinions? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Did the counselor deal with wrong answers or approaches in a positive manner? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Did the counselor respond appropriately to questions calling for further explanation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Did the counselor demonstrate respect for his/her students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



20615

4. Encouragement of Students as Learners: How did the counselor encourage students in the learning

- | | Some | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| | Yes | What | No | NVA |
| a. Did the counselor encourage students to seek support services, such as tutoring counseling or career planning? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the counselor show enthusiasm in the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor encourage student participation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Learning Activities/Methodologies: How did the counselor's methodologies contribute to student learning?

- | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Was the session appropriate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were the strategies used by the counselor effective in helping the students meet the session objectives? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. Time Management: How did the counselor manage class session time?

- | | Some | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| | Yes | What | No | NVA |
| a. Was the session well organized? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the counselor properly pace the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor bring proper closure to the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Subject Competence: How accurately and appropriately did the counselor present/treat the subject matter itself?

- | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Was the counselor's session accurate in terms of subject competence? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were examples used or references made appropriated in terms of content? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

D. CLOSURE

1. Final evaluator response (mandatory)

EVALUATOR SIGNATURE

DATE:

2. COUNSELOR RESPONSE

I received this evaluation and discussed it with the evaluator within three weeks.

Yes No

OPTIONAL COMMENTS

a. What have you learned from this evaluation?

b. What response do you have to the evaluator's comments or the evaluators process?

(your signature does imply an agreement with the content of this evaluator)

COUNSELOR SIGNATURE

DATE:

c. Optional comments of the Dean/Director/Supervisor (if not the same as the evaluator)

Dean/Director/Supervisor Signature (Mandatory)

DATE:

Thank You!



Student Evaluation of COUNSELOR Performance

PLEASE DO NOT: fold, photocopy or staple. Use Blue or Black Ink to completely fill in your response. NO PENCIL.

Counselor's Last Name

Grid for entering the counselor's last name.

Date:

Grid for entering the date (MM-DD-YY).

For Office Use Only

Grid for office use only.

Select your campus

- Radio buttons for campus selection: RG, TM, W, MdP, NW, FB, ASC.

I. COUNSELING SESSION:

(Please mark ALL that apply)

- Multiple choice options for counseling session types: Personal counseling, Financial Aid Information, Program information, Educational/degree Planning, TSI Information/clearance, Petition Request, Add/drop, Transfer Information, Semester advising, Career Planning, Specialized Admission Health Occupation, Graduation application, Course substitution, Other.

Are you: (shade all that apply)

- Options for student status: Attending EPCC and another College/University, A returning student, A continuing student, A new student.

I waited to see a counselor:

- Options for waiting time: 0-15 minutes, 16-30 minutes, 31-45 minutes, 46 minutes- 1 hr, 1 hr. - 1 1/2 hrs., Over 2 hrs.

The waiting period was: Excellent, Good, Acceptable, Unacceptable

The overall counseling session was: Excellent, Good, Acceptable, Unacceptable

II. THE COUNSELOR...

- Statements for evaluation: a. Helped me to feel at ease while discussing my concerns, b. Listened with interest to my problems or questions, c. Made objectives & requirements for my major clear, d. Explained policies, procedures, services & deadlines related to my situation, e. Suggested alternatives & options to assist my educational, personal, career goals, f. Clarified information about academic/vocational programs and/or transfer requirements.

Response grid with columns: Strongly Agree, Agree, Disagree, Strongly Disagree, N/A.

Please write any comments you wish to share.

Large text area for providing comments.

Thank You!



Student Evaluation of ADVISOR Performance



Advisor's Last Name

Date:

 - -

For Office Use Only

Bubble in your campus

RG TM WV MdP NW FB Other

PLEASE DO NOT: fold, photocopy or staple. Use Blue or Black Ink to completely fill in your response.

I. ADVISING SESSION:

(Please shade ALL that apply)

- Financial Aid Information
- Program Information
- TSI Information/Clearance
- Admission Information
- Review Degree Plan
- Transfer Information
- Semester Advising
- Center Referral
- Student Service Referrals
- Continuing Education Information
- Other _____

Are you: (shade all that apply)

- Attending EPCC and another College/University
- A returning student (after a period of absence)
- A continuing student
- A new student (this is your first semester)

I waited to see an Advisor:

- 0-15 minutes
- 16-30 minutes
- 31-45 minutes
- 46 minutes- 1 hr.
- 1 hr. - 1 1/2 hrs.
- Over 2 hrs.

The waiting period was: Excellent Good Acceptable Unacceptable

The overall advising session was: Excellent Good Acceptable Unacceptable

II. THE ADVISOR...

- a. helped me to feel at ease while discussing my concerns
- b. listened with interests to my problems or questions
- c. made objectives & requirements for my major clear
- d. explained policies, procedures, services & deadlines related to my situation
- e. suggested alternatives & options to assist my educational, personal, career goals.
- f. clarified information about academic/vocational programs and/or transfer requirements

Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Please write any comments you wish to share.

Thank You!



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.01.18 Adjunct (Part-Time) Faculty Evaluation

APPROVED: September 19, 2003 **REVISED:** October 31, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 3.22.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: The objectives of the Part-Time Faculty* Evaluation Procedure are these:

1. To promote the delivery of quality instruction and services.
2. To strengthen the supervisor(s)/faculty relationship by developing a mutual understanding of responsibilities, expectations, goals, and performance in instructional delivery and/or services for which the adjunct faculty member is responsible.
3. To identify areas for improvement and areas of outstanding performance.
4. To enhance professional development of all faculty and the growth of the College as a whole.

DEFINITIONS:

1. Supervisor(s) – “supervisor(s)” in this procedure refers to Deans, Directors, AVP, etc.
2. Faculty Coordinator - “Faculty Coordinator” in this procedure refers to Faculty Coordinator, Head Librarian or Counselor Coordinator.

PROCEDURE:

I. Orientation to Adjunct Faculty Evaluation:

Important faculty evaluation information is to be included in the *Employee Handbook* on the EPCC Web Site. Supervisor(s) or Faculty Coordinators shall also answer any faculty questions about the evaluation procedure or forms.

II. Evaluation Cycles and Scheduling Considerations for all Adjunct Faculty, teaching and non-teaching:

A. Evaluation cycles:

1. Two-year cycle: Evaluation of adjuncts who have either taught or worked in the library or counseling for at least ten long semesters within a six-year period shall ordinarily occur during the second year of a two-year cycle, unless the supervisor(s) document(s) to the faculty member the need for more frequent evaluation. Retired, tenured EPCC professors who continue to serve the College as adjunct instructors shall be evaluated according to College Procedure 3.22.01.14, *Full Time Faculty Evaluation*.
2. One-year cycle: All other adjuncts shall be evaluated on an annual basis.
3. Exception: Student Survey evaluations shall be conducted each semester for all adjuncts regardless of cycle.

* Note: The word “faculty” denotes instructors, counselors and librarians.

4. Appeal: After a discussion with the Faculty Coordinator, and if necessary, the supervisor(s), adjuncts who wish to contest a one-year cycle classification have the option of appealing to the Vice President of Instruction and Workforce Education.

B. Scheduling considerations:

1. Generation of master schedule: In order to avoid confusion, District-wide Discipline/Program Coordinators, in conjunction with campus-based faculty coordinators, shall develop a master schedule for evaluation of all adjuncts within their disciplines/programs, indicating semester(s) when particular evaluation materials are to be generated. Adjuncts, Faculty Coordinators, and supervisor(s) shall be duly informed of these timelines.
2. Overall time frame concerns: Wherever possible, it is recommended that supervisor(s) Deans/Faculty Coordinators balance the workload by evaluating some adjuncts in the fall and others in the spring of their evaluation year. As a further consideration, half of those on the two-year cycle shall most likely be evaluated one year, and the other half, the next.
3. Special scheduling considerations: Newly hired teaching adjuncts shall always be evaluated for Classroom-Performance Evaluations and Student Surveys in the first semester for which they are hired and shall ideally be those first evaluated for Classroom-Performance during any given semester. Newly hired non-teaching adjuncts shall always be evaluated based on Student Surveys during the first semester for which they are hired.

III. Common Components of the Faculty Evaluation Program for all Adjunct Faculty, teaching and non-teaching:

A. Self-Evaluation and Reflection:

1. Purpose: The *Self-Evaluation and Reflection* consists of a self-analysis of an adjunct's teaching or delivery of instruction (if applicable), of his/her performance of certain other professional duties (if applicable), and of his/her professional development accomplishments. The process provides adjuncts the opportunity to reflect on their accomplishments and on any areas in which they wish or need to further develop and to make recommendations for improving College services. (See form *Faculty Self-Evaluation and Reflection*, attached to this procedure)
2. Timelines and Exceptions: Whenever possible, during the appropriate semester of the evaluation year, teaching adjuncts shall give the completed *Self-Evaluation and Reflection* to the appropriate evaluator so that it can be discussed at the Classroom-Performance Post-Visitation Conference, which could also coincide with a discussion of the Composite Evaluation if feasible. Non-teaching adjuncts shall give their completed *Self-Evaluation and Reflection* to the appropriate evaluator prior to their Composite Evaluation.
3. Guidelines:
 - a. Period covered: Ordinarily, the *Self-Evaluation and Reflection* shall cover the previous year for those on a one-year cycle or previous two years for those on a two-year cycle, normally beginning where the last *Self-Evaluation and Reflection* left off and continuing up to the current evaluation. It is recommended that new hires complete their *Self-Evaluation and Reflection* during the latter half of their first year of employment. For new hires or for adjuncts scheduled intermittently, *Self-Evaluation and Reflections* may cover a period of less than one year.
 - b. Evaluator responsible for review: Faculty Coordinators shall ordinarily review, discuss, and sign the evaluation for adjuncts. The supervisor(s) is required to review and sign the completed form.
 - c. Adjuncts with duties in more than one division or campus: For adjuncts with duties in more than one division or campus, the Classroom Performance Evaluation is generated under the auspices of the division or campus in which the adjunct performs the largest share of his or her duties (teaching or non-teaching), but other supervisor(s)/Faculty Coordinators to whom the adjunct also reports shall be provided copies upon request.

B. Composite Evaluation:

1. Purpose: A Composite Evaluation provides a means of generating an overall performance profile of an adjunct based on a synthesis of all other sources of evaluative data (including the special components for teaching adjuncts under IV below or the special components for non-teaching adjuncts under V and VI below) and on the Composite evaluator's special knowledge of an adjunct's efforts. As such, the Composite provides a means of identifying patterns of strengths and weaknesses (if any) in an adjunct's overall performance, of making individual recommendations (as needed or for purposes of enhancing performance) based on such an overall analysis, and of providing praise and recognition where it is due. (See forms *Composite Evaluation for Part-Time Teaching Faculty* and *Composite Evaluation for Part-time Counseling Faculty* attached to this procedure)
2. Timelines: Composite Evaluations shall be completed by the end of November of the evaluation year for adjuncts evaluated in the fall and by the end of April of the evaluation year for adjuncts evaluated in the spring. Comments related to student surveys may need to be added the following semester once the results become available.
3. Guidelines:
 - a. Period covered: Ordinarily, the Composite Evaluation shall cover the previous year for those on a one-year cycle or previous two years for those on a two-year cycle, normally beginning where the last Composite Evaluation left off and continuing up to the present evaluation. For new hires, a Composite Evaluation shall be completed at the end of their first year, unless they are hired in the spring or for only one semester, in which case it must be completed during that same semester. The Composite Evaluation shall cover the period from the point of hire to the present evaluation.
 - b. Evaluators responsible: The first several sections of the Composite Evaluation are ordinarily completed for adjuncts by the Faculty Coordinator and the last section, which provides a supervisor(s) perspective, is completed by the supervisor(s), although the supervisor(s) may complete all sections.
 - c. Adjuncts with duties in more than one division or campus: Composite Evaluations for adjuncts with duties in more than one division or campus shall be administered in the division or campus through which they perform the majority of their workload; the evaluation shall relate to their fulfillment of duties in that division. The supervisor(s) shall contact the other supervisor(s)/Faculty Coordinator(s) to whom an adjunct also reports to provide them the option of attaching further comments to the Composite related to the adjunct's performance in that area.
 - d. Processing and conferring about the completed form: The evaluator forwards the completed Composite Evaluation to the adjunct member for review, comment, and signature. The evaluator shall also schedule a meeting with the adjunct to discuss the contents of the evaluation when there is either exceptionally high or low achievement and/or (for teaching adjuncts) to discuss attrition or grade distribution. If such a meeting is not required, the adjunct has the option of scheduling one on his or her own. During this conference, adjuncts are encouraged to share other sources of data that they believe give additional insight into their performance. In some cases, the evaluator may need to revise the composite document as a result of this conference. For teaching adjuncts, an ideal time to discuss Composite Evaluations and/or other components of the evaluation process is at the time of the Post-Visitation Conference (see IV.G.4.c. below).
 - e. Appeal: If any problem cannot be directly resolved by the adjunct and evaluator, the adjunct may appeal a Composite Evaluation to the next higher administrative level, usually the supervisor(s), or if necessary, the Vice President of Instruction and Workforce Education.

IV. Additional Components of the Faculty Evaluation Program for Adjunct Teaching Faculty:

A. Syllabus Review:

1. Purpose: Syllabus Review provides a means of assessing an adjunct's syllabus materials from the professional perspective of the supervisor(s) or other qualified individual(s) as appointed by supervisor(s) (usually Faculty Coordinators) in order to ascertain whether these materials meet official curriculum guidelines and other standards in terms of content and format.
 2. Timelines: At least once a year (although more frequent monitoring is recommended). Syllabus Reviews shall be completed by the end of the fourth week of a given long semester. Syllabus materials for new hires shall be evaluated the first semester they teach. Likewise, whenever an adjunct is assigned a new course, such syllabus materials shall be evaluated at that time, regardless of the semester.
 3. Guidelines for Division responsibility: Each division is responsible for devising written, standardized methods of evaluating adjuncts' syllabi or syllabus supplements as appropriate for its various disciplines. (Models of such reviews are available as part of the Faculty Evaluation package).
 4. Appeal: If any problem related to a Syllabus Review cannot be directly resolved by the adjunct and the evaluator, the adjunct may appeal a Syllabus Review to the next higher administrative level, usually supervisor(s), depending upon who performed the evaluation.
- B. Student Evaluation of Instructor Performance -- Traditional Classroom, Online, the Language Institute and the Math Emporium:
1. Purpose: The Student Evaluation of Instructor Performance Survey process enables adjuncts to benefit from student perceptions and enables supervisor(s)/Faculty Coordinators to identify strengths and potential weaknesses in the delivery of instruction in any of the disciplines in their divisions and to respond appropriately. (See attached to this procedure, the survey forms *Credit and Language Institute Student Evaluation of Instructor Performance*, *Online Student Evaluation of Instructor Performance Survey*, and *Non-Credit Student Evaluation of Instructor Performance*.)
 - a. All adjuncts with instructional responsibilities shall be included in the Student Evaluation of Instructor Performance Survey process.
 - b. All processed evaluation packet(s), one printed copy of the report and an electronic copy of the report must be at the appropriate Dean's office one week prior to the beginning of the Faculty Development Week of the subsequent semester.
 - c. All evaluated adjuncts shall receive a copy of their completed evaluation report(s), along with the original survey forms, after the end of the semester from the appropriate Dean through a secure and confidential means.
 2. Guidelines:
 - a. Implementation: Every semester during a given long semester and during the summer (both the first five-week session and the ten-week session), the *Student Evaluation of Instructor Performance* survey shall be administered in all classes and credit laboratories. When a class and a laboratory share the same enrollment, only the lecture class will be evaluated.
 - b. Timelines: The *Student Evaluation of Instructor Performance Survey* shall be conducted at a point between two-thirds to three-fourths of course completion. For example, the survey will be administered between the tenth and the twelfth weeks of the 16-week semester. All adjuncts shall be sent a summary of their student evaluation surveys, both for individual classes and for all sections of the same course delivered together, no later than the third week of the following long semester.
 - c. Classroom considerations: Adjuncts must not be present during the evaluation periods; instead, a student monitor (or a faculty colleague selected by the adjunct in the case of ESL) shall conduct the evaluation in his/her absence following a rubric provided for that purpose. ESL courses will be provided with English language forms and one transparency in Spanish.
 - d. Data interpretation: Because raw data from the *Student Evaluation of Instructor Performance Surveys* do not provide a statistically valid basis for deriving evaluative

conclusions, import related to personnel decisions based on such data alone is not appropriate. To have such import, these data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, these data shall only be used for one's own information.

- e. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, the Dean/Faculty Coordinator or adjunct may request additional evaluation(s) during the same or next semester in all or in particular classes taught by that adjunct. The reason for any additional evaluation requests shall be provided in writing to either the adjunct by the Dean/Faculty Coordinator or to the Dean/Faculty Coordinator by the instructor. If the above criteria are sufficiently established, the additional evaluation requests will be done. The results of the additional evaluation may supplement or replace the results of the original evaluation at the adjunct's discretion.

C. Student Evaluation of Instructor Performance -- Traditional Classroom with Computers:

This evaluation process follows the same process as established above in Section B Student Evaluation of Instructor Performance -- Traditional Classroom and the Language Institute. However, it will be administered on a computer instead of on the traditional paper format.

D. Student Evaluation of Instructor Performance -- Online Courses:

This evaluation process follows the same process as established above in Section B Student Evaluation of Instructor Performance -- Traditional Classroom, Online, the Language Institute and the Math Emporium. However, it will be administered on a computer instead of on the traditional paper format and will use the online evaluation instrument.

E. Student Evaluation of Instructor Performance -- Non-Credit Evaluation Surveys:

Non-credit classes will also be evaluated on an on-going basis. Evaluations are to be conducted on the last day of the course. *Non-Credit Student Evaluation of Instructor Performance* forms will be provided to the appropriate continuing education director for issuance to the faculty. The Directors will also be responsible for returning the completed packets within three working days to the Office of Institutional Research for processing upon completion of the evaluation. The Office of Institutional Research will provide the Continuing Education Directors/Coordinators with the non-credit evaluation reports no later than three working days after it has received the completed surveys. The Directors/Coordinators will provide the adjunct with the results of these evaluations. (See forms *Non-Credit Student Evaluation of Instructor Performance* and *Customized Training Program Employee Assessment Survey* attached to this procedure).

F. Classroom-Performance Evaluation:

1. Purpose: *Classroom-Performance Evaluation* provides a means of assessing a teaching adjunct's delivery of instruction from the professional perspective of the divisional leadership in order to monitor quality of instruction and make any recommendations for improving or further enhancing instruction. (See form *Classroom-Performance Evaluation*, attached to this procedure)
2. Timelines: Fall observations of faculty shall be completed by November 15 of the evaluation year and spring observations by March 31 of the evaluation year.
3. Guidelines:
 - a. Evaluator responsible: Adjuncts are generally evaluated by a Faculty Coordinator; however, disciplines may designate a full-time faculty member to conduct the evaluation of adjuncts within their discipline. The district-wide discipline coordinator shall inform the division Supervisor(s) of this decision. The supervisor(s), however, must review and sign all *Classroom-Performance Evaluations* and may also perform such evaluations. Supervisor(s) will work with program/clinical coordinators to ensure that clinical instruction is evaluated within the clinical environment in accordance with program accreditation requirements. When required to meet accreditation standards, supervisor(s) may be accompanied by clinical coordinators when evaluating clinical instruction.

- b. Evaluator orientation: Evaluators must be officially oriented to the process before conducting any *Classroom-Performance Evaluations*, or they shall not be allowed to conduct the evaluation. Evaluators of online courses must have completed the online faculty training or must have had an orientation by a trained faculty member who has had at least one year's online teaching experience. Afterward, they shall be updated from time to time as needed. (See form *Online Instruction-Performance Evaluation*, attached to this procedure)
- c. Adjuncts who teach at more than one campus, but in the same discipline or area: The District-wide Discipline Coordinator, in conjunction with the appropriate Faculty Coordinators must determine at which campus the evaluation shall be administered. ***Multiple Classroom-Performance Evaluations of the same adjunct during his or her cycle to accommodate different divisions shall not occur without sufficient reason presented to the adjunct, who may request the explanation in writing.*** Examples of sufficient reasons include the fact that the adjunct is teaching another course other than the one being evaluated at the other campus, particularly if it is a course that he or she has never taught before; when there are an unusual number of complaints about an adjunct; or special circumstances or priorities pertinent to one campus, but not another.
- d. It is recommended to alternate the evaluation of teaching delivery modes for faculty teaching delivery modes for faculty teaching a combination of face to face, online, hybrid, dual credit, off sites, etc. classes.
- e. Arrangement of the Classroom Visitation: The classroom visitation shall be prearranged between the adjunct and the evaluator, who shall initiate the contact. Evaluators may visit a class without prearrangement under two circumstances: when the adjunct permits or when the adjunct has remained unresponsive to an evaluator's contact efforts over a two-week period. In the first case, the Pre-Visitation Conference described below may be more general in nature and in the second, may be impossible altogether.

4. Stages of the Process:

- a. Pre-Visitation Conference: During a Pre-Visitation Conference, the adjunct to be observed provides the evaluator with the following information: a copy of the course syllabus and calendar for the evaluator to review in advance (if needed), a description of the learning objectives and expected outcomes for the class meeting, and an explanation of how the session to be evaluated fits in with the adjunct's plans for meeting overall official course objectives.
- b. Classroom Visitation: During a prearranged Classroom Visitation, the evaluator is to observe the adjunct and student behavior in order to evaluate the teaching/learning process. Evaluators shall check off items related to classroom behavior on individual checklists on the form. To indicate superior performance or performance requiring improvement, written comments under the relevant categories must be provided that specifically document such perceptions. In all cases, the evaluator must provide overall narrative/summary remarks at the end of the evaluation.

The evaluator must stay the length of time as necessary and fair in his/her judgment for determining whether an adjunct has exhibited a minimal set of behaviors required for the appropriate delivery of the subject matter or until sufficient evidence indicates those behaviors are unlikely to be performed. Because behavior related to all areas on the instrument may not be manifested during a given session or may occur less frequently in different types of courses or with different teaching methodologies, the neutral N/A marking is not to be perceived as reflecting any weakness in an adjunct's performance.

- c. Post-Visitation Conference: The evaluator shall return the completed evaluation to the adjunct and conduct a Post-Visitation Conference within **three** weeks to discuss the evaluation. The adjunct acknowledges this discussion by signature and is invited to respond in writing on the report. Adjuncts are encouraged to complete a Classroom-Performance Evaluation form for the same class they were evaluated in before reading the evaluator's comments and to share it with the evaluator. A discussion of similarities and differences between the two reports can serve as the basis for a profitable dialogue and

could conceivably result in the evaluator's revising his/her evaluation. Evaluators shall forward their completed Classroom-Performance Evaluation forms to the supervisor(s) for signature and comments.

5. Re-evaluations: As a result of a less than satisfactory evaluation, the Evaluator, supervisor(s), or adjunct may request a re-evaluation in either the same or the next semester. The reason for any re-evaluation request shall be provided in writing to either the adjunct (by the Evaluator or supervisor(s)) or to the Evaluator (by the adjunct). In some cases, a new evaluator may need to be assigned. The results of the re-evaluation may supplement or replace the results of the original evaluation at the adjunct's discretion.
6. Appeal: After the Post-Visitation Conference, the adjunct may appeal a *Classroom-Performance Evaluation* to the next higher administrative level.

G. Peer Collaboration Option:

1. Purpose: Many faculty indicate a need for some type of involvement over and beyond the traditional administrative *Classroom-Performance Evaluation*. For such faculty, the Peer Collaboration Program is available for optional use as an alternative or in addition to standard *Classroom-Performance Evaluation*. This program is designed to be a risk-free opportunity for adjuncts to enhance their teaching abilities by meaningfully interacting with their peers.
2. Guidelines/timelines for implementation:
 - a. Team formation: Faculty shall team up for a semester or longer period to collaborate as pairs or triads. While it is suggested that adjuncts team up with full-time faculty and that members of the same or related disciplines team with each other, other arrangements are also possible as long as all parties believe mutual benefit can be gained.
 - b. As an alternative to *Classroom-Performance Evaluation*: With the approval of the appropriate supervisor(s), adjuncts on a two-year cycle may participate in the Peer Collaboration Program as an alternative to the *Classroom-Performance Evaluation* process. Approval shall be granted if such adjuncts have a history of good evaluations both from evaluators and students. With the ongoing approval of the supervisor(s), adjuncts can participate in the Peer Collaboration Program as often as they wish, even in off-cycle periods when they are not required to be evaluated, but this program may not replace standard *Classroom-Performance Evaluation* for more than two sequential evaluation cycles.
 - c. As an addition to *Classroom-Performance Evaluation*: With notification of the appropriate supervisor(s), other adjuncts may opt to participate in the program in addition to the *Classroom-Performance Evaluation*.
 - d. Generating volunteer list: A list of volunteers willing to be considered for participation in the Peer Collaboration Program shall be generated by the supervisor(s) or Faculty Coordinator(s) by the end of third week of a long semester at the very latest, and participants shall set up their teams as early as possible.
 - e. Scheduling concerns: Because visitations of one another's classes are part of the process, the teaching schedules of group members shall accommodate such exchanges. If collaborative groupings are established before the semester begins, the supervisor(s) or Faculty Coordinator(s) shall attempt to arrange compatible scheduling for group members.
3. Guidelines/timelines for collaborative activities:
 - a. Collaborative Plan of Action: Within two weeks of beginning the collaborative process, group members shall present a Collaborative Plan of Action to the appropriate supervisor(s) for approval. It shall outline the objectives they would like to meet, the specific activities they plan to undertake, and the timelines they plan to follow. Faculty Coordinators may be involved in reviewing such plans. With supervisor(s) approval, a group may choose to renegotiate its plan during the collaborative process. All plans, however, shall be in accordance with the following minimal guidelines.

- b. Team meetings: Minimally, the collaborative group shall meet three times a semester. At these meetings, the participants shall discuss teaching concerns, philosophies, and techniques; issues specifically related to teaching in particular disciplines; and/or materials developed for use in a particular course or courses.
 - c. Classroom Visitations: Participants shall also visit two or three classes of each of the other group members and discuss the visits afterward. For such Classroom Visitations, observers may wish to use the Classroom-Performance Evaluation form as a means of formulating their observations; observed adjuncts may wish to complete the same form for themselves independently and discuss any variations in perception with the other group member(s). Discussing videotapes of one another's classes in lieu of personal visitations is another option, which may also provide adjuncts so observed a more objective means of viewing their own classroom behavior. Participants are also encouraged to keep and share learning logs of the collaborative process with one another.
4. Guidelines/timelines for completing the collaborative group process:
- a. Follow-up for process completed as scheduled: Within a month after the end of the process, each participating adjunct shall prepare a report explaining how he or she benefited from the collaborative process. Adjuncts may elect to attach copies of evaluations from peers to their reports and may also choose to comment on the positive insights they have gained from the process on the *Self-Evaluation and Reflection form*. The supervisor(s) shall prepare a memo indicating that all the steps listed on the Collaborative Plan of Action have been completed.
 - b. Follow-up for process not completed as scheduled: If the Collaborative Plan of Action was not completed, then a memo of explanation from the adjunct participant(s), together with a memo from the coordinator containing any recommendations for extending or terminating the process, shall be prepared instead.
 - c. Document retention: Documentation for the Peer Collaboration Program shall be kept in each adjunct's divisional file and shall consist of the Collaborative Plan of Action and follow-up reports.
 - d. Exit conference: If adjunct participants, supervisor(s), or Faculty Coordinator(s) believe it would be beneficial, a special meeting could be set up among all involved parties to discuss the outcome of the completed collaborative process.

V. Additional Components of the Faculty Evaluation Program for Adjunct Library Faculty:

A. Student Survey of Librarian Instruction:

- 1. Purpose: The Student *Evaluation of Librarian Instruction* Survey process enables public services librarians to benefit from student perceptions of their instruction and enables supervisor(s)/Faculty Coordinators to identify strengths and potential weaknesses in the delivery of instruction and to respond appropriately.
- 2. Timelines: The Student *Evaluation of Librarian Instruction* survey of library instruction is conducted throughout the semester. Student *Evaluation of Librarian Instruction* survey packets are generated from the supervisor(s)'s office and are kept on hand for distribution.
- 3. Guidelines:
 - a. Implementation: Every semester, each public services librarian, regardless of his or her evaluation cycle, shall be evaluated in his or her instruction classes up to three times per long semester and once during a summer session, if applicable. The classes selected for evaluation shall represent different disciplines if possible.
 - b. Classroom considerations: The adjunct librarian shall give the student survey packet to the instructor in charge of the class, who shall give the survey forms to the students to complete after the library class presentation. The teaching faculty member shall then

collect and return the forms to the Head Librarian. If the teaching faculty member is not in attendance, his/her designee shall forward the student evaluation packet to the Head Librarian. The Head Librarian will then submit the completed forms to the designee in the AVP Office. The designee will retain them and submit the completed forms to IR as a packet for each librarian **in April for Spring, July for Summer, and November for Fall**. IR will then compile the results and return the results to the AVP. Limited English proficiency students shall be provided the option of completing a Spanish version of the survey form.

- c. Data Interpretation: Because raw data from student evaluation forms do not provide a statistically valid basis for deriving evaluative conclusions, import related to personnel decisions based on such data alone is not appropriate. To have such import, these data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, these data shall only be used for one's own information. The supervisor(s) shall review and analyze the collective data for each adjunct librarian. A summary of the results shall be shared and discussed with each public services adjunct librarian.
- d. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, the supervisor(s) or adjunct librarian may request additional evaluation(s) during the same or next semester. The reason for any additional evaluation requests shall be provided in writing to either the adjunct librarian by supervisor(s) or to the supervisor(s) by the adjunct librarian. If the above criteria are sufficiently established, all such additional evaluation requests shall be honored. The results of the additional evaluation may supplement or replace the results of the original evaluation at the adjunct librarian's discretion.

B. Classroom-Performance Evaluation for Librarians:

1. Purpose: The *Classroom Performance Evaluation* for Librarians enables public services adjunct librarians to benefit from supervisor(s) perceptions of their presentations and of delivery of information.
2. Timelines and Guidelines: Public services adjunct librarians shall be evaluated by their Head Librarian once every evaluation cycle in one of their library instruction classes using the same procedure (see IV.G.) and using the same form as those used by teaching adjuncts (but with both adapted to the special circumstances of library adjunct faculty). (See form *Classroom-Performance Evaluation*, attached to this procedure)

VI. Additional Components of the Faculty Evaluation Program for Adjunct Counseling Faculty:

A. Student Evaluation of Counselor Performance:

1. Purpose: The *Student Evaluation of Counselor Performance* process enables adjunct counseling faculty to benefit from student perceptions of their delivery of individual counseling services. Based on this form, the Coordinator shall identify strengths and potential weaknesses in the delivery of these services and respond appropriately.
2. Timelines: For each adjunct counselor, the *Student Evaluation of Counselor Performance* shall be conducted once during each semester (Fall, Spring, and Summer).
3. Guidelines:
 - a. Implementation: The *Student Evaluation of Counselor Performance* shall be distributed from the Office of Institutional Research for implementation. Evaluations shall be distributed and collected by the counseling front office personnel and forwarded to the Office of Institutional Research for processing. The adjunct counseling faculty member must not be present while the student completes the instrument.
 - b. Data compilation: The Office of Institutional Research shall tabulate and summarize the student surveys, which are to be considered confidential. The Coordinator shall review and analyze the collective data for each adjunct counseling faculty member. A summary of the

results shall be shared and discussed with each adjunct counseling faculty member by the end of the evaluation cycle.

- c. Data interpretation: Because raw data from student evaluation forms do not provide a statistically valid basis for deriving evaluative conclusion, import related to personnel decisions based on such data alone is not appropriate. To have such import, these data must be statistically analyzed and compared to norms relevant for a comparable group. Otherwise, this data shall only be used for one's own information.
- d. Re-evaluations: As a result of statistically invalid results, unusually low results, or other extenuating circumstances, supervisor(s), Coordinator, or adjunct counselor may request additional evaluation(s) during the same or next semester. The reason for any additional evaluation requests shall be provided in writing to either the adjunct counselor by the supervisor(s) or Coordinator or to the supervisor(s) or Coordinator by the adjunct counselor. If the above criteria are sufficiently established, all such additional evaluation requests shall be honored. The results of the additional evaluation may supplement or replace the results of the original evaluation at the adjunct counselor's discretion.

B. Classroom-Performance Evaluation for Counselors:

- 1. Purpose: The *Classroom-Performance Evaluation for Counselors* enables adjunct counseling faculty to benefit from supervisor(s)y perceptions of their presentations and delivery of information.
- 2. Timelines and Guidelines: Adjunct counselors shall be evaluated by their Coordinator once every evaluation cycle in one of their New Student Orientation (NSO) sessions using the same procedure (see IV.G.) and the same form as those used by teaching faculty, but with both adapted to the special circumstances related to counseling faculty. (See form *Classroom-Performance Evaluation*, attached to this procedure)

VII. Record-keeping for all faculty:

Signed and completed original evaluation documents shall be kept in the faculty member's file in the division office for at least five years. Within two weeks of the administrative supervisor(s)'s receipt of each, copies of all signed and completed evaluation documents shall be provided to the faculty member by the administrative supervisor(s) for retention in the faculty member's personal files.

VIII. Confidentiality:

All discussions and completion of forms pertaining to the evaluation of faculty members are to be treated in a confidential manner. Release of such information or discussion with other individuals not involved in the evaluation process is prohibited (Open Records Act, Section 3 (2), Art. 6252-17a). Unless special accrediting standards so require, Faculty Coordinators shall not have direct access to divisional personnel files.

Note: N/A is considered an acceptable neutral response to anything below not directly related to your specific job description.

B. PROFESSIONAL INVOLVEMENT

1. Explain your contributions to noninstructional activities at the College. Include any special awards, recognitions or achievements. *EXAMPLES: committees, task forces or other groups, special assignments, compensated time projects, liaison responsibilities.*

2. Comment on your community service activities, community presence, professional involvements or publications, research, or creative undertakings. Include any special awards, achievements, or recognitions. *EXAMPLES: boards of directors, presentations, articles or books, software development, professional organizations and agencies, in-services conducted, consulting work, projects with other educational institutions.*

C. PROFESSIONAL DEVELOPMENT

1. Discuss the significance of your professional development efforts. Include your efforts to stay current in your field. *EXAMPLES: course work, degrees completed or under way, workshops, in-service training, professional conferences, private study, work in your field (internships, externships), special projects to remain technically current, leaves of absence, travel.*

2. Discuss the significance, from your perspective, of any evaluative data you have received. *EXAMPLES: student surveys, syllabus evaluations, classroom-performance or composite evaluations, peer collaboration, any other written feedback or comments (indicate whether solicited or unsolicited).*

3. Provide objectives for areas you want to explore, skills you want to develop, or any other projects you wish to undertake as ways of enhancing your teaching or your other involvements at the College. Include any specific plans for achieving such objectives and note any financial or other resources the College might need to provide (presuming availability). Attach additional sheets as necessary. *EXAMPLES: graduate study, service on College committees, compensated time projects, serving as instructional coordinator, participation in community organizations, course development work, media development projects, implementation of innovative teaching techniques, research or publications, service with accrediting or professional organizations.*

4. Assess your efforts to complete any objectives you may have set for yourself on your last self-evaluation that you have not already discussed elsewhere on this form.

5. List any faculty development activities you think would help you become a more effective College employee. Are there any such activities you feel qualified to present or assist in presenting? *EXAMPLES: special workshops, retreats, guest speakers, hands-on activities, teleconferences.*

D. CLOSURE (signatures of those other than faculty member do not imply agreement with content of this evaluation)

FACULTY MEMBER SIGNATURE

DATE

_____ FACULTY MEMBER: Initial here to indicate you have discussed this evaluation with the evaluator.

RESPONSE OF EVALUATOR (optional except for indicating any plans you have to forward or act upon any ideas/suggestions from the evaluation or follow-up discussion):

EVALUATOR SIGNATURE

DATE

TITLE _____

OPTIONAL COMMENTS OF SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(required)

DATE



CLASSROOM-PERFORMANCE EVALUATION

A. COURSE/INSTRUCTOR INFORMATION

INSTRUCTOR: _____ ID#: _____

DISCIPLINE: _____

DIVISION: _____ PT _____ FT _____

EVALUATOR: _____ ID#: _____ TITLE: _____

SEMESTER/ACADEMIC YEAR: _____ CAMPUS: _____

1. Course name and number for class being observed: _____
2. Date, time, location of class observed: _____
3. Total number of students present out of total currently enrolled: ____ out of _____
4. Topic(s)/Activity(ies) of class: _____
5. Methodology(ies) used (such as discussion, lecture, group work, demonstration)

B. PRELIMINARY CONSIDERATIONS

1. Before evaluating an instructor's classroom performance, all evaluators are required to:
 - a. be officially oriented toward the classroom evaluation process;
 - b. be familiar with the instructor's syllabus or syllabus supplement;
 - c. discuss with the instructor the evaluative process (as needed), plans for the class to be observed, and relevance to overall course objectives.
2. Did you fulfill the requirements in #1? Y___ N___
3. Is the instructor making effective use of the required textbook(s) in the course?
Y___ S___ N___ N/A___ (S=Somewhat)

OPTIONAL SECTIONS A and B COMMENTS:

C. THE EVALUATION

Explanation: *The major emphases of the evaluation are found in the overall questions that begin each of the eight areas. The follow-up “Yes, Somewhat, No, N/A” questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all teaching fields. Some overlapping among areas and questions is also unavoidable. Evaluator comments/suggestions should address the overall question in each area evaluatively and constructively.*

1. COURSE ORGANIZATION: What was the degree of overall course organization as suggested by this class session?

Y__S__N__N/A__

A. Did the timing of material presented in this class suggest proper planning needed to complete all official course objectives?

Y__S__N__N/A__

B. Were activities of this class session related to the instructor's calendar?

COMMENTS/SUGGESTIONS:

2. COMMUNICATION SKILLS: How did the instructor communicate with students to promote comprehension?

Y__S__N__N/A__

A. Did the purpose of the class presentation or activities seem clear to the students?

Y__S__N__N/A__

B. Did the communication strategies used by the instructor promote the comprehension of the students?

Y__S__N__N/A__

C. Did the instructor sufficiently emphasize main points or concepts?

Y__S__N__N/A__

D. Did the instructor manage the class environment efficiently in light of his or her approach?

Y__S__N__N/A__

E. Did the instructor listen to students carefully and accurately?

Y__S__N__N/A__

F. Did the instructor give clear and specific instructions for assignments and activities?

COMMENTS/SUGGESTIONS:

3. OPENNESS AND FAIRNESS: How did the instructor treat/deal with students?

Y__S__N__N/A__

A. Did the instructor treat students equally and fairly?

Y__S__N__N/A__

B. Was the instructor sensitive (or at least not insensitive) in any references related to human diversity?

Y__S__N__N/A__

C. Was the instructor open to listening to different opinions?

Y__S__N__N/A__

D. Did the instructor deal with wrong answers or approaches in a positive manner?

Y__S__N__N/A__

E. Did the instructor respond appropriately to questions calling for further explanation or any suggestions from students to aid their learning?

Y__S__N__N/A__

F. Did the instructor demonstrate respect for his/her students?

COMMENTS/SUGGESTIONS:

4. ENCOURAGEMENT OF STUDENTS AS LEARNERS: How did the instructor encourage students in the learning process?

Y__S__N__N/A__

A. Did the instructor encourage students to seek extra help out of class if needed?

Y__S__N__N/A__

B. Did the instructor show interest and enthusiasm in teaching the subject to his/her students?

Y__S__N__N/A__

C. Did the instructor encourage student participation?

Y__S__N__N/A__

D. Did the instructor encourage students to learn and succeed?

COMMENTS/SUGGESTIONS:

5. LEARNING ACTIVITIES/METHODOLOGIES: How did the instructor's methodology(ies) contribute to student learning?

Y__S__N__N/A__

A. Were class activities appropriate for the students in this class?

Y__S__N__N/A__

B. Did the class activities demonstrate sufficient presentational variety?

Y__S__N__N/A__

C. Was/were the teaching methodology(ies) used by the instructor effective in helping students meet the course objectives?

COMMENTS/SUGGESTIONS:

6. CRITICAL THINKING: How did the instructor foster critical thinking?

- Y__S__N__N/A__ A. Were students required to analyze?
- Y__S__N__N/A__ B. Were students required to synthesize?
- Y__S__N__N/A__ C. Were students required to apply concepts?
- Y__S__N__N/A__ D. Were students required to evaluate?
- Y__S__N__N/A__ E. Were students required to make decisions?

COMMENTS/SUGGESTIONS:

7. TIME MANAGEMENT: How did the instructor manage class time?

- Y__S__N__N/A__ A. Were the class presentation and/or other activities well organized?
- Y__S__N__N/A__ B. Did the instructor properly pace the presentation/activities?
- Y__S__N__N/A__ C. Did the instructor bring proper closure to the presentation/activities?

COMMENTS/SUGGESTIONS:

8. SUBJECT COMPETENCE: How accurately and appropriately did the instructor present/treat the subject matter itself?

Note to Evaluator: If your answer to the following question is “No,” your observations in this area, although valued and not to be ignored, will be considered impressionistic.

- Y__N__ Do you meet minimal academic requirements for a full-time faculty member to teach in the same area as the faculty member being evaluated?
- Y__S__N__N/A__ A. Was the instructor's presentation accurate in terms of subject competence?
- Y__S__N__N/A__ B. Were the presentation and/or methodologies used appropriate in terms of current thinking in the field?
- Y__S__N__N/A__ C. Were examples used or references made appropriate in terms of content?

COMMENTS/SUGGESTIONS:

D. CLOSURE

1. FINAL EVALUATOR RESPONSE (mandatory):

EVALUATOR SIGNATURE

DATE

2. INSTRUCTOR RESPONSE:

I received this evaluation and discussed it with the evaluator within three weeks.

Y ___ N ___

OPTIONAL COMMENTS:

A. What have you learned from this evaluation?

B. What response do you have to the evaluator's comments or the evaluation process?

(Your signature does not imply agreement with the content of this evaluation.)

INSTRUCTOR SIGNATURE

DATE

3. OPTIONAL COMMENTS OF THE SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(mandatory)

DATE



COMPOSITE EVALUATION FOR PART-TIME TEACHING FACULTY

FACULTY MEMBER _____ ID#: _____

SEMESTER _____

STATUS: Tenured _____ Probationary _____ Lecturer _____ CYCLE: 1 yr. _____ 2 yr. _____

DISCIPLINE _____ DIVISION _____

EVALUATOR: _____ ID#: _____ TITLE: _____

INSTRUCTIONS: Evaluator may complete any part of this form in conjunction with the Classroom Performance Evaluation and during the following semester attach any additional commentary based on faculty member’s most recent student survey returns, or evaluator may choose to complete the entire form during the following semester. Faculty member’s written responses (if any) to evaluator’s comments are also considered part of this form, but not a Plan for Improvement. Faculty member and Human Resources Dept. are provided copies of completed form and any addenda.

A. EVALUATIVE MATERIAL COMPLETION: “Y,” “N,” or “N/A” indicates which of the following evaluative materials have been generated for this faculty member during this cycle (perhaps more than once):
____ Syllabus Review _____ Classroom-Performance Evaluation
____ Self-Evaluation and Reflection _____ Student Survey (or date anticipated)

B. OTHER JOB DUTIES: Based on evaluator’s discussion with faculty member or on other knowledge, “Y,” “N,” or “N/A” indicates whether faculty member has complied with College and divisional/disciplinary procedures related to:
____ HB 2504 _____ Posting/Keeping Office Hours
____ Submitting Syllabi or Syllabi Addenda _____ Submitting Final Grades
____ Meeting Class Regularly and for Allotted Time _____ Other (Identified in Advance):
____ Attending Mandatory Meetings/Faculty Development Activities
____ Committee or Other College Participation (list here or separate):

C. SPECIAL FOR-DISCUSSION-ONLY ITEMS: “Y,” “N,” or “N/A” indicates whether the following items were discussed with faculty member. Unless so indicated in “D” below, “Y” does not indicate a problem.
____ Attrition/Completion Data _____ Other (identified in advance):
____ Grade Distribution _____
____ Diversity of Courses Taught _____

D. EVALUATOR COMMENTS: These should include items marked “N” in “A” and “B,” any relevant “Y” item in “C,” and/or any other aspect of the faculty member’s job performance. Comment particularly and specifically on patterns of superior performance and those requiring improvement, keeping tenure criteria in mind (if applicable).
____ No Comments Needed _____ Comments Attached
____ Plan for Improvement Attached (Basis must be explained in written comments.)

EVALUATOR SIGNATURE DATE FACULTY MEMBER SIGNATURE DATE

SUPERVISOR(S) SIGNATURE DATE (____ Comments Attached)
(optional per faculty, evaluator, or supervisor(s) request)

To be completed by Part-Time Teaching Faculty and Part-Time Librarians.



FACULTY MEMBER'S COURSE REQUIREMENTS SYLLABUS (PART I) REVIEW

For College Procedure 3.22.01.18:
Adjunct (Part-Time) Faculty Evaluation

FACULTY MEMBER: _____ **DISCIPLINE:** _____ **FT** _____ **PT** _____
COURSE PREFIX: _____ **CRN #:** _____ **SEMESTER** _____
REVIEWER: _____ **SIGNATURE:** _____ **DATE:** _____
PRINT NAME

	MEETS EXPECTATIONS	NEEDS REVISION/ADDITIONS
I. CHECKLIST:		
(1) FORMAT (Follows the official course syllabus guidelines)		
(2) CURRENT SEMESTER AND YEAR Current semester (Fall, Spring, Summer) and the current year.		
(3) COURSE NUMBER AND FACULTY MEMBER'S INFORMATION [Course Rubric, Number and Title, followed by faculty member's name, office number or location in which the faculty member can be contacted, phone number (either office phone or other phone at which messages can be left). Add office hours.]		
(4) TEXT(S) AND MATERIALS Text(s) and materials required. Appropriate format found in any current research paper guide or English handbook. Location of other resources.		
(5) COURSE REQUIREMENTS Faculty member's requirements, grading policies, grade scale and/or other evaluation methods. (How you arrived at the final grade)		
(6) FACULTY MEMBER'S POLICIES Faculty member's own attendance policies explicitly stated. [Attendance policy: The College <i>Catalog</i> contains statements on attendance.]		
FACULTY MEMBER'S RULES (such as class conduct, cell phones, children in class) Reference can be made to the Student <i>Code of Conduct</i> published in the College <i>Catalog</i> and <i>Student Handbook</i> .		
(7) CALENDAR Faculty member's calendar of class activities and assignments.		
(8) SYLLABUS OFFICIAL COURSE DESCRIPTION Part II Attached (EPCC Procedure 6.04.02.10)		

II. REVISION NEEDED: _____ **Yes** _____ **No**

III. COMMENTS: _____

IV. FACULTY MEMBER HAS REVIEWED THE ABOVE: _____ **DATE:** _____
FACULTY MEMBER SIGNATURE



ONLINE INSTRUCTION-PERFORMANCE EVALUATION

A. COURSE/INSTRUCTOR INFORMATION

INSTRUCTOR: _____ ID#: _____

DISCIPLINE: _____

DIVISION: _____ PT _____ FT _____

EVALUATOR: _____ ID#: _____ TITLE: _____

SEMESTER/ACADEMIC YEAR: _____ CAMPUS: _____

1. Course name and number for class being observed: _____
2. Date, time, location of class observed: _____
3. Total number of students present out of total currently enrolled: ____ out of _____
4. Topic(s)/Activity(ies) of class: _____
5. Methodology(ies) used (such as discussion, lecture, group work, demonstration)

B. PRELIMINARY CONSIDERATIONS

1. Before evaluating an instructor's online instructional performance, all evaluators must be officially oriented toward the online instructional evaluation process by one of the following methods. **Check the one that applies to you.**

EPCC Online Faculty Training: _____
 Orientation by trained faculty who has at least 1 year online teaching experience: _____
 Trainer's Name: _____

2. Before evaluating an instructor's online instructional performance, all evaluators must be familiar with the instructor's syllabus or syllabus supplement. Y__N__
 discuss with the instructor the evaluative process (as needed). Y__N__
3. Temporary (**no more than three days**) Login: Evaluator must obtain a temporary **student** login from the Distance Education Office.
4. Is the instructor making use of the required textbook(s) in the course?
 Yes ___ Somewhat ___ No ___ Not Applicable ___

OPTIONAL SECTIONS A and B COMMENTS:

C. THE EVALUATION

Explanation: The major emphases of the evaluation are found in the overall questions that begin each of the eight areas. The follow-up “Yes, Somewhat, No, N/A” questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all teaching fields. Some overlapping among areas and questions is also unavoidable. Evaluator comments/suggestions should address the overall question in each area evaluatively and constructively.

COURSE ORGANIZATION: To what degree is the course organization user-friendly as suggested by the structure of the online course?

- | | |
|---|---|
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 1. Do the instructional materials support the stated learning objectives, and do they have sufficient breadth and depth for the student to learn the subject? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 2. Are activities of the online course at the time of this observation related to the instructor’s calendar? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 3. Are instructional materials presented in a format appropriate to the online environment, and are they easily accessible to and usable by the student? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 4. Are all resources and materials used in the online course appropriately cited? |

COMMENTS/SUGGESTIONS:

COMMUNICATION SKILLS: How does the instructor communicate with students to promote comprehension?

- | | |
|---|--|
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 1. Are the purposes of the course elements (content, instructional methods, technologies and course materials) evident? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 2. Do the communication strategies used by the instructor promote student comprehension? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 3. Does the instructor sufficiently emphasize main points or concepts? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 4. Is the instructor’s management of the online environment clear and user friendly? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 5. Does the instructor set clear standards and time frames for responding to student email, posting grades, and availability for assistance? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 6. Does the instructor give clear and specific instructions for assignments and activities? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 7. Are the requirements for course interaction clearly articulated in the syllabus? |
| <u>Y</u> __ <u>S</u> __ <u>N</u> __ <u>N/A</u> __ | 8. Is the instructor actively engaged with students? |

COMMENTS/SUGGESTIONS:

OPENNESS AND FAIRNESS: How does the instructor interact with students?

- Y__S__N__N/A__ 1. Does the instructor treat students equally and fairly?
- Y__S__N__N/A__ 2. Is the instructor open to accepting different opinions?
- Y__S__N__N/A__ 3. Does the instructor deal with wrong answers or approaches in a positive manner?
- Y__S__N__N/A__ 4. Does the instructor respond appropriately to questions calling for further explanation or any suggestions from students to aid their learning?
- Y__S__N__N/A__ 5. Does the instructor demonstrate respect for his/her students?

COMMENTS/SUGGESTIONS:

ENCOURAGEMENT OF STUDENTS AS LEARNERS: How does the instructor encourage students in the learning process?

- Y__S__N__N/A__ 1. Does the instructor encourage students to seek extra help outside of the online format if needed?
- Y__S__N__N/A__ 2. Does the instructor provide instructions and link/s to EPCC's academic support systems (library, Distance Education Office, computer labs, tutorials) and other resources?
- Y__S__N__N/A__ 3. Do learning activities foster instructor-student, and if appropriate to this course, student-to-student interaction?
- Y__S__N__N/A__ 4. Does the instructor encourage students to learn and to succeed?

COMMENTS/SUGGESTIONS:

LEARNING ACTIVITIES/METHODOLOGIES: How does the instructor's methodology(ies) contribute to student learning?

- Y__S__N__N/A__ 1. Are course activities appropriate for the students in an online course?
- Y__S__N__N/A__ 2. Do the course activities demonstrate sufficient presentational variety?
- Y__S__N__N/A__ 3. Are the teaching methodology(ies) used by the instructor effective in helping students meet the course objectives?
- Y__S__N__N/A__ 4. Does the online course meet equivalent learning expectations and offer equivalent learning opportunities as a traditional onsite course?

COMMENTS/SUGGESTIONS:

CRITICAL THINKING: How does the instructor foster critical thinking?

- | | |
|----------------|---|
| Y__S__N__N/A__ | 1. Are students required to analyze? |
| Y__S__N__N/A__ | 2. Are students required to synthesize? |
| Y__S__N__N/A__ | 3. Are students required to apply concepts? |
| Y__S__N__N/A__ | 4. Are students required to evaluate? |
| Y__S__N__N/A__ | 5. Are students required to make decisions? |

COMMENTS/SUGGESTIONS:

COURSE MANAGEMENT: How does the instructor manage the course?

- | | |
|----------------|---|
| Y__S__N__N/A__ | 1. Are the course lectures, presentations and/or other activities well organized? |
| Y__S__N__N/A__ | 2. Does the instructor provide adequate time for presentation/activities? |
| Y__S__N__N/A__ | 3. Does the instructor bring proper closure to the presentation/activities? |

COMMENTS/SUGGESTIONS:

COURSE TECHNOLOGY: How does the instructor explain technical requirements and computer skills necessary for taking an online course?

- | | |
|----------------|--|
| Y__S__N__N/A__ | 1. Does the course contain navigational instructions that make the organization of the course easy to understand? |
| Y__S__N__N/A__ | 2. Are netiquette expectations clearly stated, or is a link to this information (such as a link to the Student Code of Conduct) provided? |
| Y__S__N__N/A__ | 3. Does the course provide an explanation or a link to the technical requirements for the course? |
| Y__S__N__N/A__ | 4. Does the instructor provide instructional materials in easily accessible format such as PDF, html, RTF's? |

COMMENTS/SUGGESTIONS:

SUBJECT COMPETENCE: How accurately and appropriately does the instructor present the subject matter?

Note to Evaluator: If your answer to the following question is “No,” your observations in this area, although valued and not to be ignored, will be considered impressionistic.

Y__ N__ Do you meet minimal academic requirements for a full-time faculty member to teach in the same area as the faculty member being evaluated?

Y__S__N__N/A__ 1. Is the instructor’s course format accurate in terms of subject competence?

Y__S__N__N/A__ 2. Are the presentation and/or methodologies used in the course appropriate in terms of current thinking in the field?

Y__S__N__N/A__ 3. Are examples used or references made appropriate to content?

COMMENTS/SUGGESTIONS:

D. CLOSURE

1. FINAL EVALUATOR RESPONSE (mandatory):

EVALUATOR SIGNATURE

DATE

2. INSTRUCTOR RESPONSE:

I received this evaluation and discussed it with the evaluator within three weeks.

Yes ___ No ___

OPTIONAL COMMENTS:

A. What have you learned from this evaluation?

B. What response do you have to the evaluator's comments or the evaluation process?

(Your signature does not imply agreement with the content of this evaluation.)

INSTRUCTOR SIGNATURE

DATE

3. OPTIONAL COMMENTS OF THE SUPERVISOR(S) (if not the same as evaluator):

SUPERVISOR(S) SIGNATURE
(mandatory)

DATE

EVALUATION OF COURSE

Please help us improve our facilities by rating the following:

This particular course has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Labs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutorial Center Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology (computers & equipment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Textbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>I would recommend this course</u>	<input type="radio"/> Yes		<input type="radio"/> No			

Comments on instruction and course:

EVALUATION OF FACILITIES, CLASSROOMS, AND LABS

This particular room has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Enough space for the number of students	<input type="radio"/>					
Adequate lighting	<input type="radio"/>					
No disturbance from outside activity	<input type="radio"/>					
Adequate seats/desks	<input type="radio"/>					
Adequate acoustics (can hear the instructor well)	<input type="radio"/>					
Comfortable temperature	<input type="radio"/>					
Good ventilation	<input type="radio"/>					
Well maintained floor/carpeting	<input type="radio"/>					
Adequate chalkboards	<input type="radio"/>					
Satisfactory paint	<input type="radio"/>					
Satisfactory overall cleanliness	<input type="radio"/>					

This particular site has:

	Excellent	Good	Acceptable	Weak	Not Acceptable	N/A
Food Court/Cafeteria	<input type="radio"/>					
Elevator (s)	<input type="radio"/>					
Stairwells	<input type="radio"/>					
Satisfactory overall cleanliness	<input type="radio"/>					

Comments on facilities, classrooms, and labs:



57240

EVALUACION DEL CURSO

Por favor ayudenos a mejorar nuestras instalaciones marcando lo siguiente:

Este curso en particular es:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Laboratorios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asesoría del centro de tutores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tecnología (computadoras y equipo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libro de texto	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Yo recomendaría este curso</u>	<input type="radio"/> Si	<input type="radio"/> No				

Comente sobre la instrucción y el curso:

EVALUACION DE INSTALACIONES, SALONES DE CLASE Y LABORATORIOS

Este salon de clase en particular tiene:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Suficiente espacio para la cantidad de estudiantes	<input type="radio"/>					
Iluminación adecuada	<input type="radio"/>					
Interferencias por las actividades de afuera	<input type="radio"/>					
Bancas\escritorios en buenas condiciones	<input type="radio"/>					
Acústica adecuada (se escucha bien a el/la maestro(a))	<input type="radio"/>					
La temperatura en el salon es adecuada	<input type="radio"/>					
Buena ventilación	<input type="radio"/>					
El piso y/o alfombra estan en buenas condiciones	<input type="radio"/>					
Los pizarrones estan en buen estado	<input type="radio"/>					
Buena pintura	<input type="radio"/>					
La limpieza en general es satisfactoria	<input type="radio"/>					

Este lugar en particular es satisfactorio:

	Excelente	Bueno	Aceptable	Mal	No Aceptable	N/A
Area para comer\cafeteria	<input type="radio"/>					
Elevador(es)	<input type="radio"/>					
Escaleras	<input type="radio"/>					
La limpieza en general es satisfactoria	<input type="radio"/>					

Comentarios sobre las instalaciones, salones de clase y laboratorios:

Please help us evaluate your online faculty by filling out this survey form, all responses are confidential. Evaluations are only successful if participants complete them.



For College Procedure 3.22.01.18:
Adjunct (Part-Time) Faculty
Evaluation

ONLINE STUDENT EVALUATION OF INSTRUCTOR PERFORMANCE SURVEY

Q1 Please enter your new 8 digit Student I.D. Number below. 'Please DO NOT enter your SSN'

Q2 Please enter the FIVE (5) digit Section Number (CRN) for this class below:

Q3 Please enter your instructor's last name

Q4 Please enter the current semester (ex., Spring, Fall, year) or date

Q5 The instructor provides a course syllabus at the beginning of the semester?

Yes

No

Q6 **TIME AND COURSE ORGANIZATION: The Instructor...**

	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Follows stated policies or makes reasonable changes as needed.	<input type="radio"/>					
Follows course objectives and calendar as presented in the syllabus.	<input type="radio"/>					
Returns information and assignments on time.	<input type="radio"/>					
Provides clear and easy online directions for using the text and other course materials.	<input type="radio"/>					

Q7 **Communication Skills: The Instructor...**

	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Presents the material in a clear and orderly manner.	<input type="radio"/>					
Uses effective communication skills (e.g., e-mail, discussion) to deliver class presentations.	<input type="radio"/>					
Answers my e-mail messages within 48 hours, Monday thru Friday.	<input type="radio"/>					
Treats students with courtesy and respect.	<input type="radio"/>					
Responds to students in a timely manner.	<input type="radio"/>					

Q8 Understanding of the Subject: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Demonstrates apparent subject competence.	<input type="radio"/>					

Q9 Openness and Fairness: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Is open to different points of view.	<input type="radio"/>					
Treats all students fairly (e.g., concerning gender, ethnicity/race, handicap, age).	<input type="radio"/>					
Creates a positive learning environment.	<input type="radio"/>					

Q10 Involvement and Encouragement of Students: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Encourages students to meet with him/her as needed.	<input type="radio"/>					
Shows enthusiasm in teaching the subject.	<input type="radio"/>					
Inspires me to give this class my best effort.	<input type="radio"/>					
Encourages student participation in class activities.	<input type="radio"/>					
Challenges students to think.	<input type="radio"/>					
Encourages students to seek outside resources (e.g., library, labs, special services).	<input type="radio"/>					

Q11 Learning Activities and Assessment - Part 1: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Provides clear directions for tests and/or assignments.	<input type="radio"/>					
Allows reasonable time for students to complete tests and/or assignments.	<input type="radio"/>					
Uses a variety of teaching techniques (e.g., media, lecture, discussion, groups, or guest speakers).	<input type="radio"/>					
Gives tests and/or assignments related to what has been taught.	<input type="radio"/>					

Q12 Learning Activities and Assessment - Part 2: The Instructor...						
	Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Provides sufficient assessment of student learning (e.g., exams, lab assignments or evaluations).	<input type="radio"/>					
Provides students with information about their progress throughout the course.	<input type="radio"/>					

Q13 I would recommend this online course to other students.

Yes

No

Q14 I would recommend this instructor to other students as an effective teacher.

Yes

No

Q15 This particular course has...		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Labs		<input type="radio"/>					
Technology (computers and equipment)		<input type="radio"/>					
Tutorial Center Support		<input type="radio"/>					

Q16 Delivery Technology(ies) - Part I		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
The instructor was proficient in the use of the technology.		<input type="radio"/>					
Students were given adequate training in the software delivery system.		<input type="radio"/>					
Navigation through the course was easy.		<input type="radio"/>					
Students were able to communicate with each other.		<input type="radio"/>					
Students received adequate feedback on assignments and projects.		<input type="radio"/>					

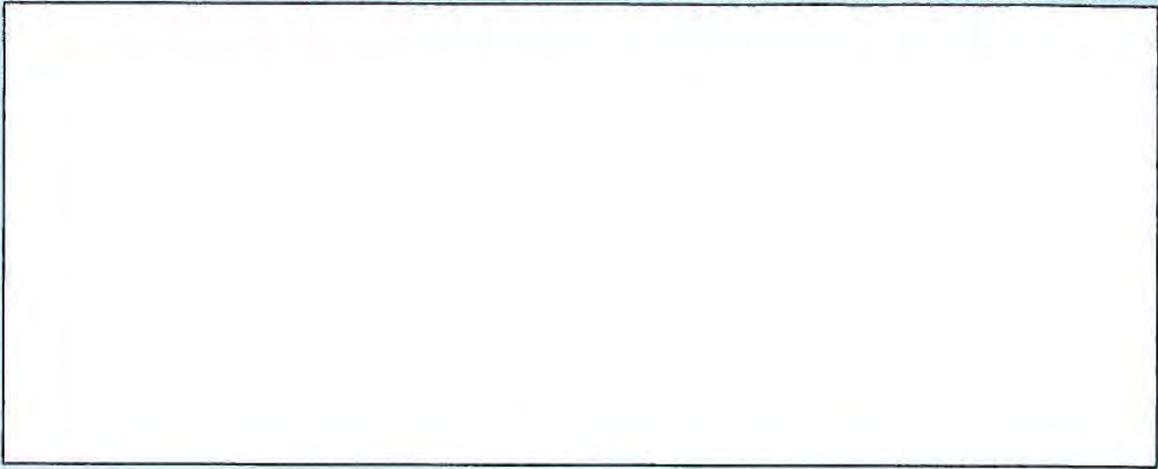
Q17 Delivery Technology(ies) - Part2		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Online materials were well taught and contributed to my understanding of class objectives.		<input type="radio"/>					
There was good discussion among teams during project work.		<input type="radio"/>					
The course syllabus was clear and directive.		<input type="radio"/>					
There was adequate real-time interaction with the instructor.		<input type="radio"/>					
The technical support that I received in this course was satisfactory.		<input type="radio"/>					

Q18 Please Rate the Following:		Excellent	Good	Acceptable	Weak	Unacceptable	N/A
Review/discussion sessions for this course.		<input type="radio"/>					
Your level of satisfaction with this course.		<input type="radio"/>					

Q19 Please enter any comments you have concerning your INSTRUCTOR in the space provided below:

Q20

Please enter any comments you have concerning this COURSE in the space provided below:



Thank You!

IR/Faculty Evaluation_Copy Right 2013-SC

EPCC-



NON-CREDIT STUDENT EVALUATION OF INSTRUCTOR PERFORMANCE

For College Procedure 3.22.01.18:
Adjunct (Part-Time) Faculty Evaluation

INSTRUCTIONS:
 Use Blue or Black ink only.
 Make heavy dark marks that fill your response completely.
 Completely shade in only ONE response per statement.
 DO NOT write your name on this survey
 DO NOT fold or mutilate the form.
 DO NOT staple the form.
 DO NOT photocopy the form

SECTION NUMBER:

--	--	--	--

TEAM IDENTIFIER

--	--

Instructor's Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please indicate your perceptions concerning the following statements. (Shade in only ONE response for each sentence.)

PROVIDES A COURSE SYLLABUS AT THE BEGINNING OF THE SEMESTER Yes No N/A

NOTE: NA = Not Applicable

TIME AND COURSE ORGANIZATION The Instructor...

- generally meets this class on time and stays for the whole period.
- is available to meet with students out of class at clearly scheduled times
- follows stated policies or makes reasonable changes as needed.
- follows course objectives and calendar as presented in the syllabus.

Excellent	Good	Acceptable	Weak	Unacceptable	N/A
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

COMMUNICATION SKILLS: The Instructor ('s)...

- presents the material in a clear and orderly manner.
- uses effective communication skills (e.g. eye contact, voice, gesture) to deliver class presentations.
- spoken language is understandable.
- treats students with courtesy and respect.

<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

UNDERSTANDING OF THE SUBJECT: The Instructor...

- demonstrates apparent subject competence.

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

OPENNESS AND FAIRNESS: The Instructor...

- is open to different points of view.
- treats all students fairly (e.g. concerning gender, ethnicity/race, handicap, age).
- creates a positive learning environment.

<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

INVOLVEMENT AND ENCOURAGEMENT OF STUDENTS: The Instructor...

- encourages students to meet with him/her as needed.
- shows enthusiasm in teaching the subject.
- inspires me to give this class my best effort.
- encourages student participation in class activities.
- challenges students to think.
- encourages students to seek outside resources (e.g. the library, labs, and special services).

<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

LEARNING AND ASSESSMENT OF STUDENTS: The Instructor...

- provides clear directions for tests and/or assignments.
- allows reasonable time for students to complete tests and/or assignments.
- uses a variety of teaching techniques (e.g. media, lecture, discussion, groups, or guest speakers).
- gives tests and/or assignments related to what has been taught.
- provides sufficient assessments of student learning (i.e. exams, lab assignments, or evaluations).
- provides and follows an understandable grading system.
- provides students with information about their progress throughout the course.

<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

OVERALL SUMMARY:

I would recommend this instructor to other students as an effective teacher.

Yes No

Please continue on Reverse

9836372873



STUDENT SURVEY OF LIBRARIAN INSTRUCTION



It is very important to provide librarian's name, date and course information

Please use numbers
MMDD/YY

Librarian's Last Name

Date

 / /

Instructor's Last Name

Course: _____

CAMPUS

- 01 VV
- 02 RG
- 03 MGF
- 04 TM
- 05 NW
- 06 FT
- 07 Other

INSTRUCTIONS: Please rate the librarian's performance during the library class instruction. DO NOT Use pencil, use only blue or black ink to mark your responses. DO NOT tear, photocopy, or staple

ORGANIZATION

1. The librarian effectively organized the library class
2. The librarian clearly identified instructional objectives.

Excellent Good Acceptable Weak

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMUNICATION SKILLS

3. The librarian presented the material in a clear and orderly manner.
4. The librarian used effective communication skills (such as eye contact, voice, gesture).

Excellent Good Acceptable Weak

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

APPARENT SUBJECT COMPETENCE

5. The librarian demonstrated knowledge of the subject matter.
6. The librarian effectively demonstrated the computerized resources needed for my class.

Excellent Good Acceptable Weak

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

LEARNING ENVIRONMENT

7. The librarian made the students feel comfortable about approaching a librarian to ask for help.
8. The librarian encouraged student participation
9. The librarian showed enthusiasm in the library class presentation.

Excellent Good Acceptable Weak

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OVERALL SUMMARY

10. I would recommend this librarian to other students. Yes No

Comments:

HAS THIS LIBRARIAN HELPED YOU OUTSIDE OF THIS CLASS
IF YES, please answer the following questions.

Yes No

1. The librarian was approachable.
2. The librarian was courteous
3. The librarian had a helpful attitude.

Excellent Good Acceptable Weak

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use this space to write your comments:

Thank you for your time and cooperation!



CLASSROOM PERFORMANCE EVALUATION FOR COUNSELORS



A. Counseling Faculty Evaluation

Counselor's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Evaluator's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please use numbers
MM/DD/YY

Date

		/			/		
--	--	---	--	--	---	--	--

CAMPUS

--	--

- 01 VV
- 02 RG
- 03 MdP
- 04 TM
- 05 NW
- 06 FT
- 07 Other

Counselor

Tenure

Track

Lecturer

PT

FT

1. Type of session being observed individual, group, personal, academic, other, etc. _____
2. Date, time, location of session observed: _____
3. Instruments used in sessions: _____
4. Strategies used (such as discussion, guidance, referral) _____

B. Preliminary Considerations

1. Before evaluating a counselor's performance, all evaluators are required to:

- be officially oriented toward the evaluation process
- be familiar with the counseling faculty's duties and responsibilities
- discuss with the counseling faculty the evaluative process (as needed)

2. Did you fulfill the requirements in number 1? Yes No

3. Is the counselor making an effective use of the required catalog and class schedule in the session? Yes No

Optional Sections A and B Comments:

C. Evaluation

Explanation: The major emphasis of the evaluation are found in the overall questions that begin each of the seven areas. The follow-up "yes, somewhat, no, n/a" questions represent specific concerns in each area, but are neither exhaustive in intent nor necessarily applicable to all sessions. Some overlapping among areas is unavoidable. Evaluator comments/suggestions should address the overall questions in each area evaluatively and constructively.

1. Session Organization: What was the degree of overall session organization as suggested by this session?

- | | Yes | Some What | No | N/A |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the timing of this session suggest proper completion? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were activities of this session related to the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Communication Skills: how did the counselor communicate with the students to promote comprehension?

- | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the purpose of this session appear clear to the students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the communication strategies used by the counselor promote the comprehension of the students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor sufficiently emphasize main points or concepts? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Did the counselor manage the session effectively in light of his/her approach? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Did the counselor listen to students with interest? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Did the counselor give clear and specific instructions, reference registration, and schedule development? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. Openness and Fairness: How did the counselor treat/deal with students?

- | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the counselor treat students equally and fairly? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Was the counselor sensitive (or least not sensitive) in any references related to human diversity? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Was the counselor open to listening to different opinions? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Did the counselor deal with wrong answers or approaches in a positive manner? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Did the counselor respond appropriately to questions calling for further explanation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Did the counselor demonstrate respect for his/her students? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



20615

4. Encouragement of Students as Learners: How did the counselor encourage students in the learning

- | | Yes | Some
What | No | N/A |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Did the counselor encourage students to seek support services, such as tutoring counseling or career planning? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the counselor show enthusiasm in the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor encourage student participation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Learning Activities/Methodologies: How did the counselor's methodologies contribute to student learning?

- | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Was the session appropriate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were the strategies used by the counselor effective in helping the students meet the session objectives? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. Time Management: How did the counselor manage class session time?

- | | Yes | Some
What | No | N/A |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Was the session well organized? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Did the counselor properly pace the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Did the counselor bring proper closure to the session? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Subject Competence: How accurately and appropriately did the counselor present/treat the subject matter itself?

- | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Was the counselor's session accurate in terms of subject competence? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Were examples used or references made appropriated in terms of content? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

D. CLOSURE

1. Final evaluator response (mandatory)

EVALUATOR SIGNATURE

DATE:

2. COUNSELOR RESPONSE

I received this evaluation and discussed it with the evaluator within three weeks.

Yes No

OPTIONAL COMMENTS

a. What have you learned from this evaluation?

b. What response do you have to the evaluator's comments or the evaluators process?

(your signature does imply an agreement with the content of this evaluator)

COUNSELOR SIGNATURE

DATE:

c. Optional comments of the Dean/Director/Supervisor (if not the same as the evaluator)

Dean/Director/Supervisor Signature (Mandatory)

DATE:

Thank You!



Student Evaluation of COUNSELOR Performance

PLEASE DO NOT: fold, photocopy or staple. Use Blue or Black Ink to completely fill in your response. NO PENCIL.

Counselor's Last Name

Grid for entering the counselor's last name.

Date:

Grid for entering the date (MM-DD-YY).

For Office Use Only

Grid for office use only.

Select your campus

- Radio buttons for campus selection: RG, TM, W, MdP, NW, FB, ASC.

I. COUNSELING SESSION:

(Please mark ALL that apply)

- Multiple choice options for counseling session types: Personal counseling, Financial Aid Information, Program information, Educational/degree Planning, TSI Information/clearance, Petition Request, Add/drop, Transfer Information, Semester advising, Career Planning, Specialized Admission Health Occupation, Graduation application, Course substitution, Other.

Are you: (shade all that apply)

- Options for student status: Attending EPCC and another College/University, A returning student, A continuing student, A new student.

I waited to see a counselor:

- Options for waiting time: 0-15 minutes, 16-30 minutes, 31-45 minutes, 46 minutes- 1 hr, 1 hr. - 1 1/2 hrs., Over 2 hrs.

The waiting period was: Excellent, Good, Acceptable, Unacceptable

The overall counseling session was: Excellent, Good, Acceptable, Unacceptable

II. THE COUNSELOR...

- Statements a-f regarding counselor performance: a. Helped me to feel at ease while discussing my concerns, b. Listened with interest to my problems or questions, c. Made objectives & requirements for my major clear, d. Explained policies, procedures, services & deadlines related to my situation, e. Suggested alternatives & options to assist my educational, personal, career goals, f. Clarified information about academic/vocational programs and/or transfer requirements.

Response grid for statements a-f with columns: Strongly Agree, Agree, Disagree, Strongly Disagree, N/A.

Please write any comments you wish to share.

Large text area for providing comments.

Thank You!



Student Evaluation of ADVISOR Performance



Advisor's Last Name

Date:

 - -

For Office Use Only

Bubble in your campus

RG TM WV MdP NW FB Other

PLEASE DO NOT: fold, photocopy or staple. Use Blue or Black Ink to completely fill in your response.

I. ADVISING SESSION:

(Please shade ALL that apply)

- Financial Aid Information
- Program Information
- TSI Information/Clearance
- Admission Information
- Review Degree Plan
- Transfer Information
- Semester Advising
- Center Referral
- Student Service Referrals
- Continuing Education Information
- Other _____

Are you: *(shade all that apply)*

- Attending EPCC and another College/University
- A returning student (after a period of absence)
- A continuing student
- A new student (this is your first semester)

I waited to see an Advisor:

- 0-15 minutes
- 16-30 minutes
- 31-45 minutes
- 46 minutes- 1 hr.
- 1 hr. - 1 1/2 hrs.
- Over 2 hrs.

The waiting period was: Excellent Good Acceptable Unacceptable

The overall advising session was: Excellent Good Acceptable Unacceptable

II. THE ADVISOR...

- a. helped me to feel at ease while discussing my concerns
- b. listened with interests to my problems or questions
- c. made objectives & requirements for my major clear
- d. explained policies, procedures, services & deadlines related to my situation
- e. suggested alternatives & options to assist my educational, personal, career goals.
- f. clarified information about academic/vocational programs and/or transfer requirements

Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Please write any comments you wish to share.

Thank You!



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.22.01.22 Employee of the Month **APPROVED:** October 22, 2007 **REVISED:** March 3, 2017
Year of last review: 2017
AUTHORIZING BOARD POLICY: 3.22.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated Contact: Director of Institutional Effectiveness

OBJECTIVE: To describe the process of selecting the Employee of the Month.

PROCEDURE:

I. General

- A. In general, the process described in this procedure is to be followed in selecting the Employee of the Month (EOM); however, each Campus/Site Improvement Team may elect to vary the process, to accommodate the needs at its site.
- B. For the purposes of this procedure, an employee is defined in Chapter 2 of the EPCC *Employee Handbook*, which can be found on EPCC's official website at www.epcc.edu.
- C. Individuals must be currently employed at EPCC to be eligible to receive this award. Only individuals (not groups or departments) may be nominated.
- D. One (1) current employee (including student employees), from each College campus/site is to be selected monthly to be honored.
- E. Selection shall be based on merit and on the selection criteria established by this College Procedure 3.22.01.22.
- F. Current College employees (including student employees) may nominate an employee to be recognized as Employee of the Month. Nominators shall use the *Employee of the Month Nomination Form* located in District Forms on the College's website.
- G. Nominees must not have been selected within the previous twenty-four (24) months.
- H. The Office of Institutional Effectiveness (IE) shall maintain a database of honorees.

II. Process

- A. Those who wish to nominate someone shall complete the *Employee of the Month Nomination Form* and shall submit the form to the Campus/Site Improvement Team. The nominator shall adhere to the following selection criteria:
 - 1. Commitment
 - 2. Job Knowledge
 - 3. Positive professional representation of EPCC
 - 4. Positive interaction at the College
 - 5. Quality of work
- B. The Campus/Site Improvement Team shall apply the selection criteria, above, to the selection of nominees. If a nominee is a member of the Campus/Site Improvement Team, the nominee may not vote on the campus/site's selection at the time when the nominee is being considered for selection as Employee of the Month.

- C. The chair of the Campus/Site improvement team will secure confirmation from the selectee's immediate supervisor that the selectee is in good standing. The immediate supervisor will designate "in good standing" on the nomination form.
- D. The Campus/Site Improvement Team shall forward the names of the honorees to the IE Office.
- E. The IE Office shall forward the names of those selected as Employees of the Month by each Campus/Site Improvement Team to the President, who shall send letters of congratulation to those selected. The IE Office shall also forward the names of those selected to the Human Resources Department for inclusion in the employee's personnel file and to Marketing to issue press releases. Marketing will contact the Employees of the Month for the approval to publicize their names.
- F. Each Campus/Site Improvement Team may honor those selected as it deems fit. There shall be an annual EOM Luncheon for the honorees with the President during Community College Month. The IE Office shall provide to the President the names of those honorees to be invited to the luncheon.



For College Procedure
3.22.01.22 *Employee of the Month*

EMPLOYEE OF THE MONTH NOMINATION FORM

College employees (including student employees) who wish to nominate someone for Employee of the Month must use this form and adhere to the criteria, below. For more information about the Employee of the Month, consult College Procedure 3.22.01.22 *Employee of the Month*. Return this form to the Campus/Site Improvement Team.

Campus/Site: [these fields will be fillable text boxes]_____

Name of Nominee: _____

Job Title: _____

College Department/Company: _____

Date of Nomination (Month/Year) _____

Submitted by: _____ **Phone No.** _____

Please explain your reasons for nominating this employee in detail (referring as necessary to the criteria below).

Criteria:

- 1. Commitment
- 2. Job Knowledge
- 3. Positive professional representation of EPCC
- 4. Positive interaction at the College
- 5. Quality of work

_____[Lines will be removed and a fillable text box will be used]._____

For Campus/Site Improvement Team use only:

This employee is currently in Good Standing. Yes No

Immediate Supervisor Name _____ Signature _____ Date: _____



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.22.02

PROFESSIONAL DEVELOPMENT

The Board is firmly committed to the concept of professional growth and development and in-service training programs as a method for the improvement of instruction and increased effectiveness of the operation and administration of the District. Therefore, the President of the College shall develop a comprehensive program of professional development for faculty*, classified staff, professional support and administrative staff, advisory committee members, and Board members which increases understanding and support of the College philosophy and goals, develops job related competencies, enhances the self-worth of individuals, promotes cohesion among District personnel, and increases the ability of the District to serve the community.

The President shall recommend in the annual budget an amount to cover the approved professional development activities and leaves for the succeeding year.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: June 15, 1988

3.22.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* **Note: The word “faculty” denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.02.10 Educational Assistance **APPROVED:** November 15, 1994 **REVISED:** September 6, 2005
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.02

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline the process for employees to access the benefits of the Educational Assistance Program, which is part of the comprehensive Career Advancement Program.

PROCEDURE:

I. Eligibility

Full-time employees who have been continuously employed in a full-time status (as defined by Board of Trustees Policy) for at least three (3) consecutive years prior to the first day of class and who have at least an associate's degree or 66 credit hours.

II. Eligible Institution

Any accredited college/university in the United States which offers degree programs leading to bachelors or higher degrees (e.g. UTEP, NMSU, Webster University, Park College).

III. Eligible Expenses

Expenses incurred for tuition and mandatory fees, such as, lab fees, student activity fee, professional practice, building use fee, etc. for credit courses only when these courses are taken during non-working hours.

IV. Ineligible Expenses

Expenses incurred for books, parking, non-mandatory fees such as admission fee, late registration fee, add/drop fee, Proficiency Examination fees, student ID card, property deposit, etc.

V. Maximum Benefit Payable

Reimbursement is limited to \$600 per employee for course work in each fiscal year. Total program funding is limited to \$100,000 per fiscal year. Reimbursements will be processed on a first come first serve basis and will expire at the end of the funding or fiscal year, whichever occurs first.

VI. Conditions for Reimbursement

The employee must file an application for Educational Assistance, attaching the registration receipt and Career Development Plan. The application must be sent to the Human Resources Department within 30 days after the first day of classes in order to be eligible for reimbursement. The participant must receive a "C" or better, or in the case of graduate work, where no grade is given, the participant have satisfactory completion. The participant must maintain a regular full time work schedule during the term of the course and must be a full-time employee at date of completion of the course.

VII. Reimbursement

After completion of the course the employee must submit proof of completing the course with a "C" or better grade. Reimbursements will be paid to the participant through the next regular payroll schedule. Payments are subject to federal income taxes and FICA Medicare taxes, but do not qualify as salary for retirement purposes.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.02.14 Specialized Training

APPROVED: May 8, 2001 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: For specialized job related training not currently covered by College procedures including (1) staff scholarship, (2) tuition reimbursement, (3) professional development leave, (4) in-town travel, or (5) out-of-town travel.

PROCEDURE:

I. Eligibility

Full-time employees who have been continuously employed in a full-time status (as defined by Board of Trustees Policy) for at least three (3) consecutive years.

II. Eligible Training

Requested training must be directly related and necessary to the individual's job. Training must be from an accredited college/university in the United States or professional organization or business entity with an established and professionally recognized certification process.

III. Eligible Expenses

Direct expenses incurred for obtaining the specialized training to include tuition fees, travel, books, Proficiency Examination fees, lab fees, a student activity fee, professional practice, building use fee, etc. Expenses for self-study courses, credit, or non-credit course leading to eligibility of a professionally recognized certification examination; cost of the examination as it relates to your discipline. Depending on the cost of the training a determination will be made on whether the cost will be reimbursable or funded in advance by the College.

IV. Ineligible Expenses

Expenses incurred for, parking, non-mandatory fees such as an admission fee, a late registration fee, and/drop fees, student ID card, property deposits, etc. Expenses reimbursable under another assistance program are ineligible. Cost required to maintain certifications or licenses.

V. Conditions

- A. Timelines - The employee must submit the Specialized Training Application Form to his/her supervisor at least two months prior to the start date of the training. If applicable, the employee must sign the Specialized Training Agreement. This becomes an addendum to the employment contract until such time as all requirements are completed. The Specialized Training Agreement must be signed prior to the training.
- B. Reimbursement - After completion of the training, the employee must submit proof of passing a certification exam to be eligible for reimbursement (if applicable).
- C. Evaluation - The Post -Training Evaluation Form must be completed and submitted to his/her supervisor within 10 days of the completion of the training.

EL PASO COMMUNITY COLLEGE
SPECIALIZED TRAINING AGREEMENT

1. I, _____, agree to serve the El Paso Community College District for at least one academic year or calendar year following completion of my specialized training for _____. I understand that if I do not return to the service of the College, the entire compensation of the training provided must be returned to the College except in the case of permanent disability or death.

Employee _____ Date _____

If appropriate:

2. I agree to also provide at least _____ hours of faculty development/continuing education with no additional compensation.

3. Other special requirements:

Supervisor _____

Date _____

Vice President _____

Date _____

El Paso County Community College

SPECIALIZED TRAINING

APPLICATION FORM

ACADEMIC YEAR: _____ DATE OF APPLICATION: _____

NAME: _____ DEPARTMENT: _____

LOCATION: _____ EPCC PHONE: _____

HOME PHONE: _____

SUPERVISOR: _____ YEARS OF F/T EMPLOYMENT: _____

CURRENT FULL-TIME EMPLOYMENT CATEGORY:

ADMINISTRATIVE: _____ FACULTY: _____ NON-FACULTY: _____

TITLE OF ACTIVITY: _____

DATES OF ACTIVITY: _____ AMOUNT OF FUNDS REQUESTED: \$ _____

IS THIS YOUR FIRST APPLICATION FOR FUNDS? YES _____ NO _____

IF "NO", PLEASE LIST THE YEARS OF PREVIOUS FUNDING: _____

PLEASE NOTE: NO REQUESTS WILL BE CONSIDERED UNLESS THIS FORM IS FILLED IN COMPLETELY AND ALL REQUIRED DOCUMENTATION IS ATTACHED PROPOSAL.

1. PLEASE DESCRIBE YOUR PROPOSAL.

2. PLEASE GIVE DATES AND LOCATION. ALL OUT OF COUNTY TRAVEL MUST BE DOCUMENTED AND AN ITINERARY INCLUDED. A COPY OF SEMINARS/SYMPOSIUM REGISTRATIONS MUST ALSO BE INCLUDED. IF YOU ARE REQUESTING ANY PRE-PAYS FOR REGISTRATIONS, THE ORIGINAL AND COMPLETED REGISTRATION FORM MUST BE SUBMITTED.

3. WHAT PROFESSIONAL ENHANCEMENT TOOLS, AND GOALS YOU DO YOU HOPE TO COMPLETE? HOW WILL THIS EXPERIENCE ENHANCE YOUR WORK WITH EPCC?

THE PROFESSIONAL LEAVE (If Applicable) AND TRAVEL REQUEST DETAILING ESTIMATED EXPENSES IS ATTACHED AS WELL AS OTHER FORMS REQUIRED. IF OTHER LOCATION FUNDING HAS BEEN APPLIED FOR, PLEASE NOTE THAT ALL ORIGINAL PAPERWORK MUST BE SUPPLIED.

THE INFORMATION SUBMITTED IN SUPPORT OF THE APPLICATION IS TRUE AND CORRECT, AND THE APPLICANT FULLY UNDERSTANDS THAT THE FACT OF APPLICATION DOES NOT ASSURE AUTOMATIC ACCEPTANCE OF THE REQUEST.

SIGNATURE OF APPLICANT

DATE

COMPLETED APPLICATIONS MUST BE SUBMITTED TO YOUR SUPERVISOR.

REVIEW AND RECOMMENDATION

SIGNATURE OF SUPERVISOR

DATE

Approved: _____

Not Approved: _____

COMMENTS: _____

SIGNATURE OF VICE-PRESIDENT

DATE

Approved: _____

Not Approved: _____

COMMENTS: _____

EL PASO COMMUNITY COLLEGE
SPECIALIZED TRAINING
POST-TRAINING EVALUATION FORM

IN ORDER TO SATISFY AUDITING REQUIREMENTS, PLEASE COMPLETE THIS FORM AND RETURN WITHIN 10 DAYS OF YOUR RETURN/COMPLETION OF ACTIVITY ALONG WITH THE ORIGINAL PROFESSIONAL LEAVE (If Applicable) & TRAVEL REQUEST AND RECEIPTS FROM YOUR TRAINING.

How did this experience benefit your career at EPCC?

What was the most important thing that you learned from this experience?

Did you enjoy this experience and would you recommend it to fellow employees?

Employee Name: _____ Date: _____

Title of Activity: _____ Date of Activity: _____

SEND THIS COMPLETED FORM TO YOUR SUPERVISOR



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

3.22.02.18 Shooting Star

APPROVED: November 2, 2007 **REVISED:** Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a method to identify, appreciate and recognize employees District-wide, whose actions go “above and beyond” their job duties in working and assisting others. The electronic form must include a written description demonstrating that the nominee’s service was above and beyond the normal parameters of his or her job.

I. Scope:

All employees of El Paso Community College are Shooting Stars and deserve recognition when their actions capture the eye and moves one to awe and appreciation.

II. Process

A. Recognition Process

1. A Shooting Star is an easy way to quickly recognize and express gratitude to the employees of the District, whose actions go above and beyond in working with others.
2. A Shooting Star can be nominated by anyone working within the College District and anyone at any campus at any time can be nominated.
3. A Shooting Star can be nominated anytime someone has demonstrated internal customer service and/or assistance in a manner that appears to supersede the daily expected routine behavior.
4. To nominate a Shooting Star, an employee must log onto the El Paso Community College web page www.epcc.edu , click on the Faculty* and Staff link drop down menu and select “Shooting Star.” Then the nominator must complete the electronic *Shooting Star Certificate* that will be sent to the Shooting Star e-mail address www.epcc.edu/shootingstar . When submitted, the certificate is forwarded to the Shooting Star nominee’s Vice President, and the information is forwarded for recording and processing to the Human Resources Department.

III. Types of Recognition*

Stars Received	Recognition Awards
1	Shooting Star pencil or pen
2	Shooting Star Pin
4	A picture of the person in the Administrative Services Center lobby recognized as a “Shooting Star” and a Shooting Star mug or tote bag
6	Column of recognition in <i>Tejano Tribune</i>
8	Picture with the President posted on the Internet and Shooting Star t-shirt
10	Continental breakfast or lunch with the President

* **Please Note:** Every distinguished Shooting Star will be recognized at the General Session.

IV. Timeline

The Shooting Star Program adheres to the fiscal year and will begin every September 1.

The Shooting Star concept was originated by the Leadership Development Academy, Fundamentals Team #2, Class of 2005.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.02.26 Centralized Training Repository

APPROVED: January 15, 2016 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.02

Classification: Institutional

Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated contact: Centralized Training Repository

OBJECTIVE: To establish guidelines for the Centralized Training Repository and data collection.

PROCEDURE:

I. GENERAL

A. MISSION OF THE CENTRALIZED TRAINING REPOSITORY

1. To provide a comprehensive database of training received or conducted by EPCC employees.
2. To provide statistical information concerning training provided for EPCC employees and the community.

B. DEFINITIONS:

1. Training:
 - a. One hour or more of formal instruction on a single topic by an expert OR
 - b. One hour or more of formal instruction on multiple topics by one or more experts (e.g. a succession of speakers at a new employee orientation) OR
 - c. Thirty minutes or more of formal, guided group work on a single topic led by an expert (e.g. roundtables, charettes) and whose primary purpose is formal training (not social events or meetings)
 - d. A local, state, national, or international conference, seminar, symposium, or similar types of events whose primary purpose is to impart information.
 - e. For Faculty Development sponsored workshops, training must be a minimum of 50 minutes in order to receive Faculty Development Credit.
2. Training event: Any activity that lasts at least 50 minutes, during which, training composes 51% or more of the activity and is not transcribed on any official organization's transcript. All modes of delivery (workshop, online, webinar, videos, audioconferences, etc.) are considered.
3. Presenter(s): Individuals who are actively presenting during a substantial amount of the actual training. If presenting at a conference or similar event, presenter's credit can be awarded in a separate Repository entry in addition to an entry indicating participation in the entire length of the conference.
4. Event Organizer: Any individual who facilitates the mechanics of the event. For example, an emcee is an organizer, not a presenter. The Presenter might also be the Event Organizer.
5. Participant: Any individual who attends the event and is not a presenter and who self-identifies him/herself as a participant either through signing in or completion of appropriate forms. In the case of regional or national conferences, all attendees are considered participants rather than presenters.
6. Certification(s): Specialized internal certifications (such as Online Faculty Certification) can be identified on the training transcript on a case-by-case basis. If the individual received training credit for the individual workshops leading to the certification, doubling the credit must be avoided. Under those circumstances, the training credit will be zero for the certification entry.

7. Training Repository Appeals Committee: Convened by the Director, Human Resources Development. The Committee will be composed of representatives from the following departments: Employee Relations, Faculty Development (Faculty Development Coordinator and one member of the Faculty Professional Development Committee), Human Resources Development, Institutional Research, and the Centralized Training Repository Office with the Director, Human Resources Development, serving as Administrative Liaison to the Centralized Training Repository Office.
8. Self-Certification: Training events (usually self-paced, non-EPCC activities) attended by employees can be added to the Centralized Training Repository provided they meet the requirements of a Training Event and are proctored.
9. Training Credit: Events will be coded in quarter hours rounding up (e.g. 50 minutes is 1 hour, 40 minutes is .75 hours)

II. PROCESS:

A. General Responsibilities:

1. The Centralized Training Repository Office has the overall responsibility for
 - a. Processing paperwork
 - b. Maintaining the privacy of the employee data
 - c. Storing the paper records
 - d. Maintaining electronic archives
2. The Event Organizers have the responsibility to:
 - a. Submit accurate and complete records in a timely manner (normally 5 working days) to the Centralized Training Repository.
 - b. Determine who should receive credit for the training (especially in the cases of those who leave early or miss part of the training) before submitting the documentation.
 - c. If the participant should be denied credit, the Event Organizer should place an asterisk next to the employee ID, highlight the entry, and provide an annotation that the credit should be denied - all on the same document. Participants may appeal the denial of credit to the Training Repository Appeals Committee through the Vice President for Information Technology.
3. The Event Organizer and/or the Centralized Training Repository Office determines training credit.
 - a. Training Credit for events will be awarded in quarter hours rounding up (e.g. 50 minutes is 1 hour, 40 minutes is .75 hours)
 - b. Open houses, drop-in clinics and similar types of events will be awarded one hour of training credit regardless of how long the event lasted.
 - c. Meetings will only be included if training is 51% of the event. The event description must clearly identify the training component. The Technology Resource Center will make the final decision in writing. The Event Organizer may submit a written appeal of the Centralized Training Repository Office decision to the Training Repository Appeals Committee within 3 months of notification of the decision to not accept the event. Faculty Development Credit is not awarded for meetings.
 - d. Conferences and similar types of events are awarded 8 hours of training credit for each full day, 4 hours of training credit per half day.
4. The Information Technology Department has the overall responsibility for providing programming support, database security and backups, and recovery procedures in support of the Centralized Training Repository Office's data.
5. Data Collection and Retention:
 - a. The records from January 2003 and later can be submitted to the Centralized Training Repository. Older records can be input on a case-by-case basis. Generally, if one participant's record is added from a workshop, all known participants will be added at the same time.

- b. The Centralized Training Repository Office will maintain the auditable paper records for 5 years at which time they will be converted to electronic format and paper copies will be destroyed.
- B. Employee Identifiable Data:
 - 1. All College procedures that govern the protection and use of employee-identifiable data apply.
 - 2. Raw Data: Access to the raw data is limited to:
 - a. IT staff who are assigned to support the Centralized Training Repository in an active role,
 - b. Institutional Research staff who are actively assigned to a project requiring access to the data
 - c. The full-time staff assigned to the Centralized Training Repository.
 - d. Additional access to the raw data must be granted in writing through the office of the CIO/Vice President, Information Technology
 - 3. Transcripts:
 - a. Employees may request copies of their transcripts through the Centralized Training Repository Office. In all cases, the individuals are required to provide their legal name (as shown on Banner) and ID#. If the transcript is to be mailed to the employee via campus mail, the employee must approve it in writing. The employee may request a transcript in the following ways:
 - 1) In person at the Centralized Training Repository Office
 - 2) Via email from their EPCC Exchange Account
 - 3) Via fax
 - 4) Via written request
 - b. Supervisors in the employee's chain of command may submit written requests for their employees' transcripts, providing the employees' legal name (as shown in Banner) and ID#. Supervisors must certify that they are an official supervisor of the employee and that the transcript is necessary for official College business. When the transcripts are received, the supervisor assumes the responsibility to protect the privacy of the employee.
 - c. Transcripts are not available for students or non-employees.
 - 4. Reconciliation Report:
 - a. After the training event is processed in the Centralized Training Repository, the Event Organizer will receive a Reconciliation Report with the information collected in the Centralized Training Repository. If there are any discrepancies, the Organizer is expected to notify the Centralized Training Repository Office immediately upon discovering the discrepancy. (Generally, this would be within 2 working days of receipt). The Event Organizer assumes the responsibility to protect the privacy of the employees identified on the document.
 - b. Supervisors in the Event Organizer's or Presenter's chain of command may request a copy of the Reconciliation Report only for those events organized/presented by their employees. Supervisors must certify that they are an official supervisor of the Event Organizer/Presenter and that the information is necessary for official College business. When the Reconciliation Report is received, the supervisor assumes the responsibility to protect the privacy of the employee.
 - c. Reconciliation Reports are not available for self-certified training events.
 - 5. Reports:
 - a. Requests for District-wide aggregate data must be submitted to the Institutional Research Office and coordinated with the Centralized Training Repository Office.
 - b. Requests for employee-specific information must be submitted through the Centralized Training Repository Office.
 - c. Other requests will be handled on a case-by-case basis.

C. Submitting information

1. Only current EPCC employees may submit information to the Centralized Training Repository.
2. Departments may modify the sign-in sheets provided all information requested is included. The Centralized Training Repository Office may authorize exceptions.
3. Only completed event information will be processed.
4. Events that are included on an official transcript elsewhere are not eligible to be included in the Centralized Training Repository.
5. If the employee does not provide an accurate, legible employee ID number, the transcript may not reflect participation in the event.
 - a. If the employee did not sign in, only the organizer or presenter can award credit. The authorization must be in writing, identifying the workshop date and title and the employee by ID# and name.
 - b. If the employee signed in with illegible or inaccurate ID#, then the Centralized Training Repository Office staff may annotate the record with the correct ID# only if the rest of the employee's information is legible. If there is doubt, the employee will be directed to the organizer for authorization.
6. Training events that are conducted or advertised by any of the College's major training departments, regardless of how many participants, are eligible to be added to the Repository for statistical purposes.
7. Events with multiple components may be submitted as one event (as in the case of regional or national conferences). It also can be submitted as multiple training events, if each component is distinct and meets the minimum requirements for a training event. The Event Organizer makes the decision subject to approval by the Centralized Training Repository Office.
8. Employees may submit a written request to have any item on their transcript removed. The Centralized Training Repository Office will honor all requests. For statistical purposes, the entry will be deleted, but the numerical counts will continue to reflect the total attendance. The paper record will be annotated to ensure the entry is not re-added during any audit process. Once removed, it will not be re-added.

Professional Development Workshop Sign-In Sheet



For College Procedure
3.22.02.26: Centralized
Training Repository



Catalog #/Title:			
Presenter(s) Name:		Presenter(s) ID#:	
Date (s):			
Time:	Total # training hours	1	
Location:			
Brief Description: 25-50 words			
Submitted by:	ID #:	Phone:	

PLEASE PRINT LEGIBLY (Employee ID's are required to transcript this training) DO NOT INCLUDE SOCIAL SECURITY #'S

	Printed Name	Signature	Employee ID #	Department	Employee's Phone	Home Campus
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Documentation should be mailed to the Centralized Training Repository (CTR) at the Valle Verde (VV) campus. Original sign-in sheets are needed for processing. **Please do not submit sign-in sheets with Social Security numbers.**



CERTIFICATION OF RECEIPT OF TRAINING



For College Procedure 3.22.02.26:
Centralized Training Repository

Please type the information and print this form. One workshop/event per form. Illegible/incomplete forms cannot be processed. Return the completed and signed form to the Centralized Training Repository-Valle Verde. If you need assistance in completing the form, please call 831-3201.

Employee Name:
Employee ID Number:
Department:
Phone:

Official Title of Training/Workshop/Activity:

Description: (25-50 words)

Date of Training:

Duration:

Conducted by: (please include both company and presenter names if available)

Type of training:

Workshop led by presenter/teacher ___ Private Instruction ___ Online Workshop ___ Webinar ___ Other (Please specify)

Location of Training:

Please attach copies of agenda, promotional material or page prints from web site.

Employee Certification: *I certify I received the training indicated above.*

Employee Signature

Date signed

Supervisor or Proctor Certification: *I certify that this training was received by the individual(s) listed above.*

Supervisor/Proctor Signature

Date signed

Title

Phone

Relationship (Supervisor, Proctor etc.)

Please forward completed form to: Centralized Training Repository, Valle Verde.

Form date: March, 2013



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.22.03

PROFESSIONAL DEVELOPMENT LEAVES

The Board of Trustees is firmly committed to the concept of professional growth and development for the eligible employees of the District. Therefore, the President of the College shall develop a procedure of professional development leave for faculty, classified staff, professional staff, and administrative staff.

Adopted: Aug. 28, 1978
Year of Last Review: 2019

Amended: December 18, 2019

3.22.03 – 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word “faculty” denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.03.10 Professional Development Leave

APPROVED: February 22, 1979 **REVISED:** September 25, 2009
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.03

Classification: Institutional
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: The procedure provides guidelines for processing and implementation of professional development leave requests. A Professional Development Leave is for work experience, study, research, writing, field observations or other suitable purposes. The District is committed to provide the opportunity to explore different approaches to strengthen knowledge and enhance the employee's services to the District.

PROCEDURE:

- I. Categories and Eligibility for Professional Development Leave - After a Professional Development Leave has been granted, a second leave may not be granted until another eligibility period has elapsed. There are five categories of professional development leaves:
 - A. Short-term Professional Development Leave - a leave with full pay for less than one semester.
 - 1. Full-time regular staff, tenured and probationary faculty* are eligible to apply.
 - 2. The service eligibility period is three years of continuous full-time service.
 - B. Extended Professional Development Leave - a leave with half pay for one academic or fiscal year, or, if the person shows extenuating circumstances, a calendar year, or leave with full salary for one-half of the academic or fiscal contractual period.
 - 1. Full-time regular staff and tenured faculty are eligible to apply.
 - 2. The service eligibility period is five years of continuous full-time service.
 - C. Externship Professional Development Leave - a leave with full pay up to one semester and/or help pay for one year. An externship is an assignment to an organization outside the District. The purpose of an externship is to update one's professional expertise by spending time in the field in an on-the-job mode.
 - 1. Full-time regular staff, tenured and probationary faculty are eligible to apply.
 - 2. The service eligibility period is five years of continuous full-time service.
 - D. Employee Exchange Professional Development Leave - a leave constituting an exchange between two academic institutions or organizations for one semester or one academic year, between two educational or academic institutions and is designed to expand their knowledge of one or more of the following areas: the community College environment; specific discipline; student needs; and teaching approaches.
 - 1. Full-time regular staff and tenured faculty are eligible to apply.
 - 2. The service eligibility period is five years of continuous full-time service.
 - 3. General Considerations:
 - a. Each institution/organization shall directly pay its employee the normal salary for the period of the exchange.
 - b. Each employee shall retain personnel status and all such privileges and benefits as may be provided by the Policies of the home institution except for holidays and overload contracts.
 - c. Each employee shall abide by the Policies, procedures, and College academic calendar of the host institution, including attendance at appropriate division/discipline meetings and activities.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- d. Unless otherwise specified, the scope of services to be performed by each individual will be the same as those of the person being replaced under the exchange agreement.
 - e. Each participant member will be evaluated according to the host institution's Policy. Copies will be returned to the home institution and faculty member.
 - f. Each exchange participant is to complete an exit questionnaire. Copies of the exit questionnaire are to be presented to the chief instructional officer at each institution, with copies sent to respective Deans, exchange counterpart, and Deans. Reports are due within thirty days of the employee's return to work.
- E. Internship Professional Development Leave - a leave with full pay up to one semester and/or half pay for one year. An internship is an assignment to another District department to gain knowledge and experience in the District's operations.
- 1. Full-time regular staff, tenured and probationary faculty are eligible to apply.
 - 2. The service eligibility period is five years of continuous full-time service.

II. Application Process

- A. Applications for professional development are normally accepted during the academic/fiscal year preceding the year in which the employee is eligible for such leave. Emergency Clause: Timelines may be extended within reason to review applications for unique leave opportunities that develop after the deadline date for submission of leave applications. Documentation verifying why the leave application is being submitted late must accompany the application form.
- B. Application for professional development leave is made in writing addressed to the President and submitted to the employee's immediate supervisor (i.e., Dean) and forwarded to the chair of the appropriate Professional Development Committee. The application must be submitted according to timelines which are distributed by the appropriate Professional Development Committee.
- C. The Faculty Development Office or the Staff Development Office is available for consultation in the completion of the application. The application form may be picked up in the appropriate Development Office and must include:
- 1. The detailed statement describing the activity/program to be followed while on leave and indicating its significance as a contribution to the professional development of the applicant, the best interest/service of the students, discipline/division, District, and the community.
 - 2. Dates of the leave requested.
 - 3. Institutional resources required.
 - 4. Prior professional development leave(s).
 - 5. Appropriate documents as per the nature of the request.
- D. The applicant will discuss the proposed professional development exchange with his/her immediate supervisor. The employee's immediate supervisor will formulate a written recommendation regarding the request. The recommendation should include specific comments on relevance to division goals, benefits to the District as well as to the requestor's professional development. The recommendation will then be forwarded, through administrative channels with a recommendation made by each administrator to the chair of the Professional Development Committee. Professional development applications of faculty members will then be reviewed by the appropriate Vice President regarding the request. The Vice President will review the faculty committee recommendations and forward a recommendation to the President.
- E. The appropriate Vice President shall notify each applicant regarding the approval/non-approval of the application for professional development leave. Upon administrative approval, the supervisor will forward a Personnel Action Record form through administrative channels to the Human Resources Department for final approval by the Board of Trustees.
- F. The employee approved for an extended professional development leave will agree in writing to serve the District for at least one contractual year immediately after completion of the leave. If this agreement is not fulfilled, the employee will be required to repay the District all money paid to the employee while on leave. This obligation will be cancelled in the case of permanent disability or death.

- G. The professional development leave is considered as time in service with the District for salary, retirement, leave accrual, and other benefit purposes. The District will not pay any costs for transportation, living, educational, personal expenses or related expenses incurred while in a Professional Development status.
- H. Within 30 days of the employee's return to work, the faculty member will submit a written follow-up report and supporting documentation regarding the achievement of the objective(s) of the professional development activity and their report of their experiences described in item C above to his/her immediate supervisor for forwarding to the appropriate Vice President.
- I. Professional Development Leave's granted on the basis of a formal proposal, may be cancelled if the reason for which the leave was granted is cancelled or basically altered before the leave becomes effective. In the event of emergency termination of a professional development activity already entered upon, or in the event circumstances prevent pursuit of the objectives for which the leave was granted, the employee will immediately inform (in writing) his/her supervisor. The supervisor will there upon immediately inform (in writing) the Vice President (and other appropriate administrators within the division) and the Human Resources Department. If the proposed leave is altered or not completed without proper notice, the College may seek reimbursement. In the event that the employee is unable to complete the activity, the College may reassign the individual to another position without loss of pay or at the employee's option the balance of the leave may be converted to leave without pay.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.03.14 Mini-Grants for District Faculty

APPROVED: September 27, 1994 **REVISED:** March 22, 2020
Year of Last Review: 2020
AUTHORIZING BOARD POLICY: 3.22.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To provide faculty* with guidelines for processing and implementing short-term faculty professional development projects or guest lectures.

PROCEDURE:

I. General Provisions:

- A. Mini-grants are available to all full-time faculty members who have completed one year of employment with the District.
- B. Mini-grant applications may be submitted at any time, but applications submitted after April 1 will not be reviewed by the Faculty Professional Development Committee until the beginning of the following fall semester.
- C. A Mini-Grant is defined as a faculty professional development project that meets one of the following criteria:
 - 1. Supports the instructional mission of the El Paso County Community College District.
 - 2. Supports the development/implementation of new teaching techniques.
 - 3. Addresses educational problems or issues faced by the District faculty, students or the greater community.
- D. Compensation

Faculty participants will be compensated equal to or less than the equivalent of three credit hours overload compensation. See the Faculty Development web site for further information or details.
- E. Completion

The project will be completed according to the timelines presented in the proposal.

II. Application Process

- A. Complete the *Faculty Professional Development Mini-Grant Application Form* (attached to this procedure) that is also available from the Faculty Development Office.
- B. Attach supporting documents or complete proposals as necessary.
- C. Submit the application to the supervisor.
- D. Forward the application with the supervisor's signature to the Faculty Development Office.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- E. Receive the Faculty Professional Development Committee recommendation within 30 to 45 calendar days of application submission, academic schedule permitting, unless the Committee requires additional information.

III. Follow-up

Within sixty calendar days of completing the Mini-Grant, the recipient(s) will submit a follow-up report to their supervisor and to the Faculty Development Office. In addition, the recipient(s) of the Mini-Grant will present their project or guest lecture at the next Faculty Development Week Workshop.



Faculty Professional Development Mini-Grant Application Form

For College Procedure 3.22.03.14 *Mini-Grants for District Faculty*

Mini-Grant Application Process. Applicant(s) will:

1. Complete this form and attach any supporting documents for the committee to review.
2. Forward the application with the supervisor's signature to the Faculty Development Office.
3. Be limited to one Mini-Grant award per academic year and preference will be given to new and innovative applications.
4. Be informed of the decision of the committee within 30-45 calendar days of application submission, unless the Committee requires additional information.

Section One: About the Applicant(s)

Name of Faculty Applicant(s):	
EPCC email:	
Contact Phone number:	
Discipline:	
Campus:	
Date Application was Submitted*:	
Have you applied for a Faculty Mini-Grant in the last five years? (Having done so does not necessarily impact your eligibility to earn an award.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have been awarded a Faculty Mini-Grant in the last five years, please list the title(s) of your project(s) and the years of the award(s).	

*Applications submitted on April 1st or later will not be reviewed by the Faculty Professional Development Committee until the beginning of the Fall semester.

Section Two: About the Project

Which category best reflects your project?	<input checked="" type="checkbox"/> Project for \$	<input type="checkbox"/> Guest Lecturer for \$
Which criterion best fits your proposed project? Please check all that apply.		
<input type="checkbox"/> Supports the instructional mission of the El Paso Community College District.		
<input type="checkbox"/> Supports the development/implementation of new teaching techniques.		
<input type="checkbox"/> Addresses educational problems or issues faced by the District faculty, students, or the greater community.		

What is the goal of the project?
What are the objectives of the project?
How will the objectives be met?
Who will benefit?
Explain the budget and rationale for each expense (may attach additional sheets if necessary):
Describe the timelines for the project or guest lecture:

Section Three: Supervisor's Acknowledgment

Has the faculty applicant completed a minimum of one year of full-time employment with the District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Signature and Date	Signature:
	Date:

Section Four: Faculty Member Certifications

I have read and signed the attachment regarding "Important Considerations when Requesting and Completing Mini-Grants."	<input type="checkbox"/> Yes <input type="checkbox"/> No
If more than one faculty member is included on this application, then have all Supervisors been advised of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submitting Faculty Member's Signature and Date	Signature:
	Date:

Important Considerations when Requesting and Completing Mini-Grants

Please read and sign this form. Attach this form to your Mini-Grant proposal.

1. The maximum amount that will be approved for any Mini-Grant is the equivalent to three hours release time. This amount includes all salaries, supplies, etc.
2. Mini-Grants monies may not be used for faculty travel. Mini-Grants containing request for monies for travel by EPCC faculty will not be approved and will be returned to the applicant. However, Mini-Grants/Guest Lecturer applications may contain request for travel funds to bring in a speaker, performing artist, etc.
3. Supplies purchased with Mini-Grant monies are not meant to supplement instructional supplies but instead should be specific to the needs of the Mini-Grant. For instance, one cannot use Mini-Grant monies to buy a laptop to record Mini-Grant data. Instead the laptop should be purchased through one's Supervisor.
4. The applicant is responsible for obtaining all pertinent information necessary for payment (i.e. SS#, addresses, etc.) for persons hired under a consultant's contract as part of the Mini-Grant. In addition, the applicant is responsible for negotiating dates of service and payment with the consultant(s). All travel/lodging will be paid as a lump sum to the consultant along with any other agreed upon fees. The applicant is responsible for making any necessary travel/lodging arrangements.
5. The applicant shall be held responsible for any "after-the-fact purchases." An after-the-fact purchase occurs when a consultant begins working before their contract has been approved by the EPCC Purchasing and Contract Management Department. The College has strict guidelines on after-the-fact purchases and transactions. Violations to this policy can result in non-payment for the goods/services as well as other serious consequences. Thus, in order to obtain timely approval from Purchasing, completed and signed consultant's contracts should be submitted to the Faculty Development Office no later than 10 days prior to the start date for the consultant to provide services. After the consultant has performed his/her duties the applicant should submit an invoice to the Office of Faculty Development to process payment to the consultant. In addition, all purchases over \$500 require a requisition and approval from the Purchasing and Contract Management Department to avoid an after-the-fact purchase. Thus, Mini-Grant applicants should submit a request for a requisition to the Faculty Development office at least two weeks before they will need any supplies totaling over \$500. The Faculty Development Office is available to answer questions and assist applicants in the preparation of consultant's contracts, requisitions, and invoices.
6. If this proposal is approved, the applicant accepts the responsibility to ensure the project is completed within the timelines stated above and for the monetary amount approved. The applicant will provide their Supervisor and the Faculty Development Office with a follow-up report within 60 days. In addition, the applicant will present the research or product at a workshop during the Faculty Development Week within a year of completion of the project.

Signature of Mini-Grant Applicant(s):		Date:	
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EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.22.04

EMPLOYEE PROGRESSIVE PERFORMANCE REVIEW

The Board of Trustees of the El Paso County Community College District supports the premise that regular progressive performance review preserves and enhances employee morale and forms the basis of a harmonious work environment where employees may feel secure in their workplace and develop professionally. In that the Board of Trustees supports and encourages the positive and productive actions of its employees, the President of the College is directed to develop appropriate procedures to recognize exemplary and otherwise satisfactory job performance, and address infractions and breaches of District Policies, procedures and practices.

Adopted: May 14, 1996
Year of last Review: 2018

Amended:

3.22.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.22.04.10 Employee Performance

APPROVED: August 16, 1996 REVISED:
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.22.04

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for the recognition of satisfactory and exemplary job performance by employees and to address infractions and breaches of District Policies, procedures, and practices by employees.

PROCEDURE:

I. Evaluations of Employee Performance

- A. The evaluation of the performance of Administrative, Professional Support, and Classified Staff employees will be conducted in accordance with College Procedure 3.22.01.10 (Formerly 3.01.01) Performance Evaluation for Non-faculty* Employees.
- B. The evaluation of the performance of Faculty members will be conducted in accordance with College Procedure 3.22.00.10 (Formerly 3.01.02), Faculty Evaluation.
- C. Probationary Faculty will additionally be evaluated for tenure in accordance with College Procedure 3.07.02.10 (Formerly 1.08.01), Tenure Review and Recommendations.

II. Recognition of Outstanding Job Performance

- A. The College will strongly support and encourage the positive and productive actions of employees, including satisfactory as well as exemplary performance.
- B. Outstanding job performance by employees will be recognized in numerous ways and in many formats, including but not limited to the following types of recognition: employee benefit programs; the Employee of the Month recognition; highlighting achievement in College news media and publications; use of the "Outstanding Performance Commendation" form; District, campus and constituency award programs; etc.

III. Corrective Approaches to Inappropriate Employee Performance

- A. The College reserves the right, in its sole discretion, to determine appropriate discipline in individual cases, consistent with state and federal law. Nothing in these procedures shall be regarded as conferring any right upon an employee or imposing any limitation upon the College regarding discipline of any particular severity, or disciplinary actions in any particular sequence.

Each instance of inadequate work performance or misconduct is to be judged individually, and the employee's Administrative Supervisor shall initially determine the discipline to be applied based upon the severity of the infraction, the employee's previous work record, and precedent in similar cases. The following are suggested guidelines to assist the Administrative Supervisor in determining the appropriate disciplinary action.

The Administrative Supervisor may wish to consult with his/her supervisor(s) and/or with the Executive Director of Human Resources prior to the initiation of any disciplinary, remediation, or corrective action with regard to unsatisfactory performance or misconduct by an employee.

- B. Corrective discipline may be used to deal with unsatisfactory performance or misconduct of an employee; however, emphasis will be to provide the employee with the opportunity to become aware of and correct the deficiency and to restore the employee to the status of a productive member of the College workforce.

* Note: The word "faculty" denotes instructors, counselors and librarians.

C. Types of Corrective Remediation and Discipline:

1. Management of remediation and disciplinary actions: Normally, the process for managing corrective, remediation, and disciplinary actions will follow the flow chart included as part of this procedure.
2. Undocumented oral warning: This approach may be used in response to minor infractions or deficiencies in employee performance.
3. Documented warning: This approach may be used in response to intermediate or repeated infractions or deficiencies in employee performance. The Performance Counseling Record form is normally used to document this counseling session. The Performance Counseling Record Follow-up Report form is also normally used to document planned corrective action. Documentation of this corrective action is provided to the employee and to the second-line supervisor by the immediate supervisor.
4. Written reprimand: This approach may be used in response to serious or repeated infractions or deficiencies in employee performance and may be issued only by an Administrative supervisor. The Written Reprimand form is normally used to document this type of disciplinary action. A copy of the written reprimand shall be provided to the employee, to the second-line supervisor, and to the employee's Personnel File by the employee's Administrative supervisor.
5. Recommendation for suspension: If an Administrative Supervisor deems it appropriate based on continued repetition of infractions or based on the severity of an infraction or instance of misconduct a recommendation for the suspension is forwarded through administrative channels to the Vice President/Executive Dean.

If the Vice President/Executive Dean supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the President determines that suspension with or without pay is warranted, the following guidelines apply.

- a. If the employee has been employed under an employment contract (regular status), the employee will be afforded the opportunity for a hearing regarding the charges, in accordance with applicable Board Policy.
 - b. If the employee is a temporary employee (either full-time or part-time), the President or his/her designee, will notify the employee of the suspension and the effective dates.
6. Recommendation for dismissal: If an Administrative Supervisor deems it appropriate based on continued repetition of infractions or based on the severity of an infraction or instance of misconduct a recommendation for dismissal is forwarded through administrative channels to the Vice President/Executive Dean. If the Vice President/Executive Dean supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the President determines that dismissal is warranted, the following guidelines apply.
 - a. If the employee has been employed under an employment contract (regular status), the employee will be afforded the opportunity for a hearing regarding the charges, in accordance with applicable Board Policy.
 - b. If the employee is a temporary employee (either full-time or part-time), the President or his/her designee, will notify the employee of the dismissal and the effective date of the termination of the employment.
 7. Recommendation for nonrenewal of an employment contract: If an Administrative Supervisor deems it appropriate based on the overall job performance of the employee, continued repetition of infractions or based on the severity of an infraction or instance of misconduct, a recommendation for nonrenewal of the employee's contract is forwarded through administrative channels to the Vice President/Executive Dean. If the Vice President/Executive Dean supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the

President determines that nonrenewal is warranted, the President will notify the employee in accordance with applicable Board Policy.



PERFORMANCE COUNSELING RECORD

For College Procedure
3.22.04.10: Employee Performance

Employee: _____ SSN: _____ Date: _____

Job Title: _____ Department: _____

General Nature of Discussion:

- Attendance
- Quality of Work
- Quantity of Work
- Conduct
- Other

Specific circumstances:

Corrective action required.

What follow-up action is planned? (Specify date if necessary.)

Employee comments:

My signature means that this issue has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Employee's Signature/Date

Supervisor's Signature/Date

Second Level Supervisor's Signature/Date

DISTRIBUTION: Employee Second Level Supervisor Departmental File

WRITTEN REPRIMAND

Employee: _____ SSN: _____ Date: _____

Job Title: _____ Department: _____

General Nature of Problem:

- Job Performance
- Conduct
- Violation(s) of Policy and/or Procedure
- Repeated Infractions Previously Discussed
- Other

Detailed statement of problem. (Reference previous warnings, if any):

Corrective action required.

What follow-up action is planned? (Specify date if necessary.)

Employee comments:

My signature means that this issue has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Employee's Signature/Date

Supervisor's Signature/Date

Second Level Supervisor's Signature/Date

DISTRIBUTION: Employee Second Level Supervisor Departmental File Personnel File

PERFORMANCE COUNSELING RECORD FOLLOW-UP REPORT

Employee: _____ SSN: _____ Date: _____

Job Title: _____ Department: _____

General Nature of Discussion:

- Attendance
- Quality of Work
- Quantity of Work
- Conduct
- Other

COMMENTS BY SUPERVISOR (Also indicate if any additional follow-up action is necessary):

COMMENTS BY EMPLOYEE:

My signature means that this issue has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Employee's Signature/Date

Supervisor's Signature/Date

Second Level Supervisor's Signature/Date

DISTRIBUTION: Employee Second Level Supervisor Departmental File

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EMPLOYEE BENEFIT PROGRAMS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.01

TEACHER RETIREMENT SYSTEM

Any employee of the District who is employed for one-half or more of the standard work load on a regular basis is eligible and required by law to participate in the Teacher Retirement System. Part-time (less than one-half the standard work load), irregular, seasonal or temporary employment for a definite period of less than 4 ½ months during a school year is not eligible unless such employment occurs in a school year in which the employee has rendered a creditable year (4 ½ months) of service during the school year under TRS.

Each eligible employee is a member of the retirement system as a condition of employment on the first day of eligible employment except:

- A. A person who executed and filed a waiver of membership in 1937 or 1949.
- B. A person who is eligible and elects to participate in the Optional Retirement Program.
- C. A person who is solely employed by a public institution of higher education which requires as a condition of employment that the person be enrolled as a student in that institution.
- D. A person who has retired under the retirement system and has not been reinstated to membership pursuant to the teacher retirement laws.

Texas Government Code Ann. Section 822.002

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 24, 1991

3.32.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.02

OPTIONAL RETIREMENT PROGRAM

Pursuant to Chapter 36, Title II OB, Tex. Rev. Civ. Stat., the Board has authorized:

- A. The establishment of an Optional Retirement Program (ORP) in lieu of active membership in Teacher Retirement System of Texas.
- B. Any insurance or annuity company qualified and admitted to do business in this state to offer an Optional Retirement Program to eligible employees of the System. The Board shall approve the companies authorized to offer to eligible employees an Optional Retirement Program. The President of the College shall develop procedures to be met by companies to be authorized to provide optional retirement programs for the District. "Company" refers to an insurance company, bank, investment company, or other corporation or entity.
- C. The ceiling on both the employee's contribution and the State's matching contribution to the Optional Retirement Program shall be regulated by state law.
- D. Compliance with the terms and provisions of the Act, and further compliance with prescribed procedures of the District.
- E. Eligibility - The following types of employees are eligible to participate in the Optional Retirement Program, provided they have never exercised the election previously between TRS and ORP:
 1. All full-time faculty members appointed for a period of at least four and one-half (4 ½) months.
 2. All full-time administrative or professional support personnel who are appointed for at least four and one-half (4 ½) months, except as otherwise noted below, and excluding classified staff.
 3. An ORP participant who is vested in ORP becomes employed in a state institution of higher education in a position not eligible for ORP shall nevertheless continue to participate in ORP and shall not be eligible for TRS membership.
 4. An ORP participant who, while still employed in a position eligible for ORP participation, is also employed in a position only eligible for TRS remains an ORP participant and is ineligible for TRS.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Aug. 31, 1987

3.32.02 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

5. A person who elects to participate in ORP is not eligible to return to TRS unless he/she becomes employed in a position only eligible for membership in TRS and is not required to remain in ORP as provided in paragraph 4 above.
 6. A person who has elected to participate in ORP and who later returns to TRS membership may not again elect ORP participation.
 7. An ORP participant who reduces to part-time, irregular or seasonal employment will remain eligible for ORP provided the employee has rendered at least 4 ½ months of creditable service during the school year under TRS or ORP.
- F. Effective Date of Participation - Eligible employees of the District shall, within ninety (90) days following date of employment, make a decision to elect to participate in the Optional Retirement Program or to continue participation in the Teacher Retirement System unless he/she elects to participate in the Optional Retirement Program during the first ninety (90)-days of employment.
- G. The Board shall approve the companies authorized to offer eligible employees an Optional Retirement Program. The President of the College shall develop procedures to be met by the insurance carriers. Such procedures shall be in accordance with Chapter 36, Title 110 B, Tex. Rev. Civ. Stat., Attorney General's Opinions, Internal Revenue Service rulings.

Adopted: Aug. 28, 1978

Amended: Aug. 31, 1987

3.32.02 - 2 of 2



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.02.10 Optional Retirement Program **APPROVED:** November 21, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.02

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide for greater uniformity of procedures for administration of retirement annuity available to El Paso County Community College District (EPCCD) employees through the Optional Retirement Program (ORP).

PROCEDURE:

I. Administration Responsibility

The Office of the Vice President of Financial and Administrative Services and the Department of Human Resources are responsible for establishing the rules and regulations for administration of the District's retirement annuity programs within the terms, conditions, and requirements of the appropriate State laws, regulations, and acts; and the rules and regulations of the EPCCD Board of Trustees.

II. ORP Eligibility Standards

New full-time faculty* and administrative employees of EPCCD may participate in the ORP in lieu of active membership in the Teacher Retirement System of Texas. This program became available to eligible employees in Texas on January 1, 1969. The eligibility to participate in the optional retirement program is subject to rules adopted by the Texas Higher Education Coordinating Board.

III. ORP Option Irrevocability

Participation in the ORP is in lieu of active membership in the Teacher Retirement System of Texas. New employees who are eligible for ORP have a 90-day one-time option from the date of their first appointment in which to elect an ORP program provided they have not previously exercised a 90-day option to enter or reject the ORP in the State of Texas. At the end of this 90-day period, the retirement program the individual is enrolled in is irrevocable. Each eligible employee must be in one of the two programs.

IV. Effective Date and Enrollment Procedures for ORP Participation

The eligible employee is responsible for electing participation in the ORP in lieu of the Teacher Retirement System by filing a notarized "Notice of Election to Participate in Optional Retirement Program". The effective date of participation is the first day of the month following the signature date of the election unless the election is signed on or before the employees first day of active duty.

V. Contributions

The percentage on both the employee's contribution and the state matching contribution to the ORP will be in amounts equal to those authorized or required by Texas law.

VI. Change in ORP Carriers

In accordance with IRS Publication 571 instructions, changing carriers does not constitute the making of a new agreement for a calendar year. An employee may change ORP carriers only twice per calendar year.

* Note: The word "faculty" denotes instructors, counselors and librarians.

VII. Capital transfers

A capital transfer of funds from one ORP carrier to another authorized carrier must be handled through the District Human Resources Department. The funds are transferred directly to the receiving carrier. If unauthorized transfers are made, EPCCD has the right to require the surrendering carrier to recover the funds or make the account whole.

VIII. Withdrawal of ORP Benefits/Termination of ORP Participation

- A. An individual terminates participation in the ORP only upon death, retirement (including disability retirement), termination of employment in all public institutions of higher education in Texas. Benefits of the ORP are only available if the individual terminates participation or attains the age of 70 ½.
- B. No contract issued under the ORP may provide for loans, cash surrender, or contain any other provision which permits the availability of benefits prior to a participant's termination of participation or attainment of age 70 ½.
 - 1. In the event funds are made available in violation of the ORP Rules and Regulations the carrier is required to redeposit funds to the employee's account as if no withdrawal had been made and provide written verification that the account has been fully restored with no adverse impact to the employee.
 - 2. The District may suspend a company from doing further business at the District at any time a company fails to comply with the provisions of the ORP regulations.
- C. For an individual who has a vested contract (achieved after one year plus one day of participation), the entire benefits provided by the contract are the sole nonforfeitable possession of the individual. In the event the individual has not met the vesting requirements, the carrier is required by law to return the full EPCCD (state) contributions to EPCCD with the balance of the annuity value/ account returnable to the individual.

IX. Company Eligibility

Organizations seeking to be authorized to write ORP contracts, custodial accounts or investment contracts for employees of EPCCD must meet, and certify compliance with, specified conditions established by the District

X. ORP Solicitation Rules and Regulations

Each ORP company must abide by the rules and regulations limiting solicitation on campus designed to prevent interference with an employee's assigned duties and responsibilities.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.03

TAX SHELTERED ANNUITIES

Employees of the District shall be eligible to purchase Internal Revenue Code 403 (b) Tax Sheltered Annuities through payroll deduction.

An employee desiring to participate in this program shall enter into an agreement with the District and designate a portion of his/her monthly gross compensation to be used by the District to purchase an annuity for the employee from the company selected by the employee. An employee may enter into a new salary reduction agreement and/or make one change of Tax Sheltered Annuity Program carrier per calendar year; such change may be made effective on the first day of any month.

The chief business officer of the District, or his/her delegate, is authorized to sign the salary deduction agreement for annuities with the company requested by the employee.

The payroll deduction method shall be used for the annuity payments and the amounts contracted for by the employee shall be forwarded to each company after the payroll reductions therefore.

The Board shall approve the companies authorized to offer eligible employees a Tax Sheltered Annuity Program. The President of the College shall develop procedures to be met by the carriers. Such procedures shall be in accordance with Attorney General's Opinions, Internal Revenue Service rulings, and other applicable federal and state laws and regulations.

I.R.C. Section 403b (1986)

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 24, 1991

3.32.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.03.10 Tax Sheltered Annuity Program

APPROVED: November 21, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide for greater uniformity of procedures for administration of retirement annuity available to El Paso County Community College District (EPCCCD) employees through the Tax Sheltered Annuity Program.

PROCEDURE:

I. Administration Responsibility

The Office of the Vice President of Financial and Administrative Services and the Department of Human Resources are responsible for establishing the rules and regulations for administration of the District's retirement annuity programs within the terms, conditions, and requirements of the appropriate state laws, regulations, and acts; and the rules and regulations of the EPCCCD Board of Trustees.

II. TSA Eligibility Standards

Any employee of the District is eligible to purchase a tax sheltered annuity as authorized by Senate Bill No. 279, 61st Legislature, Regular Session, 1969, and within the limits and provisions of Sections 403(b) and 415 of the Internal Revenue Code of 1954, as amended.

III. Effective Date and Enrollment Procedures for TSA Participation

A. The IRS prohibits an Individual from making more than one 403(b) salary reduction agreement with the same employer during a calendar year. An employee may start participation in a supplemental Tax Sheltered Annuity Program once during a calendar year and may not increase or decrease the amount of participation in any such year. Furthermore, after stopping TSA participation in any such year, the individual cannot start participating until the beginning of the next calendar year.

B. Employees may elect to start participation in the TSA Program on a reduction basis with respect to future earnings effective the first day of any month. All required documents must be submitted to the Human Resources Department by the first of the month that their TSA is to commence.

IV. Change in TSA Carriers

In accordance with IRS Publication 571 instructions, changing carriers does not constitute the making of a new agreement for a calendar year. An employee may change TSA carriers only twice per calendar year.

V. Contributions

A. Contributions to a TSA are subject to the IRS "maximum exclusion allowance" established by Sections 403(b) and 415 of the Internal Revenue Code.

B. Calculation of the maximum exclusion allowance is the sole responsibility of the employee and soliciting agent or company.

C. The District requests a copy of the calculation with the participant's application and salary reduction agreement.

VI. Capital transfers

A capital transfer of funds from one TSA carrier to another authorized carrier must be handled through the District Human Resources Department. The funds are transferred directly to the receiving carrier.

VII. Company Eligibility

Organizations seeking to be included on the District's TSA vendor list must meet, and certify compliance with, specified conditions established by the District.

VIII. TSA Solicitation Rules and Regulations

Each TSA company must abide by the rules and regulations limiting solicitation on campus designed to prevent interference with an employee's assigned duties and responsibilities.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.04

UNIFORM GROUP INSURANCE PROGRAM

Effective September 1, 1992, eligible employees and retirees of the District *will* participate in the Uniform Group Insurance Program (UGIP) administered by the Employees Retirement System (ERS). The UGIP includes medical and life insurance coverage for eligible employees and retirees and other optional group insurance programs as may be approved.

HB. No. 2, Acts, 72nd Texas Legislature, Regular Session, 1991.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Sept. 23, 1992

3.32.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.07

WORKERS' COMPENSATION

The District maintains worker's compensation coverage which provides certain benefits for injuries sustained on the job. These benefits include payments for reasonable and necessary medical treatment, income benefits, and death/burial benefits.

All employees are eligible for workers' compensation.

The President of the College shall be responsible for developing procedures for the prevention of accidents and injuries as he/she may deem necessary and shall notify the Texas Workers' Compensation Commission of the Board's election to provide workers' compensation coverage for employees.

The District will employ a Claims Representative licensed under Article 21.07-4, Vernon's Texas Insurance Code. The Claims Representative shall be responsible for adjusting, evaluating, investigating and settling claims in accordance with the Texas Workers' Compensation Act.

S.B. No. 1 Acts, 71st Texas Legislature, 2nd Called Session, 1989.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 24, 1991

3.32.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.07.10 Workers' Compensation Reporting

APPROVED: February 22, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.07

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the procedures for reporting and acting on on-the-job injuries covered under the workers' compensation program.

PROCEDURE:

Procedure Statement:

I. Workers' Compensation Reporting Procedure

- A. The District provides workers' compensation coverage for all employees (including work-study employees) for injuries and occupational illnesses resulting from employment with El Paso County Community College District. The benefits are in accordance with the Texas Workers' Compensation Law.
- B. Employees are required to report injuries to their administrative/professional supervisor.
- C. The supervisor is responsible for the reporting the injury to the Human Resources Department. The supervisor completes the "The Employer's First Report of Injury or Illness (TWCC E-1)" in all cases.
 - 1. The form must be completed by an administrative/professional level supervisor.
 - 2. The original report is delivered to the Human Resources Department within 24 hours.
 - 3. The department retains a copy of the report and gives a copy of the report to the injured employee.
- D. The original TWCC E-1 must go through the Human Resources Department to be filed with the Texas Workers' Compensation Commission.

II. The Safety Office and Security Office must be notified in the event of accidents or to report unsafe conditions.

III. Special Assistance to Injured Employee

- A. Assist the employee in obtaining medical treatment, as required.
- B. The Security Department can provide first aid and assistance.
- C. Contact the employee's family if necessary.
- D. Injuries requiring medical treatment must be immediately reported to the Human Resources Department, 831-6380. If there is no answer, leave a message.
- E. Inquiries from medical providers regarding payment and verification of injury are to be directed to the Human Resources Department, 831-6380.

IV. Absence from Work

- A. The supervisor and the Human Resources Department must be informed if an employee is unable to report to work and when the employee returns to work. All absences claimed to be as a result of a covered illness/injury must be certified by a physician's statement. The employee must have a medical release to return to work once an absence occurs.
- B. After the first week of absence, employees who have accumulated leave time are to be charged a prorated amount of leave time (2.4 hours per day). The amount of the employee's temporary income benefits (TABS) will be deducted for the normal salary during this period. No other "docking of pay" is required until the leave balances are exhausted.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.08

UNEMPLOYMENT COMPENSATION PLAN

The District, effective January 1, 1978, is a participating employer according to the provisions of the Texas Unemployment Compensation Act.

Benefits, with certain exclusions, are payable through the Texas Employment Commission for services performed in the employ of the District.

Art. 5221b, et seq., Tex. Rev. Civ. Stat. Ann.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: June 29, 1983

3.32.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.09

STAFF SCHOLARSHIPS

The College District supports the employee's investment in education and the tuition exemption program. Procedures for staff scholarships will be developed and administered under the guidance of the President of the College.

Adopted: May 21, 1980
Year of last Review: 2018

Amended: Nov. 12, 2003

3.32.09 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.09.10 Staff Scholarship Benefit APPROVED: November 9, 1982 REVISIED: November 15, 2011
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.09

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the guidelines for the Staff Scholarship Benefit.

PROCEDURE:

I. General Benefit

- A. As a part of the employee benefits package provided by the District, full-time employees and their dependents, and retirees and eligible survivor dependents, are provided a financial aid staff scholarship benefit for enrollment in credit and non-credit courses offered by the District. The scholarship provides a maximum benefit equivalent of nine credit hours per person per semester/term, and the payment of tuition and mandatory fees, excluding the General Use Fee.
- B. College sponsored, in-service and staff development courses will not be included in the employee's Staff Scholarship Benefit.
- C. The starting date of the class(es) will determine to which semester/term the scholarship benefit will be charged.
- D. Tuition and fees above the maximum benefit and all non-mandatory fees will be borne by the employee, retiree, and/or dependent. The employee, retiree, and/or dependent will be required to bear the cost of the general use fee. Mandatory and non-mandatory fees are defined as follows:
 - 1. Mandatory fees - Fees subject to the refund schedule, such as: Laboratory Fee, Professional Practice Fee, Individual Instruction Fee and General Use Fee.
 - 2. Non-Mandatory fees - Non-refundable charges and fees, such as: Late Registration Fee, Add/Drop Fee, testing/assessment fee (for course placement) and Proficiency Examination Fee, etc.
- E. Employees on a leave of absence without pay or reduced workload leave and their dependents, are not eligible for the Staff Scholarship Benefit. Employees on a paid sick leave are also not eligible for the Staff Scholarship Benefit.
- F. Employees and their dependents are not eligible for the Staff Scholarship Benefit if the staff member's employment ends within four (4) calendar weeks of the first day of classes for the Fall and Spring semesters or during the first week of short term sessions. The employee/dependent that is no longer eligible for the benefit will be billed for the tuition and fees.

II. Employee Enrollment in Classes

- A. Prior to registration, employees must obtain a *Staff Scholarship Authorization* form (PF 800-63, placed on the College's Internet site) for each semester/term. This form is then signed by the employee's supervisor(s).
- B. Use of the lunch break as a time for scheduling classes is not encouraged; however, should an employee choose this alternative, class, travel, and meal time may not infringe on the employee's normal work schedule.

- C. Enrollment in courses during an employee's regular working hours is not allowed, except under the following conditions, where, as a privilege, an alternative work schedule may be developed for the semester if an employee can demonstrate that:
 - 1. The class is never offered at a time other than during the employee's normal work schedule; or
 - 2. The class is needed for graduation at the end of that semester and is offered at no other time that semester other than during the employee's normal work schedule. In this case, the budget head and the employee may develop an alternative work schedule for that semester. Supervisors are responsible for coordinating the alternative work schedule of the employee, which must be approved by the appropriate Vice President.
- D. All courses will be pursued without interfering with the satisfactory performance of the employee's duties and responsibilities.

III. Dependent Enrollment in Classes

- A. Prior to registration, employees must obtain a Staff Scholarship Authorization form (PF 800-63) for each dependent utilizing this benefit.
- B. Dependents of eligible full-time employees shall be defined as spouse and children under 26 years of age. Child means a natural child, legally adopted child, foster child, ward, stepchild, or any other child certified as eligible under the District's insurance programs.

IV. Staff Scholarship Benefit Processing

- A. An employee or dependent submits the completed and approved *Staff Scholarship Authorization* form with the enrollment materials in the registration process.
- B. An employee and/or dependent must obtain and have completed a *Staff Scholarship Authorization* form for each registration process.
- C. Only properly completed scholarship authorizations will be honored.
- D. Upon enrollment the sponsor will be liable to repay the cost up to nine hours if they or their dependent(s), withdraw or their final grade is below a "C" for credit classes or an "NCR" for non-credit classes. A bill will be sent to the sponsor for the amount to be repaid. A "business office" hold will be placed upon the sponsor's account until the debt has been paid.
- E. In the event that a student utilizes staff scholarship with other forms of payment (e.g. cash, awards, etc.) then drops a portion of the courses, the courses that the student has not dropped will be considered to be funded (up to 9 semester hours or equivalent) by the staff scholarship.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.10

DISTRICT'S LIABILITY FOR AND DEFENSE OF CLAIMS BASED ON CERTAIN CONDUCT OF DISTRICT OFFICERS AND EMPLOYEES

- A. The El Paso County Community College District is liable for and shall pay actual damages, court costs, and attorney's fees adjudged against trustees, officers or employees of the District; against a former trustee, officer or employee of the District who was a trustee, officer or employee when the act or omission on which the damages occurred; or against the estate of such a person where damages are based on an act or omission by the person in the course and scope of his/her office, contractual performance, or employment for the District and:
1. The damages arise out of a cause of action for negligence, except a willful or wrongful act or an act of gross negligence; or-
 2. The damages arise out of a cause of action for deprivation of a right, privilege, or immunity secured by the constitution or laws of this state or the United States, except when the court in its judgment or the jury in its verdict finds that the trustee, officer, contractor, or employee acted in bad faith.
- B. This Policy shall not be construed as a waiver of any defense, immunity, or jurisdictional bar available to the District or its trustees, officers, contractors or employees. The District is not liable under this Policy to the extent that damages are recoverable under a contract of insurance or under a plan of self insurance authorized by a statute.
- C. This Policy applies to judgments in all cases filed on or after the effective date of this Policy and to all judgments in cases pending, on appeal, or final on the effective date of this Policy.
- D. The attorney for the District, or an attorney engaged by the District for this purpose, shall defend a present or former trustee, officer, contractor, or employee or his/her estate in a cause of action covered by this Policy. The District is not liable for the defense of an action or for damages, court costs, or attorney's fees unless either the attorney for the District has been served in the case and the District has been given an opportunity to defend the suit, or the trustee, officer, contractor or employee, former officer, contractor, or employee, or estate against whom the action is brought has delivered to the attorney for the District all process served on him/her or it not later than ten (10) days after the service.

**Adopted: Dec. 27, 1984 Amended: Aug. 31, 1987 Non-substantive Revision: May 8, 2015 3.32.10 - 1 of 1
Year of Last Review: 2018**

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.11

EMPLOYEE BENEFIT CHANGES

Employee benefits may be subject to change by State and Federal laws. Eligible employees shall be provided with a written explanation of insurances and benefits.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.32.11 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.12

VACATION

- A. Full-time administrative, professional support, and classified staff are eligible for vacation leave. Vacation leave is calculated and accrued on a monthly basis.
- B. Full-time faculty* shall not be eligible for vacation leave.
- C. Effective May 1, 1989, full-time classified staff accrue vacation time at the following rates:

<u>YEARS OF CONTINUOUS ELIGIBLE FULL-TIME SERVICE</u>	<u>WORK DAYS PER YEAR</u>
FIVE OR LESS	12
MORE THAN FIVE	15
MORE THAN TEN	18
MORE THAN FIFTEEN	20

- D. Full-time administrative staff, except for the President, and professional support personnel shall accrue vacation time at the rate of twenty (20) days per year. The terms of the President's vacation benefit will be outlined in the employment contractual agreement.
- E. New or newly eligible employees may begin using paid vacation leave when five (5) days or more have been accumulated, except as provided in "J" below.
- F. Eligible employees are encouraged to take vacation leave on an annual basis; however, employees are authorized to accumulate a maximum vacation allowance of forty (40) days. Accrual of vacation beyond the maximum vacation allowance requires written approval of the appropriate Vice President, up to a maximum of five (5) days.
- G. Employees on leave of absence without pay shall not accrue vacation during such absence nor shall the time be counted in determining their length of employment for vacation purposes.
- H. All accrued unused vacation leave computed at the employee's current daily rate of compensation shall be paid to the employee or his/her beneficiary in the event of transfer to an ineligible position, separation from employment, or death.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: April 19, 1989

3.32.12 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.

- I. The appropriate leave request form must be completed prior to receiving vacation leave benefit, except as noted in paragraph J below. Accrued vacation leave shall be taken at times approved by the administrator(s) and in consideration of other workload and scheduling requests. Normally, vacation leave is to be taken in increments of three (3) weeks or less.
- J. Accrued vacation leave may be used to cover absences for medical reasons if an employee's sick leave accrual has been exhausted; proper medical evidence may be required.
- K. Part-time employees are not eligible for vacation leave benefits.

Adopted: Aug. 28, 1978

Amended: April 19, 1989

3.32.12 - 2 of 2



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.13

SICK LEAVE

- A. All full-time employees shall accrue eight (8) hours of sick leave at the end of each month. Faculty* who are regularly employed during the Spring semester shall earn their summer accrual on the last day of the Spring semester. In no event shall a full-time employee accrue more than twelve (12) days of sick leave per year. Sick leave only may be used after it has accrued. Sick leave may accumulate up to a maximum of one hundred twenty (120) days. Part-time employees are not eligible for sick leave. The terms of the President's sick leave plan will be outlined in the President's employment contractual agreement.
- B. The purpose of sick leave is to provide income protection for full-time employees who are unable to work due to a qualifying reason. The qualifying reasons are:
1. Sick leave may be used for the employee's illness, injury or disability. The term "disability" includes pregnancy, childbirth, or related medical conditions.
 2. During the time an employee is receiving weekly compensation benefits under the District's workers' compensation program that employee may elect to receive previously accrued sick leave benefits equal to the difference in the weekly worker's compensation payments and the weekly compensation that the employee was receiving prior to the illness/injury resulting from the claim, with a proportionate deduction in the employee's sick leave balance.
 3. Sick leave may be used for an illness, injury or disability of a member of the employee's immediate family (spouse and unmarried children to age 25) which necessitates an employee to take time off. A male employee may use up to one (1) week of sick leave upon the birth of his child.
 4. Sick leave may be used for the critical illness of the employee's extended family (adult children, parents, siblings, grandparents or anyone of a like relationship by marriage). Sick leave in this provision is limited to ten (10) days per twelve (12) month period.
 5. Sick leave may be used for medical or dental appointments subject to prior supervisory approval.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 24, 1991

3.32.13 – 1 of 3

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.

6. Sick leave may be used for the death of a member of the employee's family. Sick leave may be used because of the death of a person related to the employee by blood, marriage, or adoption.
 7. Sick leave may be used for parental leave for child rearing upon the birth/adoption of a child. An employee is permitted up to six (6) months of leave after the birth/adoption of a child during the child's first year of life. Any portion of the leave may be substituted with sick leave or any paid leave that is available to the employee. If both parents are employees of the District, only one parent may utilize the parental leave benefit at any one time not to exceed a combination of six (6) months. In the event of an adoption of a child after the child's first year of life, the benefit reduces to one month of leave.
- C. Any request for sick leave may require medical certification. All requests for sick leave in excess of five (5) working days must be supported by a medical certificate or other evidence administratively acceptable. Employees may be required to furnish a physician's written release before the employee may return to work. Such a medical release and/or medical certification may also be required from a doctor designated by the College.
 - D. When an employee is unable to report to work as scheduled due to illness, the employee's supervisor shall be notified as early as possible before or during each day of absence.
 - E. Sick leave records shall be maintained in the District payroll office. The appropriate leave form shall be completed when an employee takes leave for illness. When an employee exceeds his/her leave for illness time, the employee may request to be placed on medical leave of absence without pay. At the employee's option, unused vacation may be used before transferring to leave without pay status.
 - F. During academic breaks, a full-time faculty member remains eligible to use sick leave to cover absences occurring while working under a supplemental assignment if the absence is for an unanticipated medical condition. Unanticipated means something that has not been given advance thought, discussion or treatment to prior to the beginning of the assignment. Under this provision, sick leave benefits may be taken in increments of no less than one-half day (4 hours) per occasion. The intent of this section is to maintain the integrity of short-term assignments during academic breaks. Exceptions may be granted on a case-by-case basis.
 - G. Effective October 1, 1989, ten percent (10%) of accrued unused sick leave shall be paid to an employee who has at least five years of continuous eligible full-time service, upon separation from employment for any reason other than by death. It is the intent that the sick leave pay-off rate be reviewed and increased by five percent (5%) each of the next three years on October 1 up to a rate of twenty five percent (25%).

H. The estate of a deceased employee is entitled to 50 percent (50%) payment for the first 160 hours (20 days) of accrued unused sick leave. In the event the employee had at least five years of continuous eligible full-time service, the balance, if any, will be payable as calculated as in "G" above.

Article 15.48, Section 5, Administrative Procedure and Texas Register Act.

Adopted: Aug, 28, 1978

Amended: Jan. 24, 1991

3.32.13 – 3 of 3



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.14

PERSONAL LEAVE

- A. Full-time employees shall be permitted up to two (2) days (16 hours) of non-accumulative paid personal leave each fiscal year (1 September - 31 August), to be used for personal business subject to prior approval. The benefit reduces to one day for employees whose initial employment commences after March 1.
- B. A full-time member under a supplemental assignment during an academic break remains eligible for personal leave; the faculty* member will be charged at the rate of one (1) day (8 hours) for any part or all of a day missed.
- C. Part-time employees are not eligible for personal leave benefits.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: April 19, 1989

3.32.14 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.15

BEREAVEMENT LEAVE

- A. The President of the College shall grant up to three (3) days as bereavement leave to a full-time employee because of a death in the employee's immediate family. The immediate family includes the employee's spouse, parents, brothers, sisters, grandparents, and children or anyone of like relationship by marriage.
- B. A full-time faculty* member under a supplemental assignment during an academic break remains eligible for bereavement leave.
- C. Part-time employees are not eligible for bereavement leave benefits.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: April 19, 1989

3.32.15 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.16

COURT LEAVE

- A. Upon presentation of proper evidence, necessary time off for jury duty is granted without loss of leave time to any full-time employee called to serve on a jury or for a court appearance when subpoenaed as a witness, so long as the employee is not the defendant or plaintiff.
- B. Employees receiving a jury summons or subpoena should notify the District with a leave form accompanied by the summons/subpoena.
- C. A full-time faculty* member under a supplemental assignment during an academic break remains eligible for court leave.
- D. Part-time employees are not eligible for leave with pay for jury duty.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: April 19, 1989

3.32.16 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word “faculty” denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.17

MILITARY LEAVE

- A. Full-time employees of the District who are members of the State Military Forces or of the reserve components of the United States Armed Forces shall be granted leave of absence from their duties without loss of time, efficiency rating, vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, not to exceed fifteen (15) days in any one calendar year.
- B. Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty.

Art. 5765, Tex. Rev. Civ. Stat. Ann.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.32.17 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.18

LEAVES OF ABSENCE WITHOUT PAY

- A. With the interest of the institution being given first consideration, and for good cause, a leave of absence without pay may be granted to a full-time employee by the Board of Trustees upon the recommendation of the President of the College. "Leave of Absence" is defined as an absence without pay for one full pay period or more. Absences involving paid time off (i.e., sick leave, vacation, court leave, etc.) are not considered a leave of absence nor are leave without pay for up to one full pay period.
- B. The granting of a leave of absence does not affect in any way the tenure position of the grantee. The time on leave shall not be construed as a break in service; however, it shall not count as experience for salary, tenure, promotion, or developmental leave.
- C. The employee on a leave of absence without pay for an entire pay period or more may continue insurance benefits through the College at the employee's expense in accordance with the rules and regulations of the Uniform Group Insurance Program. Employees on leave of absence shall not be eligible to accrue or use other paid leave or holiday benefits or the staff scholarship benefit.
- D. Full-time employees who fulfill the requirements for a full-time leave may request a part-time or reduced load leave without pay. The amount of the reduction from full-time shall be determined by the immediate supervisor and the employee up to a maximum reduction of 50%. The employee's salary shall be reduced by the percentage of the reduced load.
- E. The employee, upon return, shall be restored to employment in the same position or one of equal pay and status if the employee is physically and mentally qualified to perform the duties of such position. The employee may be required to have a physical examination to determine fitness for work prior to return from a leave of absence.
- F. In accordance with approved procedural guidelines, the employee shall submit a written leave request through proper administrative channels for a leave of absence or an extension thereof.

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Sept. 23, 1992

3.32.18 - 1 of 3

Designated Contact: Vice President of Financial and Administrative Operations

- G. Employees on a leave of absence must notify their supervisor of their intentions to return, in accordance with approved procedural guidelines prior to the end of such leave. Failure to return from an approved leave of absence will be considered as a resignation.
- H. Extensions of leaves of absence are ordinarily not granted, but under unusual circumstances, may be granted by the Board of Trustees upon the recommendation of the President of the College.
- I. Medical Leave of Absence - Except for Workers' Compensation Absences A medical leave of absence may be granted to a full-time employee who becomes temporarily disabled. Any accrued leave time may be used prior to the commencement of the leave of absence. The length of medical leave shall normally not exceed one (1) year, and must be supported by a physician's statement. Employees will be required to furnish a written release from a doctor to return to work; such a release may be required from a doctor designated by the College. The date of return for a faculty member on leave shall normally coincide with the beginning of the next semester.
- J. Educational Leave of Absence -An educational leave of absence may be granted up to one (1) year. A second consecutive year of absence should not be requested except for continued graduate study. Only in very unusual circumstances shall a third consecutive leave of absence for one (1) year be granted. Normally employees may not be entitled to another leave of absence within three (3) years following termination of the prior leave.
- K. Personal Leave of Absence -A leave of absence to handle personal obligations may be granted to a full-time employee. The length of a personal leave of absence shall normally not exceed one (1) year.
- L. Military Leave of Absence
1. A military leave of absence may be granted to a full-time employee, other than a temporary employee, who leaves his/her position for the purpose of entering into active duty with the regular or reserve Armed Forces of the United States or with the Texas National Guard or Texas State Guard. Upon discharge, separation or release from such active duty under honorable conditions, within five (5) years from date of enlistment or call to service, the employee shall be restored to employment in the same position held at the time of entering into active service or to a position of like seniority, status and pay if the employee is still physically and mentally qualified to perform the duties of such position.
 2. If such employee is not qualified to perform the duties of his/her previous position by reason of disability sustained during such military service, but is qualified to perform the duties of another position within the District, the veteran shall be restored to employment in the other position which the veteran is qualified to hold and which will provide like seniority, status and pay or the nearest approximation thereto.

Adopted: Aug. 28, 1978

Amended: Sept. 23, 1992

3.32.18 - 2 of 3

3. Any employee restored to employment shall be considered to have been on leave of absence during military service and shall be entitled to participate in retirement and all other benefits available to other employees in like positions. Such employee shall not be dismissed from the position, without cause, for one (1) year following restoration of employment.

Veterans eligible for restoration to employment under the terms of this Policy shall make written application for such restoration to the President of the College within ninety (90) days after discharge or release from active Federal or State military service and shall attach to such application evidence of discharge, separation or release under honorable conditions.

Art. 6252-4a, Tex. Rev. Civ. Stat. Ann. Atty. Gen. Op. H-244 (1974)

Adopted: Aug. 28, 1978

Amended: Sept. 23, 1992

3.32.18 - 3 of 3



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.18.10 Leave of Absence Without Pay

APPROVED: April 28, 1980 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.18

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for implementation of leave without pay request.

PROCEDURE:

- I. Any full-time employee may apply for a leave of absence without pay. A leave of absence means leave without pay for an entire pay period or more.
 - A. Leaves may be requested for up to one year for
 - 1. Medical Leave of Absence
 - 2. Educational Leave of Absence
 - 3. Personal Leave of Absence
 - 4. Military Leave of Absence
 - B. A second consecutive year of absence may be requested for continued graduate study.
 - C. No leave will be granted for a period that exceeds the employee's employment arrangement.
- II. The absence is not considered a break in service; however it does not count as service for salary, tenure, promotion, developmental leave or any other service related benefit.
- III. The employee on a leave of absence without pay may continue insurance benefits through the District at the employee's expense according to the rules and regulations of the Uniform Group Insurance Program. Employees on leave shall not be eligible to accrue or use other paid leave or educational benefits.
- IV. Requests and justification for a leave of absence should be directed to the supervisor.
 - A. Request for an educational leave should be made by March 1 for the Fall semester or academic year and by October 1 for the Spring semester. Request for nonstandard time frames should be made four months in advance.
 - B. Requests for other types of leaves should be made when practical. The request should be made by the supervisor for an employee when the employee is physically or mentally unable to do so.
- V. Upon approval by all appropriate administrators, the request for leave will be submitted to the Board of Trustees. The employee will be notified of the disposition of the request by the Human Resources Department
- VI. Employees on a leave of absence must notify their immediate supervisor in writing confirming their intention to return from leave according to the following schedule:

TYPE OF LEAVE	NOTIFICATION SCHEDULE
Medical Leave	Two weeks before the expiration of the leave;
Personal Leave	Two weeks before the expiration of the leave;
Educational Leave	Two months before the expiration of the leave;
Military Leave	A written application filed within 90 days following the date of discharge. Evidence of an honorable discharge must accompany the written application.
- VII. Upon return from the leave, the employee will be assigned the same position or one of equal pay and responsibility as the position occupied before the leave.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.19

ABSENCE FROM USUAL AND REGULAR DUTIES

Permission to be absent from usual and regular duties shall be obtained by all employees as prescribed in the procedures of the District.

Sec. 51.108, Tex. Educ. Code

Adopted: Aug. 28, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

3.32.19 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.32.19.10 Faculty Members Absence and Leave

APPROVED: August 24, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.32.19

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for reporting faculty* absence and provide continuity of educational services

PROCEDURE:

- I. Full-time faculty members eligible for sick, personal and other paid leave benefits are excused from responsibility during periods of authorized absence. Their salaries are continued to the extent of eligibility.
- II. Part-time faculty members are not eligible for leave benefits.
- III. Reporting absences from regular duties:
 - A. All faculty members are required to report absences from assigned responsibilities in advance. They may designate other individuals to report absences on their behalf.
 - B. Reports of absence are to be directed to the following offices:

Full-time and Part-time Faculty	Division Chairperson
Counselors	Coordinator of Counseling
Librarians	Line administrator to whom they report
- IV. Requests for leave must be made in writing. A standard form is available for this purpose.
- V. Request for sick leave may require medical certification. All requests for sick leave over five (5) working days must be supported by a medical certificate or other evidence administratively acceptable.
- VI. Charging of leave time
 - A. Leave time is not charged by the contact hour, but by the equivalent of regular time lost from the normal 40 hour work week. A faculty member who does not report to duty on a regular contract day will be charged eight hours of leave despite the number of classes scheduled on that day.
 - B. Leave time will be charged for absences whether or not the classes are "covered."
 - C. During academic breaks a full-time faculty member remains eligible to use leave to cover absences occurring while working under a supplemental assignment. Refer to Board Policy 3.32.13 for specific conditions.
- VII. Arrangements for classes and other assigned responsibilities.
 - A. The Dean or appropriate line administrator is responsible for making arrangements for the class(es) of an absent instructor.
 - B. Arrangements for substitute instruction are the responsibility of the Dean or appropriate line administrator. The absent instructor may assist with this endeavor.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.20

INSTITUTIONAL CALENDAR

The President of the College shall designate the paid holidays to be provided to eligible employees during the twelve month period beginning September 1. The holiday schedule shall be consistent with generally accepted practices in other institutions of higher education.

The holiday schedule shall represent the College's plan, or estimate of holidays to be provided during a given year, and may be revised by the President in the best interest of the College.

The specific work schedule for administrative, professional support, and classified staff shall be in accordance with the institutional calendar, as required, to provide departmental services and instructional support. Faculty* shall follow the work schedule as outlined in the academic calendar.

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: Sept. 18, 2013

3.32.20 - 1 of 1

Designated Contact: The President of the College

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.21

ACADEMIC CALENDAR

The academic calendar, as designated in the College Catalog shall reflect the days of instruction, and the work schedule and academic breaks for faculty* members.

Adult Vocational Instructors shall follow the appropriate calendar for the instructional program in which they teach.

Adopted: Aug. 31, 1987
Year of Last Review: 2018

Amended: Jan. 20, 1988

3.32.21 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

*** Note: The word “faculty” denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.22

SICK LEAVE POOL

A District program is established to provide a sick leave pool for employees who are eligible to accrue sick leave as authorized by Article 6252-8e of the Texas Revised Civil Statutes Annotated.

Adopted: Oct. 23, 1991
Year of last Review: 2018

Amended:

3.32.22 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.23

WORKERS' COMPENSATION ABSENCE

- A. During the time an employee is receiving weekly compensation benefits under the District's workers' compensation program, that employee may elect to receive previously accrued leave benefits equal to the difference in the weekly workers' compensation payments and the weekly compensation that the employee was receiving prior to the condition resulting from the claim, with a proportionate deduction in the employee's sick leave, vacation, or personal leave balance (in that order).
- B. An employee who is receiving weekly compensation benefits under this program will be considered to be on a Workers' Compensation Absence during the absence (whether using accrued paid leave or not).
- C. During the time the employee is on Workers' Compensation Absence, the position held by the employee may not be re-filled on a continuing basis for a period of six months; after that time, the position is considered to be vacant and may be re-filled.
- D. The employee will be permitted to remain on a Workers' Compensation Absence for a period not to exceed 104 weeks (two years) provided the employee supplies certification of incapacity in compliance with the Texas Workers' Compensation Act.
- E. If an employee is no longer on the College payroll, he/she may continue group insurance through the College at his/her expense in accordance with the rules and regulations of the Uniform Group Insurance Program (UGIP).
- F. An employee who obtains a full release to return to work may return to his/her former position if the release is within the first six months and the position continues to be authorized and funded.
- G. An employee who has been on Workers' Compensation Absence for six months or more and has been released to return to work by a licensed practitioner within 104 weeks (two years) from the last day of active employment can request to be placed on a reinstatement list.
 - 1. The request for reinstatement must be made to the Executive Director of Human Resources within 60 days after being released by a medical practitioner; a copy of the release must accompany the request. Placement on the reinstatement list will be dictated by the date of receipt of the employee's request.
 - 2. The recall list of employees who have requested to be reinstated will be reviewed prior to advertising vacant positions to identify employees who may qualify for the vacancy.

Adopted: Sept. 23, 1992
Year of last Review: 2018

Amended:

3.32.23 – 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

3. Employees qualified for a vacant position will be offered reinstatement with the District based on their placement on the recall list, and shall be given first consideration for the position vacancy.
 4. If the employee's prior position is vacant during the time in which the employee is on the reinstatement list, the employee will be given first consideration for the position; secondly, the employee will be given consideration for an equivalent position (same salary grade) for which the employee is qualified; and third consideration will be given for a position at a lesser salary grade for which the employee is qualified.
 5. The employee will be removed from the reinstatement list when one of the following conditions exists:
 - a. The employee has accepted a position within the College;
 - b. The employee refuses a position for which he/she is qualified; or
 - c. The employee has not been reinstated within 18 months from the request for reinstatement.
 6. Nothing in this Policy prohibits a qualified employee from competitively applying for any advertised position at the College.
 7. Employees who have been placed on the reinstatement list are eligible to be reinstated on the payroll for the purpose of using previously accrued and unused vacation time while waiting for a position to become available. After the employee has exhausted their vacation leave time, the employee will be taken off the payroll. Employees will not be eligible to use previously accrued and unused sick leave, since they have been released by a medical practitioner to return to work.
- H. Employees who are reinstated to active employment under this Policy either to their former position or an equivalent position at the same salary grade as the one previously held prior to the Workers' Compensation Absence, will be placed at their former salary if the reinstatement takes place within one year of the date in which they were placed on a Workers' Compensation Absence. After the one year time frame, individuals who are reinstated will receive salary placement in accordance with the approved current compensation guidelines.
- I. Individuals who are returned to employment under this Policy are entitled to include time while receiving workers' compensation payments as service credit for the purposes of vacation and sick leave longevity entitlement; however, employees will not be able to count this time as service toward tenure eligibility, or professional development leave requirements, or for any other benefit or employment condition.
- J. Employees on a Workers' Compensation Absence shall not be entitled to accrue vacation, sick leave or any other leaves while absent from the payroll and not be actively employed by the College.
- K. Employees who are not released to return to work within two years from the last day of active employment will no longer be considered an employee of the District. Such individuals will be encouraged to reapply with the District for any position for which they are qualified after they have received a medical release.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.24

FAMILY AND MEDICAL LEAVE

- A. Any employee of the District who has been employed at least 12 months and who has worked 1,250 hours over the previous 12 months is eligible for family and medical leave.
- B. Family and medical leave is available for up to 12 weeks for a qualifying reason. Qualifying reasons are:
 - 1. Birth or adoption of a child in which case leave must be taken within 12 months of birth or placement. The leave must be taken all at one time. The employee must give 30 days' advance notice, where possible. If both parents work for the College, they are allowed 12 weeks combined.
 - 2. Serious health condition of a child. Child means biological, adopted, foster, legal ward or step child residing in the employee's household who is under age 18 or any person 18 years old or older who is incapable of self-care because of a mental or physical disability.
 - 3. Serious health condition of a parent. Parent means biological parent of the employee or an individual who took the place of a parent to an employee when the employee was a son or daughter. The term does not pertain to in-laws.
 - 4. Serious health condition of a spouse. Spouse means the husband or wife of the employee, but does not include an unmarried domestic partner.
 - 5. Serious health condition of the employee which renders the employee unable to perform the functions of the position.
- C. Eligible employees may request a reduced work load or partial leave. This refers to a leave schedule that reduces the usual number of hours per pay period. The reduction may be intermittent or a fixed percentage according to need.
- D. The employee may continue insurance benefits in accordance with the rules and regulations of the Uniform Group Insurance Program.

Adopted: August 17, 1993
Year of last Review: 2018

Amended:

3.32.24 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

- E. Request for family and medical leave involving the serious health condition of a family member or the employee's own serious health condition must be supported by a physician's statement. The statement must include, but is not limited to:
1. the date the condition began;
 2. its probable duration;
 3. that the employee is needed to care for a son, daughter, parent or spouse, with an estimate of the amount of time that the care will require or for purposes of an employee's own serious health condition, that the employee is unable to perform the functions of the job.
- F. Upon return the employee will be placed in the same or equivalent position. Employees retain all accrued benefits while on leave; however, restored employees are not entitled to any right, benefit, or position of employment other than to which they would have been entitled had they not taken the leave.
- G. Other leave Policies which provide greater leave rights remain available; however, leave taken under the Family and Medical Leave Act counts toward the employees total leave entitlement.

Family and Medical Leave Act of 1993

Adopted: August 17, 1993

Amended:

3.32.24 - 2 of 2

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

DISCIPLINE POLICY FOR ADMINISTRATIVE, PROFESSIONAL SUPPORT, AND CLASSIFIED STAFF



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.36.01

DISMISSAL OR SUSPENSION OF CONTRACTED ADMINISTRATIVE, PROFESSIONAL SUPPORT, AND CLASSIFIED STAFF

A. Definitions

1. “Dismissal” as used in this section, means the termination of a full-time regular Administrative, Professional Support, or Classified Staff employee prior to the end of his or her contractual period.
2. “Suspension” as used in this section, means the removal of a full-time regular Administrative, Professional Support or Classified Staff employee from all pay and duties for a period of time less than the time remaining on such employee's contract.
3. “Staff” or “Non-faculty Staff” means full-time contracted Administrative, Professional Support and Classified Staff.
4. “Day” in computing any period of time allowed by this Policy, “day” refers to a calendar day. The day of the event from which the designated period of time begins to run will not be included. The last day of the period so computed will not be included, unless it is a Saturday, a Sunday, or a College legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday, or a College legal holiday.
5. “Reduction in force” is the dismissal of a full-time regular Administrative, Professional Support, or Classified Staff employee within a particular unit, department, division, campus or location, for reasons of financial exigency, program change, or other business necessity.

B. Adequate Cause

Adequate cause for dismissal or suspension may include, but is not limited to, the following:

1. Professional incompetence;
2. Continuing or repeated substantial neglect of professional responsibilities;
3. Moral turpitude adversely affecting the performance of duties or meeting of responsibilities to the institution, or to students or associates;

**Adopted: Sep. 16, 1978 Amended: June 25, 2020 Non-substantive Revision: April 16, 2015 3.36.01 - 1 of 5
Year of Last Review: 2020**

Designated Contact: Vice President of Financial and Administrative Operations

4. Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to associates;
5. Unprofessional conduct adversely affecting to a material and substantial degree, the performance of duties or the meeting of responsibilities to the institution, or to students or associates;
6. Insubordination;
7. Failure to follow District policies, procedures or directives;
8. Violation of the requirements of the employment contract;
9. Reduction in force due to financial exigency, program change, or other business necessity; or
10. Other reasons that the District determines constitute adequate cause.

C. Notice

Due process, as set forth in this policy, embodies a course of professional proceedings in line with rules and principles generally recognized in college communities. In the El Paso County Community College District, such procedures will have the following components for Staff employees within their contract term:¹

1. Charges. If a supervisor decides to recommend dismissal or suspension, he or she will formulate, in writing, a reasonably detailed statement of the recommended charges constituting alleged adequate cause for dismissal or suspension. The statement will be forwarded, through channels, to the appropriate Vice President. Upon review of the recommendation for action from a subordinate supervisor, or upon his or her own initiative, the appropriate Vice President or the College President may decide to lodge dismissal or suspension charges. If the Vice President decides to proceed with dismissal or suspension charges, they will be forwarded, if appropriate, to the College President, through Employee Relations. If the College President decides to proceed with dismissal or suspension charges, they will be forwarded directly to Employee Relations for processing. The College President will provide a copy of the statement of charges to the employee in question, together with notice that he or she may request a hearing. The College President may, at any time, dismiss charges brought against such employee.
2. Reduction in force. If a contracted Staff employee is given notice of recommended dismissal due to a reduction in force, the hearing and appellate procedure set forth herein will apply.

¹ This policy and procedure does not address or govern modification in or the elimination of jobs of non-contracted Staff employees, as they are employees at-will in accordance with Texas law and as such, are subject to separation at any time for no reason or any non-discriminatory reason, including reduction in force.

D. Appeal

1. Request for Hearing. Upon receipt of the charges or notice of recommended dismissal due to a reduction in force, the affected Staff employee will have seven (7) days in which to request a hearing on the charges or notice of recommended for dismissal due to reduction in force. If a hearing is requested, such request will be in writing, will include a response to the charges or recommended notice of recommended dismissal due to a reduction in force, and will be delivered to the College President. If a request for hearing is not timely submitted, the College President will make a final decision regarding dismissal or suspension. If the College President so decides, or is required to do so, he or she will forward his or her recommendation to the Board of Trustees for their approval.
2. Hearing Officer or Body. Except in cases where charges are brought directly by the College President, he or she may act as the hearing officer for the charges or recommended dismissal due to reduction in force. Otherwise, or if he or she does not desire to act as hearing officer, the College President will appoint an impartial hearing officer or panel. The size and composition of the hearing panel will be determined by the College President. The Chairperson of the panel will be appointed by the College President.
3. Notice of Hearing Officer(s) or Panel. Within seven (7) days of receipt of a request for hearing, the College President will decide if he or she will hear the charges personally or will appoint a hearing officer or panel. If a hearing officer or panel is appointed, the hearing officer or panel members will be selected by the College President and their names forwarded to the Staff employee in question. The charges or notice of recommended dismissal due to reduction in force, and the Staff employee's response, if any, will be forwarded to the hearing officer or members of the hearing panel at the time of their appointment.
4. Date, Notice and Location of Hearing. The College President will designate a date for the hearing at the time of appointment of the hearing officer or panel or at the time of the decision to hear the charges himself or herself. Such date for the hearing will afford both parties at least ten (10) days but not more than twenty (20) days' notice. The hearing will be conducted at a location designated by the College President.
5. Parties. The College, through the designated representative of the College President or charging supervisor, officer, and the Staff employee in question, will be the parties to the hearing.
6. Hearing. The hearing will be closed to the public unless the Staff employee in question requests that it be open. Both parties have the right to be represented in the hearing by counsel. The College will have the burden of going forward with the evidence to support the reason(s) for the reduction in force, or prove the

charges against the Staff employee, by the greater weight of the credible evidence presented at the hearing. Each party will have the right to offer evidence and testimony at the hearing and to cross-examine witnesses. All testimony will be sworn. The hearing and prehearing matters are not bound by strict conformity with state court rules and practices, but the hearing officer or panel chairperson will rule on all procedural, evidentiary and other matters and will be the judge of the weight and credibility to be given to the evidence. The hearing officer or panel chairperson will also have authority to direct the parties, witnesses, and evidence, as necessary, to enable the parties to present their evidence and ensure the interests of justice are served. In addition, the elementary and fundamental principles of judicial inquiry will be observed. This means the introduction of only trustworthy evidence will be allowed, as such is generally understood under our system of government and jurisprudence.

7. Exchange of Documents and Witness List. Both parties will exchange all documentary evidence to be presented as exhibits and a list of witnesses (with a statement of the expected testimony of each) at least five (5) days in advance of the hearing.
8. Certified Court Reporter. A certified court reporter will be retained by the College to make a record of the hearing. Each party will pay the expense of any transcript that it requests.
9. Hearing Officer or Panel's Decision after Hearing. If the hearing is conducted by a hearing officer or panel, the hearing officer or panel will, within ten (10) days after the close of the hearing, prepare and transmit to the College President a proposal for decision, together with the original transcript of the hearing and all evidence presented. Such proposal for decision will include findings of fact, conclusions and recommendations, and will be adopted by the hearing officer or if a panel is used, a simple majority of such panel.
10. President's Decision. Within seven (7) days of receipt of the hearing officer's or panel's proposal for decision, the College President will consider the evidence and the findings of fact, conclusions, and recommendations and will render and transmit to the parties a decision based on the record made before the hearing officer or panel. If the hearing is held directly by the College President, he or she will consider the evidence and within fifteen (15) days after the close of the hearing, render and transmit to the parties his or her findings of fact, conclusions, and decision. If no appeal is sought, the President's recommendation, as contained in his or her decision regarding charges, or notice of recommendation for dismissal due to reduction in force, will be forwarded to the Board for approval.

11. Appeal to the Board of Trustees. If the Staff employee is dissatisfied with the final decision of the College President, he or she may appeal to the Board of Trustees within seven (7) days of receipt of the final decision. The Board of Trustees will render a decision based on the record made at the hearing within thirty (30) days of receipt of notice of appeal. Briefs and oral argument may be requested and received by the Board, as determined by the Board, but no new evidence will be heard. The Board may affirm, reverse or amend the College President's decision. The decision of the Board will be rendered and transmitted to the Staff employee and the College President.

Adopted: Sep. 16, 1978 Amended: June 25, 2020 Non-substantive Revision: April 16, 2015 3.36.01 - 5 of 5

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ACADEMIC FREEDOM AND RESPONSIBILITY

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

DISCIPLINE POLICY FOR FACULTY



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.38.01

DISMISSAL OR SUSPENSION OF FACULTY

A. Definitions

1. “Dismissal” as used in this section, means the termination of a faculty* member prior to the end of his or her contractual period.
2. “Suspension” as used in this section, means the removal of a faculty member from all pay and duties for a period of time less than the time remaining on such employee's contract.
3. “Faculty” includes instructors, counselors, and librarians, as defined in Board Policy 3.07.02.
4. “Full-time Credit Faculty” includes only Probationary Faculty, Contracted Faculty, and Tenured Faculty, as those terms are defined in Board Policy 3.07.02.
5. “Day” in computing any period of time allowed by this Policy, “day” refers to a calendar day. The day of the event from which the designated period of time begins to run will not be included. The last day of the period so computed will be included, unless it is a Saturday, a Sunday or a College legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday or a College legal holiday.
6. “Reduction in force” is the dismissal of Faculty employees within a particular unit, department, division, campus or location, for reasons of financial exigency, program change, or other business necessity.

B. Adequate Cause

Adequate cause for dismissal or suspension may include, but is not limited to, the following:

1. Professional incompetence;
2. Continuing or repeated substantial neglect of professional responsibilities;
3. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the institution, or to students or associates;

* Note: The word “faculty” denotes instructors, counselors and librarians.

**Adopted: Dec. 19, 1979 Amended: June 25, 2020 Non-substantive Revision: April 16, 2015 3.38.01 - 1 of 5
Year of Last Review: 2020**

Designated Contact: Vice-President of Financial and Administrative Operations, Vice-President of Instruction and Workforce Education

4. Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or associates;
5. Unprofessional conduct adversely affecting to a material and substantial degree, the performance of duties or the meeting of responsibilities to the institution, or to students or associates;
6. Insubordination;
7. Failure to follow District policies, procedures or directives;
8. Violation of the requirements of the employment contract;
9. Reduction in force due to financial exigency, program change, or other business necessity; or
10. Other reasons that the District determines constitute adequate cause.

C. Notice

Due process as set forth in this procedure embodies a course of professional proceedings in line with rules and principles generally recognized in college communities. In the El Paso County Community College District, such procedures will have the following components for full-time credit faculty members within their contract term:¹

1. Charges. If a supervisor decides to recommend dismissal or suspension, he or she will formulate, in writing, a reasonably detailed statement of the recommended charges constituting alleged adequate cause for dismissal or suspension. The statement will be forwarded, through channels, to the appropriate Vice President. Upon review of the recommendation for action from a subordinate supervisor, or upon his or her own initiative, the appropriate Vice President or the College President may decide to lodge dismissal or suspension charges. If the Vice President decides to proceed with dismissal or suspension charges, they will be forwarded, if appropriate, to the College President, through Employee Relations. If the College President decides to proceed with dismissal or suspension charges, they will be forwarded directly to Employee Relations for processing. The College President will provide a copy of the statement of charges to the faculty member in question, together with notice that he or she may request a hearing. The College President may, at any time, dismiss charges brought against such faculty member.
2. Reduction in force. If a contracted faculty member is given notice of recommended dismissal due to a reduction in force, the hearing and appellate procedure set forth herein will apply.

¹ This procedure does not address or govern modification in or the elimination of jobs of non-contracted faculty members, as they are employees at-will in accordance with Texas law and as such, are subject to separation at any time for no reason or any non-discriminatory reason, including reduction in force.

D. Appeal

1. Request for Hearing. Upon receipt of the charges or notice of recommended dismissal due to a reduction in force, the affected faculty member will have seven (7) days in which to request a hearing on the charges or notice of recommended for dismissal due to reduction in force. If a hearing is requested, such request will be in writing, will include a response to the charges or recommended notice of recommended dismissal due to a reduction in force, and will be delivered to the College President. If a request for hearing is not timely submitted, the College President will make a final decision regarding dismissal or suspension. If the College President so decides, or is required to do so, he or she will forward his or her recommendation to the Board of Trustees for their approval.
2. Hearing Officer or Body. Except in cases where charges are brought directly by the College President, he or she may act as the hearing officer for the charges or recommended dismissal due to reduction in force. Otherwise, or if he or she does not desire to act as hearing officer, the College President will appoint an impartial hearing officer or panel. The size and composition of the hearing panel will be determined by the College President. The Chairperson of the panel will be appointed by the College President.
3. Notice of Hearing Officer(s) or Panel. Within seven (7) days of receipt of a request for hearing, the College President will decide if he or she will hear the charges personally or will appoint a hearing officer or panel. If a hearing officer or panel is appointed, the hearing officer or panel members will be selected by the College President and their names forwarded to the faculty member in question. The charges or notice of recommended dismissal due to reduction in force, and the faculty member's response, if any, will be forwarded to the hearing officer or members of the hearing panel at the time of their appointment.
4. Date, Notice and Location of Hearing. The College President will designate a date for the hearing at the time of appointment of the hearing officer or panel or at the time of the decision to hear the charges himself or herself. Such date for the hearing will afford both parties at least ten (10) days but not more than twenty (20) days' notice. The hearing will be conducted at a location designated by the College President.
5. Parties. The College, through the designated representative of the College President or charging supervisor, and the faculty member in question, will be the parties to the hearing.
6. Hearing. The hearing will be closed to the public unless the faculty member in question requests that it be open. Both parties have the right to be represented in the hearing by counsel. The College will have the burden of going forward with the evidence to support the reason(s) for the reduction in force, or prove the charges against the faculty member, by the greater weight of the credible evidence presented at the hearing.

Each party will have the right to offer evidence and testimony at the hearing and to cross-examine witnesses. All testimony will be sworn. The hearing and prehearing matters are not bound by strict conformity with state court rules and practices, but the hearing officer or panel chairperson will rule on all procedural, evidentiary and other matters and will be the judge of the weight and credibility to be given to the evidence. The hearing officer or panel chairperson will also have authority to direct the parties, witnesses, and evidence, as necessary, to enable the parties to present their evidence and ensure the interests of justice are served. In addition, the elementary and fundamental principles of judicial inquiry will be observed. This means the introduction of only trustworthy evidence will be allowed, as such is generally understood under our system of government and jurisprudence.

7. Exchange of Documents and Witness List. Both parties will exchange all documentary evidence to be presented as exhibits and a list of witnesses (with a statement of the expected testimony of each) at least five (5) days in advance of the hearing.
8. Certified Court Reporter. A certified court reporter will be retained by the College to make a record of the hearing. Each party will pay the expense of any transcript that it requests.
9. Decision after Hearing. If the hearing is conducted by a hearing officer or panel, the hearing officer or panel will, within ten (10) days after the close of the hearing, prepare and transmit to the College President a proposal for decision, together with the original transcript of the hearing and all evidence presented. Such proposal for decision will include findings of fact, conclusions and recommendations, and will be adopted by the hearing officer or if a panel is used, a simple majority of such panel.
10. Hearing Decision. Within seven (7) days of receipt of the hearing officer's or panel's proposal for decision, the College President will consider the evidence and the findings of fact, conclusions, and recommendations and will render and transmit to the parties a decision based on the record made before the hearing officer or panel. If the hearing is held directly by the College President, he or she will consider the evidence and within fifteen (15) days after the close of the hearing, render and transmit to the parties his or her findings of fact, conclusions, and decision. If no appeal is sought, the College President's recommendation, as contained in his or her decision regarding charges, or notice of recommendation for dismissal due to reduction in force, will be forwarded to the Board for approval.
11. Appeal to Board of Trustees. If the faculty member is dissatisfied with the final decision of the College President, he or she may appeal to the Board of Trustees within seven (7) days of receipt of the final decision from the College President. The Board of Trustees will render a decision based on the record made at the

hearing within thirty (30) days of receipt of notice of appeal. Briefs and oral argument may be requested and received by the Board, as determined by the Board, but no new evidence will be heard. The Board may affirm, reverse, or amend the College President's decision. The decision of the Board will be rendered and transmitted to the faculty member and College President.

Adopted: Dec. 19, 1979 Amended: June 25, 2020 Non-substantive Revision: April 16, 2015 3.38.01 - 5 of 5



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.39.01

**REDUCTION IN FORCE OF CONTRACTED ADMINISTRATIVE,
PROFESSIONAL SUPPORT, AND CLASSIFIED STAFF**

The Board of Trustees designates the President of the College to develop a procedure regarding a reduction in force for contracted, full-time Administrative, Professional Support, and Classified Staff, due to financial exigency, program change, or other business needs of the College, which shall constitute adequate cause for termination or nonrenewal of a contract term. Non-contracted Administrative, Professional Support, and Classified Staff, and part-time employees, are at-will employees of the College who are subject to termination at any time, for no reason or any non-discriminatory reason, including reduction in force.

Adopted: June 25, 2020
Year of Last Review: 2020

Amended:

3.39.01 – 1 of 1

Designated Contact: Vice-President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

For District review 9/28/20 to 10/18/20

3.39.01.10 Reduction in Force of Contracted Administrative, Professional, and Classified Staff (Working Draft: Considered Official)

APPROVED: _____ **REVISED:** _____
Year of last review: 2020
AUTHORIZING BOARD POLICY: 3.39.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a uniform procedure for implementing a Reduction In Force (RIF) at the College for contracted, full-time administrative, professional, and classified staff and part-time employees (jointly, "Staff,") due to financial exigency, program change, or other business necessity.

PROCEDURE:

I. DEFINITIONS: For the purposes of this procedure, the following definitions of terms will apply:

1. "Reduction in Force" is the dismissal of Staff employees within a particular unit, department, division, support area, campus or location, for reasons of financial exigency, program change, or other business necessity.
2. "Financial exigency" is any decline in the College's financial resources caused by a decline in enrollment, cuts in funding, a decline in tax revenue, budgetary changes, or any other action or event that creates a need for the College to reduce financial expenditures.
3. "Program change" is any elimination, curtailment, or reorganization of a curriculum offering, program, instructional discipline, or College operation due to the lack of student enrollment in particular course offerings, legislative revisions to program funding, reorganization or consolidation of two or more departments in the College, or any other reason necessitating a program change.
4. "Business necessity" is a legitimate business purpose that justifies an employment decision as effective and needed to achieve the College's goals and ensure that operations run safely and efficiently.
5. "Staff employee" is a contracted and non-contracted, full-time Administrative, Professional, and Classified staff employee, and part-time employee of the College.
6. "Contracted Staff Employee" is a Staff employee who is subject to an employment contract of the College.
7. "Furlough" is a temporary, involuntary, unpaid leave of absence from work, a reduction of work hours, or reduction in pay, for a designated period of time, as determined by the College.

II. GENERAL PROVISIONS

1. A Reduction in Force may take place when the College President determines that financial exigency, program change, or other business necessity requires the discharge of one or more Staff employees in the affected areas. Such determination constitutes adequate cause for contract termination or non-renewal of contracted Staff employees in the affected areas.
2. All Staff contracts must contain a provision that a Reduction in Force constitutes adequate cause for termination or non-renewal of contracted Staff employees whenever the College President determines that financial exigency, program change, or other business necessity requires the discharge of one or more Staff employees in the affected areas.

3. Reduction in Force decisions will be made without regard to a Staff employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, veteran status, or any other legally protected characteristic. Additionally, Reduction in Force decisions will be made without regard to a Staff employee's exercise of rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
4. This procedure does not address or govern modification in or the elimination of jobs due to changes in funding for grants or external contracts, as the College is not obligated to provide funding that compensates for the diminished sources of funding available to pay the salary of Staff employees employed under grants or external contracts.
5. This procedure does not address or govern modification in or the elimination of jobs of non-contracted Staff employees, or part-time employees, as they are employees at-will in accordance with Texas law and as such, are subject to separation at any time for no reason or any non-discriminatory reason, including Reduction in Force.
6. This procedure does not address or govern the dismissal of any Staff employee for misconduct, unacceptable performance, or other reasons that are not due to a Reduction in Force.
7. This procedure does not apply to non-contracted administrative staff, professional staff, classified staff, or part-time employees, who are at-will employees of the College and are subject to termination at any time, for no reason or any non-discriminatory reason, including Reduction in Force.
8. A leave of absence will not be granted in lieu of a Reduction in Force.

III. EMPLOYMENT AREAS THAT MAY BE AFFECTED

1. A Reduction in Force may be implemented in one, several, or all divisions and departments of the College.
2. The College President's Cabinet, with advice from Human Resources/Employee Relations, will make recommendations to the College President to assist the College President in determining the employment areas to be affected. The College President will review such recommendations and make the final determination regarding which employment areas are to be affected.
3. In determining employment areas to be affected, the College President may combine and/or coordinate employment areas or may identify programs within the employment areas to be affected.

IV. PROCEDURES

1. Preliminary Measures

The following measures may be considered prior to or in conjunction with the implementation of a Reduction in Force, in no particular order of importance or preference:

- a. Reduce or temporarily freeze departmental budgets, and/or specific line items within budgets. This may include, but is not limited to, the option to reduce or freeze expenditures in one area while increasing expenditures in other areas, resulting in a net budget reduction;
- b. Permanently recoup budgeted salaries for full-time or part-time positions that have been vacant for at least 18 months;
- c. Reduce the pay or benefits of one or more unit, department, division, support area, campus or location, and/or individual positions within those components;
- d. Job sharing;
- e. Cross-training;
- f. Furloughs;

g. Incentives for voluntary separation;

h. Other cost-saving considerations.

2. Criteria for Selection

The College may apply the following criteria, in no particular order of importance, to full-time contracted Staff employees, and will apply the former foster child preference and Veteran's preference as appropriate under Chapters 657 and 672 of the Texas Government Code, respectively, when identifying the particular Staff positions to be reduced:

- a. *Qualifications and Background.* The contracted Staff employee's total work experience in the field may be considered, as reflected in, by example only, special certification(s) or license(s), specialized skills and training, such as proficiency in use of equipment or programs, and transferable skills.
- b. *Performance and Conduct.* The contracted Staff employee's overall effectiveness may be considered, as reflected in, by example only, written evaluations, appraisal documentation, disciplinary documentation, and/or other communications regarding performance or conduct in the last three academic years.
- c. *Seniority.* The contracted Staff employee's length of continuous years of service in the College may be considered, which will be determined by calculating continuous service in the College, as measured from the contracted Staff employee's most recent date of employment as a contracted Staff employee. An authorized leave or break in College employment of fewer than six months will not be considered an interruption of continuous service.

3. Final Action

After considering appropriate recommendations, the College President will determine the contracted Staff positions to be reduced.

4. Notice

Contracted Staff employees subject to a Reduction in Force will be given notice of the College President's decision if their position is reduced. The College will comply with applicable law, if any, regarding notice requirements to contracted Staff employees.

V. APPEAL FOR CONTRACTED STAFF EMPLOYEES

1. *Termination during the term of a contract.* A determination of financial exigency, program change, or other business necessity requiring a Reduction in Force constitutes adequate cause for termination of a contracted Staff employee during a contract term. Termination by Reduction in Force of contracted Staff employees may be appealed through the grievance procedure afforded under Board Procedure 3.43.02.10, except that the initial step of the grievance must be taken, if at all, within five (5) business days of receiving written notice of the Reduction in Force, and will start at Level III of the grievance, with the appropriate Vice President or equivalent Senior Administrative Supervisory Official.
2. *Nonrenewal of a contract at the end of the contract term.* A determination of financial exigency, program change, or other business necessity requiring a Reduction in Force constitutes adequate cause for the nonrenewal of a contracted Staff employee at the end of a contract term. Appeal of the contract non-renewal at the end of a contract term due to a Reduction in Force will be handled in accordance with the process afforded under Board Policy 3.43.03.
3. *Dismissal of non-contracted staff employees.* Dismissal by Reduction in Force of a non-contracted staff employee may be appealed through the grievance procedure afforded under Board Procedure 3.43.02.10, except that the initial step of the grievance must be taken, if at all, within five (5) business days of receiving written notice of the Reduction in Force and will start at Level III of the grievance, with the appropriate Vice President or equivalent Senior Administrative Supervisory Official.
4. *Veteran's Preference.* A staff employee who believes he or she did not receive a Veteran's employment preference for his or her retention in a Reduction in Force may utilize the grievance procedure in Board Policy 3.43.01.10.

5. *Former Foster Preference.* A staff employee who believes he or she did not receive former foster child preference for his or her retention during a Reduction in Force may utilize the complaint procedures outlined in Texas Government Code § 672.004, as amended.

VI. EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

Compensation and benefits of Staff employees dismissed, as a result of a Reduction in Force will be affected, as follows:

1. All eligible accrued vacation will be paid within 6 days of the date of separation. The eligible accrued sick leave percentage will be calculated in accordance with EPCC policies and procedures and will be paid within 6 days of the date of separation.
2. If a staff employee elects to have health insurance through the College, the College will continue to provide health insurance in accordance with existing law and health benefit program requirements. Staff employees who wish to remain covered, or have their families remain covered, under the College's health insurance policy after the College has met its legal obligations to provide such coverage, may elect continuation of coverage through the Consolidated Omnibus Benefit Reconciliation Act (COBRA). Medical and dental insurance may continue under the provisions of COBRA if the Staff employee timely elects continuation of coverage and pays the COBRA monthly premium(s).
3. Compensation and benefits may be otherwise affected, as required or allowed by law or EPCC policy or procedure.

VII. REHIRE

1. A Staff employee dismissed as a result of a Reduction in Force is eligible to re-apply for any vacant position for which he or she is qualified and will be considered for employment on the same basis as to all other applicants. Former Staff employees will be responsible for reviewing posted vacancies and complying with College application procedures to be considered for a particular vacancy.
2. Credited service and other benefits, such as sick leave and vacation, will not accrue after dismissal of a Staff employee as a result of a Reduction in Force. However, if a contracted staff employee is re-employed and returns to a benefits-eligible contracted Staff position within six (6) months of the date of dismissal, such contracted staff employee previously dismissed as a result of a Reduction in Force will have credited service restored and will begin to accrue vacation at the accrual rate that was applicable as of the date of the Reduction in Force dismissal.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.40.01

REDUCTION IN FORCE OF FULL-TIME CREDIT FACULTY

The Board of Trustees designates the President of the College to develop a procedure regarding reduction in force for contracted, full-time credit faculty*, due to financial exigency, program change, or other business needs of the College, which shall constitute adequate cause for termination or nonrenewal of a contract term. Non-contracted faculty are at-will employees of the College who are subject to termination at any time, for no reason or any non-discriminatory reason, including reduction in force.

* Note: The word “faculty” denotes instructors, counselors and librarians.

Adopted: June 25, 2020
Year of Last Review: 2020

Amended:

3.40.01 – 1 of 1

Designated Contact: Vice-President of Financial and Administrative Operations, Vice-President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

**For 2nd District review 1/13/21 to 2/2/21
(Most recent District review, of same draft, 9/28/20 to 10/18/20)**

3.40.01.10 Reduction in Force of Full-time Credit Faculty (Working Draft: Considered Official)

APPROVED: May 24, 2011 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: 3.40.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a uniform procedure for implementing a Reduction in Force (RIF) at the College for full-time credit faculty* employees due to financial exigency, program change or other business necessity. **The procedures listed herein are only applicable in the event of a RIF.**

PROCEDURE:

- I. **DEFINITIONS:** For the purposes of this procedure, the following definitions of terms will apply:
 1. “Reduction in Force” is the dismissal of a faculty employee within a particular unit, department, division, support area, campus or location for reasons of financial exigency, program change, or other business necessity that has a business and legitimate college purpose.
 2. “Financial exigency” is any decline in the College’s financial resources caused by a decline in enrollment, cuts in funding, a decline in tax revenue, budgetary changes, or any other action or event that creates a need for the College to reduce financial expenditures.
 3. “Program change” is any elimination, curtailment, or reorganization of a curriculum offering, program, instructional discipline, or College operation due to the lack of student enrollment in particular course offerings, legislative revisions to program funding, reorganization or consolidation of two or more departments in the College, or any other reason necessitating a program change. **Program Closures are subject to Policy 6.04.01 and additional procedures, if any, required in College Procedure 6.04.01.22.**
 4. “Business necessity” is a legitimate business purpose that justifies an employment decision as effective and needed to achieve the College's goals and ensure that operations run safely and efficiently.
 5. “Faculty” includes instructors, counselors, and librarians, as defined in Board Policy 3.07.02.
 6. “Full-time Credit Faculty” includes only Probationary Faculty, Contracted Faculty, and Tenured Faculty, as those terms are defined in Board Policy 3.07.02.
 7. “Furlough” is a temporary, involuntary, unpaid leave of absence from work, a reduction of work hours, or reduction in pay, for a designated period of time, as determined by the College.

- II. **GENERAL PROVISIONS**
 1. A Reduction in Force may take place when the Board determines that financial exigency, program change, or other business necessity requires the discharge of one or more faculty employees in the affected areas. Such determination constitutes adequate cause for contract termination or non-renewal of full-time credit faculty employees in the affected areas.
 2. All full-time credit faculty contracts must contain a provision that a Reduction in Force constitutes adequate cause for termination or non-renewal of full-time credit faculty employees whenever the College President determines that financial exigency, program change or other business necessity requires the discharge of one or more full-time credit faculty employees in the affected areas.

* Note: The word “faculty” denotes instructors, counselors and librarians.

3. Reduction in Force decisions will be made without regard to a faculty employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, veteran status, or any other legally protected characteristic. Additionally, Reduction in Force decisions will be made without regard to a faculty employee's exercise of rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
4. This policy does not address or govern modification in or the elimination of jobs due to changes in funding for grants or external contracts, as the College is not obligated to provide funding that compensates for the diminished sources of funding available to pay the salary of faculty employees employed under grants or external contracts.
5. This procedure does not address or govern modification in or the elimination of jobs of non-contracted faculty employees, as non-contracted faculty employees are employees at-will in accordance with Texas law and as such, are subject to separation at any time for no reason or any non-discriminatory reason, including Reduction in Force.
6. This policy does not address or govern dismissal of a faculty employee for misconduct, unacceptable performance, or other reasons that are not due to a Reduction in Force.
7. A leave of absence will not be granted in lieu of a Reduction in Force dismissal.

III. EMPLOYMENT AREAS THAT MAY BE AFFECTED

1. A Reduction in Force may be implemented in one, several, or all divisions and departments of the College.
2. The President's Cabinet, with advice from Human Resources/Employee Relations, will make recommendations to the College President to assist the College President in determining the employment areas to be affected. The College President will review such recommendations and make his or her final determination regarding which employment areas are to be affected.
3. In determining employment areas to be affected, the College President may combine and/or coordinate employment areas or may identify programs within the employment areas to be affected.

IV. PROCEDURES

1. Preliminary Measures

The following measures **may** be considered prior to or in conjunction with the implementation of a Reduction in Force, in no particular order of importance or preference:

- a. Reduce or temporarily freeze departmental budgets, and/or specific line items within budgets. This may include the option to reduce or freeze expenditures in one area while increasing expenditures in other areas, resulting in a net budget reduction;
- b. Permanently recoup budgeted salaries for full-time or part-time positions that have been vacant for at least 18 months;
- c. Reduction in pay of one or more unit, department, division, support area, campus or location, and/or individual positions within those components;
- d. Job sharing;
- e. Cross-training;
- f. Furloughs;
- g. Incentives for voluntary separation;
- h. Other cost-saving considerations.

i. Advisory Evaluation Committee

After the College President identifies one or more areas in which a Reduction in Force is necessary, but before any full-time credit faculty position is selected to be dismissed as part of a Reduction in Force, an evaluation committee will meet to review the individual qualifications of full-time credit faculty employees in an area where a Reduction in Force is determined by the College President to be necessary. This committee will be comprised of administration and faculty employees in an equal number—to be determined by the College President or his or her designee. The members of this committee will be comprised of: (1) on behalf of the administration, member(s) of the Cabinet, nominated by the Cabinet and appointed by the College President; and (2) on behalf of the faculty Constituency Group(s), the Constituency Group Presidents. This committee will be advisory to the College President.

2. Criteria for Selection

Tenured faculty will be the last to be reduced in any Reduction in Force. The College may also apply the following criteria, in no particular order of importance, to full-time credit faculty employees, and will apply the former foster child preference and Veteran's preference as appropriate under Chapters 657 and 672 of the Texas Government Code, respectively, when identifying the particular full-time credit faculty positions to be reduced:

- a. *Education/Certification.* The full-time credit faculty employee's appropriate degree, certificate, and/or other academic credentials for the current assignment required by the Texas Higher Education Coordinating Board, or the directives or guidelines of accrediting associations/boards may be considered.
- b. *Qualifications and Background.* The full-time credit faculty employee's total work experience in the field may be considered, as reflected in, by example only, special certification(s) or license(s), specialized skills and training, such as proficiency in use of equipment or programs, and transferable skills.
- c. *Performance and Conduct.* The full-time credit faculty employee's overall effectiveness may be considered, as reflected in, by example only, written evaluations, appraisal documentation, disciplinary documentation, and/or other communications regarding performance or conduct in the last three academic years.
- d. *Seniority.* The full-time credit faculty employee's length of continuous years of service in the College may be considered, which will be determined by calculating continuous service in the College, as measured from the full-time credit faculty employee's most recent date of employment as a full-time credit faculty employee. An authorized leave or break in College employment of fewer than six months will not be considered an interruption of continuous service.

3. Alternative Positions for Full-time Credit Faculty Employees

Once the College President has identified appropriate faculty employees in the affected areas, full-time credit faculty employees may be considered for other available positions for which they are qualified, up to the date the dismissal is final. Refusal to accept an offer for alternate available position is considered adequate cause for termination during or at the end of a contract term.

4. Board Action.

After considering the College President's recommendations, the Board will determine the faculty positions to be dismissed.

5. Notice

Full-time credit faculty employees will be given notice of the Board's decision if their position is reduced. The College will comply with applicable law, if any, regarding notice requirements to full-time credit faculty employees.

V. APPEAL

1. *Termination during the term of a contract.* A determination of financial exigency, program change, or other business necessity requiring a Reduction in Force constitutes adequate cause for termination during a contract term. Appeal of the dismissal of a full-time credit faculty employee during the term of a contract due to a reduction in Force will be handled exclusively through the process afforded under Board Policy 3.38.01 (Dismissal or Suspension of Contracted Faculty).
2. *Nonrenewal of a contract at the end of the contract term.* A determination of financial exigency, program change, or other business necessity requiring a Reduction in Force constitutes adequate cause for nonrenewal at the end of a contract term. In accordance with § 51.960 of the Texas Education Code, appeal of the non-renewal at the end of a contract term due to a Reduction in Force will be handled in accordance with the process afforded under Board Policy 3.43.03.
3. *Dismissal of non-contracted faculty employees.* Dismissal by Reduction in Force of a non-contracted faculty employee may be appealed through the grievance procedure afforded under Board Procedure 3.43.02.10, except that the initial step of the grievance must be taken, if at all, within five (5) business days of receiving written notice of the Reduction in Force and will start at Level III of the grievance, with the appropriate Vice President or equivalent Senior Administrative Supervisory Official.
4. *Veteran's Preference.* A faculty employee who believes he or she did not receive a Veteran's employment preference for his or her retention in a Reduction in Force may utilize the grievance procedure in Board Policy 3.43.01.10.
5. *Former Foster Preference.* A faculty employee who believes he or she did not receive former foster child preference for his or her retention during a Reduction in Force may utilize the complaint procedures outlined in Texas Government Code § 672.004, as amended.

VI. EFFECT OF REDUCTION IN FORCE ON COMPENSATION AND BENEFITS

Compensation and benefits of faculty employees dismissed as a result of a Reduction in Force will be affected, as follows:

1. All eligible accrued personal and sick leave will be paid within 6 days of the date of separation.
2. Life and disability insurance coverage will end in accordance with the plan document.
3. If a faculty employee elects to have health insurance through the College, the College will continue to provide health insurance in accordance with existing law and health benefit program requirements. Faculty employees who wish to remain covered, or have their families remain covered, under the College's health insurance policy after the College has met its legal obligations to provide such coverage, may elect continuation of coverage through the Consolidated Omnibus Benefit Reconciliation Act (COBRA.) Medical and dental insurance may continue under the provisions of COBRA if the faculty employee timely elects continuation of coverage and pays the COBRA monthly premium.
4. Compensation and benefits may be otherwise affected, as required or allowed by law or policy.

VII. REHIRE

1. Any faculty employee dismissed as a result of a Reduction in Force may apply for any vacant position for which he or she is qualified and will be considered for employment on the same basis as to all other applicants. Former faculty employees will be responsible for reviewing posted vacancies and complying with College application procedures to be considered for a particular vacancy.
2. A full-time credit faculty employee who has been dismissed as a result of a Reduction in Force has the right to reappointment to his or her former position if the position is reestablished within six months of the date of dismissal.
3. Credited service and other benefits, such as sick leave and vacation, will not accrue after dismissal as a result of a Reduction in Force. However, if a full-time credit faculty employee is re-employed and returns to a full-time credit faculty position within six (6) months of the date of dismissal, such full-time credit faculty employee previously dismissed as a result of a Reduction in Force will have credited service restored and

will begin to accrue vacation at the accrual rate that was applicable as of the date of the Reduction in Force dismissal.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

COMPLAINTS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.43.01

DISCRIMINATION COMPLAINTS

A complaint of discrimination based on race, color, national origin, religion, sex (gender), age, disability, veteran status or other prohibited discrimination including sexual harassment, and sexual orientation and gender identity may be filed by an employee, an applicant for employment, a former employee if the charge(s) is related to termination or non-reemployment, or a student if the charge(s) relate to an employee of the District. Such complaints alleging discrimination will be processed in a timely and expeditious manner. The Board intends that every complaint be taken seriously and investigated thoroughly and promptly. The President shall develop procedures for the timely review of such complaints.

**Adopted: July 25, 1984 Amended: February 12, 1996 Non-substantive Revision: April 10, 2015 3.43.01 - 1 of 1
Year of last Review: 2018**

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.43.01.10 Discrimination Grievances **APPROVED:** March 6, 1998 **REVISED:** April 10, 2015
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.43.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide the timely review of discrimination complaints based on the statutorily protected characteristics of race, color, national origin, religion, gender, age, disability, veteran status, or other prohibited discrimination including sexual harassment, and, based on Board Policy, of sexual orientation and gender identity, that are filed by an employee, an applicant for employment, a former employee if the charge(s) relates to termination or non-reemployment, or a student if the charge(s) relates to an employee of the District.

PROCEDURE:

I. General Provisions

- A. The Employee Relations Department will advise employees, supervisors, applicants, and/or students in using the Discrimination Grievances procedure by explaining policies and procedures, providing objectivity to the process, assisting in preventing delays in the process, and resolving grievances between the parties, if possible.
- B. The grievant may have the right to take legal action through agencies or parties outside the College. If the grievant does file a complaint in another forum while the College is in the process of a formal grievance procedure, the College will have no further obligation to continue its review under this procedure. The College, however, may continue to investigate the complaint as it would in a situation involving threatened or pending litigation.
- C. Any written complaint filed with the College will contain a precise statement of the complaint, including a statement of the facts, an identification of the parties involved, and the specific remedy which the employee is seeking. After a complaint has been written, no additional grievance issues may be added to the original complaint. Any additional complaint issues must be addressed in another, separate grievance.
- D. The employee shall have the right to have a peer representative who does not claim the right to strike present at any stage of the proceedings. Either party shall have the right to identify witnesses necessary for the processing of the complaint.
- E. For purposes of this procedure the following definitions will apply:
 - 1. The term “grievance” means an allegation that the grievant has been discriminated against on one or more bases for discrimination, as described in the written complaint.
 - 2. The term “grievant” means an identified person who was, at the time the action giving rise to the grievance arose, an employee, an applicant for employment, a former employee if the charge(s) relates to termination or non-reemployment, or a student if the charge(s) relates to an employee of the District.
 - 3. The term “respondent” means the College’s administrative unit, employee, or agent against whom a grievance is filed.
 - 4. The number of “working days” indicated shall mean those days when the administrative offices of the College are open.

- F. Grievances will be handled with reasonable promptness in both the submission and the processing. If the grievant fails to act within the time limits provided herein, the College will have no responsibility to process the grievance and it shall be deemed withdrawn. The Employee Relations Department will monitor the processing of the grievance. Time lines may be waived or otherwise established by mutual agreement of the parties or for other justifiable reasons, for example, the complexity of the grievance issue(s). The complainant will be informed if the time lines are extended or adjusted.
- G. No discriminatory or retaliatory action shall be taken by the College or any employee against any employee, applicant, former employee, or student by reason of his/her participation in the complaint process.
- H. Unless otherwise required by law, the College, the grievant, the respondent and any other parties who may participate in the review of the complaint will maintain the confidentiality of the records and proceedings of the discrimination complaint review and determination.
- I. The College reserves the right to administratively review a discrimination complaint, waiving the standard complaint procedure or portions of the procedure, and to take immediate and appropriate corrective action, as deemed appropriate and/or necessary.
- J. Grievances alleging sexual orientation and gender identity will be processed in the same manner as are grievances alleging statutorily protected characteristics. If there is deemed to be merit to the claim, however, an equitable remedy will be based on the individual's status with the College (e.g., employment or student status, or applicant status).

II. Process

A. Consultation

Prior to the initiation of the grievance process, the individual may wish to discuss the issues involved in the alleged discrimination or to discuss the process for addressing complaints of discrimination. The individual may consult with the Associate Vice President, Employee Relations or other administrator in the College. For information with regard to obtaining assistance, please contact the Employee Relations Department.

B. Procedural Steps

1. The grievance must be filed in writing on the *Discrimination Grievance Initiation* form provided by the Employee Relations Department. The grievance should be submitted to the Employee Relations Department within 25 working days of the date on which the grievant knew or should have known of the action or condition which occasioned the grievance.
2. The written grievance submission must specifically state the basis for the claim of discrimination, the effect on the grievant, and the relief requested. Documentation, in the form of facts, circumstances, and the names and addresses of witnesses having information pertinent to the grievance must also be a part of the written grievance.
3. A determination shall be made within five (5) working days of receipt of the written complaint as to whether the complaint states a claim of discrimination or otherwise meets the procedural scope of this procedure.
 - a. If accepted, the grievance will be numbered and a copy forwarded to the grievant.
 - b. If the written complaint warrants immediate action, the grievance may be directly forwarded to the appropriate Senior Administrative Supervisor or Reviewer for administrative review and action; in such instances, the review process described below may be suspended or waived completely in order to expedite the review process or to take immediate and appropriate corrective action as deemed necessary.
 - c. If the complaint is not accepted, the grievant may appeal this decision in writing within five (5) working days to the Senior Administrative Supervisor in whose divisional area the complaint arose.

4. The Associate Vice President, Employee Relations will then schedule a meeting within five (5) working days of receipt of the grievance, to inform the respondent and his/her administrative supervisors of the complaint and to provide a copy of the formal written grievance to the respondent and to his/her administrative supervisors.
5. The respondent will submit a written response to the grievance which addresses each allegation and will include any pertinent information supporting his/her response. The respondent's written response will be submitted to the Associate Vice President, Employee Relations within 10 working days of receipt of the grievant's complaint materials.
6. The Associate Vice President, Employee Relations shall forward a copy of the written complaint and the respondent's written response to a designated member of the College's legal counsel, or other appropriate reviewer, selected by legal counsel and the Associate Vice President, Employee Relations. This designated individual will complete a review of the complaint and the response to the complaint and issue a written report normally within ten (10) working days of receipt of the complaint materials. Such things as the complexity of the grievance issues and the number of witnesses to be interviewed are significant factors regarding this desired time line.
7. Upon receipt of the grievance review report, the Associate Vice President, Employee Relations will inform the parties of the decision of this review, including whether a claim of discrimination has been stated by the grievant, and whether further action is merited.
8. If the review concludes that the employee has been discriminated against as alleged, the matter will be referred to the Senior Administrative Supervisor (or directly to the President) for a recommendation(s) regarding appropriate corrective action.
9. The decision of the Reviewer is the final regarding the merits of the grievance. There is no further internal processing of a discrimination grievance.
10. Procedural appeal: Within five (5) working days of the notification of the Reviewer's decision, the grievant may appeal the grievance action only on the basis that the discrimination grievance procedures described herein were not properly observed or followed. The appeal must be filed in writing with the Associate Vice President, Employee Relations, who will forward the appeal to the President. The President will render a decision on the appeal within ten (10) working days of receipt of the appeal. The Associate Vice President, Employee Relations will inform the parties of the President's decision.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.43.02

COMPLAINTS ON WAGES, HOURS, OR WORKING CONDITIONS

Resolution of employee complaints on wages, hours, or working conditions will be made in a timely and orderly manner. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level. The President shall develop procedures for the timely resolution of such complaints.

Adopted: July 25, 1984
Year of last Review: 2018

Amended: Sept. 22, 1994

3.43.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

3.43.02.10 Employee Grievances on Wages, Hours, or Working Conditions

APPROVED: September 27, 1994 **REVISED:** October 13, 2016
Year of last review: 2018
AUTHORIZING BOARD POLICY: 3.43.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated contact: Executive Director of Human Resources

OBJECTIVE: To facilitate the existing right of College employees to present concerns or grievances concerning their wages, hours of work, or conditions of work.

PROCEDURE:

I. General Provisions

- A. While the College endeavors to maintain pleasant working conditions which lead to cooperative, effective working relationships for all employees, it is recognized that misunderstandings and disagreements may arise regarding an employee's terms or conditions of employment. Employees are encouraged to informally discuss problems, concerns or complaints with their immediate supervisor in an attempt to resolve such issues. For concerns and/or complaints not resolved through informal discussions, however, this formal grievance procedure has been established to resolve such issues.
- B. The scope of this procedure includes complaints regarding, but not limited to, the following types of concerns:
 - 1. Wages, hours, or conditions of work;
 - 2. Alleged violations of Board Policy or College procedure;
 - 3. Alleged arbitrary, malicious, or capricious treatment; or
 - 4. Alleged intimidation or harassment, not based on discrimination.

Excluded from coverage by this procedure are complaints/grievances regarding any form of discrimination, including alleged sexual harassment, and/or alleged violations of any Federal or State law prohibiting discrimination in the workplace. College Procedure 3.43.01.10, *Discrimination Grievances*, is the relevant procedure for addressing any form of discrimination complaints/grievances.

Excluded also are concerns regarding non-reemployment, which are governed by Board Policy 3.43.03, *Processing Other Types of Complaints*. These complaints may be lodged directly before the Board of Trustees, through a personal appearance or through a representative. Arrangements for such an appearance are made through the office of the President of the College.

C. Definitions to be used in this procedure:

1. Complaint

A concern regarding an issue within the scope of this procedure which is informally brought to the attention of the immediate supervisor by an employee for resolution. The complaint is used to promote understanding, achieve improvement, and maintain fair and effective employee relations.

2. Grievance

An unresolved complaint which is formally carried forth by the employee in the manner specified by this procedure.

3. Grievance Procedure

A formal and orderly method of handling and monitoring unresolved complaints or problems occurring between employees and supervisors.

4. Resolution

The final decision made regarding the concern, complaint, or grievance.

5. Mediation

a. What is Mediation?

Mediation is a method of non-binding dispute resolution involving a neutral third party who tries to help the disputing parties reach a mutually agreeable solution. Thus, mediation is a process of assisted negotiation between the employee and the supervisor in which the mediator, a neutral third party, assists the parties in resolving their own dispute. The mediation process is designed to allow the parties to control the outcome of the employee's grievance. It gives the parties an excellent opportunity to resolve their dispute early in the process before the possibility of a prolonged or lengthy grievance review.

b. The mediator's goals are to:

1. Help the parties define the differences between them;
2. Find ways to help the parties communicate with each other;
3. Help the parties explore options available to resolve their differences; and
4. Assist the parties in reaching an agreement to resolve their dispute.

It is not the mediator's role to weigh the evidence, interview witnesses or determine an outcome of the disputed grievance issue(s). The mediator will not be involved in either the review of the grievance or any other processing of the grievance being mediated.

c. Who will mediate?

A mediator will be selected by Employee Relations to mediate the grievance issues brought by the employee. Mediators will be trained individuals from outside the College.

- D. The Employee Relations Department will advise employees and supervisors in using the grievance procedure by clarifying pertinent policies and procedures, providing objectivity to the process, assisting in preventing delays in the process, receiving the Grievance Processing Form and monitoring the timelines, facilitating the mediation process, if requested, and facilitating the resolution of conflicts between employees and supervisors, if possible. The Employee Relations Department will have the responsibility to follow up at the conclusion of the grievance process to assure that the resolution has been completed or accomplished at whatever stage the grievance is resolved.
- E. The grievance will contain a detailed statement of the complaint, including a statement of the issues, the parties involved, and the specific remedy which the employee is seeking.
- F. After a grievance has been submitted, no additional complaint issue(s) may be added to the original grievance. *Any additional complaint issues must be addressed in another, separate grievance.*
- G. The employee (grievant) has the right to have a representative who does not claim the right to strike present at any stage of the proceedings. Either party has the right to present witnesses necessary for the processing of the grievance.
- H. Either party may request the use of mediation during any point(s) in the grievance process. It is preferable to incorporate mediation at the lowest level of the grievance procedure, in an effort to resolve the disputed issues early and in an expeditious manner. If the parties reach an agreement to settle the grievance issue(s), the mediator will assist the parties in writing their agreement outlining the resolution. Once a resolution has been reached, both parties are bound to honor the agreement. The Employee Relations Department is responsible for facilitating all aspects of the mediation process, including a follow-up to assure that the resolution is in compliance with College policies and procedures, and that the resolution has been addressed and/or completed. The definition of mediation for this grievance procedure is included as Section I.C.5.

- I. Failure by the employee to appeal a decision within the specified timelines will constitute a resolution or the withdrawal of the grievance. Failure by the supervisor to respond within the specified timelines may result in the complaint advancing to the next administrative supervisory level at the employee's request. It is the responsibility of both the employee and the supervisor to monitor the processing of the grievance through this procedure. The Employee Relations Department will also monitor the processing of the grievance through this procedure. Time limits may be reasonably extended for good reason as determined by the Employee Relations Department, who will also notify all parties of such time extension. Reason will prevail with regard to timelines.
- J. No discriminatory or retaliatory action will be taken by any employee of the District, including College officials, against any employee by reason of participation in the complaint process, as the grievant, a witness, or any other participant in the grievance review process. If an employee feels that he/she has been retaliated against, the employee should immediately contact his/her supervisor(s) or the Employee Relations Department. Appropriate immediate action will be taken to prevent any retaliation.
- K. All discussions with respect to the complaint will be kept confidential by all parties during the procedural levels of the complaint, provided that either the employee or supervisor(s) may release, and/or discuss pertinent information with any employee related to the complaint.
- L. The College reserves the right to administratively review a complaint or grievance, waiving the standard grievance procedure or portions of the procedure, and to take measures to resolve the grievance issues, as deemed appropriate and/or necessary. The President and/or the Associate Vice President for Employee Relations are authorized to make this decision to administratively review a complaint.
- M. The grievant may have the right to take legal action through agencies or parties outside the College. If the grievant elects to file a grievance regarding the same issue(s) in another forum prior to the resolution of the initial grievance, the College will have no further obligation to continue its review under this procedure. The College, however, may continue to investigate the grievance issues as it would in any situation involving threatened or pending litigation.

II. Procedural Steps of the Grievance Process

A. Informal Resolution of a Complaint Issue(s)

- 1. The employee is encouraged to discuss the complaint issue(s) with his/her immediate supervisor within 10 work days of the incident giving rise to the complaint. The supervisor should gather and analyze the facts, and make a decision. The supervisor will then notify the employee verbally *or in writing* of his/her decision normally within five (5) work days of the initial discussion. An employee may also request a written response if a written response is not provided.
- 2. The employee and/or the supervisor may request mediation at any time in an effort to resolve the disputed complaint issue(s) at the lowest level of the grievance procedure possible. The Employee Relations Department is responsible for facilitating the mediation process.

B. Formal Initiation of the Grievance Process

1. Level One: Immediate Supervisor's Review

NOTE: If the complaint focuses on the actions of the immediate supervisor, the employee may, instead, initiate the process with his/her second-line supervisor (Level Two).

- a. An employee who has a complaint issue(s) and is unable to resolve it informally may initiate the formal grievance process or an employee may initiate a formal grievance without utilizing the informal process within 20 work days of the incident or notification giving rise to the grievance. The employee will develop a written statement using the *Grievance Processing Form* (ER-02) containing the grievance issue(s), the circumstances upon which it is based, the College policy or procedure allegedly violated, and the remedy being sought. The *Grievance Processing Form* is to be used for the formal initiation of this process and to document all of the subsequent steps in the resolution of the grievance.
- b. The *Grievance Processing Form* is submitted to the Employee Relations Department to begin the grievance process. Within three (3) work days, the Employee Relations

Department will review the grievance to assure that the concerns are within the scope of the procedure, and if they are within the scope, the Employee Relations Department will maintain a record of the grievance, and forward the *Grievance Processing Form* to the employee's immediate supervisor, unless otherwise indicated. If the employee's concerns are not within the scope of the procedure, the employee will be so notified.

In the event the grievance relates to an issue that is not within the area of the employee's immediate supervisor, the grievance will normally be forwarded to the administrative supervisor of the respective area in which the grievance concerns arose. Any appeal of this administrative supervisor's decision will be handled by this administrative supervisor's supervisory chain.

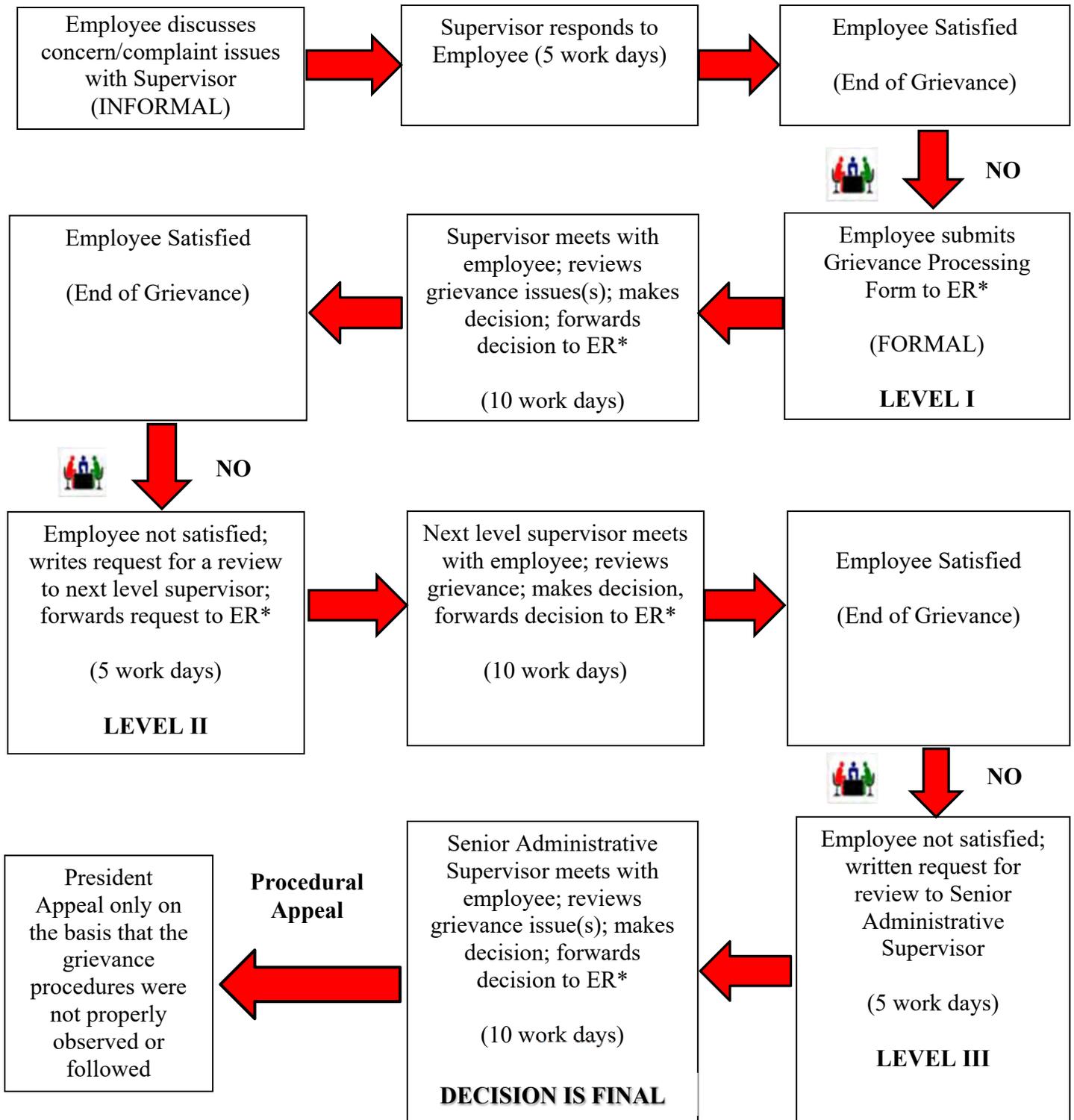
- c. A meeting will be held within five (5) work days of the receipt of the written grievance by the immediate supervisor with the aggrieved employee to clarify the issue(s) of the grievance.
 - d. After an investigative review of the grievance issues has been conducted, a proposed resolution is written on the *Grievance Processing Form* by the supervisor and forwarded to the Employee Relations Department within five (5) work days following the meeting.
 - e. The Employee Relations Department will forward the supervisor's response to the employee within three (3) work days of receipt and will forward a copy to the employee's next line supervisor.
2. Level Two: Second-Line Supervisor's Review (Staff employees: Repeat this Level as necessary to continue through all supervisory levels except for the Senior Administrative official for the area, which is Level Three).
- a. If the employee is dissatisfied with the supervisor's proposed resolution or if the proposed resolution by the supervisor is not received within ten (10) work days of the date the employee met with his/her supervisor, the employee may submit a written request for a review of the proposed resolution to the grievance within five (5) work days to the Employee Relations Department to be forwarded to the employee's next level supervisor (second-line or higher) as identified on the grievance form.
 - b. This next level supervisor will review the grievance and will meet with the employee within five (5) work days of receipt of the grievance form to discuss the grievance issue(s).
 - c. After the investigative review of the grievance issues and a determination of the response, the supervisor will document his/her response to the grievance on the *Grievance Processing Form* and will forward the form to the Employee Relations Department within five (5) work days from the date of the meeting with the employee.
 - d. The Employee Relations Department will provide the employee with a copy of the response within three (3) work days and will also send a copy of the completed *Grievance Processing Form* to the next level supervisor.
3. Level Three: Senior Administrative Supervisory Official's Review (Appropriate Vice President)
- a. If the employee is still dissatisfied with the response to his/her grievance, the employee may submit a written request for a review by his/her Senior Administrative Supervisor (i.e. the appropriate Vice President) to the Employee Relations Department within five (5) work days of receiving the second-line supervisor's response. The Employee Relations Department will forward the complaint to the Senior Administrative Supervisor.
 - b. The Senior Administrative Supervisor will schedule a meeting with the employee within five (5) work days to discuss the grievance. The Senior Administrative Supervisor will then review and investigate the grievance and determine a response to the grievance issue(s).
 - c. The Senior Administrative Supervisor will provide a written response to the grievance on the *Grievance Processing Form* and forward the response to the Employee Relations Department within five (5) work days of the meeting with the employee.

- d. The decision by the Senior Administrative Supervisor is final. The Associate Vice President for Employee Relations will review the decision to assure that it is within the scope of authority of the Senior Administrative Supervisor and in compliance with College Policy and Procedure.
- e. The Employee Relations Department will notify the employee and all other supervisors in the administrative chain of the Senior Administrative Supervisor's decision within five (5) work days.

III. Procedural Appeal to President

- A. Within five (5) work days of the notification of the decision of the Senior Administrative Supervisor the grievant may appeal the grievance action only on the basis that the grievance procedures described herein were not properly observed or followed.
- B. The appeal must be filed in writing with the Associate Vice President, Employee Relations, who will forward the appeal to the President.
- C. The President will consider the procedural issues outlined by the grievant in the appeal and will render a decision on the appeal within ten (10) work days of receipt of the appeal. The Associate Vice President, Employee Relations, will inform the parties of the President's decision in writing.

Flowchart for Procedure 3.43.02.10: Employee Grievances on Wages, Hours, or Working Conditions



*ER=Employee Relations



= Mediation available at these procedural times; however, mediation may be requested at any time before the final decision is made.

NOTE: For assistance at any stage an employee or supervisor should contact the Employee Relations Department.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.43.03

PROCESSING OTHER TYPES OF COMPLAINTS

A. Applicability

This Policy applies to current College employees or former employees when a complaint is related to non-reemployment. A complaint related to non-reemployment must be lodged directly before the Board of Trustees, through a personal appearance or through a representative. Arrangements for an appearance must be made through the office of the President of the College. If a complaint is related to previous employment, the complaint must be filed within thirty (30) calendar days of the previous employment or within thirty (30) calendar days of the notification of non-reemployment.

B. Procedure

All other complaints not otherwise provided for by any policy or procedure may be lodged directly before the Board of Trustees. Such complaints may be made directly by a personal appearance or through a representative. Arrangements for such an appearance must be made through the office of the President of the College.

Adopted: Aug. 27, 1984
Year of last Review: 2020

Amended: June 25, 2020

3.43.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ACCOUNTING



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.01

FISCAL YEAR

The fiscal year for the District shall be the twelve-month period beginning on the first day of September of each year and ending on the thirty-first day of August of the succeeding year.

"A Financial Reporting System for Public Junior Colleges in Texas," Coordinating Board, Texas College and University System, Revised April, 1976.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.01.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.02

FINANCIAL ACCOUNTING SYSTEM

The Board adopts a uniform system of reporting, keyed to budget classifications respecting the purposes of disbursements and the sources of receipt. Such reporting system shall classify accounts in accordance with the recommendations of College and University Business Administration, Third Edition, published in 1974 by the National Association of College and University Business Officers, and subsequent published revisions.

All educational and general expenditure data shall be classified according to the Definitions of the Elements of Cost as designated by the Coordinating Board, Texas College and University System publication "A Financial Reporting System for Public Junior Colleges in Texas," revised April, 1976.

Sec. 61.065, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.01.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.03

SEPARATE ACCOUNTS

The Vice President of Financial and Administrative Operations shall keep true and full accounts of the financial transactions of the District and shall maintain separate accounts on the books of the District, showing the sources of all sums collected and the purpose for which disbursements are made.

The College President shall report to the Board as to the status of these accounts at each regular meeting, and shall report financial information to the public on an annual basis.

See 51.004, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Sept. 22, 1994

4.01.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.04

TRUST FUNDS

All trust funds, including gifts, grants, and bequests received, establishing or adding to endowment funds, loan or scholarship funds, and funds for other current restricted purposes, shall be credited to separate accounts and shall not be commingled with the general income from student fees or other District income. At the election of the Vice President of Administration and Financial Operations, deposits of all funds not specifically required to be deposited to special accounts may be deposited in a single bank account if the records of the District clearly reflect the balance attributable to general funds and various categories of trust funds.

Sec. 51.003, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Sept. 22, 1994

4.01.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.05

INTEREST

Interest received from depository banks for funds on deposit may be credited to an appropriate account in either general funds or trust funds in relation to the sources of temporary investments in time deposits, if the disposition of the earnings was not specified by the grantor.

Sec. 51.004, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.01.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.06

REPORTS

True and full accounts shall be kept by the Vice President of Administration and Financial Operations and other employees of the District of all funds collected from all sources and of all sums paid out and the purposes for which the same are paid.

Sec. 51.005, Tex Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Sept. 22, 1994

4.01.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.07

ANNUAL AUDIT

In accordance with statutory requirements and good business principles, the financial activities of the District shall be subject to audit each year, and the audit shall be performed by a Certified or Public Accountant holding a permit from the Texas State Board of Public Accountants.

The College President shall recommend annually to the Board of Trustees the name of an accountant and/or accounting firm qualified to conduct the District's annual audit, as well as other accounting and auditing services which may be required by the District.

The scope of the examination shall be sufficient to enable the auditor to render an opinion and shall include basic financial statements required by the Coordinating Board, Texas College and University System, "A Financial Reporting System for Public Junior Colleges in Texas," revised April, 1976, and subsequent published revisions.

The College President shall notify the Coordinating Board, Texas College and University System, of the name and address of the accountant or accounting firm employed by the Board. The College President shall cause to be filed with the Coordinating Board, Texas College and University System, and the Texas Education Agency three copies of the annual audit report received from the accountant and/or accounting firm employed by the Board. The College President shall file these copies on or before the first day of December following the close of the fiscal year for which the audit was made.

"A Financial Reporting System for Public Junior Colleges in Texas." Coordinating Board. Texas College and University System, Revised April, 1976, Sec. 41.25, Guide for Administration of Post-Secondary Occupational Education and Technology Programs in Texas, Revised January 4, 1977.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.01.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.01.08

ANNUAL FINANCIAL STATEMENT

The Board shall be responsible for the preparation of an annual financial statement showing total receipts from each fund, itemized according to source; showing total disbursements, itemized according to nature of expenditure; and showing the balance on hand in cash at the close of the fiscal year.

The College President shall be responsible for having the annual financial statement prepared for the Board, both for the purpose of informing the Board and for the purpose of complying with this Policy.

The President of the Board shall publish the annual financial statement in two (2) daily newspapers in El Paso County. Publication shall be made within two (2) months of the close of the fiscal year.

Article 29b, Tex. Rev. Civ. Stat. Ann., Sec. 51.005, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.01.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

REVENUE - STATE



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.02.01

ACADEMIC APPROPRIATION

The District shall participate in the annual appropriation made by the Texas Legislature under the title of Public Junior Colleges - State Aid.

Requirements - To be eligible for and to receive a proportionate share of the appropriation, the District must:

- A. Be certified as a public junior college as prescribed in Section 61.063 of the Texas Education Code;
- B. Offer a minimum of 24 semester hours of vocational and/or terminal courses;
- C. Have complied with all existing laws, rules, and regulations governing the establishment and maintenance of public junior colleges;
- D. Collect from each full-time and part-time student enrolled, matriculation and other session fees in the amounts required and provided by law for other state-supported institutions of higher education, - except that the amount charged nonresidents need not be greater than the amount so required by law on January 1, 1971, and that notwithstanding the provisions of Subsection (b) of Section 54.051 of the Texas Education Code, the minimum tuition charge for resident students shall be \$25.00;
- E. Grant, when properly applied for, the scholarships and tuition exemptions provided for in the Texas Education Code; but
- F. Nothing in these requirements shall be construed to alter, amend, or repeal Section 54.060 of the Texas Education Code.

Sec. 130.003, Tex. Educ. Code.

Restrictions - All funds appropriated to the District as State Aid, except those necessary for paying the costs of audits, shall be used exclusively for the purpose of paying salaries of the instructional and administrative forces of the District and the purchase of supplies and materials for instructional purposes.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.02.01 – 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.02.02

VOCATIONAL APPROPRIATION

The District shall participate in the annual appropriation made by the Texas Legislature for Technical-Vocational Education at Public Junior Colleges and in funds of the United States Government received by the State of Texas under the Vocational Education Act of 1963, as amended, and the Manpower Development and Training Act of 1962, as amended, or such other federal statutes as may come under the jurisdiction of the State Board for Vocational Education.

Requirements - To be eligible for and to receive a proportionate share of the appropriation the District must:

- A. Be certified as a public junior college as prescribed in Section 61.063 of the Texas Education Code;
- B. Offer programs approved by the State Board of Education for such funds;
- C. Comply in the conduct of its vocational-technical education programs with all applicable Federal and State statutes, with all provisions of the Texas State Plan for Vocational Education, and with the rules and regulations of the State Board of Vocational Education and the State Auditor;
- D. Collect in full from each student that is to be counted for Vocational- Technical State-Aid purposes, the amounts set as tuition by the Board; and,
- E. Use a registration and financial reporting system which has been approved by the State Auditor, and furnish him with such reports and information as he may require.

Sec. 31.40, Tex. Educ. Code, Article IV, Sec. 19, H.B. No. 510, 65th Texas Legislature, Regular Session, 1977, Section 3.27-2, Texas State Plan for Vocational Education, Fiscal Year 1977.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.02.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.02.03

APPROPRIATION REQUEST

All State-Aid appropriations requests or other requests for appropriations submitted by the District to the Coordinating Board, Texas College and University System; the Central Education Agency; the Legislative Budget Board; or the Governor's Office shall be approved by the Board in advance of submission. Such appropriations requests shall be based on the number of approved student contact hours generated by the District during the base year (the period June 1 through May 31 preceding the start of each legislative biennium) multiplied by the funding formula rates published by the Coordinating Board and the State Board for Vocational Education. Such requests shall also include any funds to be recommended to the Legislature for the payment of insurance premiums for all District employees, more than part-time, paid with State funds.

Sec. 61.059, Tex. Educ. Code, Sec. 3.27.1, Texas State Plan for Vocational Education, Fiscal Year 1977, Sec. 251.03.01, Rules and Regulations of the Coordinating Board, Texas College and University System, as recodified January 1, 1976.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.02.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

REVENUE - LOCAL



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.01

TAX BONDS

The Board shall, when deemed necessary, obtain funds to purchase, construct, repair or reequip school buildings, or to purchase necessary sites, as follows:

- A. By issuing negotiable coupon bonds, and assessing annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they become due; and,
- B. By levying an ad valorem tax not exceeding 50 cents on the \$100.00 valuation of taxable property in the District.

Sec. 130.122, Texas Education Code

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.02

MAINTENANCE TAXES

The Board shall, when deemed necessary to obtain funds for the further maintenance of the junior college, levy annual ad valorem taxes, however, such maintenance tax together with any bond tax shall never exceed the aggregate of \$1.00 on the \$100.00 valuation of taxable property in the District.

Sec. 130.122, Texas Education Code

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.03

LIMITATIONS

No such bonds shall be issued and none of the aforesaid taxes shall be levied unless approved by a majority of the resident qualified electors of the District who vote at an election held for such purposes. The election shall be called by Board order, which shall set the date, polling places, and propositions to be voted on. Notice of each election shall be given by publishing a copy of the election order at least ten (10) days prior to the date of election in a newspaper of general circulation in the District.

Sec. 130.122, Texas Education Code

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.04

REFUNDING

Subject to the provisions of Article 717K, Tex. Rev. Civ. Stat. Ann., the Board is authorized to refund all or any portion of its outstanding bonds by issuing refunding bonds.

Article 717K, Tex. Rev. Civ. Stat. Ann.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.05

REVENUE BONDS

The Board shall, when deemed necessary, obtain funds to acquire, purchase, construct, improve, enlarge, equip, operate, and/or maintain any property buildings, structures, activities, operations or facilities, of any nature, for and on behalf of the District subject to the following:

- A. By issuing revenue bonds payable from and secured by liens on, and pledges of all or any part of any of the revenues from any rentals, rates, charges, fees, or other resources of the Board: and
- B. Such bonds may be issued to mature serially or otherwise not more than fifty (50) years from their date.

Sec. 130.123, Texas Education Code

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.06

CERTIFICATES OF INDEBTEDNESS

The Board shall, when deemed necessary, issue interest bearing certificates of indebtedness to obtain funds to erect or put up school buildings in the District, or to refinance outstanding certificates, subject to certain restrictions contained in the Texas Education Code. Such certificates shall not mature over a period exceeding twenty-five years from date of issue, nor bear interest at a rate exceeding seven percent (7%) per annum. The District shall not at any time have certificates outstanding and unpaid in a principal amount in excess of \$250,000.00, unless the excess is authorized under the Texas Education Code. All certificates shall be legal, authorized investments, and shall become an indebtedness of the District.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.03.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.07

TUITION

Establishment or Tuition

Credit Courses - Tuition for credit courses offered by the District beginning Summer 1 1992, and continuing for academic years 1992-93 thru 1996-97 shall be at least the minimum tuition required by Section 54.051, Texas Education Code, except that the minimum tuition charge for resident students shall be \$75.00 for the sixteen (16) week Fall or Spring semesters, and \$75.00 for either of the two five and one half (5 ½) week summer sessions and/or the ten (10) week summer session. The \$75.00 minimum tuition charge shall also apply to instruction sessions for more than five and one half (5 ½) but less than sixteen (16) weeks, except where such sessions share a common registration period with the regular semesters and/or summer sessions.

Clock-Hour Courses - Tuition for Clock-Hour Courses shall be \$110.00 per course, per quarter for all students.

Non-Credit Courses - For non-credit courses offered through Continuing Education/Community Services and/or Alternative Education, the President shall establish an appropriate schedule of tuition charges which may include a fee rate of zero. The schedule of charges is to be presented in official publications of the College, as appropriate, each year.

Sec. 54.051, Sec. 130.003, Texas Education Code; Op. Atty. Gen., 1980, MW-220

Resident Tuition -All students who are Texas residents shall be charged resident tuition for credit courses according to the following schedule. A Texas resident shall be as defined by Section 54.052 through 54.060 of the Texas Education Code.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Jan. 15, 1992

4.03.07 - 1 of 3

Designated Contact: Vice President of Financial and Administrative Operations

RESIDENT TUITION RATES

<u>Credit Hours</u>	1991-92 (Summer I & Summer II only)	Fall/Spring/Summer	Fall/Spring/Summer
	<u>1992-93</u>	<u>1993-94</u> <u>1994-95</u>	<u>1995-96</u> <u>1996-97</u>
1	\$75.00	\$75.00	\$75.00
2	91.00	93.00	95.00
3	107.00	111.00	115.00
4	123.00	129.00	135.00
5	139.00	147.00	155.00
6	155.00	165.00	175.00
7	171.00	183.00	195.00
8	187.00	201.00	215.00
9	203.00	219.00	235.00
10	219.00	237.00	255.00
11	235.00	255.00	275.00
12	251.00	273.00	295.00
13	267.00	291.00	315.00
14	283.00	309.00	335.00
15	299.00	327.00	355.00
Above 15	299.00+\$16 for each additional hour above 15	327.00 + \$18 for each additional hour above 15	355.00+\$20 for each additional hour above 15

NON-RESIDENT TUITION RATES

<u>Credit Hours</u>	1991-92 (Summer I & Summer II only)	Fall/Spring/Summer	Fall/Spring/Summer
	<u>1992-93</u>	<u>1993-94</u> <u>1994-95</u>	<u>1995-96</u> <u>1996-97</u>
1	\$ 220.00	\$ 230.00	240.00
2	220.00	230.00	240.00
3	220.00	230.00	240.00
4	300.00	320.00	340.00
5	380.00	410.00	440.00
6	460.00	500.00	540.00
7	540.00	590.00	640.00
8	620.00	680.00	740.00
9	700.00	770.00	840.00
10	780.00	860.00	940.00
11	860.00	950.00	1,040.00
12	940.00	1,040.00	1,140.00
13	1,020.00	1,130.00	1,240.00
14	1,100.00	1,220.00	1,340.00
15	1,180.00	1,310.00	1,440.00
Above 15	1,180.00 + \$80 for each addtl. hour above 15	1,310.00 + \$90 for each addtl. hour above 15	1,440.00 + \$100 for each addtl. hour above 15

Adopted: Nov. 21, 1978

Amended: Jan. 15, 1992

4.03.07 - 2 of 3

Non-Resident Tuition

General - All students who are non-residents of Texas shall be charged non-resident tuition for credit courses of \$220.00 for up to three credit hours and at the rate of \$80.00 - \$100 (see schedule) per credit hour for four or more credit hours. A non-resident of Texas shall be as defined by Section 54.052 through 54.060 of the Texas Education Code.

Resident of Bordering State - Students who are residents of a state situated adjacent to Texas and who register in a Texas public junior college in a county immediately adjacent to that state shall be charged tuition for credit courses at a rate equivalent to the rate charged to a Texas resident registered in the non-resident's state.

Sec. 54.060, Texas Education Code

Alien Students Tuition - All students who are citizens of any country other than the United States of America and who are not eligible for resident tuition pursuant to Section 54.057 of the Texas Education Code shall be charged non-resident tuition for credit courses of \$220.00 for up to three credit hours and at the rate of \$80.00 per credit hour for four or more credit hours.

Sec. 54.051 - 54.060, Texas Education Code; Sec. 130.003 Texas Education Code; Op. Atty. Gen., 1971, M-940; Op. Atty. Gen., 1973, H-61, Amended: Op. Atty. Gen., 1979, MW-63

Concurrent Enrollment Tuition Limit - Tuition charges for students registered at more than one public institution of higher education at the same time shall be determined in the following manner: The student shall pay the full tuition charge to the first institution at which he/she is registered; the student shall pay the second institution only the per hour charges for the courses involved at the second institution, no minimum charge is to be assessed by the second institution.

Sec. 54.062, Texas Education Code

Adopted: Nov. 21, 1978

Amended: Jan. 15, 1992

4.03.07 - 3 of 3



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.08

FEES

The Board, within guidelines of the Texas Education Code, shall set fees for the College. The administration shall be responsible for maintaining and communicating the current list of fees of the College. Changes to fee and the fee structure shall be approved by the Board.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Nov. 9, 1994

4.03.08 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.03.08.10 Collection of Transcript Fees

APPROVED: May 13, 1980
Year of Last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 4.03.08

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish guidelines in the collection of transcript fees.

PROCEDURE:

I. Over-the-Counter Transcript Requests

- A. The student will request a copy(ies) of his/her transcript at the Transcript Department, Office of Admissions and Registration, by completing a Transcript Request Form.
- B. The student will be instructed by the transcript clerk to take the completed request to the Cashier's Office and make payment.
- C. The cashier will:
 1. Accept payment and prepare a cash receipt for the amount received using transcript account.
 2. Stamp "PAID" and initial both copies of the Transcript Request Form.
 3. Present the yellow and pink copy of the form to the student to be returned by him/her to the transcript clerk.
 4. White copy is included in daily deposit to be sent for input by Data Control.
- D. The transcript clerk will accept the pink copy of the Transcript Request Form from the student.

II. Transcript Requests by Mail

- A. All transcript requests and fees received through the mail are date stamped and researched for academic history and/or outstanding debts prior to writing a receipt.
- B. The cashier will:
 1. Accept payment and prepare a cash receipt for the amount received.

NOTE: Out-of-town personal checks are held for ten (10) working days.
 2. Stamp "PAID", note date, cash receipt number, and initial original transcript request by student.
 3. Attach the yellow and pink copy of the cash receipt to request.
 4. Forward the copy of the request form and the student's copy of the cash receipt (original) to the transcript clerk via document transmittal.
- C. The transcript clerk will:
 1. Issue the number of transcripts paid for and note the same on transcript.
 2. Forward by mail to the student, the original copy of the cash receipt.
 3. Forward by mail to either the student or a designated location (College, place of employment, etc.) the transcript copy(ies).
 4. File the Transcript Request Form.
- D. In the event of an overpayment, the cashier will:

1. Prepare a cash receipt for the total received.
2. Note on the cash receipt the amount for transcript(s) and the amount of over-payment.
3. If the overage is less than two dollars (\$2.00), not issue a refund.
4. If the overage is two dollars (\$2.00) or larger, prepare a Check Authorization according to established procedures for the overage.
5. Attach a Notice of Overpayment to the student's copy of the cash receipt.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.09

STUDENT SERVICES AND FEES

Whenever the District shall collect a Student Services fee from a student, the President of the College shall ensure that the same be utilized for the purpose of developing a broad based student activity program which shall meet the needs of members of the student body by providing cultural, social, and recreational activities, subject to the following:

- A. All funds collected from the Student Activity Fee shall be held by the District in the "Student Activity Fund" subject to this Policy.
- B. The Board of Trustees shall, in accordance with state laws and regulations, maintain a supervisory role and a trustee relationship over all funds received.
- C. The annual budget for the Student Activity Fund shall be approved by the Board as part of the District budget.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Aug. 27, 1984

4.03.09 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.10

REFUND OF TUITION AND FEES

The Board hereby directs the College President to develop procedures for the Refund of Tuition and Fees in accordance with Texas Higher Education Coordinating Board requirements.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: September 10, 1996

4.03.10 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.03.10.10 Refunds for Continuing Education Classes

APPROVED: May 13, 1980 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.03.10

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish guidelines for the processing of refunds for Continuing Education classes.

PROCEDURE:

I. General Provisions

- A. All refunds must be made in person or a letter describing the reason for the refund must be received by the Continuing Education Department.
- B. The student must present either a cash receipt or registration slip as proof of enrollment.
- C. The refund schedule is as follows:
 - 1. 100% refund - cancelled class
 - 2. 100% refund - student formally drops prior to first class meeting
 - 3. 80% refund - student formally drops prior to third class meeting
 - 4. Requests for refunds are not granted after the third class meeting

II. Specific Process

- A. Dropping a class by a student:
 - 1. Refunds are processed through the Continuing Education Department. Students are not to present refund authorizations directly to the cashier.
 - 2. The Continuing Education Department gives the Head Cashier a notification that a student has dropped a class at which time the Head Cashier will date stamp received.
 - 3. The cashier prepares a Check Authorization for the fees to be reimbursed from the information received from the Continuing Education Department.
 - 4. The student receives his/her refund check through the mail approximately fifteen (15) days from the date received in the Cashier's Office.
 - 5. If payment was made by credit card, the card presented is issued a credit. The copies of the credit and registration drop/cancellation are mailed to student address on registration. In the event a company or other individual pays for a student's classes, that company or individual is refunded.
- B. Cancellation of a class by the District:
 - 1. Refunds are processed through the Continuing Education Department. Students are not to present refund authorizations directly to the cashier.
 - 2. The Continuing Education Department gives the Head Cashier a notification that a student has dropped a class.
 - 3. The cashier prepares a check authorization for the fees to be reimbursed from the information received from the Continuing Education Department.
 - 4. The student receives his/her refund check through the mail in approximately fifteen (15) days from the date received In the Cashier's Office.
- C. Under no circumstances is a refund given in cash. The student should be made aware by the Continuing Education Department at the time he/she drops the class(es), that the time frame for a refund is fifteen (15) days from the date received in the Cashier's Office.

NOTE: Under special or extenuating circumstances these percentages may be waived/adjusted by the Head Cashier.

D. In the event of an overpayment, the cashier will:

1. Prepare a tuition receipt for the amount received
2. Note on the receipt the amount for non-credit tuition and Student Activity Fee (if applicable) and the amount of the overpayment
3. If the overage is less than one dollar (\$1), not issue a refund
4. If the overage is one dollar (\$1) or larger, prepare a check authorization according to established procedures for the overage.
5. Attach a Notice of Overpayment to the student's copy of the cash receipt.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.03.10.14 Refund of Tuition and Fees

APPROVED: January 16, 2013 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.03.10

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish guidelines for refunds of tuition and fees for withdrawn courses. The Texas Higher Education Coordinating Board governs the refunding of tuition and fees at public junior community colleges.

PROCEDURE:

I. General Provisions

- A. Information regarding the College's tuition and fees refund policy may be found in the College's catalogue and course schedules. This information contains specific refund instructions as well as the actual Tuition Refund Schedule.
- B. Only mandatory fees are subject to this procedure. Non-mandatory fees are non-refundable unless the class is dropped before classes begin.
- C. The College shall refund tuition and fees paid on behalf of a student back to the source (i.e., a sponsor, donor, or scholarship) rather than directly to the student.
- D. The College may terminate student services and privileges, such as health services, library privileges, facilities usage, and event tickets when a student withdraws from the institution.

II. Specific Process

- A. Students must withdraw before a refund can be initiated.
- B. Tuition refund checks will be mailed to the student's address on file within 30 days after the refund process is completed. Direct deposit is the preferred refund method.
- C. Cancellation of a class by the College will result in a full refund to the student.
- D. Cash refunds are not permitted.

III. Appeal by Student for Denial of Refund

If a student chooses to appeal a tuition and fees refund, he/she must formally submit a Student Petition form accompanied by supporting documentation. Counseling Services may provide assistance to students seeking to appeal.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.11

BORROWING MONEY

Neither the Board nor the President of the College nor any employee shall, for the College, borrow money from any person, firm, or corporation to be repaid out of any funds, other than as specifically authorized and approved by the Board of Trustees.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Aug 27, 1984

4.03.11 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.12

EXEMPTIONS FROM TUITION

Students meeting the eligibility criteria may be exempted from tuition and fees as described.

Highest Ranking High School Graduates - Any individual designated as the highest ranking graduate of a state accredited high school may be exempt from the payment of tuition for credit courses during both semesters of the first regular session immediately following his/her graduation.

Sec. 54.201, Texas Education Code

Hazelwood Act - Any veteran or dependent who is a resident of Texas and who meets the eligibility requirements enumerated in Section 54.203, Texas Education Code shall be exempt from the payment of tuition and fees for both credit and non-credit courses, excluding Student Services fees.

Sec. 54.203, Texas Education Code

Children of Disabled Firemen and Peace Officers - Any individual whose parent is a disabled fireman or peace officer and who meets the requirements and limitations outlined in Section 54.204, Texas Education Code, shall be exempt from the payment of tuition and fees for credit courses.

Sec. 54.204, Texas Education Code

Blind and Deaf Students - Any individual who is a resident and who meets the definition of "blind person" or "deaf person" presented in Section 54.205, Texas Education Code, shall be exempt from the payment of tuition and fees for both credit and non-credit courses.

Sec. 54.205, Texas Education Code

Firemen - Any individual who is employed as a fireman by any political subdivision of the state and who enrolls in a credit course or courses offered as part of a fire technology program of study shall be exempt from the payment of tuition and laboratory fees.

Sec. 54.208, Texas Education Code

Adopted: Feb. 17, 1982
Year of last Review: 2018

Amended: Aug. 27, 1984

4.03.12 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

Children of Prisoners of War or Persons Missing in Action - Any dependent child of any person who is a Texas resident on active duty in the U.S. Armed Forces classified by the Department of Defense as a prisoner of war or missing in action at the time of registration shall be exempt from the payment of tuition and fees for credit courses.

Sec. 54.209, Texas Education Code

Senior Citizens - Any person 65 years of age or older may be allowed to audit any credit course without payment of a fee on a space available basis.

Sec. 54.210, Texas Education Code

Any person 65 years of age or older may be allowed to register for any credit course without payment of tuition and fees, excluding fees for flight courses. The fees exempted shall be borne by a Senior Citizen Scholarship Fund established by procedures approved by the President of the College. For persons 65 years of age or older who enroll in non-credit courses, including Clock-Hour programs, the tuition rate and fees shall be exempted.

Op. Atty. Gen., 1980, MW-220

Adopted: Feb. 17, 1982

Amended: Aug. 27, 1984

4.03.12 - 2 of 2



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.13

TUITION WAIVER

Non-Resident Student Subject to Ad Valorem Taxation - A non-resident person, or his/her dependents, who owns property subject to ad valorem taxation by the College District may be charged the same amount of tuition as residents upon application for and verification of such. Persons or their dependents applying for such waiver must verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the College District; or by the presentation of a deed, property closing statement, or other appropriate evidence of ownership of property that is subject to ad valorem taxation by the College District.

Adopted: Mar. 23, 1983
Year of last Review: 2018

Amended: Aug. 27, 1984

4.03.13 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

REVENUE - FEDERAL



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.04.01

GRANTS

The Board may accept money from a federal, state and local government agency or private entity as long as any restrictions as to the use of such money are in accord with the purposes of the District as defined in College Policy and as enumerated by Section 130.003, Texas Education Code. The Board may accept such grants upon the recommendation of the President of the College who shall enumerate the donor agency, amount and purposes or restrictions to the Board.

The acceptance of a grant creates a contract between the grantor and the District under which moneys paid over to the District are charged with the obligation to be used for the purposes and subject to the conditions of the grant. In the case of federal grants, the United States government maintains a reversionary interest in the unencumbered balances of such grants, including any funds improperly applied.

Op. Comptroller Gen. of the United States. No. B-149441, December 6, 1992.

Upon acceptance of any external grant, the College will ensure that grant-funded activities do not replace general educational offerings in the more appropriate educational facilities or endanger the continuity of support for general institutional activities. Furthermore, the College will ensure that no dependency exists either on direct grant funding or on indirect cost allowances from grants in terms of its regular operating budget or any aspect of its regular educational program.

The President of the College shall be responsible for insuring that the District complies with all terms and conditions of grants to the District, including all terms and conditions incorporated by reference.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: July 28, 1993

4.04.01 - 1 of 1

Designated Contact: The President of the College



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.04.01.10 Developing and Managing Grants

APPROVED: January 4, 1993
Year of last review: 2018

REVISED: October 20, 2017

AUTHORIZING BOARD POLICY: 4.04.01

Classification: Administration

Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated contact: Director of Grants Management

OBJECTIVE: To delineate the steps to be followed in the planning, development, approval, and processing of new, renewal, continuation, and supplemental applications for external funds.

PROCEDURE:

I. General

The El Paso County Community College District solicits external funds for development, maintenance, and continuation of special programs that will support the mission of the College. These may include grants, cooperative agreements, contracts, subgrants, or subcontracts. Solicitation is usually through an application or proposal submitted to the funding source.

II. Process

A. Identification of External Funding Opportunities

1. It is primarily the responsibility of the Grants Management Office (GMO) to search for and locate potential external funding opportunities, and to issue general or directed notifications or grant alerts to executive and administrative offices, faculty*, program offices, and/or District employees.
2. When District staff, faculty or an office decides to seriously explore or actually apply for an external funding opportunity, that staff, faculty or office shall follow the review and approval procedures described herein. Any failure to do so which results in an unauthorized commitment by the District may have severe legal consequences to the District and disciplinary consequences to the employee involved.

B. Review and Approval Requirements

1. All applications for external funding, including new applications, continuations, renewals, and modifications must be authorized by the College President prior to submission to a funding source, as necessary.
2. No award or underlying agreement shall be binding upon the College District until formally approved by the College District Board of Trustees.
3. As early in the process as possible, a *Grant Summary and Authorization (GS&A)* form (copy attached to this procedure) shall be completed and submitted to the Dean, Director or Associate Vice President (AVP) responsible for the activity proposing pursuit of the identified external funding. If the Dean, Director, or AVP concurs that the development of the proposed project should proceed to the application stage, the Dean, Director or AVP shall sign and forward the GS&A to the GMO.
4. If the proposed project will include research entailing the use of human subjects in any type of physical or psychological testing, including surveys, this will be so indicated on the GS&A, and it shall be concurrently forwarded to the College's Institutional Review Board along with appropriate descriptive information concerning the purpose and design of the research.

* Note: The word "faculty" denotes instructors, counselors and librarians.

5. Upon receipt of the GS&A form, the GMO shall review the information provided in the GS&A, the solicitation for proposals by the funding source, and any other pertinent documents to determine that the project as proposed falls within the scope of the solicitation and will otherwise adhere to the requirements of the funding source and the policies and procedures of the College. As necessary, the GMO shall resolve any concerns through contact with the initiating office and/or the responsible Dean, Director, or AVP. The GMO shall then forward the GS&A to the responsible Vice President with concurrence or a statement of reasons concurrence is not given.
6. Upon receipt and review of the GS&A, and after acquiring any additional information needed, the responsible Vice President shall either approve or disapprove the project. If the project is approved, the Vice President shall sign and forward a copy to the College President and each member of the President's cabinet.
7. At the discretion of the President, the GS&A shall be placed on the next cabinet meeting's agenda for discussion; or the President may elect to receive recommendations directly from each cabinet member. If approved, the President shall sign and forward the GS&A to the Director of the GMO authorizing submission of the application, renewal, or modification document to the funding source on behalf of the District, as necessary.
8. Upon official notification by a funding source of an award or a major modification to an existing externally funded agreement, the office responsible for the project shall prepare an appropriate abstract for placement on the agenda of the next meeting of the District Board of Trustees for consideration and acceptance by the District Board. A knowledgeable representative from the responsible office and the responsible Vice President shall be in attendance at that meeting to provide information that may be requested by the District Board.

C. Application Development Process

1. It is critical that all applications or proposals requesting external funding be timely completed and be in full compliance with all requirements established by the funding source, applicable policies of the Board of Trustees, and College procedures.
2. It is the responsibility of the initiating staff, faculty, or office, in close consultation with the GMO, to determine the nature and specifics for the content of the application or proposal. This includes the goals and objectives, program methodology, staffing, methods of monitoring and evaluation, budget, and the identification and roles of any outside partners (including securing of commitments).
3. As early as possible in the application/proposal development process, the responsible staff, faculty or program office will reach a clear agreement with the GMO outlining the responsibilities of each with regard to the several parts of the application/proposal process.
4. District staff, faculty or offices in close consultation with the GMO, shall consult with the Purchasing, Human Resources, Budget, Information Technology and Facilities department as appropriate for advice, or approval, when appropriate, and shall document that activity.
5. The initiating District staff, faculty or office shall provide a completed draft of the application on disk or flash drive or by e-mail with attachment to the GMO as early as possible, but no later than ten (10) working days prior to the submission due date established by the funding source.
6. The GMO will be responsible for reviewing the final application to ensure it is complete and meets all requirements established by the funding source. The GMO will meet with the responsible staff, faculty or office to resolve any problems noted in the final review.
7. Any issue or conflict that arises between the GMO and the initiating District staff, faculty or office, and which cannot be resolved through discussions between these parties will be referred for resolution to the Executive Director, Foundation and Development and the Vice President responsible for the program or project; and finally to the College President if it cannot be resolved at that level.

8. The GMO will be identified in all applications as the primary point of contact for the funding source, but may refer the funding source to the initiating staff, faculty, or office when deemed appropriate with regard to some or all of the information or actions requested.
9. The GMO is responsible for obtaining the College President's signature(s) on the completed application when it is necessary; and for ensuring delivery to the funding source by the most appropriate means.
10. Upon notification by the funding source of the decision on any application, the GMO will promptly notify the initiating staff, faculty or office and, when the decision of the funding source is to not make an award to the College, every effort will be made to determine and communicate the basis for the denial.
11. The GMO is responsible for maintaining complete records for all applications developed and/or submitted, and these records will be maintained for a period of three (3) years following the application submission due date; except if an award is made, in which case the record will be retained in accordance with District policy and the requirements of the awarded agreement.

D. Post-award administration

1. Meetings to review award or denial particulars will be held by the GMO with the involved faculty or staff.
2. The primary responsibility for performance under awards lies with the assigned project office.
3. The initiator shall prepare a College Effectiveness Plan, which shall be sent to the Office of Institutional Planning.
4. The GMO will provide budgetary oversight and support for all awarded grant projects; however, the primary responsibility for execution lies with the initiating office.
5. A summary report of Grant Activity will be sent to the President by the GMO annually.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.04.01.14 Time and Effort Reporting Requirements for Externally Funded Projects Administered by El Paso Community College

APPROVED: October 30, 2013 **REVISED:** October 20, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.04.01

Classification: Administrative

Vice President or Associate Vice President: Associate Vice President of External Relations, Communications & Development

Designated contact: Director of Grants Management

OBJECTIVE: To ensure that all salaries, wages, and other personnel compensation charged to projects sponsored by federal, state, or other public or private funding sources are consistent with the actual percentage of time and effort given to each such project as supported by certified records.

PROCEDURE:

I. SCOPE

- A. This procedure applies to all externally funded projects when required by the funding source, and also applies to College institutional accounts used in whole or in part to meet cash or in-kind matching requirements associated with an externally funded project.
- B. This procedure applies to all full-time, part-time, hourly, and volunteer employees of the College (Faculty*, Administrative, Professional, Classified, and students) whose time is charged in whole or in part to a sponsored project or to a contributing matching account.
- C. For the purposes of this procedure, 100% of a covered employee's time and compensation shall be reported, excluding bonuses, and compensation from sources other than the College, and from outside consulting work permitted by the College.
- D. This procedure is intended to be fully compliant with federal guidelines found at 2 CFR Part 200.430, applicable state regulations, and the terms and conditions of the agreements covering respective, externally funded projects.

II. REPORTING REQUIREMENTS

- A. For any and each month in which an employee other than credit faculty is covered under this procedure, the employee will complete, sign, and submit a *Monthly Time and Effort Report* no later than thirty (30) calendar days following the last day of the month being reported.
- B. For any and each academic semester or summer session in which a credit faculty member is covered under this procedure, and at the time the Faculty Assignment/Action Form (FAAF) is prepared, the responsible dean shall initiate and provide to that faculty member a *Faculty Time and Effort Report* form; which form the faculty member shall complete according to its instructions and shall submit no later than fifteen (15) calendar days following the end of the academic semester or summer session covered by that report.
- C. For reporting purposes, the employee shall timely submit only the appropriate *Time and Effort Report* form. The *Time and Effort Worksheet* form or another approved time record shall be maintained for any reported period during which the employee is paid from multiple accounts. This Worksheet form, or other approved time record, shall be retained by the program/project office as part of the record for each account and shall be made available to the Accounting Area or the Grants Management Office (GMO) upon request.

*** Note: The word "faculty" denotes instructors, counselors and librarians.**

- D. Should a project sponsor require use of a different reporting form, and the Comptroller and the Director of Grants Management concur, that form shall be used in place of the *EPCC Time and Effort Report* form.
- E. *Time and Effort Reports* shall be completed and signed after the fact (i.e. never in *anticipation* of work to be performed).
- F. If, for any reason, an employee is not available to complete and/or sign a required *Time and Effort Report*, that employee's immediate supervisor, or another higher level supervisor in a position to know the time and effort distribution of the unavailable employee, shall complete and/or sign the *Time and Effort Report* to include caveats and reservations as deemed appropriate and reasonable.

III. REPORTING SUBMISSION

- A. Upon completion of the *Time and Effort Report*, the employee shall submit it to the employee's immediate supervisor.
- B. Upon signature by the appropriate Supervisor, the *Time and Effort Report* will be submitted to the GMO in either hard copy through interoffice mail or electronically in PDF format, including with electronic signature.

IV. REPORT REVIEW AND RECONCILIATION

- A. Upon receipt of a *Time and Effort Report*, the employee's immediate supervisor will cause the form to be reviewed against payroll detail for that employee for the covered period and, where account charges are inconsistent with the report, action will be taken in consultation with the Budget Head(s) for each reported account to expeditiously correct those charges.
- B. Upon receipt of a *Time and Effort Report*, the GMO will review the form for completeness and any patent errors. Incomplete forms or those found to have patent errors will be returned to the employee or the employee's supervisor, as appropriate, for correction and resubmission.
- C. When the GMO determines that a received *Time and Effort Report* is complete and contains no patent errors, the GMO will scan or otherwise input the form into the established Banner electronic file system accessible to the GMO and to the College's General Accounting Area.
- D. Based on a schedule and using a random sampling size to be determined by the College's Comptroller, the College's General Accounting Area will periodically match *Time and Effort Reports* against payroll records to ensure charges to covered accounts are consistent with certified *Time and Effort Reports* for those accounts for the periods covered. Any inconsistencies will be fully analyzed with the appropriate Budget Head and/or Project Director, and corrective actions will be taken to reconcile the charges. Upon completion of the review and reconciliation, a summary report will be completed, including recommendations for corrective actions and/or changes to the reporting system as needed.

V. REPORTING SYSTEM MAINTENANCE

- A. The College's Comptroller and the Director of Grants Management will meet at least once annually to review the College's time and effort reporting system, identify any problems or weaknesses in the system, and mutually determine and jointly work toward system improvement.
- B. In order to ensure all employees who are affected by these requirements are fully knowledgeable about, and complying with, the purpose, policies, and procedures governing the College's time and effort reporting system, the GMO will conduct periodic training sessions, targeting employees new to the system. Training in the system will be part of the initial orientation for every new project director for any externally funded project.



El Paso Community College **Monthly Time and Effort Report Instructions**

Salaries, wages, and other personnel compensation charged to projects sponsored by external funding sources through grants or other agreements must be consistent with the *actual* percentage of effort given by each employee, including charges to institutional accounts used to meet matching commitments; and must be supported by certified records. All College employees who are paid in any month *in whole or in part* from an externally funded account or a matching institutional account must complete a *Time and Effort (T&E) Report* for that month. This report must show 100% of salary and wages and fringe benefit contributions paid for that month, and the percentage of effort actually given (based on hours) to each source of funding (account). Employees paid from only one account during the month shall complete and submit only the *T&E Report* form. Employees paid from multiple accounts shall also complete the T&E Worksheet to support the hours recorded on the *T&E Report*. However, the Worksheet should not be submitted, but must be retained by the employee's office for audit purposes. The *T&E Report* form should be completed *after the fact* and submitted within thirty days following the last day of the month reported. Questions should be addressed to the Grants Management Office (GMO).

Employee Name: Last name, first name, and middle initial.

Employee ID: Issued by the College (not Social Security number).

Report Month/Year: Type as "mm/yyyy".

Job Title: Position title as identified by EPCC's Office of Human Resources.

Telephone: Best contact phone or extension.

Funding Sponsor: Type the name of the organization providing the funding or "Institutional" if it is the College. If funding is provided by an external funding source under more than one account, use separate lines for each account. If funding is provided from an institutional account as a match, type "Institutional Match" and the grant name being matched. If an institutional account is in part a match and in part not a match, split the account accordingly on two separate lines. If unsure, contact the GMO.

Account No.: List the appropriate Banner *Fund and Org* number (e.g., 22222-P22222).

Paid Hours: Insert the total paid hours *actually worked* alongside the appropriate account (not leave or holiday). Partial hours should be listed as 1.50 for 90 minutes, 1.25 for one hour and fifteen minutes, etc.

% of Time: No fill, auto computes.

Unpaid Hours: List hours as a volunteer when this service was approved by the College (usually serves as an in-kind match).

Total Hours: No fill, auto computes.

Pay Distribution: No fill, auto computes.

EPCC EBC Distribution: No fill, auto computes.

Total Worked: No fill, entire row auto computes.

Leave/Holiday: Insert hours for *paid* leave or a College holiday (balance of row auto computes).

\$ Salary & Wages & EBC: Insert *gross* pay and *employer-paid* fringe benefit amounts from your monthly pay stub (available at <https://start.epcc.edu/HR>), *except* leave these boxes blank if you: 1) were paid at different rates for different functions that month, 2) are FLSA non-exempt and worked overtime that month, 3) are faculty working nine months, but paid over twelve months, or 4) received compensation unrelated to the hours worked that month or did not receive full compensation for hours worked that month. If any of these situations is applicable, that should be noted in the form's "Comments/Adjustments" box.

Employee Signature: Unless set up for electronic signature, sign after form is completed and printed.

Comments/Adjustments: Explain any anomalies in the reported hours, including any adjustments of hours to ensure pay and benefits distributions for the month were fair and equitable to the funding sources charged.

Reviewing Supervisor Name, Title, and Signature: Asserts that all affected Budget Heads were consulted and that Pay and Benefits distributions are consistent with Banner payroll distributions (or otherwise explain in "Comments/Adjustments"). Note that the form is electronic signature capable.

The Supervisor, with assistance from Accounting, is responsible to ensure that the Banner payroll information is corrected for each reported month to ensure consistency with the *T&E Report*. Note, however, that variances in any one month need not be adjusted if the differences will be accommodated by variances in past or future months – and this situation is clearly described in the "Comments/Adjustments" box of the form.

The completed and signed *T&E Report* shall be forwarded to EPCC's Grants Management Office as either a hard copy or by scanned pdf attachment to an e-mail. If the T&E Worksheet was completed, it should be retained by the employee's office for audit purposes.



El Paso Community College Monthly Time and Effort Report

For College Procedure 4.04.01.14:
Time and Effort Reporting Requirements
for Externally Funded Projects
Administered by El Paso Community College

Employee Name: _____ Employee ID#: _____ Report Month/Year: _____
Job Title: _____ Telephone: _____

	Funding Sponsor	Account No.	Paid Hours	% of Time	Unpaid Hours	Total Hours	Pay Distribution	EPCC EBC Distribution
1								
2								
3								
4								
5								
6								
		Total Worked						
		Leave/Holiday						
		TOTAL						
		\$ Salary & Wages						
		\$ EPCC EB						

I hereby certify that the hours and distribution as entered above are to the best of my knowledge true, correct, and complete.

Employee Signature: _____ Date: _____

Comments/Adjustments

Reviewing Supervisor Name: _____

Title: _____

Signature: _____

Date: _____



EPCC MONTHLY TIME & EFFORT WORKSHEET

For College Procedure 4.04.01.14:
*Time and Effort Reporting
 Requirements for Externally Funded
 Projects Administered by
 El Paso Community College*

Reporting Month: _____ Reporting Year: _____ Employee ID#: _____
 Employee Name: _____ Position Title _____

Account 1: _____	Funding Source: _____
Account 2: _____	Funding Source: _____
Account 3: _____	Funding Source: _____
Account 4: _____	Funding Source: _____
Account 5: _____	Funding Source: _____
Account 6: _____	Funding Source: _____

Day	Account 1	Account 2	Account 3	Account 4	Account 5	Account 6	Leave/ Holiday	TOTALS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTALS								



For College Procedure 4.04.01.14:
Time and Effort Reporting
Requirements for Externally Funded
Projects Administered by
El Paso Community College

El Paso Community College Faculty Time & Effort Report

Form Instructions

The *Faculty Time & Effort* (T&E) reporting form is based on an academic semester time frame, including summer sessions (as opposed to monthly reporting). It was developed to mitigate many of the difficulties experienced by faculty and deans when attempting to use the monthly T&E reporting process. This report is required for faculty who are paid in some part from grant funds or from an institutional account being used in whole or part as matching for a grant account.

The form is initiated by the responsible dean's office at the start of the semester at the time the *Faculty Assignment/Action Form* (FAAF) is being generated, and should accurately reflect the FAAF. It is then electronically forwarded to the instructor and the GMO for review. If errors are noted or if there are questions, the instructor and/or the GMO shall immediately resolve these with the dean's office. Otherwise, the instructor shall retain the form until the end of the semester (or summer session), at which time the instructor shall record hours actually worked for each account, sign the certification, and return the form to the dean's office. The dean (or other supervisor if applicable) will then review the report and take any action(s) appropriate, including correction of Banner account charges if necessary. The fully signed report will then be forwarded to the EPCC GMO for review, electronic filing, and possible audit.

The form is color coded. When initiated, the dean's office will complete all of the information in the gray boxes. This will cause the white boxes in the "FAAF Pay" column to compute. The resulting pay amounts will be the amounts that the instructor will be paid from the respective accounts during the semester, unless the FAAF is changed, at which time the T&E report form must also be changed to reflect any revisions. It is important that the "FAAF Date," "Year," and "Semester" boxes be accurately completed.

It is the responsibility of the instructor to maintain a record of hours worked during the semester against each account listed. Should the instructor at any point in time during the reporting period believe that the schedule of hours listed on the FAAF and T&E report form will not be the actual hours reported, the instructor must notify the responsible dean immediately to timely and appropriately resolve that situation.

At the end of the reporting period, the instructor will complete the "Paid Hrs Wrkd" (peach colored) column. As a result, the form will compute the totals in that column, as well as the boxes in the "Pay Due," "% of Time," and "Total Hours" (white) columns. Note that any hours inserted in the "Paid Leave" box must be deducted from the "Paid Hrs Wrkd" boxes. The form will distribute the cost of leave to each listed account according to the "% of Time" computed for each active account line. The "Paid Hrs Wrkd" total (including Paid Leave) cannot exceed the FAAF hours total, nor can the "Pay Due" total exceed the "FAAF Pay" total. Should that occur, it must be resolved by the dean prior to report submission. At the option of the instructor, hours may be recorded in the "Unpaid Hrs Wrkd" column. Instructors are encouraged to report those hours as it can assist in EPCC workload management analysis and decisions.

Any further clarifications or assistance in completing the form is available from the EPCC Grants Management Office.

-End-

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

TAX ASSESSMENT, LEVY AND COLLECTION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.05.01

ASSESSMENT

The Board may contract with any governmental subdivision in which all or any part of the District is, located for the assessment of its taxes.

Sec. 130.121 Texas Education Code

The tax assessors shall assess the taxable property within the limits of the District within the time and in the manner prescribed by Section 26 of the State Property Tax Code.

By August 1 or as soon thereafter as practicable, the assessor shall submit the appraised, assessed and taxable values of all property and the total taxable value of new property to an employee of the District designated by the President.

Section 26 State Property Tax Code

Adopted: Feb. 19, 1986
Year of last Review: 2018

Amended:

4.05.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.05.02

LEVY

By August 7 or as soon thereafter as practicable, the District shall publish its effective tax rate as calculated in accordance with procedures established by the Texas State Property Tax Board and in compliance with Section 26 of the Property Tax Code. At the same time, the District shall publish the estimated unencumbered fund balances as of August 31 for the general operating and the general obligation debt service funds and a schedule of debt to be serviced by the debt service tax rate during the next fiscal year.

By September 1 or as soon thereafter as practicable each year, the Board shall adopt a District tax rate and notify the assessor-collector of the rate adopted. Taxes shall not be imposed until the Board has adopted a tax rate each year.

For the Board to fix and levy a valid tax rate, it must be set by written order rather than by motion or resolution. Such order, prior to its passage, shall be published in full and posted with the statutory notice of the Board meeting at which it is to be considered. Such order shall be considered an ordinance of the Board. The vote on the order setting the tax rate must be separate from the vote adopting the budget.

The Board may not adopt a tax rate that exceeds the calculated effective tax rate by more than three percent until it has held a public hearing on the proposed increase in accordance with procedures specified in Section 26 of the State Property Tax Code.

Section 26 State Property Tax Code

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Feb. 19, 1986

4.05.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.05.03

COLLECTION

The Board may contract with any governmental subdivision in which all or any part of the District is located for the collection of its taxes. The assessor-collector shall be compensated for services as allowed by the Board but not to exceed two percent of the Taxes assessed by the assessor-collector.

Sec. 130.121 Tex. Educ. Code

The assessor-collector shall deposit all taxes collected on behalf of the District to its designated depository as selected in accord with the School Depository Act.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Feb. 19, 1986

4.05.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

REVENUE - OTHER



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.01

INVESTMENTS

1.0 Policy:

It is the policy of El Paso County Community College District (the College) to manage and invest financial assets as set forth below and to follow these guidelines which have been developed in accordance with the Public Funds Investment Act of 1987, as amended.

2.0 Scope:

This investments policy applies to all financial assets of El Paso County Community College District. These funds are accounted for in the College's Audited Financial Statements including, but not limited to, the following:

Unrestricted Fund
Restricted Fund
Endowment Fund
Agency Fund
Plant Funds

The College will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition to this policy, the investment of Unexpended Plant Funds, Debt Service and Reserve Funds shall be managed by their respective bond covenants and federal legislation.

3.0 Standard of Care:

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. According to the "Prudent Person rule", investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment officers acting in accordance with the written procedures and the investments policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Adopted: Nov. 21, 1978
Year of Last Review: 2020

Amended: May 29, 2019

4.06.01 - 1 of 12

Designated Contact: Vice President of Financial and Administrative Operations

The College shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the College's investment personnel making investment decisions in compliance with the Public Funds Investment Act (PFIA).

4.0 Training:

Each member of the Board of Trustees and investment officer shall attend at least one (1) training session within six months after taking office or assuming duties relating to responsibilities under the Public Funds Investment Act.

The primary investment officers shall attend not less than once in a two (2)-year period an investment training session relating to investment responsibilities from an independent source approved by the Board of Trustees. The

independent sources include:

Texas Higher Education Coordinating Board
Center for Public management at the University of North Texas
Government Treasurer's Organization of Texas
PFM Asset Management LLC

The investment officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

5.0 Investment Objectives:

5.1. Safety: This is the most important objective of the investments policy of the College. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. In order to minimize any potential losses on individual securities, diversification is required. The College shall demonstrate its support of this objective by investing in 100% collateralized instruments or investments backed by the U.S. Government or one of its Agencies. Specific high-risk investments shall be prohibited.

5.2 Liquidity: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements which can be reasonably anticipated. To a large extent liquidity shall be determined by the flow of revenues and expenditures predicted on cash flow projections. These cash flow projections shall be up to one year in length.

5.3 Yield: The College's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected.

The College's cash management portfolio shall be designed with the objective of equaling or exceeding the average returns on the thirteen (13) week U.S. Treasury bill rates.

6.0 Delegation of Authority:

The Associate Vice President, Budget and Financial Services, and the Comptroller are designated as primary investment officers and are responsible for investment decisions and activities under the direction of the Vice President, Financial and Administrative Operations.

The Associate Vice President, Budget and Financial Services, and the Comptroller shall establish a system of internal control, which shall be documented in writing. The internal control shall be reviewed by an independent auditor for adherence to the PFIA, and this Investments Policy on an annual basis. This review will provide internal control by assuring compliance with policies and procedures. If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor. Unless otherwise authorized, a person may not deposit, withdraw, invest, transfer, or manage in any other manner funds of the College without express written authority of the Board of Trustees, President, or Vice President, Financial and Administrative Operations.

An Investment Advisory Committee shall be responsible for monitoring, reviewing, and making recommendations regarding the College's cash management and investment program. The Investment Advisory Committee will consist of the Vice President, Financial and Administrative Operations, Associate Vice President Budget and Financial Services, Comptroller, and additional members appointed by those three administrators.

7.0 Reporting:

A written report of the institution's funds investment transactions shall be prepared not less than quarterly and signed by the Investments officers for submittal to the Board of Trustees. The report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles and Public Funds Investment Act and will include the following:

1. A listing of individual securities held at the end of the reporting period.
2. Additions and changes to the market value during the period.
3. Listing of investments by maturity date.
4. Fully accrued interest for the reporting period.
5. Average weighted yield to maturity of portfolio as compared to applicable benchmark.
6. Statement of compliance of the College's investment portfolio with state law and the investment strategy and policy approved by the Board of Trustees.

Marking to Market: Market Value of all securities in the portfolio will be determined on a quarterly basis if the nature of the investments warrants it. These values will be obtained from a reputable and independent source and reflected on the written report to the Board of Trustees. A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported on the Board of Trustees.

8.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the President any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the College, particularly with regard to the time of purchase and sale. An investment officer has a personal relationship with a business organization if:

1. the investment officer owns ten (10) percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. funds received by the investment officer from the business organization exceed ten (10) percent of the investment officer's gross income for the previous year; or
3. the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

An investment officer of the College who has personal business relationship with an organization seeking to sell an investment to the College shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity of consanguinity and seeking to sell an investment to the College shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the College.

9.0 Authorized Financial Dealers and Institutions:

If the College chooses to invest in securities that require the services of brokers/dealers, the Board of Trustees or the Investment Advisory Committee shall adopt a list of approved qualified brokers that are authorized to engage in investment transactions with the College. This list should be reviewed and revised at least annually.

A written copy of the investments policy shall be presented to any person offering to engage in an investment transaction with the College. The qualified representative of the business organization offering to engage in an

investment transaction with the College shall execute a written instrument in a form acceptable to the College and the business organization substantially to the effect that the business organization has:

1. received and reviewed the College's Investments Policy; and
2. acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organizations that are not authorized by the College's Investments Policy.

The investment officer of the College may not acquire or otherwise obtain any authorized investment described in the investments policy of the College from a person who has not delivered to the College the instrument required.

The Comptroller will maintain a list of up to three approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in Texas. The Comptroller will evaluate the performance of the security brokers and make a recommendation to the Investment Advisory Committee to drop from or continue them on the list based upon the following criteria:

- A. Prompt and accurate confirmation of transactions
- B. Number of transactions competitively won, competitive pricing
- C. Accurate market information
- D. Delayed transactions or continuing operational difficulties
- E. Efficient securities delivery, account servicing

Competitive Bidding: Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally but followed by electronic or written confirmation. Funds will be authorized to be released after notification the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in the College's name in safekeeping at a third-party custodial institution with a safekeeping receipt being sent to the College investment officer.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Comptroller. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the College invests.

Depository Bank: No public deposit shall be made except in a qualified public depository as established by Sections 20.42 and 23.80 of the Texas Education Code. The depository bank when selected shall serve for a term of two years and until its successor shall have been duly selected and qualified (Section 23.76 Texas Education Code). Prospective depository banks will complete a bid form in the format as specified in Section 23.77 of the Texas Education Code.

10.0 Authorized Investments:

All College investments shall comply with Section 23.80 and 20.42 of the Texas Education Code and the Public Funds Investment Act of 1987, as amended. It is the policy of the College to limit its investments to:

- A. INTEREST BEARING ACCOUNTS in the College's depository bank for the Treasury, Accounts Payable, Payroll, Student Refunds, Federal Funds and any other accounts as deemed necessary. Interest earned on interest bearing accounts will be credited to these accounts.
- B. CERTIFICATES OF DEPOSIT issued by a depository institution that has its main office or a branch office in this state that are:
 - 1. guaranteed or insured by the Federal Deposit Insurance Corp. or its successor
 - 2. secured by obligations that are described in the policy section on collateralization.

A Certificate of Deposit (CD) is a fixed rate instrument with a specific maturity date and stated interest rate. The interest rates vary with different dates of purchase and maturity dates. The bank shall issue a certificate in the name of the College and account stating the purchase date, purchase price, rate of interest, number of days, interest earned, maturity value and maturity date. CD's can be invested for a term up to one year.

- C. U.S. GOVERNMENT OBLIGATIONS that are direct obligations of the U.S. Government or its agencies and instrumentalities. Government obligations may be purchased at auction or through the secondary market. In particular, treasury bills and treasury notes are considered prime investments and carry the highest possible credit ratings with the smallest degree of investment risk and are backed by the full faith and credit of the U.S. Government. Investments of U.S. Government Securities can include:
 - 1. Treasury Bills sold at a discount and redeemable for full value at maturity either 3, 6, or 12 months.
 - 2. Treasury Notes that have maturities of one to ten years. Interest is received every six months.

United States Government Agencies are also considered prime investments and are guaranteed by the issuing federal agency. Investments of U.S. Government Agencies can include discount notes issued at a discount from face (maturity) value. The investment return is the difference between the purchase price and face value. Discount notes are issued by Federal Farm Credit Banks, Federal National Mortgage Association and Federal Home Loan Banks.

D. REPURCHASE AGREEMENTS are simultaneous purchase and sale of securities from a bank or dealer. Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations of the United States or its agencies and instrumentalities, pledged with a third party selected or approved by the College, and placed through a primary government securities dealer, as defined by the Federal Reserve, or financial institution doing business in the State of Texas may be acceptable.

With respect to repurchase agreements not invested in Treasuries:

1. The market value of the collateral shall equal at 100 percent of the cash value of the repurchase agreements.
2. All securities purchased and a repurchase agreement shall be held by the College's custodial safekeeping agent.
3. The seller of repurchase agreement securities shall be entitled to substitute securities used as collateral upon authorization by the College.
4. No repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the College and its trading partners.
5. Where repurchase agreements have been entered into with the College's Depository, all confirmations and safekeeping receipts shall be maintained by a third-party safekeeping agent (i.e. Federal Reserve).

E. A LOCAL GOVERNMENT INVESTMENT POOL is eligible if the College's Board of Trustees, by resolution, authorizes investment in the particular pool, meeting the eligibility requirements as described in Section 2256.016 Texas Government Code; meeting all other requirements of the investment pool as described in sections 2256.017 through 2256.019, Texas Government Code.

To maintain eligibility to receive and invest funds on behalf of the College, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

F. NO-LOAD MONEY MARKET MUTUAL FUNDS AND NO-LOAD MUTUAL FUNDS are eligible investments if they meet the eligibility requirements as described in Section 2256.014 Texas Government Code and consist of investments as authorized in this Investments Policy.

A no-load money market mutual fund is authorized if:

1. It is registered with and regulated by the Securities and Exchange Commission;
2. It provides a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
3. It has a dollar-weighted average stated maturity of 90 days or fewer; and
4. It includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share;
5. The College is prohibited from investing funds in any one money market mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

A no-load mutual fund is authorized if:

1. It is registered with and regulated by the Securities and Exchange Commission;
2. It has an average weighted maturity of less than two years;
3. It is invested exclusively in obligations approved by the Public Funds Investment Act and limited to authorized investments in this policy;
4. It is continuously rated by at least one nationally recognized investment rating firm of not less than AAA or its equivalent;
5. It conforms to the requirements set forth in Sections 2256.016(b) and (c) relating to the eligibility of investment pools to receive and invest funds;
6. The College is required to limit its investment to 15% of the monthly average fund balance, excluding bond proceeds, reserves, and debt service funds;
7. The College does not invest any portion of bond proceeds, reserves and funds held for debt service;
8. The College does not invest funds in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

G. PROHIBITED INVESTMENTS:

The following are not authorized investments under the Public Funds Investment Act of 1987, as amended.

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten (10) years.
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

11.0 Investment Strategy

A. Current Unrestricted and Unexpended Plant Funds:

The primary objective of the investment strategy for this fund is to make investments with maturities which match operating expenditure requirements. Investments will be laddered to correspond with the projected cash needs of the College. For Unexpended Plant funds, maturities should be planned to the extent possible based upon construction completion schedules.

Selection of the investments will be made which support the objective of the funds and emphasize the following priorities in their order of importance:

Suitability of the investment to the financial requirements of the College such as timing maturities to when funds are needed is most important;

Preservation and safety of principal by investing in only authorized investments and assuring that collateralization requirements are being met;

Liquidity should be considered to assure that cash requirements are met in a timely manner;

Marketability of the investment if the need arises to liquidate the investment before maturity, should unforeseen circumstances arise. However, securities are purchased with the intention of holding them until maturity;

Diversification of investments as needed to meet the short-term and long-term cash requirements obtaining the maximum yield on investments when considering all the above factors.

B. Debt Retirement Fund:

The primary objective of the investment strategy for the Debt Service funds shall be to provide assurance of liquidity on payment date adequate to cover the debt service requirements. The final maturity date of investments shall not exceed the debt service payment date.

The main purpose of the Debt Service Reserve Fund is to pay principal and interest on the bonds when and to the extent the amount in the Debt Service Funds is insufficient to make sure payments when due, whether on an interest payment date, redemption date, or maturity date, and in the event the bonds are to be paid or redeemed.

Money shall be invested in accordance with any bond covenants made regarding the investment of these funds as provided in any applicable bond order or resolution, provided that, for money needed for debt service payments, the investment shall mature no later than the date the debt service payment is due.

For money not needed for debt service requirements, the investment shall mature no later than two years after purchase, unless otherwise authorized by the Board of Trustees.

Investment strategies for Debt Retirement Funds shall consider and emphasize the selection of investments priorities listed above under the Current Unrestricted Funds and Unexpended Plant Funds.

12.0 Monitoring Investments

Since the maturity dates of short-term investments are planned to coincide either with operating expenditure requirements, construction completion schedules, or debt service payment dates, investments should be held to maturity. The emphasis on monitoring these investments is on the projection of the amount and date that funds will be needed before an investment is purchased. Since these funds are not invested for speculation but rather to meet specific needs they are held until the maturity date minimizing the monitoring that is required for short term investments.

Any investments that have a minimum rating requirement will be monitored on a monthly basis.

In the event that the College has long term funds, such as endowment funds, the fund objectives and fund strategy shall dictate the investments which will be purchased and the methods to monitor the market price would need to be developed.

The College is not required to liquidate investments that were authorized investments at the time of purchase. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

13.0 Collateralization:

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the College to require full collateralization of all College investments and funds on deposit with a depository bank, other than investments which are obligations of the U.S. Government and its agencies and instrumentalities. The collateralization level will be at not less than one hundred percent (100%) of market value of the principal and accrued interest, reduced by that portion of funds insured by the FDIC. Securities pledged as collateral shall be held by an independent third party with whom the College has a current custodial agreement and will be of any type permitted by the provisions of the Public Funds Collateral Act, Title 10, Chapter 2257 of the Texas Government Code. The Vice President for Financial and

Administrative Operations is responsible for entering into collateralization agreements with third party collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the College and retained.

14.0 Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis, except those with investment pool funds and mutual funds. Securities will be held by a third-party custodian designated by the Comptroller in the College's name and evidenced by safekeeping receipts.

15.0 Maximum Maturities:

To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College will not directly invest in securities maturing more than two (2) years from the date of purchase. However, the College may collateralize its repurchase agreements using longer-dated investments that either: (i) have a term to maturity not to exceed ten (10) years, or (ii) are marked-to-market at least weekly and require any valuation deficiencies below the required collateral margin to be cured within one business day. The composite portfolio will have a weighted average maturity of one (1) year or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

16.0 Diversification:

The College recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary liquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

1. Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
2. Limiting investment in securities that have higher credit risks.
3. Investing in securities with varying maturities and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIP's), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

17.0 Investments Policy Adoption:

The College's investments policy shall be adopted by resolution of the College's Board of Trustees. The policy shall be reviewed annually by the Investment Advisory Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review its investments policy and investment strategies not less than annually even if no changes are required to the Policy. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating it has reviewed the investments policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investments policy or investment strategies.

Adopted: Nov. 21, 1978

Amended: May 29, 2019

4.06.01 - 12 of 12



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.02

GIFTS

All bequests of property for the benefit of the District shall vest the property in the Board. When not specified by the grantor, funds or other property donated, or the income therefrom, may be expended in any manner authorized by statute. The Marketing and Community Relations Department shall make recommendations to the President and Board regarding the acceptance of gifts and donations of \$200.00 or more, including name of donor, value, form, and restrictions, if any. The authority to accept gifts is vested solely on the Board.

The Board shall not accept gifts which discriminate against any person on the grounds of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: April 14, 2010

4.06.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.06.02.10 Donations

APPROVED: December 4, 1981
Year of last review: 2018

REVISED: January 28, 2010

AUTHORIZING BOARD POLICY: 4.06.02

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish guidelines for the acceptance of personal or real property, financial support, and in-kind services donated to the District.

PROCEDURE:

- I. Board of Trustees approval is required before:
 - A. A donation of property is received.
 - B. A financial donation is deposited to the bank.
 - C. An in-kind service is performed.
- II. Departments of personnel within the District are not authorized to receive or accept donations. Unless specifically identified by the donor, all equipment donations are to the District.
- III. The Marketing and Community Relations Department will recommend to the Board and President the acceptance of all donations through the Reporting Form for Donations to EPCC which can be accessed online or at the Marketing Department at the Administrative Services Center, room A100. The form includes the following information:
 - A. Date, name, department, and phone number of individual reporting donation.
 - B. Description of donation, if applicable.
 - C. Purpose of the donation.
 - D. Cash amount, if a cash donation only.
 - E. Restrictions on use of donation, if applicable.
 - F. Name and mailing address of individual to whom acknowledgment should be sent.

Attached to the form should be supporting documentation such as checks or letters from the donor.

- IV. All cash/checks received by various departments should be forwarded immediately to the Comptroller's Office through the campus cashiers.
- V. For specialized equipment, such as computers, donated without restriction to the District, the Vice Presidential area will, after appropriate consultation with relevant advisory groups and prioritization, recommend allocation of the use of the equipment to one or more organizational units.
- VI. The President shall recommend to the Board of Trustees the acceptance of all donations considered beneficial to the District.
- VII. Upon acceptance of donations by the Board of Trustees, the Office of the Vice President of Financial and Administrative Services will:
 - A. Advise Property Control and Distributional Services of the donation of property, the Board of Trustees' recommendations, and date of acceptance.
 - B. Notify the Comptroller's Office of acceptance of financial donations, who will, in turn establish accounts for the donations, deposit all cash/checks, and inform the appropriate Vice President of those accounts.

- C. Notify the Vice President of in-kind services who recommended the donation so that the service may be performed.
- VIII. Distributional Services will submit a copy of the key receiving document to Property Control immediately after receiving property. Property Control will follow-up until the receiving documents are prepared and submitted, and will make necessary entries in the accounting records.
- IX. All donations will be acknowledged in writing. The Marketing Department will prepare a letter for the Vice President of Administration and Financial Operations' signature. The letter thanks and acknowledges the donation and suggests contacting their tax consultant for further information.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.03

APPLICATION FOR FUNDING

The President of the College is authorized to make application on behalf of the District to private individuals and private or governmental corporations and agencies for extramural funding and shall report to the Board at least quarterly all such applications submitted.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.06.03 - 1 of 1

Designated Contact: The President of the College



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.04

AUXILIARY ENTERPRISES

Funds from Auxiliary Enterprises are those funds received from operations of the District which exist to furnish specified services or products to students, faculty*, or staff and which charge fees that are directly related to the cost of the service.

The College President shall establish a revenue structure for the Auxiliary Services which is at least sufficient to recover the operating expenses of the Auxiliary Services. The College President shall inform the Board if an Auxiliary Enterprise is operating at a loss, so that the Board may decide whether to continue or suspend the service.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.06.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

RECEIPTS AND CUSTODY OF MONEY



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.08.01

RECEIPTS

The College President shall establish procedures and designate persons authorized to receive money in the name of the District. One of these persons shall be the Chief Financial Officer.

All monies received shall be recorded, and shall be handled according to appropriate internal accounting controls established by the College President or his/her designate.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: May 21, 2013

4.08.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.08.01.18 Petty Cash Disbursement **APPROVED:** November 7, 1978 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.08.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for the use of petty cash by District personnel.

PROCEDURE:

I. General Provisions

- A. Petty cash disbursements may be obtained at any Cashier's Office, availability of funds permitting.
- B. Petty cash disbursements are limited to \$100.00 per day, per person, per account. Any request exceeding this amount requires a Check Authorization Form.
- C. All petty cash disbursements require the approval of a budget head, using the Petty Cash Reimbursement/Disbursement Form.
- D. Only items needed on short notice, one-time purchases, or approved local travel will be considered.
- E. Petty cash for hospitality must be approved by the appropriate budget head.
- F. Prior to the purchase of supplies, a tax exemption certificate will be provided, upon request, by the Cashier's or the Comptroller's Office.

II. Advances

- A. A written request signed by the budget head indicating the person to receive advances, a description of the items or services to be purchased, and the account number to which the expense will be charged is to be provided to the cashier at the time of the advance request.
- B. A receipt (cash register tape, sales ticket, etc.) for petty cash advanced must be returned to the cashier by 4:00 p.m. the same working day.
- C. Petty cash will not be disbursed to any department having an outstanding advance petty cash voucher.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.08.01.22 Receipt and Issuance of Advance Veterans Administration Student Checks

APPROVED: March 28, 1980 **REVISED:** September 1, 1995
Year of last review: 2019
AUTHORIZING BOARD POLICY: 4.08.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish steps and safeguards to be followed for receiving and issuing advance Veteran Administration (V.A.) student checks.

PROCEDURE:

- I. Receiving advance V.A. student checks
 - A. Advance V.A. student checks are received through the mail in the Office of the Assistant Comptroller/Receivables.
 - B. The Assistant Comptroller/Receivables stamps the back of each envelope containing an advance check with the date received.
 - C. The Assistant Comptroller/Receivables prepares a typed listing in triplicate, listing students by name and social security number or claim number, as they appear on the checks.
 1. Copies of the listings are forwarded to the Director of Veterans Affairs at the Valle Verde and Transmountain Campus or his/her representatives.
 2. Copies of the listings are also provided to the Accounts Receivable Office for Business Office clearance. Notes are attached to checks if the student has an outstanding debt with the District. The debt must be cleared prior to release of check.
 - D. The checks and listing are released to the Head Cashier. They are secured in a lock box that is stored in the Valle Verde Campus Cashier's Office vault.
 - E. Prior to registration, the Veteran Affairs Office provides a listing to the Assistant Comptroller/Receivables and Head Cashier, of all veterans who have requested advance pay for the current semester. The listing includes the students name, social security number, claim number, credit hours and where veteran will pick-up his/her check.
- II. Issuing Advance V.A. Student Checks
 - A. The Office of Veterans Affairs will notify the veteran, via mail, that his/her advance has arrived.
 - B. The veteran must retrieve a triplicate disbursement authorization form from the Veteran Affairs Office in order to pick-up their check. The disbursement form contains the following Information:
 1. Students name, social security number, claim number.
 2. Semester of entitlement.
 3. Student certification paragraph.
 4. Blank space for student signature, date, and check amount

5. Date and signature of V.A. representative issuing the disbursement
- C. When approached by a V.A. student with the disbursement form, the Campus Cashier will complete the following steps:
1. Locate and retrieve the students check from the lock box.
 2. Request two (2) current ID's (one with a picture) from the student and check them thoroughly for accuracy and validity (expiration date).

Note: A check will not be issued to a student who does not have the required identification.
 3. Request the student to sign, date, and fill in the amount of the advance check. Student retains yellow copy of signed disbursement form.
 4. If the student has not paid tuition, the cashier will
 - a. Verify with Tuition Department the students total tuition and fees
 - b. Two (2) hand-paid checks and necessary paperwork are prepared by Head Cashier.
 1. One payable to El Paso County Community College District (EPCCD) tuition for the students' fees.
 2. One for the difference in the amount payable to the student.
 5. Obtains, students signature on the advance check, issue him./her the yellow disbursement form, cashier receipt and two (2) checks. Student is instructed to proceed to the Tuition Office to present EPCCD tuition check to complete their registration.
 6. If the student has a receivable with the District, the cashier will:
 - a. Direct student to the Accounts Receivable Office to obtain a transaction summary (Transmountain Campus Cashier will call on behalf of students)
 - b. Cashier will prepare cashier receipt, recording accounts receivable information. A hand-paid check and necessary paperwork is prepared by the Head Cashier for the difference (if any) payable to the student
 - c. Obtain student signature on the advance check, issue him/her the yellow disbursement form, cashier receipt and difference check.
 7. If the student has paid tuition, the cashier will:
 - a. Ask student to present his/her Tuition Schedule/Receipt showing payment.
 - b. Follow steps 3a, 3b, and 3c. Initial, date, and release advance check.

III. Multi-Campus Registration

- A. The Head Cashier is responsible for the distribution of advance checks to the registration pick-up site.
- Note: Checks designated for pick-up at the Transmountain Campus will be available the Monday following the week they are received. The student may pick-up their check prior to that date at the Valle Verde Campus.
- B. The Transmountain Campus Cashier will prepare the hand-paid checks under the supervision and instruction of the Head Cashier.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.08.02

DEPOSITS

The Board of Trustees shall direct the President of the College to establish procedures regarding deposits. Monies received by any authorized officer or employee shall be deposited in the District Cashier's Offices, unless other arrangements have been authorized by the Chief Financial Officer. All revenue received by the District shall be deposited in the official depository bank for safekeeping.

Cash overages or shortages shall be reported to the Comptroller with each deposit. Petty cash funds shall be provided only upon approval of, and by arrangements with, the Chief Financial Officer.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: May 21, 2013

4.08.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.08.03

INDIVIDUAL RESPONSIBILITY

Any individual authorized to receive monies on behalf of the District is personally responsible for the safe custody of the monies so collected. The Board shall require a strict accounting of such receipts to the Vice President of Financial and Administrative Services; and the College President may, at his/her option, require that the employee be bonded.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Sept. 22, 1994

4.08.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.08.04

DEPOSITORY

A. Selection

The depository or depositories of the District shall be a state or national bank located in the State of Texas whose deposits are insured by the Federal Deposit Insurance Corporation. Such depository or depositories shall be selected in accord with the School Depository Act.

Sec. 23.74, Tex. Educ. Code.

B. Bid Notices

At least 30 days prior to the termination of the current depository contract, the Board shall cause to be mailed to each bank in the District and, if desired, to other banks in the State of Texas a notice stating the time and place in which bid applications will be received for selecting a school depository or depositories. Attached to said notice shall be a uniform bid blank which shall be substantially in the following form:

BOARD OF TRUSTEES

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

9050 VISCOUNT BLVD.

EL PASO, TEXAS 79925

Members of the Board:

The undersigned, a state or national banking corporation, the deposits of which are insured by the Federal Deposit Insurance Corporation hereinafter called Bidder, for the privilege of acting as Depository of the El Paso County Community College District of El Paso County, Texas, hereinafter called District, for a term of two years, beginning September 1, 1979, and ending August 31, 1981, and for the further privilege of receiving all funds or only certain funds to be designated by the District if more than one depository is selected, at the District's option to place on demand deposit or interest bearing time deposits as provided in The School Depository Act, (Senate Bill 1195, 66th Texas Legislature, Regular Session) and with the full understanding that the District reserves the right to invest its funds from time to time as permitted by law, Bidder will pay and charge the District as follows:

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: July 18, 1979

4.08.04 - 1 of 5

Designated Contact: Vice President of Financial and Administrative Operations

1. On "time deposits" of less than \$100,000.00, the Bidder will pay the District rates of interest per annum as follows:

_____ % of the maximum rates of interest per annum allowed by law by the Board of Governors of the Federal Reserve System to be paid governmental units, in accordance with its Regulation Q, or subsequent regulation, at the date of deposit, on such time deposits.

2. On "time deposits" of \$100,000.00 or more, the Bidder will pay the District rates of interest per annum as follows:

a. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 13 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 30 days or more but less than 60 days;

b. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 13 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 60 days or more but less than 90 days;

c. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 13 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 90 days or more but less than 120 days;

d. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 26 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 120 days or more but less than 150 days;

e. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 26 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 150 days or more but less than 180 days;

f. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 26 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 180 days or more but less than 270 days;

g. _____ % of the rate of interest per annum established (auction average on a discount basis) for United States Treasury bills with maturities of 26 weeks issued on or immediately prior to the date of deposit, on such time deposits with a maturity of 270 days or more but less than 365 days.

Adopted: Nov. 21, 1978

Amended: July 18, 1979

4.08.04 - 2 of 5

3. _____% interest per annum to be paid by District to Bidder on overdrafts or their equivalent.
(Overdraft as used in this paragraph shall mean that District does not have a compensating balance in other District - funds or accounts in Bidder's bank equaling or exceeding overdrafts in a District fund or account. The amount of an overdraft shall be determined by adding all the District's noninterest bearing funds or noninterest bearing accounts in the Bidder's bank at the close of business each day.)
4. Bidder will charge District \$ _____ for keeping the District's demand deposit records and accounts for the period covered by this bid. Included in and required as a part of this duty are the following:
 - a. Preparation of monthly statements showing debits, credits and balance of each separate fund.
 - b. Keeping a full and separate itemized account of each different class of College funds coming into its hands and making its records available for audit by the District, its independent auditors, and the Central Education Agency.
 - c. Preparation of such other reports, accounts and records which may, from time to time, be required by District in order that it may properly fulfill its fiscal duties.
5. District reserves the right to invest any and all of its funds as permitted by Sections 20.42 and 23.80 of the Texas Education Code (Senate Bill 1195, 66th Texas Legislature, Regular Session). Bidder will and shall aid and assist District in any permitted investment without charge.
6. The District reserves the right to place any and all of its funds, other than proceeds from the sale of District bonds or certificates of indebtedness, on time deposit with savings and loan institutions located within the State of Texas, provided that such funds are fully insured by the Federal Savings and Loan Insurance Corporation.
7. The Bidder shall furnish to District a bond in the amount and conditioned as provided in The School Depository Act, (Senate Bill 1195, 66th Texas Legislature, Regular Session) or in lieu thereof shall pledge approved securities in an amount sufficient as provided in that subchapter, delivering to the District either securities pledged or safekeeping receipts for them, properly marked to show the pledge, and shall deliver to the Central Education Agency photocopies of the safekeeping receipts. District reserves the right to approve or reject the securities so pledged. Bidder shall have the right and privilege of substituting approved

Adopted: Nov. 21, 1978

Amended: July 18, 1979

4.08.04 - 3 of 5

securities upon obtaining the approval of the District, provided the total amount of approved securities deposited is adequate as herein provided.

8. This bid was requested by District and is made by Bidder with the expressed agreement and understanding that District reserves the right to reject any and all bids and the further right that if any portion or provision of this bid and/or any contract between Bidder and District entered into by virtue thereof is invalid, the remainder of this bid and/or resulting contract at the option of the District shall remain in full force and effect, and not be affected by said invalid portion or provision.
9. Attached hereto is a Cashier's Check in the sum of \$500.00 payable to the El Paso County Community College District. If this bid to be Depository of all District funds or to be Depository of only a designated amount of said funds is accepted, said check is to secure the performance of said bid, and if Bidder fails to enter into a contract with District as provided in this bid, then said check shall be cashed by District as liquidated damages for said failure. If the Bidder enters into a contract with the District, the District shall return the check to the Bidder. In the event this bid is not accepted, the check is to be returned to the Bidder immediately after the contract award is made.
10. The terms of this bid and the ensuing contract if the bid is successful shall be governed by and in accordance with the provisions of Senate Bill 1195, 66th Texas Legislature, Regular Session.

DATED this the _____ day of _____, 19__.

BIDDER

BY

TITLE

Sec. 23.77, Tex. Educ. Code

C. Tie Bids

If tie bids are received, and each tie bidder has bid to pay the District the maximum interest allowed by the Federal Reserve System and the FDIC and, in the Board's judgment, the bids are otherwise equal and two or more of the tie bidders have the facilities and ability to provide the needed services, the Board may award the contract (1) to either tie bidder, (2) to each tie bidder or to as many as the Board may select, or (3) by determining by lot which bidder shall receive the contract.

Sec. 23.78, Tex. Educ. Code.

Adopted: Nov. 21, 1978

Amended: July 18, 1979

4.08.04 - 4 of 5

D. Factors to Consider

All bids received in accordance with these provisions shall be considered by the Board at a regular or special meeting. In determining the best bid, the Board shall consider the interest rate bid on time deposits, the charge for keeping District accounts, records, and reports and furnishing checks; the ability of the Bidder to render the necessary depository service and any other matter which the Board considers to be in the best interest of the District.

Sec. 23.78, Tex. Educ. Code.

E. Rejection of Bids

The Board has the right to reject any and all bids.

Sec. 23.78, Tex. Educ. Code.

F. Term of Office

The depository shall:

1. Enter into a contract in a form and with the content prescribed by the Central Education Agency;

Sec. 23.79, Tex. Educ. Code.

2. Serve for a term of two years and until its successor shall have been duly selected and qualified.

Sec. 23.78, Tex. Educ. Code.

3. Make satisfactory bond, unless the depository elects to deposit securities in lieu of bond. Said bond shall be payable to the District and shall be signed by the depository bank and by some surety company authorized to do business in the state.

Sec. 23.79, Tex. Educ. Code.

4. Faithfully perform all duties and obligations devolving by law upon such depository and make payments from District funds upon order, duly entered, of the Board.

Sec. 23.79, Tex. Educ. Code.

5. Faithfully keep and account for, according to law, all District funds on deposit and pay over to the successor depository all balance remaining in District accounts.

Sec. 23.79, Tex. Educ. Code.

Adopted: Nov. 21, 1978

Amended: July 18, 1979

4.08.04 - 5 of 5

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

BUDGET



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.01

PURPOSE

The District budget represents the approved educational plan of the District for the academic year stated in the fiscal terms. It shall be adequate to meet the stated philosophy, mission, and the goals of the District. When considering budget issues, the Board shall adhere to the following principles:

- A. The budget shall reflect the best possible distribution of available funds in accordance with the District master plan.
- B. The budget shall identify sufficient sources of funds to insure a fiscally balanced budget.
- C. The budget shall provide contingencies adequate to meet reasonable unforeseen demands.
- D. The budget shall include, where appropriate, funds from grants where such grants meet the conditions set forth in the Board Policies concerning the receipt of external funds.
- E. The budget shall include, when available, funds for educational and staff development.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.09.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.02

BUDGET OFFICER

The President of El Paso County Community College District shall serve as budget officer for the District. The Chief Financial Officer is designated as the deputy budget officer.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Nov. 12, 2003

4.09.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.03

PREPARATION OF BUDGET

The budget officer shall:

- A. Not later than August 20 of each year prepare, or cause to be prepared, a budget covering all estimated receipts and proposed expenditures of the District for the next succeeding fiscal year.
- B. The budget must be itemized in detail according to classification and purpose of expenditure and shall be in the format required by "A Financial Reporting System for Public Junior Colleges in Texas", Coordinating Board, Texas College and University System, Revised April, 1976, or later revision.

Sec. 23.42, Tex. Educ. Code, Sec. 61.065, Tex. Educ. Code., "A Financial Reporting System for Public Junior Colleges in Texas", Coordinating Board, Texas College and University System, Revised April, 1976.

- C. Ensure that proper records are kept and that copies of all budgets, all forms, and all other reports are filed at the proper times.

Sec. 23.44, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.09.03 – 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.04

BUDGET ADOPTION

When the budget has been prepared, the budget officer shall call a meeting of the Board, stating that the purpose of the meeting is the adoption of a budget for the succeeding fiscal year.

It shall be the duty of the Board, at the meeting called for that purpose, to adopt a budget to cover all expenditures for the District for the next succeeding fiscal year. Any resident or taxpayer of the District may be present and participate in the hearing.

Sec. 23.45, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

4.09.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.05

NOTICE OF BUDGET MEETING

Notice by publication, as well as written notice, of the date, hour, place, and that the purpose of the meeting is the adoption of a budget for the succeeding fiscal year shall be given as follows:

- A. The Board shall place a notice of the budget meeting in at least one newspaper of general circulation in the county not more than thirty days or less than ten days before the meeting.

Article 29(e), Tex. Rev. Civ. Stat. Ann.

- B. Public written notice of such meeting shall be given as required by the by-laws of the Board and by Article 6252-17, Tex. Rev. Civ. Stat. Ann., except such notice shall be given at least five days preceding the scheduled time of the meeting.

Sec. 23.45, Tex. Educ. Code.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.09.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.06

BUDGET FILING

Not later than November 1 of the year for which the budget is adopted, a copy of the budget must be filed with the El Paso County Clerk. *Sec. 23.46, Tex. Educ. Code.*

By December 1, after the beginning of the fiscal year four copies of the budget shall be filed with the Coordinating Board, Texas College and University System.

"A Financial Reporting System for Public Junior Colleges in Texas", Coordinating Board, Texas College and University System, Revised April, 1976.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.09.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.09.07

BUDGET AUTHORIZATION

No funds shall be expended in any manner other than as provided for in the budget, but the Board shall have the authority to amend a budget or to adopt a supplementary emergency budget to cover necessary unforeseen expenses.

Transfer of allocations between line items within departmental groupings, with the prior approval of the College President, shall not be considered an amendment to the budget, as long as the total budget remains unchanged.

Copies of any amended or emergency budget, when adopted, shall be filed with the County Clerk and the Coordinating Board, Texas College and University System.

Sec. 23.47, Tex. Educ. Code

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Jan. 20, 1988

4.09.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.09.07.10 Budget Transfers

APPROVED: March 15, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.09.07

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Budgets

OBJECTIVE: To provide guidelines for transferring funds between accounts and between object codes within accounts.

PROCEDURE:

- I. Complete a Budget Transfer form. One budget transfer may be used for more than one account. Complete only the non-shaded fields labeled:
 - A. To Increase Account Number - Fill in the account number that you will be increasing. Transfer to budget pool object codes, 5000 is no longer a valid object code.
 - B. Amount - Fill in the amount to be transferred. Round up to the nearest whole dollar. (Transfer only amounts of \$300 or more. Budget transfers received with less than \$300 will be voided and a copy returned to you.)
 - C. From Decrease Account Number - Fill in the account number that you will be decreasing. Transfer from the budget pool object codes.
 - D. Total Amount - Total the dollar amounts and fill in the amount in the box indicated.
 - E. Total Item Count - Total the number of transactions.
 - F. Explanation - Explain why the budget transfer is required. Attach any documentation as necessary.
 - G. Approvals - The budget head's and his/her supervisor's signatures are required.
- II. Forward all four copies to the Budget Office (you may make a copy for yourself if you wish) Original - Data Control, second and fourth part - Budget Office, third part - originator (after approval).
- III. Budget Office Process
 - A. The Budget Office will log-in the budget transfer and assign it a reference number which will appear on the upper right hand corner. The originator will receive a copy with the reference number on it. Refer to this number when inquiring about your budget transfer.
 - B. The Budget Office will forward the budget transfer to data control. When the budget transfer is processed, the originator will receive the pink copy. If there are any problems or rejections, the Budget Office will contact the originator.
 - C. If the budget transfer was processed before the cutoff date for the month, it should appear on your next monthly statement
 - D. Do not transfer between accounts from different ledgers. The first digit in the account number identifies the ledger.
 - E. The Budget Office will assist you with any questions regarding budget items.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

EXPENDITURES AND COMMITMENTS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.01

AUTHORIZATION

The Board of Trustees shall authorize the College President and his/her designees to expend funds in accordance with the approved budget.

No officer or employee of the District shall be authorized to expend or commit to the spending of District funds, except in accordance with Board Policies and the approved budget. If any officer or employee of the College makes an unauthorized expenditure, or commitment of expenditure, the obligation so created shall be the personal obligation and liability of the said officer or employee.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.10.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.01.10 New Capital Projects Requests

APPROVED: July 5, 1985 **REVISED:** February 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 4.10.01

Classification: Institutional
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated contact: Vice President of Financial and Administrative Operations

OBJECTIVE: To establish guidelines for developing, prioritizing and implementing new capital projects requests to include new construction, major and minor renovations.

PROCEDURE:

I. Statement

The following procedure is to be followed for the planning and development of capital improvement projects.

A capital improvement project may consist of: a new facility space need and/or renovation of existing space. New capital projects may be identified by any District employee as long as they are moved forward through the supervisory chain and then approved by the appropriate Vice President for evaluation and consideration.

II. Preliminary evaluation of request at Vice President level

Once a new capital improvement project is identified, it must be reviewed by the appropriate Dean/Director and finally the area Vice President. The proposed capital improvement project will then be evaluated to ensure that it is consistent with the District’s Master Plan, space utilization standards, departmental and institutional goals and objectives. In conjunction with the Budget Development and Planning processes, new capital project request forms are due to the Executive Director of Physical Plant no later than March 1st of each fiscal year.

III. Preparation of Request

After the space need is defined, the appropriate Vice President will be responsible for filling out the *Capital Project Request Form* (CPRF).

IV. Preliminary Review of Request

The Vice President will then submit the CPRF(s) to the Executive Director of Physical Plant for preliminary cost estimate. The Executive Director of Physical Plant will compile a master list of projects that include total estimated cost details for each project. This master list will be submitted to the President’s Cabinet through the Vice President of Financial and Administrative Operations. The President and Cabinet will evaluate and prioritize the requests for potential funding.

V. Final Review of Request

- A. Once the new capital projects have been approved by the President for funding, the Vice President of Financial and Administrative Operations will inform the Executive Director of Physical Plant of the approved projects to be scheduled for execution.
- B. The Executive Director of Physical Plant will then submit a Banner Fund/Organization/Account Maintenance Form for the approved new capital projects to the Office of the Vice President of Financial and Administrative Operations for signature. Once a budget has been developed, the Physical Plant can begin execution of the project.

If the project is outsourced to an outside vendor, a purchase requisition will be initiated by the Physical Plant Department to trigger the procurement process in compliance with Board policy and Texas State law.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.02

CHECKS

The Board shall by order designate Board members and District employees authorized and empowered by the Board to sign checks and drafts on District funds for legally enforceable obligations of the District.

In no event shall a check or draft be issued to make a grant of public money in aid of, or to any individual, association, or corporation whatsoever.

Article 3, Sec. 52, Tex. Constitution.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.10.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.02.10 Check Cashing Service

APPROVED: March 28, 1980
Year of last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 4.10.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated contact: Comptroller

OBJECTIVE: To establish guidelines to be followed for cashing of personal checks for employees and students of the College.

PROCEDURE:

- I. Personal checks may be cashed at any Cashier's Office based on availability of funds.
- II. A personal check may not exceed \$25 for employees and \$15 for students per day.
- III. The following identification must be presented for cashing checks:
 - A. Current El Paso County Community College District Identification Card
 - B. Driver's license or other current identification
 - C. Current address and telephone number
- IV. A check issued by the District to an employee or student may be cashed providing the check does not exceed the established dollar limit and proper identification is presented.
- V. Payroll checks, government checks, or other third party checks may not be presented for cashing purposes.
- VI. If a personal check presented for cash is returned unpaid by the maker's bank, the check cashing privilege is revoked for a one (1) year period. Personal checks presented for cash must be accompanied by the maker, unless written authorization is provided to the third party.
- VII. A fee (prevailing rate charged by bank) will be assessed on each returned check.
- VIII. The Cashier's Office reserves the right to decline a check presented for cash if.
 - A. Guidelines are not followed
 - B. Money available for cashing personal checks is low or depleted
 - C. An individual has had his/her check cashing privilege revoked
- IX. Post-dated checks are not accepted at the Cashier's Office.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.04

CONTRACTS AND PROCUREMENT

The Board directs the College President to develop and implement procedures for approval of contracts and the acquisition of goods and services in compliance with applicable state and federal laws including, but not limited to, the *Texas Education Code*, *Texas Government Code*, and other applicable laws and their dictated methods of procurement including the competitive process; and the proper identification of exemptions to the *Texas Education Code* purchasing law due to the existence of a sole source.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: June 25, 2013

4.10.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.04.10 Service Agreements

APPROVED: November 1, 1979 **REVISED:** May 6, 2010
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.10.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Purchasing and Contract Management

OBJECTIVE: To define *Service Agreements* and provide guidelines for their application.

PROCEDURE:

I. General

A *Services Agreement* is used when it becomes necessary to hire an individual to provide expertise in the review or evaluation of, or guidance in, the improvement of a process, provide correction of a problem, or provide other service(s). In selecting the individual (supplier/vendor), the responsible budget head shall base the selection on demonstrated competence, knowledge, qualifications, and on the reasonableness of the proposed fee. Such an individual is not classified as an employee of the District.

Prior to submitting the *Services Agreement* for approval, the responsible budget head must be certain that he/she has complied with Internal Revenue Service guidelines regarding independent contractor versus employees in the selection of the supplier/vendor. Although whether a person is considered an independent contractor or employee by the IRS depends on the facts of each case, the general rule is that an individual is an independent contractor if and only if the District and/or its employees have the right to control or direct only the result of the work and not the means and methods of accomplishing the result. According to the IRS, facts that provide evidence of the degree of control and independence fall into three categories: behavioral (i.e. does the District control or have the right to control what the vendor/worker does and how the vendor/worker does his job?); financial (i.e. are the business aspects of the vendor's/worker's job such as how the vendor/worker is paid, whether expenses are reimbursed, and who provides tools and/or supplies, controlled by the District?); and type of relationship (i.e. are there written contracts or employee type benefits; also will the relationship continue and is the work performed a key aspect of the District's business?). The regulations of the IRS, and any judicial interpretation thereof, shall take precedence over these procedures.

If the District or any of its employees intend on being able to control the means and methods of accomplishing the results for which the District is intending to hire the supplier/vendor, then a *Services Agreement* cannot be used. Instead, the budget head should consider going through the Human Resources Department to enlist the services of the individual as an employee of the District.

Employees of the District and members of their immediate families may not be utilized as suppliers/vendors in compliance with Board Policy 3.05.06: *Conflict of Interest*.

II. Process

A. The *Services Agreement* must be submitted to, and approved by, the Director of Purchasing and Contract Management before the supplier/vendor begins work and before the District is financially obligated to the supplier/vendor.

1. There must be sufficient funds available in the "consultant fee" line item of the corresponding cabinet officer's budget.
2. The department requesting the services must submit the *Services Agreement* to the corresponding cabinet officer for his/her approval.
3. If approval is given, the corresponding cabinet officer shall forward the *Services Agreement* to the Director of Purchasing and Contract Management for contract signature.

4. Once the *Services Agreement* is signed by the Director of Purchasing and Contract Management, a copy of the fully executed *Services Agreement* along with a copy of the service order generated through BANNER will be mailed to the budget head.
5. The Director of Purchasing and Contract Management has the authority to sign incidental *Services Agreements* valued at less than \$50,000.
6. Any *Services Agreement* for \$50,000 or more must be approved by the Board of Trustees prior to execution.
7. Changes to the *Services Agreement* shall be requested through a memorandum signed by the budget head and routed, through the corresponding cabinet officer for his/her approval, to the Director of Purchasing and Contract Management.
8. The requestor shall contact the Purchasing and Contract Management Department and communicate any changes and/or problems during the process of completing the project.
9. If applicable, special grant conditions shall be considered when selecting a supplier/vendor under this procedure.

B. The *Services Agreement* must contain the following information:

1. Account number,
2. Date initiated,
3. Name and complete address of the supplier/vendor (must be an individual),
4. Scope of services to be rendered, in detail,
5. Date the supplier/vendor will begin the work,
6. Number of days required to complete the work,
7. Per diem deduction for not completing the work on time (state "Zero, 0" if none),
8. Fee,
9. Compensation method and any special payment requirements,
10. Reimbursable expenses and amounts, if applicable (state "None" if none),
11. Supplier/vendor claim limit (state "Zero, 0" if none), and
12. The signature of the budget head, cabinet officer, and the supplier/vendor.

C. A completed *Authorization for Payment of Services* form and an *Internal Revenue Service W9* form must be submitted to the Accounts Payable Department after the services have been performed satisfactorily. If applicable, an invoice, receipts, and/or statement should be submitted with the *Authorization for Payment*.

1. The authorization should bear the signatures of the supplier/vendor, the budget head, and the appropriate cabinet officer.
2. The authorization must be accompanied by an itemized expenditure statement from the supplier/vendor with original receipts attached (e.g. travel, lodging, meals), if applicable.
3. No expense will be paid for family members of the supplier/vendor.
4. Daily per diem cannot exceed the \$30.00 per day normally paid by the District, unless the District has agreed to reimburse for special working luncheons and/or dinners.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.04.14 Purchasing Procedures

APPROVED: October 15, 1979 **REVISED:** November 8, 2012
Year of last review: 2018

AUTHORIZING BOARD POLICY: 4.10.04

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Purchasing and Contract Management

OBJECTIVE: To identify and outline the general guidelines, documents and procedures to direct the purchasing and contract practices of the El Paso County Community College District (“District”) in order to provide best value in compliance with State of Texas and federal law and the statutory or codified laws or regulations of either the State of Texas or the United States. Any laws enacted or amended on or after the date of adoption of these procedures shall take precedence in the event of any conflict with these procedures.

PROCEDURE: The mission of the District’s Purchasing and Contract Management Department is to facilitate the acquisition of goods and services in an effective and efficient manner, in compliance with the mission statement and the policies of the El Paso County Community College District and the laws of The State of Texas.

I. Processing of Requisitions

PURPOSE: To establish and maintain procedures for the initiation, authorization and processing of purchase requisitions to procure goods and services.

SCOPE: The provisions of this procedure apply to all employees of the El Paso County Community College District authorized to initiate, approve and process requisitions.

RESPONSIBILITY: The initiator of the requisition shall be responsible for providing all pertinent information about the goods or services to be procured. Budget heads are responsible for ensuring budget availability for issued requisitions. The Purchasing and Contract Management Department will be responsible for processing the requisition and acquiring goods and services per the specifications and information referenced in the requisition.

Requisitions shall be processed through the administrative integrated management system (BANNER).

A. Requisitions generated by District employees shall contain the following information:

1. Date
2. Department
3. Account number
4. Delivery information (campus, building and room number; delivery date)
5. Departmental justification
6. Contact information for preferred supplier/vendor (include address and phone number)
7. Requestor’s telephone number
8. Name of requester
9. Quantity
10. Unit of measure (Ea., Dz., Roll, Reel, Set, Pair, etc.)
11. Description of goods or services in sufficient detail to adequately describe the goods or services to be purchased to the supplier/vendor. Include manufacturer, model number, part number, color, type, class, grade, dimensions, options to be purchased, etc.
12. Unit cost
13. Total
14. Special conditions, if applicable (safety concerns, special packaging, special transportation, etc.)
15. Please note if this is a rush requirement and, if so, include the reason for the requested quick turnaround and also when the items are needed.

Office supplies and office furniture will be purchased from existing “contract vendors.” A contract vendor is a supplier/vendor which has been awarded a contract, for the goods and/or services specified, through one of the

nine (9) methods listed in Section III below or a supplier/vendor which has been awarded a contract through the Texas Comptroller of Public Accounts, the Texas Department of Information Resources, an authorized purchasing cooperative, or other similar, statutorily-authorized method. Alternatively, if the supplier/vendor is a sole source for the goods/services being considered for purchase, the sole source method may be used.

Requesters shall exercise discretion and moderation with expenditures relating to items that are not considered of a "reasonable and customary" value. Purchases of items considered to be of a luxury nature, such as leather goods, high-grade furniture and others, are discouraged.

NOTE: If a purchase is of an urgent nature, the requester may call the Purchasing and Contract Management Department and inform the Purchasing Clerk or the Purchasing Systems Assistant of the urgent nature of the requisition and the requisition number. Requisition processing will be expedited once the requisition reaches the Purchasing and Contract Management Department.

- B. All requisitions will be processed and verified by the requester, ensuring that the required accounting codes are included and that the required budget signatory approvals are addressed. The Banner system contains appropriate approval routing for requisition approvals.

Dollar limits are as follows:

1. Purchases of \$100.00 or less: refer to Comptroller's petty cash procedure.
2. Purchases of \$500.00 or less (in the aggregate): may be processed through a *Check Request* submitted to the Accounts Payable Department.
3. All purchases over \$500.00 shall be processed through a requisition except:
 - Accreditation fees
 - Membership fees
 - Subscriptions
 - Local workshops, seminars and conferences
 - Hospitality reimbursements
 - Postage meter charges
 - License fees
 - Inspection fees
 - Awards and stipends
 - Attorney fees

These purchases may be processed through a *Check Request* submitted to the Accounts Payable Department.

- C. Quotes obtained by requesters, as well as any specifications sheets and/or catalog pictures, if available, may be mailed, faxed or e-mailed to the Purchasing and Contract Management Department. The requester shall reference the requisition number on said documents so that they can be routed to the appropriate Buyer.
- D. Requisitions will be processed through the automated approval process and forwarded to the Purchasing and Contract Management Department.
- E. The responsible Buyer, before proceeding, will verify if the requisition's funding source is federal funds. If so, the Buyer may only proceed with the purchase after the Buyer verifies and prints evidence supporting that the vendor has not been debarred. Evidence shall be attached to the requisition. If the Buyer comes across a debarred vendor, it is the Buyer's responsibility to alert the Purchasing Specialist so that Banner can be flagged.
- F. The Buyer will process the requisition by selecting one of the methods in Section III, below, for competitive solicitation, as required. This process will be referenced by the Buyer on the purchase requisition and will be included in the purchase or service order.
- G. A purchase order will be issued to the supplier/vendor by the Purchasing and Contract Management Department.
- H. Requisitions that are routed to the NSF (Non-Sufficient Funds) Banner queue must be resolved by the requester. The Banner approval process does not allow such transactions to flow through; therefore, the requisition is not processed until the funding problem is resolved.

II. Methods of Procurement

- PURPOSE:** To establish proper procedures for the generation of purchase orders and contracts processed through competitive solicitation procedures, determined by the value of the purchase.
- SCOPE:** This procedure applies to all Purchasing personnel and other departmental personnel that are directly or indirectly related to any purchasing transaction.
- DEFINITION:** Procurement documents are defined as those that are used to contract goods and/or services from a supplier/vendor or a number of suppliers/vendors.

PROCEDURES:

A. Purchase orders

Purchase orders are generated by the Purchasing and Contract Management Department through the administrative integrated management system (BANNER).

1. Regular purchase orders: A purchase order is issued according to the information provided in the online requisition issued by the requester. Upon review and authorization by the Buyer, a purchase order is generated, printed, and approved by the Buyer and/or the Director of Purchasing and Contract Management Department. All standard terms and conditions, warranties, safety requirements and any special conditions stated on the purchase order apply. In general, all deliveries of goods purchased on regular purchase orders must be made directly to the District's Distributional Services Department. In some cases, exceptions to this rule must be made (e.g. the delivery of unusually large or heavy machinery). In cases when it is necessary for the delivery of the goods to be made to a location other than the District's Distributional Services Department, it is the requester's responsibility to provide the following information on the requisition: requested delivery location and contact name and phone number for person responsible for the receipt of goods. It is the recipient's responsibility to verify that there is no apparent damage to the goods, or indicate such damage on the delivery document(s) and inform the Purchasing and Contract Management's Customer Service Specialist of the damage on a timely basis, and to submit signed delivery documents to the Distributional Services Department so that the goods may be "key received" into Banner, which is a requirement for the payment process to begin. Delivery of goods to non-District addresses is not allowed. The purchase of "gift cards" is not allowed.
2. Open purchase orders: An open purchase order is issued according to the information provided in the online requisition issued by the requester. Upon review and authorization by the Buyer, a purchase order is generated, printed, and approved by the Buyer and/or the Director of Purchasing and Contract Management Department. Open purchase orders shall be issued for the following: to support the requirements of maintenance, repair, and operations activities for special printing jobs, for any other purchase of goods of a repetitive nature, or when an exact dollar amount is unknown. Open purchase orders will be issued to purchase goods with no single amount item to exceed \$1,000. Prices and terms for the goods must be agreed upon between the requester and the supplier/vendor prior to the delivery of the goods. All purchases made through open purchase orders must be received against and paid from the open order file. Only purchases of the items described on the purchase order are authorized. If the goods are not delivered to the District's Distributional Services Department because the goods are picked up at the vendor/supplier's location by a District employee or because the goods were "desktop delivered" as is the case with most office supplies, it is the recipient's responsibility to verify that there is no apparent damage to the goods, or indicate such damage on the delivery document(s) and inform the Purchasing and Contract Management's Customer Service Specialist of the damage on a timely basis, and to submit signed delivery documents to the Distributional Services Department so that the goods may be "key received" into Banner, which is a requirement for the payment process to begin. Delivery of goods to non-District addresses is not allowed. The purchase of "gift cards" is not allowed.

The following items cannot be purchased through an open purchase order: printers, fax machines, typewriters, cameras, VCR units, DVD/Blu-Ray units, television sets, monitors, guns, camcorders, defibrillators, microscopes, hubs and switches, incubators, x-ray machines, copiers, transcribers, Stenograph machines or similar, radio transceivers, drafting machines, washers, dryers, musical instruments, laptops, oscilloscopes, projectors, video game consoles/, computing devices, portable and non-portable (e.g. PC's, Macs, laptops, notebook computers, iPads, etc.) and furniture.

3. Service orders: A service order is issued according to the information provided in the online requisition issued by the requester. Upon review and authorization by the Buyer, a service order is generated,

printed, and approved by the Buyer and/or the Director of Purchasing and Contract Management Department. The purpose of a service order is to contract the services of a supplier/vendor for a specified period of time and for a specific dollar amount. The pricing on the service order should be inclusive of all of the service provider's travel-related costs, if any. An informational copy of the service order is issued to the requesting department. After the work is completed to the satisfaction of the requester, the budget head must sign the invoice or work order and submit it to the Accounts Payable Department, acknowledging satisfactory completion of services. This is required for the payment process to begin.

4. Open service orders: An open service order is issued according to the information provided in the online requisition issued by the requester. Upon review and authorization by the Buyer, a service order is generated, printed, and approved by the Buyer and/or the Director of Purchasing and Contract Management Department. Open service orders shall be issued for the following: to support the requirements of maintenance, repair, and operations activities; for any other purchase of services *of a repetitive nature*, or when an exact dollar amount is unknown. An informational copy of the open service order is issued to the requesting department. Prices and terms for the services must be agreed upon between the requester and the supplier/vendor prior to the delivery of the services. All purchases made through open service orders must be received against and paid from the open service order file. Only purchases of the services described on the service order are authorized. After the work is completed to the satisfaction of the requester, the budget head must sign the invoice or work order and submit it to the Accounts Payable Department, acknowledging satisfactory completion of services. This is required for the payment process to begin.
5. Library orders: District libraries place orders for books utilizing the automated process. This process was established to handle book inventories to meet the needs of the libraries. Most orders for library books are purchased from a sole source (publisher), a Jobber, or other contract vendor, or through the Texas Comptroller of Public Accounts contract.
6. Modifications and cancellations of purchase orders: A purchase order confirms the existence of a contract between the District and the supplier/vendor. Consequently, it cannot be modified or canceled by only one party. Any request to modify or cancel an order must be directed to the Purchasing and Contract Management Department. If it becomes necessary to make any change to the original purchase order, the requesting department shall fax a properly-completed *Request for Change Order* form to the Purchasing and Contract Management Department. The Purchasing and Contract Management Department will notify the supplier/vendor of approved changes by making a change to the original purchase order and issuing a change order to the supplier/vendor. Any changes to price, quantity, item description, or terms and conditions shall be made through this process. Dollar amounts may only be increased for an amount up to and including 25% of the original purchase order amount. Amount increases exceeding 25% shall be requested through a new requisition and will be added to a purchase order if allowed within the guidelines of this College procedure 4.10.04.14: *Purchasing Procedures*.

Cancellations of purchase orders shall also be done through the *Request for Change Order* form. Generally, a supplier/vendor will agree to a request for cancellation if the item(s) or service(s) has/have not been shipped or performed and if the supplier/vendor has incurred no costs as a result of the order. The department requesting the cancellation may be held responsible for material already shipped by the supplier/vendor or for other costs incurred by the supplier/vendor before the cancellation of the order. Occasionally, the payment of a restocking fee may be authorized. RETURNS -- Goods to be returned to the supplier/vendor for replacement or credit should be coordinated through the Purchasing and Contract Management Department's Customer Service Specialist. The actual return of the goods is handled by the Distributional Services Department, in compliance with property disposal procedures. The supplier/vendor is under no obligation to accept a return of goods shipped according to the purchase order unless the goods arrive damaged, and then only if the damage is reported to the supplier/vendor on a timely basis, which is generally three business days. Agreement from the supplier/vendor to accept a return is not automatic, and a restocking fee or other costs may be incurred by the District. These costs will be charged to the requesting department.

7. Purchase requests requiring prepayment: The prepayment of goods and/or services is generally not allowed.

Reference: *The Texas Constitution, Article 3, Section 52*

The District will adhere to the provisions and dollar limits imposed by *Texas Education Code* 44.031. Further, purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda

abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.

- B. Contracts – The Purchasing and Contract Management Department of the El Paso County Community College District shall process the purchase of goods and services. Purchases shall comply with the policies and procedures as approved by the Board of Trustees. No obligation shall be incurred or pledge given on behalf of the District or the Board except by written contract.

The Board of Trustees shall have the authority to obligate District funds for purchases of goods and services. No liability will be assumed for payment of obligations except those incurred in accordance with authority thus granted. District employees shall have no right or authority at any time to make any contract or binding promise of any nature on behalf of the Board of Trustees, whether oral or written, without the express written consent of the Board of Trustees.

All contracts the District enters into shall be in compliance with the District’s General Conditions. All contracts, in the amount of \$50,000 or more shall be approved by the Board of Trustees before final execution. Contracts and purchase orders for less than \$50,000 are hereby approved by the Board of Trustees, provided that the expenditure(s) is(are) included in the budget of the District.

All contracts shall be awarded upon determination of what constitutes the best value for the District. All contract awards must comply with applicable laws and established District policies and procedures. The Board reserves the right to reject any and all competitive solicitations and to accept the bid or proposal that represents the best value in the best interest of the District. All parties awarded a contract shall comply with established statutory insurance requirements.

The District shall not indemnify, defend, or hold another contracting party harmless, unless such indemnification or hold harmless is authorized by law and specifically approved by separate written order of the Board. Any variances as to this provision shall be null and void and of no effect.

Competitive solicitations requirements per *Texas Education Code* Section 44.031 shall apply to all purchases.

Enforcement of Purchase Procedures: Criminal Penalties; Removal; Ineligibility:

- a. In this section,

1. “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
2. “Separate purchases” means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
3. “Sequential purchases” means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

Reference: *Texas Education Code* 44.032 (a)

- b. An officer, employee or agent of the District commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

Reference: *Texas Education Code* 44.032 (b)

- c. An officer, employee or agent of the District commits an offense if the person with criminal negligence violates Section 44.031 (a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

Reference: *Texas Education Code* 44.032 (c)

- d. An officer or employee of the District commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

- e. The final conviction of a person other than a trustee of the District for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person.

A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, *Local Government Code*, and is subject to removal as provided by that chapter and Section 24, Article V, *Texas Constitution*. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

Reference: Texas Education Code 44.032 (e)

- f. A court may enjoin performance of a contract made in violation of *Texas Education Code*, Chapter 44, Subchapter B. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the District is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

Reference: Texas Education Code 44.032 (f)

NOTE: The Texas Constitution and Texas Education Code provisions are subject to change by Texas State Legislature.

There are two basic types of contracts:

- Procurement contracts -- Include services, Service Agreements, and construction contracts.
 - Revenue Generating Contracts -- Include instructional and auxiliary services contracts.
1. Services: Contracts for services will be issued by the Purchasing and Contract Management Department from an authorized requisition and/or applicable supporting documents. The pricing on the contract should be inclusive of all of the service provider's travel-related costs, if any. Services include but are not limited to maintenance; renovations; services in support of repair, maintenance and operational activities; and software license agreements. The District will adhere to the provisions and dollar limits imposed by *Texas Education Code* 44.031 when issuing service orders. Further, purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.
 2. Service agreements: For contracting of services to be provided by individuals acting as independent contractors.

Contracts for services to be provided by an individual shall be issued and submitted to the Purchasing and Contract Management Department for approval prior to services being rendered. In selecting a services provider, the responsible budget head shall base the choice on demonstrated competence, knowledge, qualifications, and on the reasonableness of the proposed fee. The responsible budget head and the District must also comply with Internal Revenue Service guidelines regarding independent contractors versus employees when selecting the services provider. Although, whether a person is considered an independent contractor or employee by the IRS depends on the facts of each case, the general rule is that an individual is an independent contractor **if and only if** the District and/or its employees have the right to control or direct only the result of the work and not the means and methods of accomplishing the result. According to the IRS, facts that provide evidence of the degree of control and independence fall into three categories: behavioral (i.e. does the District control or have the right to control what the vendor/worker does and how the vendor/worker does his job?); financial (i.e. are the business aspects of

the vendor's/worker's job such as how the vendor/worker is paid, whether expenses are reimbursed, and who provides tools and/or supplies, controlled by the District?); and type of relationship (i.e. are there written contracts or employee type benefits; also will the relationship continue and is the work performed a key aspect of the District's business?). The regulations of the IRS, and any judicial interpretation thereof, shall take precedence over these procedures.

All contracts shall specify the nature and timeframe of the service, dollar amount, and any special payment requirements. The pricing on the contract should be inclusive of all of the service provider's travel-related costs, if any. A copy of a written proposal (an offer) from the supplier/vendor which outlines their proposal in detail, including timeframe and cost, and which must include the name and address of the supplier/vendor and must be signed and dated by the supplier/vendor, must be included with the *Services Agreement*. An *Authorization for Payment of Services* form and a W9 completed by the supplier/vendor will be issued by the budget head to the Accounts Payable Department upon satisfactory completion of the work. The requester shall contact the Purchasing and Contract Management Department to communicate any changes and/or problems during the process of completing the project. Payment issues should be directed to the Accounts Payable Department. District employees and members of their immediate families are not allowed to provide services, in compliance with Board Policy 3.05.06: *Conflict of Interest*. Refer to Board Policy 3.05.06: *Conflict of Interest* and Board Policy 4.10.04: *Contracts and Procurement*. Also College Procedure 4.10.04.10: *Service Agreements*.

3. Construction contracts: The District will adhere to the provisions and dollar limits imposed by *Texas Education Code* 44.031 and Chapter 2267, *Texas Government Code*. Contracts in the amount of \$50,000 or over will be Board approved before final execution. All contract terms and conditions shall comply with the terms and conditions of the competitive solicitation. Construction contractors are required by law to provide bonding and insurance coverage not required of other contractors or service providers.

The Board of Trustees, in considering a construction contract authorized by *Texas Education Code*, Subchapter B, Section 44.031(a)(5) and Chapter 2267, *Texas Government Code*, and if using a method other than competitive bidding for construction services, is required to determine, before advertising, which method provides the best value for the District.

Reference: *Texas Government Code 2267.056 (a)*

The District shall

- a. Base its selection among offerors on the following criteria:

- (1) the price;
- (2) the offeror's experience and reputation;
- (3) the quality of the offeror's goods or services;
- (4) the impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses;
- (5) the offeror's safety record, for which the District will use OSHA reports
- (6) the offeror's proposed personnel;
- (7) whether the offeror's financial capability is appropriate to the size and scope of the project; and
- (8) any other relevant factor specifically listed in the request for bids, proposals, or qualifications.

Reference: *Texas Government Code 2267.055 (a)*

- b. Publish in the request for bids, proposals, or qualifications the criteria that will be used to evaluate the offerors and the relative weights given to the criteria, and
- c. Document the basis of its selection and shall make the evaluations public not later than the seventh day after the date the contract is awarded.

Reference: *Texas Government Code 2267.056 (b) and (c)*

The District will utilize the approved contract form for construction services. The contract shall be issued upon approval of an award by the Board of Trustees. The contract shall specify all terms and conditions as stated in the bid award.

An architect or engineer required to be selected or designated under this chapter has full responsibility for complying with Chapter 1051 or 1001, *Occupations Code*, as applicable.

Reference: *Texas Government Code 2267.057 (a)*

If the selected or designated architect or engineer is not a full-time employee of the District, the District shall select the architect or engineer on the basis of demonstrated competence and qualifications as provided by Section 2254.004.

Reference: *Texas Government Code 2267.057 (b)*

Independently of the contractor, construction manager at risk, or design-build firm, the governmental entity shall provide or contract for the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility by the District.

Reference: *Texas Government Code 2267.058 (a)*

The District shall select the services for which it contracts under this section in accordance with Section 2254.004.

Reference: *Texas Government Code 2267.058 (b)*

The District shall award a competitively bid contract at the bid amount to the bidder offering the best value to the District according to the selection criteria that were established by the District.

Reference: *Texas Education Code 44.040 (d)*

4. Grant purchases: Grant purchases follow the same processing procedures as non-grant purchases. However, purchase deadlines will be determined by specific grant provisions. Also, purchases may be restricted by certain grant conditions (e.g. the Carl Perkins grant is for the purchase of equipment to be used for students only and not for administrative applications). Grant administrators shall communicate to the Purchasing and Contract Management Department any and all grant provisions regarding the procurement of goods and services under each grant. When a grant award names a specific supplier/vendor and/or a specific item through a valid purchasing process, this information shall be included in the Board agenda abstract submitted to the Board of Trustees which authorizes the acceptance of the grant.
5. Addendum to contracts: Any changes to an existing contract shall be addressed through a document known as an "addendum." This document specifies in detail: the change, the effective date(s), and dollar amount(s), as applicable. The addendum will be generated through a memorandum and/or a requisition issued by the requester and approved by the Budget Head of the requesting area. The request shall specify in detail the changes to be integrated into the contract document and the reason for the change. Applicable back-up documents justifying the change must be submitted by the requesting department.

The addendum will be issued by the Purchasing and Contract Management Department and will be signed by the Buyer and by the supplier/vendor. The addendum document will be attached to and become part of the original contract.
6. Legal review: All contracts shall be subject to legal review by El Paso County Community College District's legal counsel, prior to approval by the Purchasing and Contract Management Department.
7. Revenue-generating contracts:
 - a. Originator must contact the Associate Vice President of Budget and Financial Services prior to the issuing of a revenue-generating contract. The Associate Vice President of Budget and Financial Services will direct originator to provide a cost/benefit analysis using the *Revenue-Generating Contracts-Cost Analysis Form* to ensure the District is compensated properly for services to be rendered. Revenue-generating contracts shall support the mission of the District.
 - b. Revenue-generating contract documents must then be forwarded to the Purchasing and Contract Management Department for review. If required, the Purchasing and Contract Management Department will forward the contract to the District's legal counsel for review.

- c. If changes to the written document are required, the Purchasing and Contract Management Department will either contact the agency/customer directly or work through the originator to request that changes be integrated into the contract. A revised original shall be submitted to the Purchasing and Contract Management Department for final review.
- d. Contracts in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the originator through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items.
- e. Once Board approved, if Board approval is required, the final document will be forwarded to the Purchasing and Contract Management Department for signature. Fully executed copies will then be forwarded to the customer/agency and the Vice President of the originating department.
- f. The Contract will be monitored through a contract number, which will be assigned by the Purchasing and Contract Management Department. Any contract changes or addenda shall be submitted to the Purchasing and Contract Management Department for approval and execution.
- g. Revenue-generating contracts for Auxiliary Services such as District-wide beverage vending are issued upon award of a Request for Proposal process and approval by the Board of Trustees.

III. Competitive Solicitation

PURPOSE: The purpose of this procedure is to document the initiation and processing of the competitive solicitation, for the purpose of acquiring goods and services, in compliance with El Paso County Community College District Board Policy 4.10.04: *Purchasing and Procurement, Texas Education Code*, Subchapter B, Section 44.031, and, as applicable, Chapter 2267, *Texas Government Code*.

SCOPE: The provisions of this procedure apply to all District employees authorized to initiate and process a request to purchase goods or services.

DEFINITION: The District will adhere to the provisions and dollar limits imposed by *Texas Education Code* 44.031 and, as applicable, Chapter 2267, *Texas Government Code*. All contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the District:

- Competitive bidding for services other than construction services;
- Competitive sealed proposals for services other than construction services;
- A request for proposals, for services other than construction services;
- An inter-local contract (e.g. purchasing cooperatives contracts);
- a method provided by Chapter 2267, *Government Code*, for construction services;
- The reverse auction procedure as defined by Section 2155.062(d), *Government Code*;
- The formation of a political subdivision corporation under Section 304.001, *Local Government Code*

Reference: *Texas Education Code* 44.031 (a)

Except as provided by this *Texas Education Code*, Subchapter B, in determining to whom to award a contract, the District shall consider:

- (1) The purchase price;
- (2) The reputation of the vendor and of the vendor's goods or services;
- (3) The quality of the vendor's goods or services;
- (4) The extent to which the goods or services meet the District's needs;
- (5) The vendor's past relationship with the District;
- (6) The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;
- (7) The total long-term cost to the District to acquire the vendor's goods or services;

- (8) For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (A) has its principal place of business in this state; or
 - (B) employs at least 500 persons in this state; and
- (9) Any other relevant factor specifically listed in the request for bids or proposals.

Reference: *Texas Education Code 44.031 (b)*

This section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. The District may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, *Government Code*, in lieu of the methods provided by this section.

Notice of the time by when and place where the bids, proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the District's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications.

In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately.

The District shall receive record and award competitive solicitations in accordance with Purchasing and Contract Management Departmental procedures, as specified in the general conditions section of the competitive solicitation packets issued to vendors. On the date and at the time of the closing of the proposal receipt process, responses will be publicly opened, logged and identified by offerer name; however, proposals will not be read aloud unless they are for construction services.

The Board reserves the right to reject any and all competitive solicitations and to accept the bid or proposal that represents the best value in the best interest of the District.

Any bid, offer, or response to a request for qualifications may be withdrawn prior to the scheduled time for opening.

PROCEDURES: All contracts valued at \$50,000 or over shall be presented to the Board of Trustees for approval before execution.

A. Applicable dollar thresholds:

1. Purchase of \$100.00 or less:
Utilize Comptroller's petty cash procedure.
2. Purchase of \$500.00 or less (in the aggregate):
May be processed through a check request submitted to the Accounts Payable Department.
3. Purchases in the amount of less than the dollar limit imposed by *Texas Education Code 44.031(a)* shall be processed by the Purchasing and Contract Management Department from authorized sources through a spot purchase or single source process; the informal quote procedure, as needed; through a sole source process if applicable; or from a contract vendor.
4. Purchases in the amount of the dollar limit imposed by *Texas Education Code 44.031(a)* or more (in the aggregate for the fiscal year for like items) require processing through a contract vendor unless the supplier/vendor can be demonstrated to be a sole source, and will be made in accordance to *Texas Education Code 44.031*.
5. The estimated timeline for the competitive solicitation process is as follows:
 - Packet preparation: 1 week
 - Advertisement: 3 weeks
 - Response opening, evaluation, award preparation: 1 week
 - Consideration by Board of Trustees: up to 4 weeks

(next scheduled Board meeting,
following response opening date)

- TOTAL up to 9 weeks

6. Multi-year awards, or the right of the administration to renew the award for more than one year, as previously approved by the Board, shall be subject to an administrative annual or other review to determine continuation of the contract award based on supplier/vendor performance based on the criteria established in the competitive or other solicitation and the availability of funds.
7. Single source - The practice of using one source, among others in the competitive market, which, for justifiable reason or reasons, is found to be most advantageous for the purpose of fulfilling a given purchasing need is considered a "single source."
8. Sole source - Without complying with 44.031, Subsection (a), the District may purchase an item that is available from only one source, including: an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service, including electricity, gas or water; and a captive replacement part or component for equipment. These exceptions do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

Reference: *Texas Education Code 44.031 (j) and (k)*

The Administration recognizes that there may be instances when proprietary or sole source purchases must be made, but such purchases must be appropriately justified. The justification for such purchases must be in writing and must be based upon a need for some feature or characteristic (specification) that is unique to the requested product or service that cannot be provided by any other product or service. The written justification must be forwarded to the Purchasing and Contract Management Department and must contain the following elements:

- a. Identification of the unique specification of the requested product or service that will serve as the basis for the proprietary/sole source justification.
- b. An explanation of the need for the unique specification. This explanation must address the critical importance of the unique specification as it relates to the intended use of the product or service.
- c. A reason stating why a competitor's product or service is not satisfactory. This section must relate to the explanation of need for the unique specification and should serve to support a finding that the stated need cannot be met with competing products or services. Sufficient detail must be included to show that the marketplace has been canvassed to locate acceptable competitive products or services.
- d. Authorized signatures (Budget Head and the Budget Head's Vice President) and date.
- e. A letter from the company describing the unique characteristics of the good or service offered and a statement that the product or service is exclusively sold by them and cannot be purchased from any others. The letter must be dated and signed by an officer of the company. The purchase must be made within one calendar year of the date of the letter.

The written justifications may be presented to the Board of Trustees as support for the agenda item requesting Board approval for the purchase. The written justification is not a justification to purchase. The law does not require that the decision to purchase products and services be justified. It is a justification of the need for something that is unique about the product or service that precludes competition. It is important to note that the price of a product is not acceptable justification for a proprietary purchase. If there are two or more products that are acceptable, preserving the competitive solicitation environment will help ensure that the District receives the best price. The proprietary purchase procedure is a valuable tool that should be used whenever appropriate. If a proprietary purchase is justified, the request should be processed accordingly, rather than by soliciting "competitive" proposals and then attempting to disqualify proposals received on other products. As purchasing files are subject to the Open Records Act, the proprietary/sole source purchase procedure is an overt act that must withstand critical scrutiny. Justifications must be objective and must avoid statements that cannot be substantiated. The justification cannot be that competing products are not satisfactory. Statements regarding product

quality that may be subjective should not be used. It is recognized that many purchases are based upon extensive investigative work done by the requester before submitting the purchase request and that there are good reasons why one product will work and another may not. Remember, however, that the proprietary/sole source purchase procedure is an exception to the competitive solicitation requirements to be used when appropriate. It is not a mechanism for avoiding such requirements.

9. Conflict of interest: The purchase of goods and/or services from students, District employees or their immediate families and/or from businesses which are majority-owned by District employees or their immediate families is not allowed. Any such transaction represents a conflict of interest. Refer to Board Policy 3.05.06: *Conflict of Interest*. The president of the College, with the consent of the Board of Trustees, may waive this prohibition in extraordinary circumstances, provided however, that no such exception shall be made if it is in conflict with the laws of the State of Texas or the United States. Acquisitions from a business in which an employee has financial interest are prohibited, as provided by the laws of the State of Texas.
10. Purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.

B. Request for Proposal (RFP)

A Request for Proposal is a competitive solicitation that allows for negotiation with the offeror. In this instance, a school district may open the proposal upon receipt and begin the negotiation process for the offered goods/services. Construction projects may not be processed using the Request for Proposal process.

Reference: Texas Education Agency – Resource Guide, June 2008

1. Development of specifications: Specifications will be developed and documented by the requesting department. Specifications shall be descriptive and technical and shall be written in a clear, detailed manner, providing as much information as is required for a supplier/vendor to identify the goods and/or services being solicited. Requesters may also ask the Purchasing and Contract Management Department for assistance in specification development. Evaluation criteria and relative weights must be included in the specifications. The Buyer will review specifications and may add or remove information, with input from the requester as required.
2. RFP documents: A request for proposals packet will be prepared by the Purchasing and Contract Management Department's Bid Specialist. The packet shall contain, but is not limited to, the following sections:
 - a. Uniform provisions consisting of: Invitation, General Conditions, Instructions to Proposers, Family Code Notice, Felony Conviction, Conflict of Interest Questionnaire and such other information as required by law
 - b. Specifications
 - c. Proposal Form and any attachments
 - d. Special instructions, if any
3. Supplier/vendor list: The requesting department will supply a list of suggested suppliers/vendors. All suppliers/vendors qualified to provide goods or services of the kind being solicited are invited to participate in the process. The Buyer of record may utilize his/her experience in the particular market to include additional suppliers/vendors. The Purchasing and Contract Management Department will also add suppliers/vendors from the "Prospective Bidder File."
4. RFP advertising: The Request for Proposal will be advertised for two consecutive weeks in the local newspaper and on the Purchasing and Contract Management Department's website. Packets will be available for pickup in the office of Purchasing and Contract Management at the address below and at www.epcc.edu/purchasing. Sealed proposals will be due on or before the deadline specified in the "Invitation" section of the packet. Sealed proposals may be hand-delivered to: El Paso Community College, Purchasing and Contract Management Department, 9050 Viscount, Room A-147, El Paso, Texas 79925, or mailed to: El Paso Community College, Purchasing and Contract Management Department,

P.O. Box 20500, El Paso, Texas 79998-0500. Excluding institutional holidays, business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., MST/MDT.

5. Receipt and tabulation of RFP: Upon receipt, sealed proposals will be date-stamped and logged by the Purchasing and Contract Management Department on or before the deadline specified in the "Invitation" section of the packet. Two members of the Purchasing staff will be present at the opening of proposals. On the date and at the time of the closing of the proposal receipt process, responses will be publicly opened, logged and identified by offerer name; however, proposals will not be read aloud.
6. RFP evaluation: Proposals will be evaluated by an evaluation team composed of, but not limited to, three (3) or more representatives of the District. Each member of the evaluation team will complete and sign the Evaluation Committee Member Agreement and Disclosure before evaluating the proposals submitted. The Buyer and the Bid Specialist will be present to coordinate and record the evaluation process. The evaluation committee will make a recommendation for award based on the offer that represents "best value" for the District, per the provisions of the *Texas Education Code*, Section 44.031(b). District employees shall conduct evaluations in an ethical and fair manner. The Buyer is responsible for recording the evaluation process. The Bid Specialist is responsible for coordinating the process and maintaining all applicable forms.
7. RFP award: The award process shall be based on the criteria contained in the RFP and made in accordance with Board Policy 4.10.04: *Purchasing and Procurement*. Purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.
8. Contract management: The Purchasing and Contract Management Department will be responsible for documenting supplier/vendor performance, as required, in the areas of: adherence to the contract terms and price, the quality of product and/or service, and the delivery of product and/or service. District departments are encouraged to provide information pertaining to the performance of the awarded supplier(s)/vendor(s). A supplier/vendor that does not meet the requirements of the award will be determined to be non-compliant. The Purchasing and Contract Management Department will notify the supplier/vendor, in writing, of any problem requiring immediate corrective action. If no satisfactory corrective action is received, the supplier/vendor will be considered to be non-compliant. This may lead to cancellation of the current contract and may affect the evaluation scores of the vendor in future competitive solicitations as allowed by *Texas Education Code* 44.031(b).

C. Competitive Sealed Proposals (CSP)

1. Development of specifications: Specifications will be developed and documented by the requesting department. Specifications shall be descriptive and technical and shall be written in a clear, detailed manner, providing as much information as is required for a supplier/vendor to identify the goods and/or services being solicited. Requesters may also ask the Purchasing and Contract Management Department for assistance in specification development. Evaluation criteria and relative weights must be included in the specifications. The Buyer will review specifications and may add or remove information, with input from the requester as required.
2. Proposal documents: A request for competitive sealed proposals packet will be prepared by the Purchasing and Contract Management Department's Bid Specialist. The packet shall contain, but is not limited to, the following sections:
 - a. Uniform provisions consisting of: Invitation, General Conditions, Instructions to Proposers, Family Code Notice, Felony Conviction, Conflict of Interest Questionnaire and such other information as required by law
 - b. Specifications
 - c. Proposal Form and any attachments
 - d. Special instructions, if any
3. Supplier/vendor List: The requesting department will supply a list of suggested suppliers/vendors. All suppliers/vendors qualified to provide goods or services of the kind being solicited are invited to participate in the process. The Buyer of record may utilize his/her experience in the particular market to

include additional suppliers/vendors. The Purchasing and Contract Management Department will also add suppliers/vendors from the “Prospective Bidder File.”

4. Advertisement: The request for Competitive Sealed Proposals will be advertised for two consecutive weeks in the local newspaper and on the Purchasing and Contract Management Department’s website. Packets will be available for pickup in the office of Purchasing and Contract Management at the address below and at www.epcc.edu/purchasing. Sealed proposals will be due on or before the deadline specified in the “Invitation” section of the packet. Sealed responses may be hand-delivered to: El Paso Community College, Purchasing and Contract Management Department, 9050 Viscount, Room A-147, El Paso, Texas 79925, or mailed to: El Paso Community College, Purchasing and Contract Management Department, P.O. Box 20500, El Paso, Texas 79998-0500. Excluding institutional holidays, business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., MST/MDT.
5. Receipt and tabulation of CSP’s: Upon receipt, sealed proposals will be date-stamped and logged by the Purchasing and Contract Management Department on or before the deadline specified in the “Invitation” section of the packet. On the date and at the time of the closing of the proposal receipt process, responses will be publicly opened, logged and identified by offerer name; however, proposals will not be read aloud unless they are for construction services.
6. CSP pre-evaluation and evaluation: Proposals will be evaluated by an evaluation team composed of, but not limited to, three (3) or more representatives of the District. Each member of the evaluation team will complete and sign the Evaluation Committee Member Agreement and Disclosure before evaluating the proposals submitted. The Buyer and the Bid Specialist will be present to coordinate and record the evaluation process. The evaluation committee will make a recommendation for award based on the offer that represents “best value” for the District, per the provisions of the *Texas Education Code*, Section 44.031(b). District employees shall conduct evaluations in an ethical and fair manner. The Buyer is responsible for recording the evaluation process. The Bid Specialist is responsible for coordinating the process and maintaining all applicable forms.

Once a supplier/vendor is identified to be the one selected for recommendation for award, the evaluation committee may request that the Purchasing and Contract Management Department further conduct negotiations with the supplier/vendor. Negotiations can be done on specifications and pricing, in the best interest of the District. The District, at its discretion, may request “best & final offers” from all suppliers/vendors in the case of a change to the supplier/vendor requirements, or from the supplier/vendor most likely to be awarded. All communication with suppliers/vendors must be conducted in a written manner. A second evaluation meeting may be scheduled if further discussion is required by the committee. Award recommendation must be made in compliance with the published evaluation criteria and applicable relative weights included in the specifications.

7. CSP award: The award process shall be based on the criteria contained in the CSP and made in accordance with Board Policy 4.10.04. Purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.
8. Contract management: The Purchasing and Contract Management Department will be responsible for documenting supplier/vendor performance, as required, in the areas of: adherence to the contract terms and price, the quality of product and/or service, and the delivery of product and/or service. District departments are encouraged to provide information pertaining to the performance of the awarded supplier(s)/vendor(s). A supplier/vendor that does not meet the requirements of the award will be determined to be non-compliant. The Purchasing and Contract Management Department will notify the supplier/vendor, in writing, of any problem requiring immediate corrective action. If no satisfactory corrective action is received, the supplier/vendor will be considered to be non-compliant. This may lead to cancellation of the current contract and may affect the evaluation scores of the vendor in future competitive solicitations as allowed by *Texas Education Code* 44.031(b).

D. Request for Qualifications (RFQ) - professional services

The Request for Qualifications process is required for the contracting of professional services, such as those provided by certified public accountants, architects, landscape architects, land surveyors, physicians including surgeons, optometrists, professional engineers, state-certified or state licensed real estate appraisers and registered

nurses. The selection and award of the firm is done based on demonstrated competence and qualifications and for a fair and reasonable price. The selection of the firm is conducted as per the provisions of *Government Code*, Section 2254. Contracting through the RFQ process is done in a two-tier format:

Step 1 Qualification process, and

Step 2 Negotiation and issue of cost proposal by qualified firm.

1. Development of requirements: The requesting department and the Purchasing and Contract Management Department will develop the qualifying criteria and requirements, to meet the needs of the District.
2. RFQ documents: The RFQ packet will contain the following information as applicable:
 - a. Uniform provisions consisting of: Invitation, General Conditions, Instructions to Respondents, Family Code Notice, Felony Conviction, Conflict of Interest Questionnaire and such other information as required by law
 - b. Requirements.
 - c. Special instructions, if any.
3. Supplier/vendor list: The requesting department will supply a list of suggested suppliers/vendors. The list may be revised by the Buyer.
4. RFQ advertising: The Request for Qualifications will be advertised for two consecutive weeks in the local newspaper and on the Purchasing and Contract Management Department's website. Packets will be available for pickup in the office of Purchasing and Contract Management at the address below and at www.epcc.edu/purchasing. Response packets will be due on or before the deadline specified in the "Invitation" section of the packet. Sealed responses may be hand-delivered to: El Paso Community College, Purchasing and Contract Management Department, 9050 Viscount, Room A-147, El Paso, Texas 79925, or mailed to: El Paso Community College, Purchasing and Contract Management Department, P.O. Box 20500, El Paso, Texas 79998-0500. Excluding institutional holidays, business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., MST/MDT.
5. Receipt of RFQ's: Upon receipt, response packets will be date-stamped and logged by the Purchasing and Contract Management Department on or before the deadline specified in the "Invitation" section of the packet. On the date and at the time of the closing of the qualification statement receipt process, responses will be opened, logged and identified by offerer name; however, qualification statements will not be read aloud.
6. RFQ evaluation: Responses will be evaluated by an evaluation team composed of, but not limited to, three (3) or more representatives of the District. Each member of the evaluation team will complete and sign the Evaluation Committee Member Agreement and Disclosure before evaluating the qualification statements submitted. The Buyer and the Bid Specialist will be present to coordinate and record the evaluation process. The evaluation committee will make a recommendation for award based on selection criteria contained in the RFQ. District employees shall conduct evaluations in an ethical and fair manner. The Buyer is responsible for recording the evaluation process. The Bid Specialist is responsible for coordinating the process and maintaining all applicable forms.
7. RFQ award: The firm(s) will be ranked based on demonstrated competence and qualifications. The Board of Trustees will review the selection recommendation and approve negotiations with the selected firm or firms. Services must be provided at a fair and reasonable price. The Purchasing and Contract Management Department and requester will negotiate with the most qualified firm, or in the event the Board approves negotiations with more than one firm, with those firms so selected. If a satisfactory contract cannot be negotiated, the District shall formally end negotiations, select the next most highly qualified firm and attempt to negotiate a contract with that firm at a fair and reasonable price. The District shall continue this process to select and negotiate with firms until a contract can be signed. Purchases in the amount of \$50,000 or over will require Board of Trustees approval, before the contract can be signed, through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.
8. Contract management: The Purchasing and Contract Management Department will be responsible for documenting supplier/vendor performance, as required, in the areas of: adherence to the contract terms

and price and the quality and delivery of service. District departments are encouraged to provide information pertaining to the performance of the awarded supplier(s)/vendor(s). A supplier/vendor that does not meet the requirements of the award will be determined to be non-compliant. The Purchasing and Contract Management Department will notify the supplier/vendor, in writing, of any problem requiring immediate corrective action. If no satisfactory corrective action is received, the supplier/vendor will be considered to be non-compliant and may jeopardize current and future business.

E. Request for quote process

Please Note: This is not required if the purchase is made from a contract vendor or a sole source supplier/vendor.

Purchase Requisitions valued under \$10,000

The Buyer will verify the information on the requisition and process a purchase order upon determining the best value for the District.

Purchase Requisitions valued at \$10,000.00 or more, but under the dollar limit imposed by *Texas Education Code 44.031(a)*

1. The Buyer will verify the information on the requisition and process a written quote. In the best interest of the District, the Purchasing and Contract Management Department may employ the formal solicitation process instead, at its discretion.
2. The Buyer will issue a request for quote to a minimum of, but not limited to, three (3) suppliers/vendors.
3. The Buyer will assign a timetable for the quote to be processed and returned by the supplier/vendor. The supplier/vendor may mail, hand deliver or fax the quote responses, which must be accompanied by supporting documents as necessary in order for the Buyer to identify the best value in the best interest of the District.
4. The Buyer will receive quotes and award based on the evaluation criteria to determine the best value for the District.

F. Department of Information Resources and Texas Comptroller of Public Accounts contracts

Purchases under a state contract in accordance with *Local Government Code*, Subchapter D, Section 271: "State Cooperation in Local Purchasing Programs," satisfies any state law requiring the District to seek competitive bids for the purchase of the item.

Reference: *Local Government Code*, Subchapter D, Sections 271.081 through 271.083

The District may acquire computers and computer related equipment, including computer software, through the Department of Information Resources under contracts entered into in accordance with Chapter 2054 or 2157, *Government Code*.

Reference: *Texas Education Code 44.031 (i)*

The El Paso County Community College District may source and purchase computer hardware, software, peripherals, and related services, as required, through the State of Texas Department of Information Resources. A political subdivision that purchases an item or service using a contract under this section satisfies any other law requiring the political subdivision to seek competitive bids for that item or service.

Reference: *Government Code 2054.0565(b)*

As a member of the Texas Comptroller of Public Accounts' Texas Procurement and Support Services Cooperative Purchasing Program, the El Paso County Community College District can purchase goods and services from state term contracts, TXMAS contracts, and piggyback contracts. A local government that purchases an item under a state contract or under a reverse auction procedure, as defined by Section 2155.062(d), *Government Code*, sponsored by the commission satisfies any state law requiring the local government to seek competitive bids for the purchase of the item.

Reference: *Local Government Code 271.083(4)(b)*

Board Approval: Purchases in the amount of \$50,000 or over will require Board of Trustees approval through a board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.

G. Inter-local agreement

The El Paso County Community College District may enter into an inter-local agreement with another government agency for the purpose of sharing or “piggy-backing” competitive solicitations awarded by another government agency. The Board of Trustees shall approve participation through an inter-local agreement.

Texas Education Code 44.031

Board Approval: Purchases in the amount of \$50,000 or over will require Board of Trustees approval through a Board agenda abstract provided by the requester through the office of the Vice President over the area, to the office of the President on or before the deadline to submit Board agenda items. A copy of said abstract shall be provided to the Purchasing and Contract Management Department to be included in the contract file.

IV. Contract award dispute

PURPOSE: To provide guidelines for District representatives in the event a supplier/vendor dispute should arise as a result of contract award.

SCOPE: This procedure applies to all Purchasing personnel and departmental personnel directly or indirectly related to any purchasing transaction.

DEFINITION: Contract award is the final step in the competitive solicitation process. District representatives include, but are not limited to: the requester, the Buyer responsible for the commodity, the Director of Purchasing and Contract Management, the Associate Vice President of Budget and Financial Services, President of the College, and the District’s legal counsel.

PROCEDURE: In the event a supplier/vendor wishes to contest a contract awarded under the provisions of *Texas Education Code*, Subchapter B, Section 44.031(a) or (b) or other applicable law, the supplier/vendor shall initiate a written document stating the reason(s) to be the basis for the protest. In addition, the supplier/vendor shall provide supporting documents. Written protests must be submitted to the Director of Purchasing and Contract Management. The supplier/vendor will receive a written response addressing the issues presented. A contract award becomes final once it is approved by the Board of Trustees.

V. Purchase order follow-up, expediting, return of goods

PURPOSE: The Purchasing and Contract Management Customer Service Specialist reviews and monitors purchase orders for delivery and receipt of goods and assists in the resolution of order discrepancies and damage claims.

SCOPE: The provisions of this procedure apply to all Purchasing and Contract Management personnel and any departmental personnel that are directly or indirectly related to the receiving of goods ordered through the use of a purchase order.

PROCEDURE: Expediting shall be handled as follows:

- A. Monitor and verify purchase order delivery and receipt of goods.
- B. Identify delivery problems, and coordinate solution with requester and supplier/vendor.
- C. Document all communication with the supplier/vendor in Banner.
- D. Identify discrepancies and damages and arrive at a resolution by coordinating with supplier/vendor and all essential internal departments.

- E. Coordinate the return of goods with the Distributional Services Department and any essential internal departments affected by the return.

VI. Emergency purchases

PURPOSE: To document the procedure for purchases processed on an emergency basis.

SCOPE: This procedure applies to all District employees who are directly and/or indirectly related to ordering goods and services classified as an emergency.

PROCEDURE: Individual departments will submit a requisition to justify the emergency purchase on a timely basis. The requisition shall provide detailed information on the goods and/or services purchased. In addition, the requester will also provide justification for the emergency purchase.

The Purchasing and Contract Management Department will issue a confirming order to the supplier/vendor.

“Two types of emergency purchases are made in districts. One type results from an eminent [sic] threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal Board action declaring an emergency and authorizing the purchase. An example of an emergency purchase of this type is the authorization to repair a school after a fire or a natural disaster.

Emergency purchases exceeding the dollar amount triggering competitive procurement requirements shall be made in conformance with subsection (h) Section 44.031 *Texas Education Code*.”

Reference: Section 3.2.5.7, Texas Education Agency-Resource Guide – 2008

“If school equipment or a part of a school facility or personal property is destroyed or severely damaged, or as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board of Trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by this section.”

Reference: Texas Education Code 44.031 (h)

“The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility which may imperil students or the security of the facility. For example, if windows are broken at a school by vandals, an immediate need exists to not only secure the building, but also to protect the contents from damage by the elements. This type of emergency purchase is normally utilized after regular business hours or on weekends and holidays. After purchases of this type are made, a purchase order should be issued after the fact on the next business day. Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.

It is important that the District attempts to eliminate emergency purchases for non-emergency situations as much as possible and requires that all emergency purchases be fully justified.”

Reference: Section 3.2.5.7, Texas Education Agency-Resource Guide – 2008

VII. Unauthorized purchases

SCOPE: This procedure applies to all District personnel directly or indirectly related to any purchasing transaction.

PROCEDURE: The procurement of goods and/or services prior to obtaining proper authorization through an authorized process is considered to be an “unauthorized transaction.” This type of transaction directly violates established District purchasing procedures. Any employee who places an order for goods and/or services without following the required requisition process violates District purchasing procedures. District employees who generate financial liability for the District without being authorized to do so will be subject to disciplinary action up to and including suspension or termination.

The employment contract of most District employees contains the following clause: “It is expressly agreed that the Employee shall have no right or authority at any time to make any contract or binding promise of any nature on behalf of the Board, whether oral or written, without the express written consent of the Board.”

Any supplier/vendor that accepts an unauthorized order will be advised of this policy and may jeopardize its ability to do business with the District.

The Purchasing and Contract Management Department is the only entity, within the District, authorized to issue purchase orders or contracts. All purchases shall be made in compliance with the provisions of *Texas Education Code*, Section 44.031, and other applicable laws.

Component, Separate and Sequential Purchases

Enforcement of Purchase Procedures: Criminal Penalties; Removal; Ineligibility

(a) In this section:

- (1) “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- (2) “Separate purchases” means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
- (3) “Sequential purchases” means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

Reference: *Texas Education Code 44.032 (a)*

- (b) An officer, employee or agent of the District commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

Reference: *Texas Education Code 44.032 (b)*

- (c) An officer, employee or agent of the District commits an offense if the person with criminal negligence violates Section 44.031 (a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

Reference: *Texas Education Code 44.032 (c)*

- (d) An officer or employee of the District commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

Reference: *Texas Education Code 44.032 (d)*

- (e) The final conviction of a person other than a trustee of the District for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, *Local Government Code*, and is subject to removal as provided by that chapter and Section 24, Article V, *Texas Constitution*. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers’ compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

Reference: Texas Education Code 44.032 (e)

A court may enjoin performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the District is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

Reference: Texas Education Code 44.032 (f)

VIII. Sale of District property

PURPOSE: To dispose of surplus and obsolete property.

SCOPE: This procedure applies to all Purchasing personnel and departmental personnel that are directly and indirectly related to the disposition of surplus and obsolete property.

PROCEDURE: The disposition of surplus and obsolete property shall be handled as follows:

1. Transfer of surplus property from District departments to Property Control. The Property Control Department will transfer property to other departments, as required.
2. Obsolete surplus property will be placed on the public sale list to be sold through sealed bids, public auction, or in such other manner as authorized by the laws of the State of Texas.

The Purchasing and Contract Management Department facilitates the sealed bid process and ensures an open and fair process. The Property Control Department administers delivery of the awarded items to bidders.

IX. District policies and procedures

College procedure 4.10.04.14, *Purchasing Procedures*, only reflects those Board policies and College procedures applicable to the procurement process. Additional District policies and procedures for Accounts Payable, Distributional Services, Property Control and others also apply.



For College Procedure 4.10.04.14:
Purchasing Procedures

REVENUE-GENERATING CONTRACTS - COST ANALYSIS FORM

Cost Analysis for:	
(Program Name)	
(Responsible Person)	
	Dollar Amount
Estimated Revenues:	
# of students	
Tuition	
(# of students x tuition)	
Other fees	
Total Revenue:	
Expenses:	
Overhead:	
College Fixed Costs	
Supplies	
Other:	
Total Expenses:	
Estimated Net Income:	
Estimated State Revenue	
Total Income:	



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.05

TRAVEL

A. Authorization

Approvals or travel shall not be routine or perfunctory, but shall be made only after the President of the College or his/her delegate has carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

B. Purposes

Approval of travel by the President of the College or his/her delegate shall be made only:

1. When such travel is on District business, which shall include, among other purposes, the attendance at national, international, regional or state meetings and other appropriate professional activities, including local travel; and
2. When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.

C. Travel Outside the United States

Any travel that contemplates reimbursement for travel expenses incurred must have the advance written approval of the President, with the exception of travel to, in, and from the several states, possessions of the United States, Mexico, and Canada.

D. Travel Expense Reimbursements

Travel expenses shall be reimbursed only from funds budgeted or authorized travel. The President of the College or his/her delegate shall plan the travel of all employees to achieve maximum economy and efficiency. Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the District performed within the legal responsibilities of the institution. When recruiting of faculty and staff is involved, names of persons contacted are required.

E. Execution of Travel Vouchers

Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed by the President of the College or his/her delegate.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: Jan. 31, 1990

4.10.05 - 1 of 3

Designated Contact: Vice President of Financial and Administrative Operations

F. Allowances for Meals and Lodging (Including Per Diem), Transportation and Related Expenses

Provisions of the applicable current state appropriations act which specify the amounts to be paid shall govern such allowances.

G. Exceptions to Per Diem Allowance

The President of the College shall be reimbursed for his/her actual meals, lodging, and incidental expenses (exclusive of expenses related to motor vehicles for which transportation is paid) when traveling on official business either in or out-of-state.

H. Partial Per Diem Allowance for Meals and Lodging

An employee who is traveling on official District business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve overnight stay will be reimbursed a partial per diem for meals in lieu of actual expenses, for both in-state or out-of-state travel. The business office shall prescribe such reimbursement within the limitations established by the current appropriations act.

I. Reimbursement for Dues or Membership Fees

Reimbursement will not be allowed for dues or membership fees incurred in joining or attending any type of organization or association unless the membership is in the name of the State of Texas and/or the District. Such dues or membership fees will not normally be included for reimbursement on a travel claim, but will be separately approved and paid. The president shall establish procedures for the authorization of associations for membership and the designation of individuals to represent the College in those associations.

J. Social Exceptions to Foregoing Travel Provisions

The foregoing provisions apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:

1. Contracts - Travel allowances under research or other contracts, which are 100 percent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering paying from gifts, grants and designated funds will apply.
2. Gifts, Grants and Designated Funds - Reimbursement of travel expenses paid from Gifts, Grants and Designated Funds will be as follows:
 - a. For grants from or derived from Federal or State agencies, travel allowances shall be paid as specified in the foregoing provisions.

- b. For other gifts, grants, trusts or designated funds, travel allowances may be for actual expenses for meals, lodging, and airport parking not to exceed \$40.00 per day. The transportation allowances will be as specified in the foregoing provisions.

K. Travel Advances

The President of the College may establish procedures for making advances for travel expenses incurred by employees in the exercise of their official duties. Any such procedures established shall provide for prompt recovery of any such advances.

Article V, Sec. 12, 13, 14, and 15, H.B. No. 510, 65th Texas Legislature, Regular Session, 1977.

L. Supplement

The President of the College may establish procedures for supplementing, from local funds, the allowances for travel herein. The total of regular and supplemental travel allowances shall not exceed the itemized amounts budgeted by the Board for travel. The Board may from time to time, designate that certain District officers receive a monthly allowance in lieu of reimbursement for local expenses.

Adopted: Nov. 21, 1978

Amended: Jan. 31, 1990

4.10.05 - 3 of 3



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.05.10 In-Town Travel

APPROVED: May 21, 1980 **REVISED:** September 1, 2008
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.10.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for processing monthly travel reports.

PROCEDURE:

I. Provisions

- A. Travel by personal car is reimbursed at \$0.505 cents per mile for in-town mileage.
- B. In-town mileage claimed for reimbursement will be based on the In-Town Mileage Chart which is available from supervisors.
- C. Reimbursement for expenditures related to the operation, maintenance, and ownership of a car will not be allowed.
- D. When travel is confined to the city, reimbursement for meals will be allowed only when the employee is attending a conference, seminar, or workshop not sponsored by the District.
- E. Registration fees for in-town conferences, seminars, or workshops not sponsored by the District may be reimbursed from each department's in-town travel account.
- F. Parking fees, except those associated with out-of-town travel such as airport parking, may be reimbursed from each department's in-town travel account.
- G. Mileage reimbursement will be made for travel to and from the employee's initial worksite and other worksites each day but not from the employee's:
 - 1. Home to his/her initial worksite.
 - 2. His/her final worksite to home
- H. Local travel is reimbursed on a monthly basis, but employees may submit more than one month for reimbursement at a time. However, reimbursement requests must be submitted in the same fiscal year as the expense occurred.
- I. Mileage reimbursement will be made if travel is from employees' home to worksite and worksite to home on a non-workday.

II. Actions

- A. An In-Town Travel Report shall be completed on the yellow original form by the employee and submitted for approval to the following, as appropriate:
 - 1. Immediate supervisor/department head.
 - 2. Director
 - 3. Instructional Dean
 - 4. Associate Vice President.
 - 5. Vice President
- B. Receipts for all expenses other than miles traveled should be attached to the report.

- C. The travel report is due in the Accounts Payable Office by the fifth workday of each month. Travel reports received after this cut-off date will be processed the following month. However, local travel for less than \$50.00 can be submitted to the Campus Cashier for reimbursement. No copies or word-processed travel report will be accepted. Travel incurred in August should be submitted for payment by August 31 of the same fiscal year.
- D. Travel reimbursement checks will be distributed by the fifteenth workday of each month.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.05.14 Out-of-Town Travel **APPROVED:** June 17, 1980 **REVISED:** February 15, 2010
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.10.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines in the processing of travel procedures, reports and reimbursements.

PROCEDURE:

I. Approval Procedures

- A. A Travel Request is completed by the employee.
- B. One request is prepared for each trip per employee.
- C. Reservations will not be confirmed until the travel request is approved by the following administrators, as appropriate:
 - 1. Supervisor/Budget Head
 - 2. Director
 - 3. Instructional Dean
 - 4. Associate Vice President
 - 5. Appropriate Cabinet Officers
- D. Reservations

A designated travel representative will be appointed in each Vice Presidential area by the respective Vice President. One may be appointed for the Vice President's area and one for each unit or department reporting to each Vice President.

Once approved by the Budget Head or the appropriate administrative officer, the travel request for reservations for air travel, hotel and auto rental per diem will be sent to the designated representatives of each Vice President. Those designated representatives will make and coordinate travel arrangements with the College District's authorized travel service. Individual employees will not be allowed to deal directly with the authorized travel service. Travel representatives have the option to book airfares through the Internet with the traveling employee's personal credit card if the airfare is more economical than through the travel service. Reimbursement for the airfare will be done through the submission of the Out-of-Town Expenditure Report.

- E. It is the responsibility of the employee to ensure that the travel request is submitted in sufficient time to allow their designated representative enough time to make any necessary travel arrangements. Normally, fifteen (15) working days are requested.
- F. Airlines will continue to be paid directly by the College District through the authorized travel service unless the airfare is booked through the Internet.

For those employees who do not have a credit card, the College District will provide a travel advance as follows:

Although the preferred method of payment for hotels is through a credit card, travel advances for hotel, per diem and registration may be obtained, upon prior approval by a budget head and the submission of the approved travel request form to the Accounts Payable Department through the traveler's designated travel representative.

When the trip is completed, the employee will file an approved Out-of-Town Expenditure Report within ten (10) working days. The employee will be reimbursed for all travel expenses as outlined in Section II of this procedure, or for all travel expenses over travel advances, whichever is applicable. If there is a balance due to the College District, the employee will remit said balance to the College District as outlined in Section II of this procedure.

- G. Advance payment for enrollment at institutes or workshops is authorized for employees whose request has been approved by the respective budget head or his/her authorized designee. The registration fees along with a copy of the program or agenda itemizing these fees should be submitted to Accounts Payable with the Travel Request through the designated area travel representatives.
- H. Anyone traveling to Washington, D.C. should refer to www.osfr.state.tx.us/travelform.asp to see if a form needs to be filed.

II. Expenditure Report Procedures

- A. An Out-of-Town Expenditure Report must be completed by the employee and submitted with the appropriate approvals to Accounts Payable within ten (10) working days after the employee returns.
- B. All supporting original receipts/documents must be attached to the Expenditure Report.
- C. It is suggested that the employee keep photocopies of the report and all supporting documents.
- D. Accounts Payable will audit the Expenditure Report based upon the following.
 - 1. A copy of an authorized Travel Request with the appropriate signatures has been received by Accounts Payable.
 - 2. The Expenditure Report is completed, receipts/documents are attached and approvals have been obtained.
- E. In the case of a balance due to the employee:
 - 1. A payment will be processed through direct deposit by Accounts Payable to the employee within fifteen (15) calendar days of receipt of completed Expenditure Report (excluding holidays).
- F. In the case of a balance due to the District:
 - 1. The employee must attach to the Expenditure Report the cash receipt from an El Paso County Community College District (EPCCCD) cashier for the balance due.
 - 2. According to the Internal Revenue Code Section 62 reimbursed travel expenditures are treated as paid under an accountable plan and are not reported as income on the employee's tax return. However, amounts received in excess of those substantiated and not returned within a reasonable amount of time, will be included in employee's gross income and subject to federal withholding and employment taxes. Therefore, in accordance with federal law, any amount due to the District which is not reimbursed within one hundred twenty (120) days after expenses are paid or incurred, will be included in the employee's Form W2 and non-employees will be issued a Form 1099. (Source: 2001 IRS Publications Par.463)
- G. When travel and/or registration arrangements must be canceled or changed, it is the responsibility of the affected employee to notify their designated area representatives who will notify the travel agency to change or cancel arrangements. An expense report must be submitted to Accounts Payable, even when the trip is cancelled, if an expense (such as airfare) was incurred.
- H. If the employee does not make changes and/or cancellations in time to avoid charges, the employee is liable for the charges, provided the changes are within his/her control and/or for personal reasons.

III. Tracking of Unused Airline Tickets

A. Cancelled/Unused Airline Tickets and Tracking

1. When a change in travel plans require cancellation of an airline ticket and that cancellation is made in advance of the scheduled flight departure, an unused airline ticket credit exists. Unused airline tickets will continue to hold a value (minus airline administrative fee and travel agency fee) for one year from the scheduled departure.
2. If the unused/cancelled flight was booked directly with the airline without the use of the District's travel services provider, it is the responsibility of the department to track and use credits arising from unused airline tickets.
3. If the unused/cancelled flight was booked through the District's travel services provider, the travel services provider will track credits from the unused tickets and prepare reports for the District.

B. Reporting of Unused Airline Ticket Credits

1. Unused ticket reports are provided to the College by the District's travel services provider on a monthly basis. The report reflects tickets that were cancelled in advance of the flight and that were booked with an airline that allows changes for reissuing a ticket to honor such credit.
2. Unused ticket reports are provided to Cabinet to disseminate the information to departments so they will be aware of any unused ticket credits still available.
3. A report of unused tickets booked directly with the airline should be provided by the department to the area Vice President to be shared with Cabinet.

C. Using Airline Ticket Credits

1. The originating area's Vice President may retain the unused airline ticket credit if it is known that their area will be booking travel with the same airline within the valid time period.

As a courtesy, it is suggested that the travel representative be instructed to contact the travel services provider to place a "Hold" on the travel credit and indicate to the travel services provider when it is expected that the credit will be used by the originating department.

2. Any department that knows it will be unable to use the credit should inform the area's Vice President so that it may be made available within that executive reporting area prior to being available District-wide.
3. Credits may be used by any El Paso Community College department or area with the permission of the originating area's Vice President.
 - a. Travelers or budget heads who request to use an unused airline ticket credit from another department should contact the originating area's Vice President to get written permission to use the credit. E-mail is acceptable as written permission. The written permission should be given to the designated travel representative when the approved travel request is submitted to the travel representative to begin travel arrangements.
 - b. A journal entry should be created by the department requesting use of the airline credit to transfer the travel expense to the appropriate fund/org/account within the College.
 - c. Credits that will expire within two months can be used by any department booking travel to ensure the College does not incur a significant loss of funds because of unused tickets.

IV. Allowance for Meals

A. Reimbursement is on a per diem basis for meals only.

1. The per diem rate for travel in-state and out-of-state is \$30.00 per day.

2. Tips are included in the per diem allowance.
3. If the employee leaves before noon and returns anytime after 12:00 noon, he/she will receive a full day of per diem. If the employee leaves after 12:00 noon, he/she will receive a half day of per diem for the day of departure; if the employee returns anytime before 12:00 noon, he/she will receive a half day of per diem for the return day.
4. Flight time is used to determine the per diem amount.

- B. On receipts requesting reimbursement for meals other than personal, the name of the person(s) entertained and the purpose must be indicated and signed by the appropriate Vice President or Executive Dean. Meals for other District employees on the same trip may not be claimed for reimbursement.
- C. When an employee elects to drive to an out-of-town meeting which may be reached by commercial carrier, he/she will not be reimbursed for en route meals or lodging.
- D. Receipts are not required for personal meal expenses.

V. Allowance for Other Expenses

- A. Other reimbursable expenses include mileage, taxi (including tips), meeting registration, and other expenses such as tolls, storage, parking fees, and communication charges related to business. Entertainment for business purposes must be approved by administrators as appropriate. The College will only reimburse for self-serve parking, not valet parking.
- B. Receipts are required for all expenses except taxi fares under \$25.00. If the taxi fare is over \$25.00, then all receipts are required.
- C. If required receipts are lost those expenditures affected are not reimbursed unless official duplicate receipts are submitted with certification attached stating that the originals were lost.
- D. Nonreimbursable expenses are personal entertainment, alcoholic beverages, personal telephone calls, laundry, dry cleaning, bar tabs, tips and any other personal expenses.
- E. In the event the employee desires to travel using a companion fare and the second traveler is a nonemployee, the nonemployee should pay the difference of the cost between the companion fare and a single fare with all discounts applied. These costs should be paid prior to the trip.

VI. Responsibility for Travel Arrangements

- A. It is the responsibility of the designated area representatives to make transportation, hotel and automobile reservations after the travel request is approved. Only College travel will be arranged through the College District.
- B. When possible, the lodging accommodations will be at the same place where the meeting, seminar, etc. is being held to avoid unnecessary transportation charges.
- C. All travel is by a usually traveled route and the most economical means. EPCCD will reimburse at the lesser of any applicable advance discount airfare or mileage rate no matter when the trip is requested.
- D. The most economical method of travel is determined by the following.
 1. Nature of the business.
 2. Cost of transportation.
 3. Number of persons making the trip.
 4. Amount of equipment or material to be transported.

VII. Travel by Personal Car

- A. Travel by personal car is approved for out-of-town travel if it is considered to be the most economical mode of transportation.
- B. Travel by personal car is approved at \$.505 per mile for out-of-town mileage.
- C. Reimbursement for expenditures related to the operation, maintenance, and ownership of the car is not allowed.
- D. Mileage is reimbursed based on the mileage calculation provided by the College's authorized travel agency.
- E. If the employee desires to travel out-of-town by personal car, the employee is reimbursed at the lesser of any applicable advance discount airfare or mileage rate.
- F. When an employee elects to travel by personal car with other College employees, he/she will not be compensated for the other employees' equivalent.

VIII. Travel by Rental Car

- A. Vehicle rentals should be requested only when it is necessary for College business and must be approved by the appropriate Vice President or Dean. Rental cars are not approved as an option for driving to a destination when a commercial carrier is available.
- B. The rental contract has to show both El Paso Community College and the individual as the renter.
- C. The insurance coverage is part of the cost of the vehicle rental, payable by the College District. Therefore, all insurance options need to be declined, except for the Collision Damage Waiver. Some car rental companies, such as Advantage, may already include the Collision Damage Waiver in the total cost of the rental. Therefore, it is the responsibility of the person making the car rental reservation to make sure that option is not selected if already included in the car rental cost.

IX. Travel by Commercial Carrier

- A. All travel must be by the most economical fare.
- B. All exceptions must be documented.
- C. Employees are expected to take "same day" flights when available. If a lower fare requiring an overnight stay is available, and if the total cost of the additional hotel fee, per diem, and airfare is less than the "same day" flight airfare, then the most economical option should be taken.
 - 1. If an employee chooses to leave a day in advance when "same day" flights are available, expenses paid or incurred for the additional day are not reimbursable.
 - 2. If a preferred flight time is not available at the most economical fare, the individual will be scheduled on a different flight or he/she is responsible for the difference in the air fare.

X. Partial Reimbursement

If the District agrees to pay only a portion of the estimated cost of travel, the individual will be responsible for making and paying his/her own travel arrangements. An appropriate expenditure report will be submitted with appropriate documentation by the employee. The employee will be reimbursed within 15 days.

XI. Texas Education Agency (TEA) Reimbursed Trips

- A. The person responsible for the grant account approves all TEA reimbursed trips and notes on the Travel Request that the trip is to be reimbursed by TEA. Travel arrangements are made through the designated area travel representatives.
- B. The person responsible for the grant account will keep a log of all persons (trips) that will be reimbursed by TEA and should ensure that the District is reimbursed for the trips.

- C. If the employee has received an airline ticket from the District, an Expenditure Report must be submitted within ten (10) working days after his/her return.
 - 1. If the District is not reimbursed, Section II.F.2 applies.
 - 2. In the case of a balance due the employee, the District will forward a check to the employee within fifteen (15) calendar days (excluding holidays).
- D. If the TEA reimbursement check is less than the total cost paid by the District:
 - 1. The individual must endorse and submit the check to the Comptroller's Office for deposit into the appropriate account.
 - 2. The District will absorb the additional cost if the expenses are deemed reasonable by the responsible person and the appropriate Vice President.
- E. If the TEA reimbursement check exceeds the total cost paid by the District:
 - 1. The employee reimburses the District only the amount paid by the District.
 - 2. The employee keeps the excess amount.

XII. Travel for Nonemployees

- A. Travel expenses for nonemployees must be approved in advance by the President or Vice President.
- B. Expense receipts must be attached to the Expenditure Report.
- C. No payment of lodging or other expenses for family or individuals who are unauthorized will be paid.

XIII. Trips Reimbursed by Agencies Other than TEA

- A. For trips reimbursed by agencies other than TEA, the same guidelines listed for TEA Reimbursements (see Section XI) will be followed.
- B. Carl Perkins travel requests must be preapproved by the appropriate Carl Perkins Administrator.
- C. Travel Expenditure Reports related to grants must be submitted to the Accounts Payable Department prior to the end of the grant's project period.

XIV. Any exceptions to these procedures must be specifically authorized and approved by the respective Vice President.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.06

BOARD MEMBER TRAINING: EXPENSE AND COMPENSATION

The Board of Trustees believes that learning about innovative as well as current practices in community colleges is particularly relevant in its role in providing leadership for the future direction of the College District. The Board encourages the participation of its members at national, international, regional, state or local conferences and workshops.

Accordingly, the Board of Trustees will approve the budget for Board Member Training during the annual budget development process. Once the budget has been determined, the Board of Trustees will inform the public during the Board of Trustees Business section at monthly Board Meetings of training sessions they have chosen to participate in. Once a Trustee has spent the allocated amount on travel and wishes to attend an additional training session, the Trustee will bring the request to the Board of Trustees for consideration at a regularly scheduled meeting of the Board of Trustees. In addition, all requests for attendance at training events will be directed to the President of the College for processing.

With this Policy statement, the Board of Trustees directs the President of the College District to develop a procedure for the allowable expenditures and compensation associated with such training.

Adopted: July 6, 1995
Year of last Review: 2018

Amended: Sept. 12, 2012

4.10.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.06.10 Board of Trustees Training: Expense and Compensation

APPROVED: July 6, 1995 **REVISED:**
Year of Last Review: 2018
AUTHORIZING BOARD POLICY: 4.10.06

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: Guidelines in the processing of reports on expenditures and reimbursements associated with the training expenses incurred by members of the Board of Trustees.

PROCEDURE:

- I. Specific Trips Recommended for Board Member Participation
 - A. Association of Community College Trustees (ACCT)
 - B. National Legislative Seminar of ACCT
 - C. Regional Conference of ACCT
 - D. American Association of Community Colleges (AACC)
 - E. Texas Association of Community College Trustees
 - F. Association of Governing Boards
 - G. American Council of Education
- II. Approval Procedures
 - A. A Travel Request is completed on behalf of the respective board member.
 - B. One request is prepared for each trip per board member.
 - C. Reservations will be confirmed; the president of the El Paso County Community College District will serve as the budget head for such confirmations.
 - D. The Travel Request bearing the president's signature is forwarded to Accounts Payable. A photocopy will be maintained in the Board of Trustees Office.
 - E. The Travel Request is submitted to Accounts Payable at least fifteen (15) working days in advance to allow for travel arrangements and workshop/conference registrations to be made and to prepare cash advance requests and prepayment to the appropriate hotel.
- III. Allowance for Meals
 - A. Reimbursement is on a per diem basis for meals only.
 1. The per diem rate for travel both in- and out-of-state is \$60.00 per day.
 2. Tips are included in the per diem allowance.
 3. Flight time is used to determine the per diem.

4. If the board member leaves before noon and returns anytime after 12:00 noon, he/she will receive a full day of per diem. If the employee leaves after 12:00 noon, he/she will receive a half day of per diem.

B. Requests for reimbursements for meals other than personal must include the name of the person(s) met, title and organization represented by the person(s) and the purpose of the meeting, along with the original meal receipt. Meals for employees of the College District or other board members attending the same conference or workshop may not be claimed for reimbursement.

C. Expenditures for personal meals do not require the submittal of original receipts since this item is covered as part of the per diem.

D. If the board member elects to drive to an out-of-town meeting which may be reached by commercial carrier, he/she will not be reimbursed for meals or lodging taken in route.

IV. Allowance for Other Expenses

A. Other reimbursable expenses include mileage, lodging, taxi (including tips) meals for business purposes (see III .B. above), meeting registration, and other expenses such as tolls, storage, parking fees, and communication charges related to the conducting of business.

B. Receipts are required for all expenses except taxi fares under \$25.00. A receipt is required when the board member has hosted a meeting during a meal (see III .B. above)

C. Nonreimbursable expenses are personal entertainment, personal telephone calls, laundry, dry cleaning, bar tabs, tips (except taxi and meals) and other expenses considered personal in nature.

D. If original receipts are lost duplicate receipts will be accepted with a statement from the board member.

V. Travel by Personal Car

A. Travel by personal car is approved for out-of-town travel if it is considered to be the most economical mode of transportation.

B. Such travel is approved at the rate of \$0.27 per mile.

C. Road map mileage from El Paso to the city of destination is used for out-of-town mileage reimbursement.

D. Reimbursement for expenditures related to the operation, maintenance and ownership of the personal car is not an allowable expense.

E. Reimbursement for travel by personal car is at the lesser of normal round trip air fare or mileage rate.

VI. Travel by Rental Car

A. Car rental is approved when it is necessary for conducting College business. The use of rental vehicles must be for the advantage of the College District and not for the personal convenience of the traveler. The Chairman of the Board of Trustees or his/her designee is responsible for determining if it is advantageous to use a rental vehicle rather than other modes of transportation, using cost as a consideration. If a board member rents a car and combines personal travel with his/her duties as a board member, the cost of the rental vehicle is prorated on a daily basis.

B. At the time that the Travel Request is submitted, the Accounts Payable Office will make the car rental reservation.

C. The board member must ensure the purchase of the necessary insurance coverage at the time that the rental car is picked up.

D. If the board member elects to rent a car, the College District will bear the cost directly. If the board member rents a car and pays for the cost directly, the College District will reimburse this expenditure with the submittal of the appropriate original receipt. A cash advance may be provided to the board member for the

purpose of renting a car. If such is the case, reimbursement will be calculated on the actual cost of the rental in which case either the board member or the College District may be owed money.

VII. Travel by Commercial Carrier

- A. All travel must be by the most economical fare.
- B. Exceptions must be documented.
- C. Board members are expected to take "same day" flights when available.
 - 1. If a board member elects to leave a day in advance or stay an extra day, when "same day" flights are available, expenses paid or incurred for the additional day(s) are not reimbursable (or eligible for per diem)
 - 2. If a preferred flight time is not available at the most economical fare, the board member will be scheduled on the preferred flight but will be responsible for the difference in air fare.
 - 3. If a board member deviates from a direct route of travel by air, it is presumed the deviation is for personal reasons and all costs, including meals, lodging, and transportation, will not be reimbursed for that portion of the trip. Such departure from the normal flight schedule must be documented and approval from the Chairman of the Board of Trustees received in advance of the trip in order for such reimbursement to be paid.
 - 4. If a board member has confirmed plans to take advantage of a two-for-one fare, he/she must make every effort to comply with the airline's regulations. If there is a cancellation of the accompanying party's plans, action will be taken to change airline ticket reservations; however, if it is not possible, the president of the College District must be informed in order that alternate plans can be determined.

VIII. Partial Reimbursement

- A. If the College District agrees to pay only a portion of the estimated cost of travel,
 - 1. An advance check will be issued to the individual for the amount that is designated on the Travel Request.
 - 2. The board member will be responsible for making his/her own travel arrangements.
 - 3. An Expenditure Report must be submitted for the amount advanced only.

IX. Travel for Nonemployees

- A. Travel expenses for nonemployees must be approved in advance by the Chairman of the Board of Trustees.
- B. Expense receipts must be presented for reimbursement by the person approved for such travel.
- C. Payment for lodging or other expenses incurred by family members and/or individuals who are unauthorized to travel will not be reimbursed.

X. Travel Abroad

- A. All foreign travel, except to Canada or Mexico, must be approved by the Office of the Governor of the State of Texas.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.07

STUDENT TRAVEL

The President is directed to create a College Procedure regulating travel that is undertaken by one or more students, while enrolled at the institution, to reach an activity or event 1) that is located more than 25 miles from the institution, 2) that is organized and sponsored by the institution, 3) that is funded by the institution, and 4) that makes use of a vehicle that is owned or leased by the institution or that is required by a student organization registered at the institution. The procedure shall incorporate advice and comment from the faculty* and students of the institution before adoption. The procedure shall contain provisions that address: different modes of travel likely to be used by students; safety issues related to student travel, use of seat belts or other safety devices; passenger capacity; and for the person providing transportation services: qualifications and training required to operate that particular mode of travel; and fatigue at the time of travel. The procedure shall be made available to the public by publishing the Policy in the institution's catalog and by any other method the board considers appropriate. A copy of this Policy, and any amendments to this Policy, shall be filed with the Texas Higher Education Coordinating Board.

Adopted: October 9, 2002
Year of last Review: 2018

Amended: Jan. 20, 1988

4.10.07 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.10.07.10 Student Travel/Field Trip **APPROVED:** September 14, 2004 **REVISED:** October 22, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 4.10.07

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Vice President of Student and Enrollment Services

OBJECTIVE: To provide guidelines for processing student travel.

PROCEDURE:

I. General

- A. Texas Education Code Section 51.950 requires governing boards of institutions of higher education, including public colleges, to adopt a student travel policy.
- B. This procedure will regulate student travel that is organized, sponsored, and funded by El Paso Community College (EPCC), including travel that is undertaken using a vehicle owned or leased by the institution. Only EPCC employees may drive vehicles owned or leased by the institution. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel. This procedure will be filed with the Texas Higher Education Coordinating Board.
- C. Students must conduct themselves in a manner which reflects favorably upon the people, values, and traditions associated with the College.

Students in associations, athletics, clubs, organizations, or students on field trips are subject to the student regulations and penalties as stated in the EPCC Student Code of Conduct as well as federal, state, and local laws.
- D. Categories of Student Travel
 - 1. Field Trips -- Trips taken by students as a requisite of credit or non-credit courses and do not involve overnight travel.
 - 2. Student Travel -- Trips by student clubs, associations, athletics, organizations, clubs, College-sponsored programs, and grant programs that generally involve overnight travel.
- E. All forms specific to student travel are included in the appendices of College procedure 4.10.07.10 *Student Travel/Field Trip*. General forms for all employee travel for those employees accompanying students on trips, such as the *Travel Request Form*, *Trip Justification Form*, and *Travel Expenditure Report*, are available on District Forms on the College website.

II. Process -- Field Trip

- A. All student travel arrangements are made under the instructor's/advisor's/program manager's name using the *Request for Student Travel/Field Trip Form*.
- B. The *Request for Student Travel/Field Trip Form* must be submitted for approval to the appropriate Dean/Director twenty-five (25) calendar days before the field trip.
- C. Students on College field trips must travel under the supervision of an advisor/instructor/program manager.
- D. Each student participating in the field trip must sign an *Activity Release Form*.

- E. Students cannot travel utilizing the instructor's/advisor's/program manager's personal vehicle.
- F. Student travel in College owned/leased vehicles must adhere to the following provisions:
 - 1. All drivers of College owned/leased vehicles on student trips must be full-time College employee(s).
 - 2. Prior to the date of travel, driver(s) will provide a valid driver's license proof of insurance, a Type AR driving history (certified abstract of complete driving record), and sign a statement verifying that only full-time College employees will drive the College owned/leased vehicle.
 - 3. Employees' driving history may be requested online or through the mail on the Texas Department of Public Safety website. The driving history will be acceptable for six months after the initial request date.
 - 4. The driver must ensure that all of the provisions stipulated in this section are followed, to ensure the safety of students.
- G. K-12 students must also follow the travel procedures of their respective school districts in addition to EPCC's.

III. Process – Student Travel

- A. All student travel arrangements are made under the instructor's/advisor's/program manager's name using the *Request for Student Travel/Field Trip Form*.
- B. The instructor/advisor/program manager must obtain approval from his/her first-line supervisor and/or the Director of Student Leadership & Campus Life and attain supervisor's/Director's signature on the *Travel Request Form*. The *Travel Request Form* must be accompanied by a *Trip Justification Form*.
- C. Instructors/advisors/program managers and student travel will adhere to College Procedure 4.10.05.14 *Out-of-Town Travel* for the processing of travel reports and reimbursements.
- D. The *Travel Request Form* must be turned into the appropriate administrative office twenty-five (25) calendar days before the date of travel.
- E. Students on College trips will not travel without an advisor. (All student travel must be under the supervision of an instructor/advisor/program manager.)
- F. Each student traveling must sign an *Activity Release Form*, an *Absence/Passing Class Form* for each of their classes and provide emergency contact information which must be on file with the instructor/advisor/program manager and taken on the trip. Students must be passing all classes to travel and are responsible for making arrangements for missed work with their instructors, which will be verified and documented on the *Absence/Passing Class Form*.
- G. If funds are being requested from the Student Organization Council, the student organization must adhere to Student Organization Council Guidelines for requesting travel funds. Recognized student associations, athletics, clubs, and organizations must have prior approval on the allocation of funds before traveling.
- H. All out-of-town student travel outside a 700-mile radius of the El Paso City limits shall be on commercial transportation. Students cannot travel out-of-town utilizing the instructor's/advisor's/program manager's personal vehicle.

Rental cars will not be acquired by students while on College business. Rental cars cannot be secured even if students are willing to personally pay for the rental car. Rental cars may be acquired by the instructor/advisor/program manager in accordance with College Procedure 4.10.05.14 *Out-of-Town Travel*.
- I. Student travel in College owned/leased vehicles shall adhere to the following provisions:
 - 1. All drivers of College owned/leased vehicles on student trips must be fulltime College employee(s).

2. Prior to the date of travel, the employee(s) will provide a valid driver's license, proof of insurance, a Type AR driving history (certified abstract of complete driving record), and a statement verifying that only College employees will drive the College owned/leased vehicle.
 3. Employees' driving history may be requested online or through the mail on the Texas Department of Public Safety website. The driving history will be acceptable for six months after the initial request date.
 4. The driver must ensure that all the provisions stipulated in this section are followed, to ensure the safety of students.
 5. There will be restrictions on the driving of College owned/leased vehicles for student travel due to the distance of the trip. Trips that exceed the 700-mile radius of the El Paso City limits must not be completed by College-owned vehicles.
 6. Students traveling in College owned/leased vehicles must use seat belts and other safety devices at all times during travel.
 7. Vehicle passenger capacity will be adhered to at all times during travel.
- J. Instructors/advisors/program managers must purchase airline tickets through the Student Leadership and Campus Life Office or through the appropriate supervisor's office. Students cannot make reservations or purchase airline tickets on their own. The College has a travel representative that coordinates student travel with College-approved travel agencies only after the *Travel Request Form* has been signed and approved.
- K. Hotel reservations are made by the instructor/advisor/program manager after the funds and the *Travel Request Form* are approved. The instructor/advisor/program manager is responsible for ensuring that additional personal charges such as outside telephone calls, movie rentals or room service, and others, are not included in the *Travel Expenditure Report* as expenses or for reimbursement. Students may use their own credit cards or personal funds for these types of expenses.
- L. Each student traveling is allowed the approved College travel per diem. The instructor/advisor/program manager must distribute the per diem, and each student will sign a per diem chart verifying that they received their funds. This signed chart shall be submitted to the appropriate administrative office with the *Travel Expenditure Report*.
- M. The instructor/advisor/program manager traveling with the students is accountable for all student travel funds.
- N. K-12 students must also follow the travel procedures of their respective school districts in addition to EPCC's.



For College Procedure 4.10.07.10:
 Student Travel/Field Trip

REQUEST FOR STUDENT TRAVEL/FIELD TRIP FORM

Employees planning student travel or field trips should submit *Request for Field Trip* to the Dean/Director twenty-five (25) calendar days prior to the scheduled trip. Include copies of the *Activity Release Form* and the *Student Emergency Contact Information Form* **signed by each student**. For student travel, also include the *Absence/Passing Class Form*.

REQUEST TO: _____
 (Dean's/Director's/Supervisor's Name)

FROM: _____ **DATE OF REQUEST:** _____
 (Instructor's/Advisor's/Program Manager's Name)

Discipline/ Organization	Date of Field Trip/Travel	Class Course Number & Section Number (if applicable)	Field Trip/Travel Destination	Estimated Round Trip Mileage Involved	Mode of Transportation	Source of Funds

Brief description of field trip/travel in relation to the course objectives/mission of the course or organization:

STUDENT NAMES (Use additional page, if necessary)	
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

APPROVED BY: _____
 DEAN/DIRECTOR/ _____ DATE



For College Procedure 4.10.07.10:
Student Travel/Field Trip

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT ACTIVITY RELEASE FORM

(hereinafter the “Activity”)

By signing this form, I represent to El Paso Community College (the “College”) that I am 18 years of age or older, have voluntarily applied to participate in the Activity, and have sufficient mental, emotional, and physical capability and condition to participate in the Activity. I understand that the Activity, including without limitation travel by any means of transportation, may expose me to risks or hazards that may result or proximately cause my illness, personal injury, or death and I fully understand and appreciate the nature of such hazards and risks. I further understand that the College has made no representation or warranty regarding the competency of any driver or operator of any motor vehicle or the safety or serviceability of any motor vehicle used in the Activity, whether the vehicle is owned by the College or is owned or leased by a third party.

In consideration for my travel, participation, and educational benefits from the Activity, I hereby accept all risk to my health, life, and property arising from or related to the Activity, including without limitation travel by any means of transportation. **I, along with my spouse, if any, fiduciaries, agents, representatives, estate, heirs, executors, next of kin, and assigns, hereby release and forever discharge the College, its trustees, directors, administrators, officers, employees, agents, and representatives, in their individual and official capacities, from any and all claims, demands, damages, losses, actions, causes of action, or suits for loss of or damage to my property and for any and all illness or injury to my person, including without limitation my death, arising from or related in any way to the Activity WHETHER CAUSED BY NEGLIGENCE OF THE COLLEGE, ITS TRUSTEES, DEANS, DIRECTORS, ADMINISTRATORS, OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES, IN THEIR INDIVIDUAL OR OFFICIAL CAPACITIES. I further agree to indemnify and hold harmless the College, its trustees, deans, directors, administrators, officers, employees, agents, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission arising from or related in any way to the Activity.**

I acknowledge that nothing herein constitutes or shall be interpreted as a waiver of the College’s immunity from suit and liability.

Dated this _____ day of _____, 20____.

Signature of Student

Print Name

Student ID #



For College Procedure 4.10.07.10:
Student Travel/Field Trip

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT ACTIVITY RELEASE FORM

_____ (hereinafter the “*Activity*”)

_____ (hereinafter the “*Participant*”)

By signing this form, I represent to El Paso Community College (the “*College*”) that I am the Parent and/or Guardian of Participant, who is under 18 years of age, and am fully competent to sign this Agreement. I understand that the Activity, including without limitation travel by any means of transportation, may expose Participant to risks or hazards that may result or proximately cause the illness, personal injury, or death of Participant. I further understand that the College has made no representation or warranty regarding the competency of any driver or operator of any motor vehicle or the safety or serviceability of any motor vehicle used in the Activity, whether the vehicle is owned by the College or is owned or leased by a third party. With my full understanding and appreciation of the nature of such hazards and risks, I give permission for Participant to participate in the Activity.

In consideration for the travel, participation, and educational benefits to Participant from the Activity, I hereby accept all risk to Participant’s health, life, and property arising from or related to the Activity, including without limitation travel by any means of transportation. **I, along with my spouse, if any, fiduciaries, agents, representatives, estate, heirs, executors, next of kin, and assigns, hereby release and forever discharge the College, its trustees, directors, administrators, officers, employees, agents, and representatives, in their individual and official capacities, from any and all claims, demands, damages, losses, actions, causes of action, or suits for loss of or damage to Participant’s property and for any and all illness or injury to Participant, including without limitation his or her death, arising from or related in any way to the Activity WHETHER CAUSED BY NEGLIGENCE OF THE COLLEGE, ITS TRUSTEES, DEANS, DIRECTORS, ADMINISTRATORS, OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES, IN THEIR INDIVIDUAL OR OFFICIAL CAPACITIES. I further agree to indemnify and hold harmless the College, its trustees, deans, directors, administrators, officers, employees, agents, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from any negligent or intentional act or omission of Participant arising from or related in any way to the Activity.**

I acknowledge that nothing herein constitutes or shall be interpreted as a waiver of the College’s immunity from suit and liability.

Dated this _____ day of _____, 20____.

Signature of Parent/Guardian of Participant

Print Name

Student/Participant ID #



For College Procedure 4.10.07.10:
Student Travel/Field Trip

EL PASO COMMUNITY COLLEGE STUDENT EMERGENCY CONTACT INFORMATION FORM

(All Information is confidential)

Student Name: _____ ID No. _____

In case of emergency contact:

Name: (PRINT CLEARLY) _____ Relationship: _____

Phone#: Home: _____ Work#: _____ Cell# _____

Address: _____ City: _____ State _____ Zip _____

This emergency contact can make medical decisions for me in the event that I cannot make the decisions.

Student Signature

Date

Note: *The instructor/advisor/program manager must take this form along on the trip for reference.*



For College Procedure 4.10.07.10:
Student Travel/Field Trip

EL PASO COMMUNITY COLLEGE
MINOR STUDENT EMERGENCY CONTACT INFORMATION FORM
(All Information is confidential)

Student Name: _____ ID No. _____

In case of emergency contact:

Name: (PRINT CLEARLY) _____ Relationship: _____

Phone#: Home: _____ Work#: _____ Cell# _____

Address: _____ City: _____ State _____ Zip _____

This emergency contact can make medical decisions for my child.

Parent of Student Signature

Date

Note: *The instructor/advisor/program manager must take this form along on the trip for reference.*

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

DISTRICT PROPERTY



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.01

USE OF DISTRICT PROPERTY AND SERVICES

District property and services shall be used only for official College business unless authorized by the College President or his/her designee. The College President shall establish procedures that address the circumstances under which District property and services may be used.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: May 21, 2013

4.11.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.11.01.10 Use of Commercial Vendors for Fund Raising/Sales and Solicitations

APPROVED: September 27, 1996 REVISED: May 8, 2001
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.11.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To establish guidelines for College organizations, non-College organizations, and individuals seeking fund raising sale or solicitation in the El Paso County Community College District. *No other organization or individual will be allowed except as described within.*

PROCEDURE:

- I. The College promotes and supports recognized student and staff organizational fund raising efforts. The fund raising activities are essential for campus organizations to reach their objectives. However, campus organizations do not have an implicit right to use the campus for fund raising activities. Therefore, all campus fund raising efforts must be approved by the *President's designee, the Associate Vice President of Auxiliary Services.*
- II. Off-campus organizations, individuals, and commercial enterprises are not permitted to sell, solicit or advertise on campus except under special conditions approved by the *President's designee (the EPCC Police Dept. will be notified of any exceptions):*
 - A. There shall be no door-to-door solicitations of any kind in any College District facilities for personal financial gain or as means of employment.
 - B. Solicitations when approved shall be made in a manner that will not infringe upon the rights of individuals, infringe on traffic lanes, use overzealous or confrontational techniques, or create excessive noise or disturbance in the designated solicitation areas.
 - C. Solicitation through printed materials (flyers, signs, etc.) is permitted for approved activities through the appropriate office (Student Services *Managers* and or Student Leadership and Campus Life for VV, TM, RG & NW, the top-ranking individual at Administrative Services Center and ALPHA Centers), when content of material is in good taste and conforms to acceptable community standards. Material is posted on bulletin boards or locations specifically designed for such use. (Materials may not be affixed to sidewalks, windows, doors, walls, power poles, trash cans, traffic signs, etc.) Sponsors are responsible for removal and disposal of material after the activity. Printed material may not be placed on motor vehicles.
 - D. Campus organizations are not permitted to represent commercial vendors and sell their products on campus. *However, they can invite commercial organizations to their organizational activities for the purpose of affording fund raising opportunities up to once a month per campus per organization. No vendor or group of vendors shall be given an exclusive right to participate in such fund raising activities. Campus organizations must complete the attached Fund Raising/Sales Approval Form and submit it to the Office of AVP, Auxiliary Services for approval.*
 - E. College sponsored fund raising off campus must follow College Procedure 4.11.01.14, *College Sponsored Sales for Fund Raising.*
- III. Individual students and employees are permitted to advertise personal items or services for sale at selected campus locations, approved first by *student services managers, Student Leadership and Campus Life, or top ranking individual at non-campus sites.*
- IV. There shall be no sales/solicitation, on or off the campus that use College facilities, name, reputation, etc., which result in personal financial gain to any individual.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.11.01.14 College Sponsored Sales for Fund Raising

APPROVED: May 20, 1980 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.11.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To provide guidelines for conducting fundraising activities in which tickets, articles, or services will be sold.

PROCEDURE: Clubs, organizations, or associations in which District faculty*, staff or students participate may use ticket, article, or service sales to raise funds for their program. No group, however, may print tickets off-campus or sell articles or services on or off-campus without appropriate administrative approval. These guidelines will be followed:

- I. Any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win anything of value whether such scheme or procedure is called a lottery, pool, raffle, gift, gift enterprise, sale, Policy game, or some other game of chance through or within the District or conducted with or on District property is strictly prohibited.
- II. The sponsor of the group that will conduct an activity requiring ticket, service or article sales will fill out an Application for Fund Raising Approval Form and sign it. The form will be submitted to the appropriate Vice President for review and approval based on compliance with the following:
 - A. The request has been initiated through an approved student club or an official District organization.
 - B. All previous ticket or other sales by the club/organization have been cleared through the Business Office.
 - C. There are no tickets or other sales of similar nature scheduled for the same time.
 - D. The number of tickets or articles requested is reasonable based on the record of previous activities sponsored by the same club/organization.
 - E. Various colors are used to distinguish different ticket prices, if applicable, and the tickets are numbered.
 - F. The article or service to be sold does not violate El Paso County Community College District Policy.
- III. The Application for Approval will be submitted by the Executive Deans to the Comptroller at least fifteen (15) working days before the tickets, articles, or services are scheduled to go on sale. The following attachments, as appropriate, should also be submitted:
 - A. Printing request
 - B. Purchase requisition.
 - C. List of complimentary ticket or article recipients.
- IV. If neither ticket nor consignment sales are involved (e.g., food sales) the group may begin the sale when notified by the Vice President or his/her designee. The Application for Approval should still be sent to the Comptroller as notification that deposits should be forthcoming.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- V. The Comptroller will forward the duplicating request or purchase requisition to the Print Shop or Purchasing Department for appropriate action. If the Print Shop is unable to print tickets within the requested time frame, the Comptroller, after consultation with the organization's Vice President may authorize the printing of tickets off-campus.
- VI. All printed tickets or consignment articles to be sold will be held at the Print Shop or Shipping and Receiving, and returned to the Comptroller. In all cases, the Comptroller or his/her designee will log and count all items before each sale begins.
- VII. The Comptroller will notify the student club sponsor or group leader when the tickets or articles are ready for sale. He/she will authorize items held by the Print Shop or Shipping and Receiving to be released to the sponsor. Under no circumstances will tickets or articles to be sold be given directly to a club or organization sponsor or member by the Print Shop of Shipping and Receiving without authorization.
- VIII. The Individual notified will pick-up and sign for the tickets or articles and a copy of the Application for Approval noting this information will be sent to the Vice President.
- IX. Deposits of proceeds from all sales will be made through one of the District cashiers. Depositor will receive a copy of cashier's receipt. All unsold tickets or articles will be returned to the Comptroller.
- X. The sponsor will submit a Fundraising Report within fifteen (15) working days after the end of the sponsored activity to the Deans who will in turn submit it to the Comptroller. This requirement applies to all approved fundraising activities including non-consignment sales. A copy of the deposit slip(s) must be attached to the Fundraising Report.
- XI. A club, organization, or association that falls to submit an Application for Approval or a Fundraising Report will be prohibited from sponsoring future fundraising activities. Missing tickets or articles will also result in the loss of this privilege. This restriction will apply until removed by the Vice President.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.02

IDENTIFICATION OF DISTRICT PROPERTY

The College President shall establish procedures to identify all College property. These procedures shall provide for:

- A. Acquisition source
- B. Date of acquisition
- C. Assignment and Placement
- D. Acquisition cost
- E. Description
- F. Disposition date, method and value

The Board authorizes the President or his/her designee to develop appropriate procedures that address the transfer/disposition of surplus, worn out, broken, stolen, lost, or unserviceable furniture and equipment in compliance with established internal controls and generally accepted accounting principles.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: May 21, 2013

4.11.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.03

INSURANCE

A. General

The group life, accident, and health insurance coverage for all employees of the District shall be bid and administered according to the terms of the "Texas State College and University Employees Uniform Insurance Benefits Act".

The Board shall obtain property and casualty coverage for all school property, including buildings, grounds, equipment, and vehicles, according to procedures of the President of the College.

Article 3.50-3, Tex. Ins. Code.

B. Insurance Agent

The Board shall determine the extent of coverage of the Policies to be written, as well as the servicing agent for the term of the Policies. This agent shall have access to any books or other data needed by him to establish values on the property to be insured, and he shall submit to the Board a list of the values he places on school property.

C. Board Member Liability

The District may purchase insurance to protect itself and its Trustees from the cost and expense of defending litigation brought against them individually for acts and omissions committed by them in the good faith discharge of their official duties and against an award of damages where the District is not immune.

The Board may not purchase insurance to indemnify its Trustees in situations where it is not itself exposed, actually or potentially, to a similar liability.

Atty. Gen. Op. H-70 (1973).

D. Tort Claims Act Liability

The District may purchase insurance protection against claims for bodily injury arising out of the negligence, wrongful act, or omission of the District's officers or employees, acting within the scope of their employment or office, arising from the operation or use of a motor vehicle under circumstances where such officers or employees would be personally liable to the claimant in accordance with the laws of this state.

Article 6252-19, Sec. 3, Tex. Rev. Civ. Stat. Ann., Atty. Gen. Op. M-989 (1971).

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended:

4.11.03 - 1 of 2

Designated Contact: Vice President of Financial and Administrative Operations

E. Employee Liability

As an element of District employees' compensation, the District may purchase necessary liability insurance in the name of such employees who are exposed to individual liability by virtue of their official duties.

Ally. Gen. Op. M-989 (1971).

F. Commercial Insurance Plans

The Board may procure contracts with any insurance company authorized to do business in Texas to insure its employees. Policies may include group, health, accident, accidental death and dismemberment, disability income replacement, and hospital, surgical, and/or medical expense insurance, or a group contract providing for annuities. Moreover, the dependents of employees may be insured under group Policies which provide life, hospital, surgical, and/or medical expense insurance.

G. Premium Payments

The Board may elect to pay all or a portion of the premiums. Contributions made by employees may be deducted from salary payments when the employee has authorized such deduction. All insurance contracts shall conform to the provisions of any existing or future laws pertaining to insurance.

Articles 3.50, 3.51, 3.51-3, 3.51-6, Tex. Ins. Code.

Adopted: Nov. 21, 1978

Amended:

4.11.03 - 2 of 2



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.04

DISPOSITION OF DISTRICT PROPERTY

A. Sale of Property

The Board shall, when necessary, authorize the sale of any property held in trust for District purposes, by means of a Board order. The President of the Board shall execute a deed to the purchaser of real property which shall recite the Board order authorizing the sale. Proceeds shall be used to purchase more convenient or desirable school property, to construct or repair school buildings, or shall be deposited in the District's local maintenance fund.

B. Land

Any sale of land by the District shall be in accordance with the following legal requirements:

1. The Board shall publish in a newspaper of general circulation in the county where the land is located, or in an adjoining county, if there is no such newspaper, a notice that the land is to be offered for sale or exchange to the general public, its description, its location and the procedure under which sealed bids to purchase the land or offers to trade for the land may be submitted.
2. Notice shall be so given on at least two separate occasions, and no sale or exchange shall be held less than fourteen days after the last notice.

C. Minerals

Sale of minerals shall be authorized by an order adopted by a majority vote of the Board.

D. Surplus and Obsolete College Personal Property

The College President, or his/her designee, shall develop procedures that address the transfer/disposition of surplus, worn-out, broken, stolen, lost or unserviceable personal property in compliance with established internal controls, generally accepted accounting principles, and federal and state rules regarding the disposition of grant-funded personal property. Surplus and obsolete property includes furniture and equipment procured with institutional or grant funds.

Adopted: Nov. 21, 1978
Year of Last Review: 2018

Amended: May 21, 2013

4.11.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.11.04.10 Transfer of District Furniture and Equipment

APPROVED: October 24, 1983 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.11.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To provide guidelines for transferring District property and the related property control responsibility between or within District departments.

PROCEDURE:

- I. All campus, building or room location changes, or reassignment of property responsibility should be reported on a *Property Control Record* form, except as provided in item II C.
 - A. Property transfers include all movement of personal, tangible property on a temporary or permanent basis. These include movements of furniture and equipment (e.g. desks, chairs, computers, monitors, filing cabinets, etc.) from one location to another within a department and transfers of property from one department to another one.
 - B. Both the department to be relieved of and the department receiving the property or responsibility for it must sign the *Property Control Record* form. It is the responsibility of the department requesting the change to initiate the *Property Control Record* form.
 - C. During major moves, generally occurring at the conclusion of a renovation or construction project, the Property Management Control Department will assist departments in completing the *Property Control Record* form by providing current location, current responsible department and tag number information, as necessary.
 - D. Budget heads are the official delegated asset custodians, responsible for the proper utilization and reporting requirements of College assets in their respective areas.
- II. Responsibility for new furniture and equipment is initially assigned to the department from which funds to purchase the property are expended. Property purchased as part of a facilities development project remains the responsibility of the department head initiating the purchase until it is:
 - A. Transferred by a *Property Control Record* form to other departments for use.
 - B. Transferred by a *Property Control Record* form to the Property Management Control Department as surplus or salvage property.
 - C. Transferred by the Purchase Requisition or the Purchase Order to the department(s) which will use the property.
- III. The *Property Control Record* form is submitted by the initiating department to the Property Management Control Department, which reviews it for completeness. If only a "responsible department" change is requested, the property subsidiary master data base is updated in the administrative integrated management system (BANNER) and the original copy is filed. A copy of the *Property Control Record* form is forwarded to the new responsible department.
- IV. For transfers requiring a location change, the *Property Control Record* form is sent to the Property Management Control Department, which reviews it for completeness, and forwards it to the Physical Plant Department to accomplish the move.
- V. Upon completion of the move, the original copy of the *Property Control Record* form is forwarded to the Property Management Control Department with a copy provided to the Physical Plant Department, the receiving and sending departments.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.11.04.14 Property Retirements

APPROVED: July 24, 1987

REVISED: November 8, 2012

Year of last review: 2018

AUTHORIZING BOARD POLICY: 4.11.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To establish guidelines for reporting furniture/equipment which is unserviceable, destroyed, lost, stolen, traded-in, surplus, or salvage.

PROCEDURE:

I. Process

Property to be retired from use should be reported to the Property Management Control Department on a *Property Control Record* form. All retirement actions should be supported by a complete explanation in the justification section of the *Property Control Record* form.

II. Definitions

- A. Unserviceable: Furniture that is worn-out, obsolete, or damaged beyond economical repair.
- B. Destroyed: Furniture/equipment destroyed by accident or through cannibalization. Before cannibalized property is transferred to the warehouse, it should be reassembled as much as possible.
- C. Lost or Stolen: Lost or stolen furniture/equipment should be reported immediately to the Police Department and to the Office of Property Management Control. The Police Department will prepare a report of the loss to include the item description, District tag number, and serial and model numbers if available.
- D. Trade-In: Property that is traded-in must be reported to Property Management Control. A complete description, to include the District tag number and the manufacturer's serial number of the equipment to be traded in should also be included on the requisition for the replacement item.
- E. Surplus Property: Personal property (whether or not affixed to real property) that exceeds the District's needs and is not required for the District's foreseeable needs, and includes new or used personal property that retains some usefulness for the purpose for which it was intended or for another purpose must be reported to Property Management Control on a *Property Control Record* form.
- F. Salvage Property: Personal property (whether or not affixed to real property) that, through use, time, or accident is so damaged, used, or consumed that it has no value for the purpose for which it was originally intended must be reported to Property Management Control on a *Property Control Record* form.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.05

LOAN OF EQUIPMENT

No person shall entrust District property to any person to be used for other than District purposes unless authorized by the College President or his/her designee. The College President shall establish procedures that address the circumstances under which District property may be loaned.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: May 21, 2013

4.11.05 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.11.05.10 Media Services Equipment Check-out

APPROVED: March 28, 1978 **REVISED:** March 1, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 4.11.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Information Technology

Designated Contact: Vice President of Information Technology

OBJECTIVE: To provide guidelines for check-out of media services equipment.

PROCEDURE:

- I. All faculty*, administrative, professional support, and classified staff presenting a valid El Paso County Community College District identification number are eligible to check out media equipment for on-campus, District-related uses.
 - A. It is the requestor's responsibility to ensure that the equipment is secured and returned on the agreed date and time, and to report equipment malfunctions to the Media Services Center.
 - B. Media equipment checked out from any Media Services Center must be returned to the same location.
- II. Media equipment may be checked out from any Media Services Center. An *Equipment Request Form* must be filled out and submitted to the Media Services Center with an advance notice of 24 hours. *Equipment Request Forms* can be submitted via telephone, fax, and email. The requestor can pick up and return equipment if the equipment is available.
- III. Media equipment may be checked out for off-campus, District-related events hosted by El Paso Community College with an advance notice of 72 hours.
 - A. For conferences or special workshops, equipment can be checked out for District-related, off-campus events.
 - B. Requests for off-campus, District-related use must be approved by the Media Services Center budget head.
 - C. Requestor may arrange for Media Services Center to transport equipment.
- IV. Equipment loans that are more than 24 hours overdue will be referred to the borrower's supervisor for appropriate follow-up. If the equipment is not recovered, the Media Services Center will file an *Incident Report* with the Police Department.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.11.06

INVENTORY ADJUSTMENT

Each department or division head shall report in writing to the Vice President of Financial and Administrative Services any equipment which is surplus, worn out, broken, stolen, lost, or for any reason is of no further use to the division. Any property which is permanently transferred from one division or department to another division or department, or which is permanently transferred from one location to another, must be reported to the Vice President of Financial and Administrative Services by the division or department head initiating the transfer.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Sept. 22, 1994

4.11.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

COMPENSATION EXPENDITURES



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.12.01

PAYROLLS

The College President shall prepare, or cause to be prepared, a roster of all employees of the District, showing the name of the employee, the rate of pay, the pay period involved, and the amount of pay due for that pay period. This document shall be the College payroll. The College President shall publish procedures necessary to assure compliance with approved salary schedules and all applicable personnel compensation Policies and laws.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Aug. 27, 1984

4.12.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.01.10 **Distribution of Payroll Checks**

APPROVED: April 30, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide procedures for distribution of payroll checks.

PROCEDURE:

I. General Provisions

- A. Regular payroll checks are normally issued to individual employees on the 25th day of each month, except work-study and hourly checks which are distributed on the 15th of each month.
- B. After payroll checks have been printed by Information Technology, they are forwarded to the Comptroller's Office where they are sealed in window envelopes and forwarded to the respective pay stations to be distributed.
- C. The checks will be coded according to pay stations where the employee elects to pick up his/her check.
- D. Any changes to end of month checks must be made in writing and submitted to the Human Resources Department no later than the 14th of the month in which the change is to be made. Changes made after that date will be effective the following month.
- E. Work-study students must submit their change requests to the Financial Aid Office no later than the 25th of the month effective with the subsequent payday. The Financial Aid Office will forward the changes to the Human Resources Department.
- F. Employees who wish to have their payroll checks mailed may request this to be done through the Human Resources Department. Checks will be mailed to the home address only.

II. Process

- A. Computer print-out check lists are prepared in pay station order.
- B. The Comptroller's Office retains one copy of the print-out on which each representative of the pay station signs as evidence of having received the checks listed for his/her pay station.
- C. One copy of the print-out, separated by pay station, accompanies the checks to the pay station where it is signed or initialed by each payee as evidence of having received his/her check.
- D. Identification (preferably a picture I.D.) is required to pick up a payroll check.
- E. An employee who wishes a staff member of his/her department to pick up his/her payroll check must request the department head to place his/her name on Form B/01/1002.
- F. The department representative designated to pick up the payroll checks must present Form B/0/1002 to the cashier or pay station designee.
 - 1. FORM B/0/1002 must be approved by the appropriate department head.
 - 2. The department representative will receive and sign for the checks listed on the form.

3. One copy of Form B/0/1002 will be retained by the cashier, and one will be kept by the person picking up the checks to be signed by each individual payee.
 4. To expedite payroll distribution, Form B/0/1002 should be submitted to the cashier or pay station designee the day before pay day.
- G. A payroll check will not be distributed to anyone other than the payee, unless:
1. A written note granting permission is presented to the cashier or pay station designee along with a current picture I.D. of both the payee and the individual designated to pick up the check.
 2. The payee is listed on Form B/0/1002.
- H. Unclaimed checks will be held for 15 days, after which they are returned to the Comptroller's Office for investigation into the matter. All unclaimed checks are voided by the Comptroller's Office after ninety (90) days.
- I. One official pay station has been set up at each of cashiers' office at the following cashier locations:
1. Administrative Services Center.
 2. Valle Verde Campus.
 3. Transmountain Campus.
 4. Rio Grande Campus.
 5. Fort Bliss (available only to employees who work at that location).



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.01.14 Direct Deposit of Employee Pay **APPROVED:** April 30, 1979 **REVISED:** June 1, 2007
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for handling the direct deposit of any District employee's pay.

PROCEDURE:

I. General Provisions

All employees must make provision for direct deposit of their pay. When an employee can prove he/she cannot obtain an account at a financial institution, the College will provide a Paycard to the employee. The Paycard may be granted on a case by case basis. Either option is governed by the guidelines below:

II. Initiating Direct Deposit at a financial institution

- A. Direct deposit can be made to either a checking account or savings account.
- B. The direct deposit agreement will remain in effect until employment with the District is terminated. When changing financial institutions, refer to item G below.
- C. The employee will fill out a *Direct Deposit Authorization Request* available on the College website or upon request, from the Payroll or Human Resources Department.
- D. In order to be complete, the Direct Deposit form must have a voided check attached to it or be stamped by the employee's financial institution to validate the correct account and routing number.
- E. The employee will forward the completed Direct Deposit form to the Payroll Department.
- F. The Payroll Department will verify the account information and set up the employee's pay for direct deposit.
- G. When changing banks, an employee must initiate a timely new *Direct Deposit Authorization Request* according to the above guidelines.
- H. On pay day, the employee's pay advice will be available to the employee on the College website.

III. Initiating Direct Deposit through Paycard

- A. When an employee can prove his/her ineligibility for an account at a financial institution or for any other justified reason, the employee will complete a Paycard sign-up form. The Paycard will be used to direct deposit an employee's pay.
- B. The Paycard sign-up form is to be completed in the Payroll Department.
- C. On pay day, the employee's pay advice will be available to the employee on the College website.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.01.18 Payroll Advances

APPROVED: June 23, 1983
Year of last review: 2018

REVISED: January 16, 2013

AUTHORIZING BOARD POLICY: 4.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines and procedures for providing payroll advances to College employees.

PROCEDURE:

I. General Provisions

- A. Payroll advances are granted on earned wages and will be issued only in extraordinary circumstances such as:
 - 1. Family emergencies related to illness, accident or death.
 - 2. Administrative delay in processing a contract which causes a delay in processing the payroll check.
 - 3. Administrative delay in submitting a time sheet which causes a delay in processing the payroll check.
- B. The amount of the advance will be prorated according to the number of days worked in that payroll period.

II. Initiating the Payroll Advance

- A. The employee will fill out a *Request for Payroll Advance*. This request will be forwarded to the employee's immediate supervisor.
- B. The immediate supervisor determines whether an emergency exists, according to the guidelines defined above (I.A.). The supervisor will then approve or disapprove the request accordingly. The supervisor will retain a copy of each request made by the employees under his or her supervision. If approved, the supervisor will sign the form and attach a copy of the employee's time sheet, if applicable.
- C. The request will be sent to the Comptroller for approval. If the request is approved, the payroll department will verify the employee's earnings.
- D. The check authorization will be processed, and a check will be issued within 24 hours.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.01.22 Cell Phone Reimbursement

APPROVED: September 7, 2005 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.12.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines for cell phone usage.

PROCEDURE:

I. General

Cell phone usage may be approved and accessed under the following optional methods based upon usage and the type of work performed for the College:

- A. A monthly stipend may be authorized based on the usage level.
- B. The College may procure a group of cell phones and issue them to a department.
- C. Employees may be reimbursed periodically for using their own cell phone.

In all cases there must be funds budgeted, and a business necessity, and the phone should never be issued solely based upon rank or status within the College. Whenever possible, regular telephones should be used.

II. Approvals

- A. A vice president's approval is required to obtain a cell phone stipend or to procure a group of cell phones for a department. Approval from the president is required for a vice president to obtain a cell phone stipend.
- B. An employee's supervisor may request approval for a stipend after the supervisor has determined that an employee is frequently away from the office on average at least 25% of the day and that there is a need for conducting College business during this time on a cell phone.
- C. Monthly stipend levels are based upon \$10.00 increments up to a maximum monthly stipend of \$80.00 and should be selected on the *Cell Phone Stipend Authorization Form*, which is attached to this procedure. During the year, if usage decreases, the stipend may be adjusted downward, or if usage increases and the budget is sufficient, the stipend may be adjusted upward.
- D. Because of the mobile nature of their work, certain departments (e.g. Police Department, Physical Plant) may request a group of cell phones.

III. Process for Cell Phone Options

- A. Stipend Option -- the stipend method of reimbursement is classified as a "non-accountable" plan by the IRS. This option means that the employee is not required to submit any substantiation of business usage of the cell phone to the College once a stipend has been approved for the employee. This stipend will be included on the employee's W-2 form as taxable compensation.
 - 1. The employee must work with the supervisor to first obtain written approval from the appropriate vice president for receiving the level of stipend needed.
 - 2. The employee is responsible for establishing a cell phone account with a vendor and selecting a plan. If the employee already has an established plan prior to the business need being identified, this step will not be necessary.

3. Proof that the plan is in effect, i.e. a copy of the contract or the first (current) month's bill, must be provided to the supervisor.
 4. The stipend will be effective the first of the month following the approval of the stipend.
 5. The supervisor will retain the supportive documentation and then forward the *Cell Phone Stipend Authorization Form* to the Human Resources Department.
 6. The Human Resources Department will enter the stipend into the Personnel system based upon the *Cell Phone Stipend Authorization Form*.
 7. Rare and/or exceptional items that exceed the approved monthly stipend may also be approved by the president or the vice president for reimbursement through a check request. These items will be considered on an individual basis based upon the supporting documentation.
 8. All costs related to the purchase and usage of the cell phone are the responsibility of the employee.
 9. Stipends must be renewed on a fiscal year basis by submitting the *Cell Phone Stipend Authorization Form*.
- B. Cell Phones Issued to Departments Option – Under circumstances when departments as a regular necessity require cell phones due to the nature of their work, a group of phones may be requested through the Purchasing Department. These phones are usually not issued in an individual employee's name, but rather to a department as a whole where the phones are reassigned daily or frequently (e.g. Police Department, Physical Plant).
- C. Reimbursement Option – Under this option employees are reimbursed periodically through a check request for actual work-related cell phone costs incurred on their cell phones. Supporting documentation is required to justify any reimbursement requests. All costs related to the purchase and usage of the cell phone are the responsibility of the employee.

IV. Stipend Rates

- A. Stipends \$10.00 to \$30.00 – This stipend range is for the employee who has light to moderate usage of the cell phone for business purposes, or may have heavy usage, but primarily in the local calling area.
- B. Stipends \$40.00 to \$50.00 – This stipend is for the employee who has moderate to heavy usage of the cell phone for business purposes, or may have light usage, but frequently travels out of the local/regional area.
- C. Stipends \$60.00 to \$80.00 – This stipend is for the employee who has very heavy local usage of the cell phone for business purposes, or may have moderate to heavy usage, but frequently travels out of the local/regional area.

V. Termination of Service

- A. If an employee receiving a monthly cell phone stipend decides to terminate the service or the service is cancelled, the monthly stipend will also be terminated. The employee is responsible for notifying the Supervisor if the stipend is no longer needed because service has been terminated or cancelled.
- B. When the employee's supervisor becomes aware that the employee's cell phone service is no longer active but the stipend is still being paid, he/she must notify the Human Resources Department by submitting the cancellation of the cell phone stipend to end the stipend.

VI. Lost, Stolen, or Damaged Equipment

The employee receiving the monthly cell phone stipend is responsible for the replacement of any lost, stolen or damaged equipment. For this reason, the employee may want to consider purchasing insurance for the cell phone.

VII. Ending a Stipend

- A. A stipend will automatically end on August 31 or may be ended for the following reasons:

1. Termination or cancellation of the cell phone service.
 2. Determination by the employee's supervisor that the employee no longer has a business need for conducting business via cell phone or the level of service is not as high (in which case the stipend amount may be lowered).
 3. Extended absence (a full month or more) from District duties, e.g. for long-term disability or military service.
 4. Termination of employment.
- B. The stipend will end in the month of the employee's termination or cancellation of service, or the month the business need is determined not to exist (including extended absences).
- C. If an employee terminates employment with the District, whether voluntarily or involuntarily, the employee will have sole responsibility for fulfilling the terms of whatever contract has been established with the cell phone service provider. The District will give no further remuneration for cell phone service.

VIII. Supervisor's Responsibilities

The supervisor is responsible for:

- A. Determining whether there is a significant business need for an employee to have cell phone service and thus receive a stipend.
- B. Obtaining vice president's approval.
- C. Forwarding documentation to start the stipend to the Human Resources Department.
- D. Periodically verifying the cell phone service is still in effect by requesting written verification from the employee or calling the employee on the cell phone.
- E. Determining when there is no longer a business need for the employee to have a cell phone service.
- F. Notifying the Human Resources Department to end the stipend if he/she becomes aware of (a) the employee no longer has the service or (b) there is no longer a business need for the service or (c) the employee has terminated employment.

IX. Employee's Responsibilities

The employee is responsible for:

- A. Selecting a cell phone service plan and provider that will satisfy the level of service needed to effectively conduct College business.
- B. Purchasing any equipment, service, or insurance including, but not limited to, installation or mounting in a vehicle, hands free equipment, the phone instrument, etc.
- C. Submitting documentation to the employee's supervisor to establish the stipend.
- D. Supplying proof of continued service, if requested.
- E. Notifying the Human Resources Department if the service is terminated or cancelled.
- F. Completing the financial and all other commitments for any active cell phone service contract still in effect at the time of termination of employment and/or the stipend.

X. Human Resources Department Responsibilities

Human Resources Department responsibilities include:

- A. Verifying that the appropriate approval and documentation have been received to establish the stipend.
- B. Completing the stipend set-up.
- C. Terminating the stipend on the payroll system when evidence is provided that the cell phone service has been terminated or cancelled, the stipend is no longer needed, or the employee has been terminated.

XI. Penalty for Fraud

The penalty to an employee for accepting a stipend based on fraudulently representing having an active cell phone line may include up to, but is not limited to, repayment of the stipend and/or termination.



EL PASO COMMUNITY COLLEGE

- ☐ New Service
☐ Revision
☐ Cancellation

For College Procedure
4.12.01.22: Cell Phone
Reimbursement

CELL PHONE STIPEND AUTHORIZATION FORM

Employee Name: _____

Employee Identification Number: _____

Budget Organization No. (Fund-Org-Account): _____ -71228

Stipend Effective Date: ____ / ____ / ____

Cell Phone Number: (____) ____ - ____

Stipend Amount: _____

Stipend Amounts:

- \$10 to \$30 – Light to moderate usage of the cell phone for business purposes, or may have heavy usage, but primarily in the local calling area.
\$40 to \$50 – Moderate to heavy usage of the cell phone for business purposes, or may have light usage, but frequently travels out of the local/regional area.
\$60 to \$80 – Very heavy local usage of the cell phone for business purposes, or may have moderate to heavy usage, but frequently travels out of the local/regional area.

Employee Certification

I certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I further certify that should the business usage significantly decline for a sustained period, that I will notify my supervisor and the Human Resources Department, in writing, as soon as practicable. I understand that this stipend will be included on my W-2 form as taxable compensation. I further understand that the College is not responsible for the tax consequences of the stipend or the business use of my personal cell phone.

I certify that I have read the corresponding College Procedure (4.12.01.22: Cell Phone Reimbursement) and certify that I understand that the penalty for an employee’s accepting a stipend based on fraudulently representing having an active cell phone line may include up to, but not limited to, repayment of the stipend and/or termination.

Employee’s Signature Date: _____

Supervisor’s Signature Date: _____

President’s/Vice President’s Signature Date: _____

Processing subject to timely submission to Human Resources.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.12.03

OVERTIME

Non-exempt employees as defined by the Fair Labor Standards Act (FLSA) are entitled to compensation for overtime after forty hours of work in a workweek. The District shall pay overtime pay at a rate of one and one-half times the regular rate of pay or grant compensatory time off at a rate of one and one-half hours for each hour worked after forty in a workweek. A decision as to the method of compensation will be made prior to the performance of work.

Any holiday or paid leave time is not counted as hours worked in determining overtime hours. When the employee has not worked more than 40 hours in the workweek but total of hours worked and hours of paid leave and holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off or straight time pay.

An employee may accumulate up to a maximum of 120 hours of compensatory time. Compensatory time must be used within the same fiscal year. Accumulated and unused compensatory time remaining at the end of a fiscal year or upon separation will be paid to the employee.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: July 17, 1991

4.12.03 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.03.10 Overtime and Adjusted Work Schedules for Full- Time Non-Exempt Employees

APPROVED: June 10, 1985 **REVISED:** February 21, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.12.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To outline guidelines for full-time non-exempt staff working in excess of the standard forty (40) hour work week, and the compensation for such work.

PROCEDURE:

- I. The schedule of work activities should be so organized that non-exempt staff are not required to work in excess of forty (40) hours per week, except when operating necessities demand it and as approved in advance by the immediate supervisor and budget head. A decision between the employee and the supervisor as to the method of compensation will be made prior to the performance of work.
- II. Full-time non-exempt staff shall be compensated for hours worked in excess of forty (40) compensated hours in any work week as follows:
 - A. Regular Overtime - by receiving payment, at the regular hourly rate of pay for time in excess of 40 compensated hours.
 - B. Premium Overtime - by receiving payments, at the rate of one and one-half (1 ½) times the regular hourly rate of pay for time worked in excess of 40 hours worked.
 - C. Compensatory Time - by receiving time off from work at a later date as determined jointly between the employee and the supervisor. Compensatory time maybe accrued at the rate of regular overtime (one hour compensatory time for each hour worked), or premium overtime (one and one-half hours of compensatory time for each hour worked) and will be documented on the Monthly Time and Absence Report.
- III. Payment for paid leaves, and holidays is not payment for time worked. In order to be compensated at the premium overtime rate, actual hours worked must be in excess of 40 hours for that employee's work week.
 - A. Full-time employees who are eligible for holiday pay and who are required to work during an institutional holiday will be granted equivalent equal time off (one hour off for each hour worked) or
 - B. May elect to receive compensation at the straight time rate.
- IV. The standard work week is defined as beginning at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday.
- V. Adjusted Work Schedules
 - A. An adjusted work schedules is defined as a change in an employee's regular work schedule as authorized by the supervisor. An adjusted work schedule is necessary for either of the following:
 1. The employee is required to work more than eight (8) hours a day on a given day and is authorized time off in the same work week not to exceed four (4) hours in lieu of overtime pay.
 2. The employee is absent from work and is authorized to make up the work time within the same work week in lieu of taking leave time and/or being docked in pay.

- B. The use of leave time is the preferred method of accounting for an employee's absence; the supervisor has the responsibility of determining whether leave time or an adjusted work schedule is to be used and the scheduling of the adjusted work schedule.
- C. The absence and the adjusted work schedule is documented on the monthly time and absence report.
- D. The absence and adjusted work schedule making up the time must occur and be accounted or in the same work week.
- E. Work breaks/rest periods may not be used as part of the adjusted work schedule.
- F. Up to a maximum of 30 minutes of the authorized one hour lunch/meal break may be used as part of an adjusted work schedule.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.03.14 **Compensatory Time for Full-Time Non-Exempt Employees**

APPROVED: June 10, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 4.12.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated contact: Comptroller

OBJECTIVE: To establish guidelines for the accumulation, use and payoff of compensatory time.

PROCEDURE:

- I. Full-time members of the District who are non-exempt employees under the Fair Labor Standards Act (FLSA) are entitled to compensation for overtime after forty hours of work in a workweek compensated at regular overtime, premium overtime or, compensatory time. A decision between the employee and the supervisor as to the method of compensation will be made prior to the performance of work. Budget heads must ensure that prior to a commitment to compensatory time that funds are available in the overtime budget to cover the expense of a payoff, if required.
 - A. Compensatory time may be accrued at the rate of regular overtime or premium overtime. Regular compensatory overtime is defined as one hour of compensatory time for each hour worked in excess of 40 compensated hours. Premium compensatory overtime is defined as one and one-half (1 1/2) hours of compensatory time for each hour worked in excess of 40 hours worked.
 - B. Employees may accumulate up to a minimum of 120 hours of compensatory time. The accrual period will coincide with fiscal year of the institution which is September 1 through August 31. All compensatory time must be taken within the same fiscal year in which it is earned.
 - C. Accrual and use of compensatory time will be reflected on the Monthly Time and Absence Report. Additionally, when employees desire to use compensatory time they will submit the request by using the Leave Reporting and Permission to be Absent Form. The request will be submitted by the employee and approved by the supervisor in advance of the absence.
 - D. Supervisors must ensure that the Monthly Time and Absence Report, Leave Reporting and Permission to be Absent Form, and the Leave Summary Report all accurately reflect time accrued and taken.
- II. Reconciliation of Compensatory Time
 - A. Excess Accrual -- When an employee accrues compensatory time in excess of 120 hours, the Payroll Department will automatically pay the additional hours at the current rate of pay in the next regular paycheck.
 - B. Job Transfer -- When an employee transfers from one department to another where different accounts are used to pay the salary, all accrued compensatory time earned from the losing department will be paid at the employee's salary rate prior to the transfer, or the employee will be allowed to use accrued compensatory time prior to reporting to the new job.
 - C. End of Fiscal Year -- Any compensatory time which is unused at the end of the fiscal year will be paid at the employee's salary rate as of August 31. This payment will be made in a special fiscal year close out payroll with checks being distributed in the September mid-month payroll.
 - D. Separation/Retirement -- Upon separation or retirement from the District, any compensatory time which has not been used will be paid at the employee's current salary rate as of the last day worked.
 - E. On Demand -- Supervisors may foresee that operational requirements will not allow employees to utilize earned compensatory time and that funds are available in their approved overtime budget to defray the cost of a payoff. Likewise, employees may decide they do not desire to use compensatory time which they have earned but would

prefer to receive direct compensation for hours worked. Should either situation occur, and funds are available, an On Demand payment will be honored by the Payroll Department. On Demand payment requests will be submitted on the Leave Reporting and Permission to be Absent Form. Payoff of compensatory time will be made at the employee's current salary rate at the time the request is made. The payoff will be disbursed in the employee's next regular payroll cycle.

- F. Non-availability of Funds -- Should an employee accumulate compensatory time and funds are not available in the approved budget for payoff of overtime, the supervisor will ensure that all accrued compensatory time is taken prior to the close of the fiscal year.
- G. Grant Activities -- All compensatory time accrued by individuals whose employment is funded by external sources must be taken or paid annually by the closing date of the grant. Expenses not settled by the close of the grant date will be paid from the sponsoring department's institutional account.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.12.04

PAYDATES

All salaried personnel shall be paid in equal monthly installments for each complete month of regular service.

Classified personnel must submit a time report each month, reporting the time worked for the calendar month. Any payroll adjustment required for overtime or undertime recorded during the reporting period shall be made in the next paycheck. Full-time faculty* have the option of receiving their academic year contract salary in twelve or nine equal installments. Part-time faculty shall receive monthly salary checks of an equal amount during the contract term. Students and other hourly employees must submit time sheets on the last working day of the month for the work month. Paychecks for hourly assignments will be issued on the fifteenth of the month or the closest preceding work day. The President of the College shall establish exact pay dates for the calendar year for all employees.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended: Aug. 27, 1984

4.12.04 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

4.12.04.10 Pay Action Submission

APPROVED: February 7, 1997 **REVISED:**
Year of Last Review: 2018
AUTHORIZING BOARD POLICY: 4.12.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: The objective of this procedure is to establish deadlines for the submission of pay transactions to ensure that employees are paid on the appropriate pay date.

PROCEDURE:

I. Full-time Pay Actions

Employees that are employed full-time are paid on the 25th day of the month. Documents pertaining to new employees or newly promoted employees must be submitted to Human Resources not later than the 10th calendar day of the month in which the person begins employment in order for them to be included in the end-of-month payroll. Full-time employees who either begin work after the 10th day of the month or whose documents are not submitted by the 10th day of the month will receive their first pay on the regular payday in the following month. This pay will include a retroactive payment for all days worked during the preceding month of employment. Supervisors are responsible for notifying new employees of their first pay date.

II. Part-time Pay Actions

- A. Part-time non-faculty*. Individuals who are employed in a part-time capacity with the District in a non-faculty job are paid on the 15th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the last day of the month in which the employee begins the assignment. Part-time actions which are not received by this deadline will be paid on the next regular payroll for that category of employee. Since part-time employees may start at any time during the month, supervisors must inform the employee about payroll deadlines and advise them when they should expect their first payment.
- B. Part-time faculty. Individuals who are employed as part-time faculty with the District are paid on the 25th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the 10th day of the month. Part-time actions which are not received by this deadline will be paid on the next regular payroll for that category of employee. Since part-time faculty may start assignments at any time during the month, supervisors must inform the employee about payroll deadlines and advise them when they should expect their first payment.
- C. College Work Studies - Students who are employed in a work-study capacity with the District are paid on the 15th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the last day of the month in which the student begins the assignment.

III. Special Pay Dates. Depending on the academic and holiday calendar for the District, regular pay dates may sometimes require adjustment. When pay dates are adjusted, supervisors will be notified if standard deadlines for actions are also adjusted. Additionally, since the pay dates for special summer sessions are established based upon the academic calendar, supervisors will be provided a schedule of pay dates and action deadlines prior to the beginning of the summer sessions.

* Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.13.01

EMPLOYEE INDEBTEDNESS TO THE DISTRICT

Neither salary nor other payments shall be made to any employee, his agent or assignee, who is indebted to the El Paso County Community College District, until such debt is paid or until satisfactory repayment arrangements are made.

Adopted: Nov. 21, 1978
Year of last Review: 2018

Amended:

4.13.01 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.13.02

STUDENT INDEBTEDNESS TO THE DISTRICT

Students who have delinquent debts to the District are subject to one or more of the following actions: (a) a bar against readmission to the El Paso Community College, (b) withholding of the student's official transcript and (c) withholding of a degree to which the student otherwise would be entitled.

Adopted: Nov. 21, 1989
Year of last Review: 2018

Amended:

4.13.02 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

SAFETY AND SECURITY



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.01

APPLICABILITY OF LAWS

All the general and criminal laws of the State of Texas are in full force and effect within the areas under the control and jurisdiction of the Board.

Sec. 5.201, Tex. Educ. Code.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended:

5.01.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.01.10 Reporting of Criminal Activities

APPROVED: December 6, 1978 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines in reporting criminal activities.

PROCEDURE:

I. General Provisions

All the applicable general and criminal laws of the State of Texas are in full force and effect within the areas under the control and jurisdiction of the Board of Trustees.

II. Reporting Process

- A. If an incident in progress is being observed, immediately contact the Department of Public Safety (DPS) emergency number 831-2200.
- B. Upon contact with the DPS office, briefly and clearly describe the incident. Provide the location, type of activity, and number of persons involved. Give your name, address and telephone number to the person taking the information.
- C. After receiving a report of a criminal incident or an emergency, the DPS person receiving the initial report will send an officer to investigate the incident. Appropriate action will be taken without delay as the situation is assessed.

III. Guidelines for Victim

- A. If you are a victim of a crime on District property, you are required to immediately report the incident to the DPS at 831-2200 or to the appropriate law enforcement agency by dialing 911. A victim can also file a report as soon as possible using the self-report form available at the DPS.
- B. All criminal incidents will be referred to the appropriate law enforcement agency.

IV. The District assumes no responsibility for personal property brought onto District property by an employee, student, or another individual. If you desire to bring personal property into District property, you are encouraged to obtain personal insurance, in the event of loss or damage to such property.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.01.14 Processing Warrants from Law Enforcement Agencies

APPROVED: January 20, 1986
Year of last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 5.01.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish the guidelines in processing warrants, summons, and subpoenas of student and staff arrests from law enforcement agencies.

PROCEDURE:

I. Notifications

A warrant of arrest by any officer on a student or staff must be directed to the Department of Public Safety (DPS) before a warrant is served.

II. District Representation

A representative from the DPS will accompany the law enforcement officer to the designated location.

III. District Reporting Follow-up

The DPS will contact the appropriate Executive Dean or Vice President and forward a report copy.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.02

SPEED LIMITS ON COLLEGE PREMISES

No person shall be allowed to operate a motor vehicle upon property under the control and jurisdiction of El Paso Community College at a speed greater than 20 miles per hour, or at a lesser speed so indicated by proper notification of signs.

The Board of Trustees directs the College President to develop procedures concerning the speed limits and the posting of said speed limits on College premises. (*VCS Chap 51, Texas Ed. Code, 51.202*)

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Aug. 25, 1982

5.01.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.02.10 Parking and Traffic Violations, Traffic Fines and Administrative Sanctions

APPROVED: January 12, 1996 **REVISED:** April 13, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.02

Classification: Institutional
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Chief of Police

OBJECTIVE: To identify parking and traffic violations, traffic fines, and administrative sanctions.

PROCEDURE:

I. The regulation of traffic enforcement by the EPCC Police Department within the El Paso County Community College District consists of the following categories: Parking Violations and Moving Violations.

A. Parking Violations -- The parking violations and their appropriate fines include but are not limited to:

1.	Minor Violations	10
2.	Red Zone Parking	25
3.	Loading Zone Parking	25
4.	Cross Walk Parking	25
5.	Fire Hydrant Parking	30
6.	Handicapped Parking	193
7.	Visitor Parking	20
8.	Stop or Park at Sidewalk	20
9.	Parking in Yellow or Striped Zone	20
10.	College Vehicles Parking Only	25
11.	Display Expired License Plate	20
12.	Illegal Parking (not a parking space)	20
13.	Improperly Parked (taking two spaces)	20
14.	Boot Removal	25
15.	Faculty * and Staff Parking	30
16.	No Parking Permit/Expired Parking Permit	50
17.	Displaying (old) Expired Parking Permit(s)	20
18.	Parking Permit Improperly Displayed	20
19.	Expired Temporary Parking Pass	20
*20.	Parking Permit on Wrong Car	25
*21.	Fraudulent Use of Stolen Parking Permit	25
*22.	Tampering With Enforcement Device	55
*23.	Littering	25

B. Moving Violations -- Moving violations will be enforced with a warning or a citation being issued by the officer. Moving violations and fines include but are not limited to the following:

1.	Moving Violations/Other	25
2.	Failed to Stop at Stop Signs	35
3.	Failure to Yield Right-of-Way	25
4.	Reckless Driving	45
5.	UNR-Child 1 - Safety Seat Required-under 4 yrs. 36"	35
6.	UNR-Child 2 - Safety Belt Required - 4 yrs. - 17 yrs.	35
7.	Driving on Sidewalk	25

*Note: The word "faculty" denotes instructors, counselors and librarians.

8.	Failed to Yield at Intersection	25
9.	Speeding – Unsafe	25
10.	Striking Unattended Vehicle	25
11.	Failed to Use Due Care at Pedestrian Zone	25
12.	Illegal Turn	25
13.	Driving One Way	25
*14.	Speeding at School Zone	35
*15.	Driving in the Wrong Direction of Arrow	25
16.	Leaving Child Unattended in Vehicle	25
17.	Operate Motorcycle Without Head Gear	25

C. At the beginning of each semester (fall, spring, summer) the EPCC Police Department will provide a grace period of seven (7) calendar days from the first day of classes. During the grace period, the Department will issue vehicle registration notices to vehicles that do not have a parking decal.

II. Upon receipt of a parking or traffic violation citation, the recipient of the citation has ten (10) work days to make payment or to request to appeal the citation.

A. Citation payment is made at any Campus Cashier's Office. The citation(s) must be submitted to the cashier with payment.

B. Individuals requesting an appeal of a citation should complete a *Traffic/Parking Citation Appeals* form within ten (10) work days from the date of the citation. The completed form must be returned to the EPCC Police Department; a hearing date will then be assigned. Please refer to College procedure 5.01.02.14 *Traffic Court Committee and Traffic Citation Appeal Process*.

III. Failure to pay a citation(s) will result in one or all of the following occurring:

A. Students

1. Prohibited to register
2. Have official records withheld
3. Tow of vehicle at owner's expense

B. Employees

1. A non-payment notice will be sent to the employee and the employee's supervisor 30 calendar days after the citation has been issued. A final notice will be sent to the employee, the employee's supervisor, and the employee's vice president 30 calendar days after the issuance of the first non-payment notice.
2. Administrative actions may include:
 - a. Counseling Record
 - b. Written Reprimand
 - c. Performance Evaluation Notation
 - d. Non Re-Employment
 - e. Other Disciplinary Actions
 - f. If the employee is also a student, III., A., will also apply.
3. In addition, failure to properly resolve citations can result in suspension or revocation of all campus parking privileges and removal or booting of the employee's vehicle from EPCC property at owner's expense.

C. Visitors who receive a citation on any College campus can take the citation to any EPCC Police Department Office or the Traffic Office at the Valle Verde Campus and request the citation be voided.

IV. The Cashier's Office will forward a receipt of payment to the EPCC Police Department in order to clear an individual's record. All traffic and parking citation records are maintained at the Valle Verde Traffic Office of the EPCC Police Department.

V. All funds arising from the vehicle registration and the fine schedule will be designated for improvements to safety in the parking areas. These funds will be used to provide additional lighting, telephones for emergency use and additional police officers and equipment necessary to improve environmental safety. Renovation of existing parking areas and construction of additional parking areas would also come from this fund.

*New violations



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.02.14 Traffic Court Committee and Traffic Citation Appeal Process

APPROVED: January 12, 1996 **REVISED:** May 24, 2001
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.02

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish a Traffic Court Committee (TCC) and Traffic Citation Appeal Process.

PROCEDURE:

- I. Three TCCs will be established, one for each of the main campuses (Valle Verde, Transmountain, and Rio Grande). Each TCC will be composed of six (6) members who will serve at their respective campuses on a volunteer basis. The Vice President of Student Services will be administratively in charge of the TCCs.
 - A. Representation from the constituency groups is recommended. Students, Classified Staff, Faculty*, Professional Support, and Administrators may volunteer to serve on the committee for a two-year term. Employees must obtain their supervisor's approval to serve on any TCC.
 - B. A Chairperson will be appointed by the Vice President of Student Services and will be the Chairperson for the three TCCs. The Chairperson may appoint a committee member to represent him/her as chair in his/her absence. The representative will be a Faculty, Administrator or Professional Support committee member.
- II. The EPCC Police Department will schedule all hearings and keep a record of all citations issued, fines imposed, and clearing the appellant's record when citations are dismissed by the committee. Officers will be scheduled to appear in person to provide evidence as deemed appropriate.
- III. Individuals requesting an appeal of a citation have ten (10) working days (Monday - Friday) from the date of the citation to submit the "Request for Traffic Court Committee Hearing Form" to the EPCC Police Department. The appellant may elect to present his/her case in person or in writing.
 - A. A quorum will consist of two (2) members and the Chairperson. If the committee has no quorum, the citation(s) affected by this will be automatically dismissed.
 - B. If the appellant fails to appear for the hearing, the disposition shall be to "Sustain" the citation. A second written appeal may be submitted within ten (10) working days as per the date indicated on the notification letter from the EPCC Police Department. If the appellant is late for the hearing, he/she will need to wait until all other scheduled hearings have been heard or may be asked to reschedule. The appellant will have ten (10) working days from the date of the hearing to reschedule. A 'Reschedule' notation will be made on the Disposition Form.
 - C. The committee will call for evidence from both, the appellant and the Police Officer. Upon review of the evidence the committee members will vote to A "Sustain" "Dismiss" or to the citation.
 - D. The Disposition Form will be used to record the disposition of each violation and will be signed by each committee member present. The verdict will be based on the majority of votes. The citation will be dismissed if a majority of votes cannot be reached. The appellant will receive a copy of the form and all other forms will be filed by the Police Department.
 - E. If the appellant appears in person and the citation is sustained, the appellant will be informed of his/her right to: a second written appeal or to make payment at the Cashier's Office. If the citation is dismissed, the appellant will be informed that the Police Department will clear his/her record.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- F. Following the hearing, the EPCC Police Department will send a letter to the appellant advising him/her of the committee's decision, the right to make a second appeal, and the deadline (based on ten (10) working days) in which to complete and submit the "Written Appeal Form" to the EPCC Police Department.
- IV. Appellants who do not agree with the Traffic Court Committee's decision may request a second appeal. This appeal may only be made in writing through the EPCC Police Department to the Vice President of Student Services.
- A. The Police Department will forward the second appeal form to the Traffic Court Committee Chairperson for submission to the Vice President of Student Services.
 - B. The Vice President of Student Services will determine the final decision and will return the Written Appeal Form to the Police Department through the TCC Chairperson for processing as indicated on the form.
 - C. Second appeals for Students Services employees will be forwarded to the Vice President of Financial Services through the Vice President of Student Services.
- V. Citations that have been sustained may be revoked upon presentation of new evidence by the Chief of Police to the Chairperson of the Traffic Court Committee. The Chief of Police will initiate the Disposition Form to document reasons for such action, sign, and forward to the TCC Chairperson for his/her signature. The Chairperson will sign and return the Disposition Form to the Police Department for processing.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.03

PARKING REGULATIONS ON COLLEGE PREMISES

The Board of Trustees directs the College President to develop procedures designating College parking areas, including handicap parking zones, prohibit parking as deemed necessary, authorize removal of vehicles parking in violation of College procedure, institute a system of registration for vehicle identification (as necessary), and prescribe other necessary procedures to regulate traffic and parking on College premises. (*VCS Chap. 51, Texas Ed. Code 51.202*)

Adopted: Aug. 25, 1982
Year of Last Review: 2018

Amended:

5.01.03 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.03.10 Warning Notices for Illegally Parked Vehicles and Their Removal

APPROVED: March 7, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To comply with state law and establish the criteria for the issuance of warning notices for illegally parked vehicles and their storage.

PROCEDURE:

- I. Any vehicle parked in an area other than a designated parking area is illegally parked.
- II. Those illegally parked vehicles will be given one warning citation followed by a red tag. The storing of a vehicle will occur with subsequent offenses. Examples of such offenses would be parking in yellow zones or designated no parking zones. The Department of Public Safety staff member issuing the citation will contact the District office to determine if the vehicle has been cited before.
 - A. The warning citation will be placed securely and visibly on the vehicle.
 - B. The red tag decal will be placed so as not to obscure the driver's view but will be visible.
- III. Vehicles illegally parked in any designated handicapped parking areas or fire zones will be stored immediately and a citation will be issued by the campus Department of Public Safety or the El Paso Police Department.
- IV. Vehicle storage is at the expense of the driver/owner.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.03.14 Disabled Persons Parking **APPROVED:** February 21, 1979 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for the control of access to disabled persons parking areas.

PROCEDURE:

- I. Reserved parking areas are provided for those individuals qualified as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. All clearly marked disabled parking will require permits issued by the state. The permits may be obtained from any Tax Assessor Collector office provided the requestor meets their guidelines for issuing such a permit.

- II. Vehicles parked within the disabled parking areas without the appropriate permit may.
 - A. Be towed away at the owner's expense.

 - B. Be ticketed by local law enforcement agencies.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

5.01.03.18 Vehicle Registration

APPROVED: January 12,1996 **REVISED:** January 7, 2011
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish the process for students, faculty*, staff, and employees of vendors who drive and park a vehicle on El Paso County Community College District properties to register their vehicle(s) and display a current parking permit.

PROCEDURE:

I. Vehicle Registration

- A. Current students, faculty, staff, and employees of vendors, full-time and part-time, who operate and park a vehicle(s) on campus must register their vehicle(s) with the EPCC Police Department and receive a parking permit(s) upon presentation of a payment receipt from the Campus Cashier and a completed vehicle registration application. On-line students, distance education, Ft. Bliss students, and others who plan to be on campus as needed, will also need a parking permit. Ft. Bliss students will comply with the Post access requirements (contact the EPCC Ft. Bliss office).
- B. The Vehicle Registration application must be completed in its entirety. Individuals with outstanding citations must pay for the citations first and be cleared. The application will then be processed, and the parking permit will be issued. The information provided on the application must be accurate and verifiable.
- C. Additional vehicle(s) being registered must belong to the student or employee, or a member of his or her immediate family, living in the same household.
- D. Parking permit(s) will be issued to the vehicle(s) being registered, and must not be used on any other vehicle(s) not registered with the EPCC Police.
- E. There will be a grace period of seven (7) calendar days from the first day of classes for the fall, spring, and summer semesters before the enforcement of parking permits begins. For classes that overlap semesters to include power pack, minimester, and others, the parking permit for the latest semester will be issued. Parking permits will be enforced seven days of the week
- F. Registration of a vehicle does not guarantee a parking space.

II. Parking Permits and Fees

- A. Individuals have the option of buying the permit of their choice either for the year or for the semester according to their classification (student or employee), and pay the appropriate fee:

<u>Period</u>	<u>Students</u>	<u>Faculty and Staff</u>
All-Year (September 1 – August 31)	\$25	\$25
Semester	\$15	\$15

- B. Additional Vehicle(s): For each additional vehicle being registered, the same fee paid for the initial vehicle will be charged. If a person paid \$15 for the initial vehicle and also registered a second vehicle, the total cost would be \$30.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- C. Lost or Stolen Parking Permit: The same fee is paid for the lost or stolen permit.
- D. Replacement Parking Permit: A replacement parking permit may be obtained free of charge by turning in the old parking permit to the EPCC Police. Replacement vehicle information is necessary to receive the replacement parking permit (e.g. license plate number, make, model, etc.)
- E. Placement of Parking Permit: The parking permit is an inside windshield type permit. It will be affixed on the windshield, six inches above the dash board on the passenger side, according to instructions furnished with the permit. All motorcycles will be issued bumper type parking permits. Remove all expired EPCC parking permits, so only the current permit is displayed visibly.
- F. Vehicle Information Update: License plate numbers may change from time to time, so it is the responsibility of each individual to update this information with the EPCC Police.
- G. Refunds: The vehicle registration fee is a non-refundable fee.

III. Exemption from Fees

- A. Continuing Education (C.E.) students enrolled for 47 hours or fewer must register their vehicle and receive a free C.E. pass for the duration of their class session.
- B. Individuals who qualify under the Americans with Disabilities Act (ADA) of 1990, Purple Heart Recipients, and Disabled Texas Veterans will register their vehicle(s) and receive a free parking permit(s) when documentation of proof is presented to, and verified by, the Campus Police. A limit of two (2) free parking permits will be issued to each individual.

IV. Exemption from Vehicle Registration and Fees

- A. Those individuals who do not drive and park a vehicle on College property.
- B. Those individuals who are visitors may park in visitors parking, and do not have to register their vehicles with the EPCC Police.

V. College Employees and Work Studies

- A. College employees who are also students will register their vehicle(s) as employees.
- B. A Staff scholarship cannot be used to pay for the vehicle registration fee.
- C. Work studies will register their vehicle(s) as students.

VI. Temporary Parking Permits

- A. Temporary parking permits are available at any EPCC Police office to individuals with a current parking permit who might need a temporary pass for a loaner or rental motor vehicle. A limit of three (3) temporary parking passes may be issued to an individual during the current parking permit period. If a loaner vehicle is going to be used for a period longer than four (4) weeks, an additional parking permit must be purchased.
- B. Visitors may also obtain a temporary parking permit if they will be visiting the campus on a regular basis, (e.g. library user, par course user, etc.), allowing parking in the student parking areas. A semester parking permit for student parking may also be requested to the Police Department for approval. The visitor may then pay the appropriate fee, and present the payment receipt to the EPCC Police for the parking permit. The visitor may not park in the visitor parking as long as the parking permit is on the vehicle.
- C. Departments may request temporary parking permits from the EPCC Police for their guests and visitors, 48 hours prior to their campus activity or function. Other parking arrangements or requests can be made with the EPCC Police, depending on the number of community participants expected.

VII. Parking Areas – General and Designated

- A. General Parking: White striped parking areas are for students and the general public.

- B. Faculty and Staff Parking: These parking areas are designated by clearly posted signs for faculty and staff, both full-time and part-time.
- C. Disabled Parking: Clearly posted signs in these designated areas are for the disabled. A State-issued current placard or license plate must be displayed visibly by the person to whom the State-issued parking privilege was granted. Students, faculty, and staff must also display a current EPCC parking permit in addition to the disabled placard or license plate.
- D. Service, Police, Loading/Unloading, College Vehicles, and Other Designated Parking: These parking areas are clearly marked and a special permit or authorization is required. Permits are strictly enforced seven days a week in these parking areas.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.03.22 **Immobilization, Towing, and Impoundment of Vehicles**

APPROVED: August 12, 2005 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.03

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish a procedure and criteria that is in compliance with State law in the immobilization, towing, and impoundment of vehicles within the boundaries and jurisdiction of the El Paso County Community College District.

PROCEDURE:

- I. Immobilization: Any vehicle found in violation of the following may be immobilized by use of a vehicle immobilizer device (boot):
 - A. Any vehicle identified as having received five (5) previous citations will be subject to immobilization after having been identified as being in default of payment for outstanding parking citations.
 - B. Vehicles identified as having outstanding traffic/criminal warrants issued by any law enforcement agency are subject to immobilization as authorized by a supervisor.
 - C. Any vehicle identified as being stolen and/or identified as abandoned property will be subject to immobilization as authorized by the supervisor.
 - D. Whenever an exigent situation arises that necessitates an urgent attempt to make contact with the owner/driver of the vehicle, the vehicle will be subject to immobilization, only then upon approval by the Chief of Police.
- II. Removal of Immobilization Device:
 - A. The immobilization device will be removed by the EPCC Police Department employees only after all outstanding citations are properly disposed of by the owner or driver of the vehicle immobilized.
 - B. Vehicles immobilized for outstanding traffic citations will be assessed a \$15.00 fee for the release of the vehicle immobilizer.
 - C. Any attempt by the owner/driver or persons other than authorized personnel to remove a vehicle immobilizer will be subject to lawful arrest and/or prosecutorial action.
 - D. Any intentional act by the owner/driver that incurs damage to a vehicle immobilizer device affixed to the vehicle will be found liable and assessed payment for damages incurred, to include possible criminal actions being filed.
- III. Towing and Impoundment of Vehicles: Any vehicle found in violation of the following may be subject to towing and impoundment, upon being given approval by the supervisor.
 - A. Any vehicle that has been previously immobilized for having received at least five (5) unpaid traffic citations; and has failed to pay in full or make appropriate financial arrangements with the College within fifteen working days will be subject to vehicle impoundment.
 - B. Any vehicle identified as having been stolen and/or identified as being considered abandoned property.
 - C. Any vehicle owner that obtains a valid temporary parking permit and exceeds five (5) business days of the expiration date without renewal will be subject to towing and impoundment upon approval of the supervisor.
 - D. The owner/driver of any vehicle being towed and impounded for safekeeping will incur all expenses for the towing and impoundment as assessed by the towing company.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.04

IDENTIFICATION

Any person on the property of El Paso Community College or at functions sponsored by the College may be required to show identification to the proper College authority.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended:

5.01.04 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.05

SAFETY PROGRAM

The Board recognizes that a safe environment is essential to achieve the educational goals of the College. Therefore, the Board directs the President to establish a comprehensive College-wide safety program.

Adopted: July 25, 1984
Year of Last Review: 2018

Amended: Jan. 20, 1988

5.01.05 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.10 Security Surveys of Facilities **APPROVED:** April 16, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To provide guidelines for implementing crime awareness/reduction programs through in-depth site examinations of physical facilities and surrounding properties.

PROCEDURE:

- I. Security surveys are conducted by the Department of Public Safety to:
 - A. Determine facilities security status and identify deficiencies or security risks.
 - B. Define the proper corrective method(s)
 - C. Make recommendations to the appropriate supervisors and encourage their participation in an awareness program to minimize criminal opportunity.
- II. Upon completion of the Security Survey Report, the Department of Public Safety will schedule a meeting with the appropriate department head to explain and answer questions about the survey.
- III. The requesting department is responsible for submitting to the Department of Facilities and Engineering a request for minor repairs or replacement.
- IV. All major corrections are to be submitted through the appropriate channels to the Department of Facilities and Engineering for project evaluations.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.14 Reporting of Bomb Threats

APPROVED: December 6, 1978

REVISED: November 3, 2006

Year of last review: 2018

AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline the procedure for reporting bomb threats.

PROCEDURE: Since the District has a direct inward dialing telephone system, it is possible for a bomb threat to be received on any telephone within the District. If such a threat is received, the following actions should be taken.

- I. Try to get as much information as possible from the caller, specifically:
 - A. Which campus and which building and room.
 - B. At what time the bomb is set to explode.
- II. Report the bomb threat as soon as possible to the El Paso Community College Police Department at 831-2200. Identify yourself, indicate that you have received a bomb threat, and report as much information as you have been able to obtain.
- III. If evacuation of the building is necessary, the following steps should be taken:
 - A. **Do not** activate the fire alarm!
 - B. All individuals should leave the emergency scene according to designated evacuation routes in a calm and orderly manner. All District employees and students should familiarize themselves with the evacuation routes indicated for each area of the District facilities. Floor maps showing these designated evacuation routes are posted throughout each campus where exits or exit signs are not in line of sight.
 - C. Whenever the alarm sounds, all individuals should regard the alarm as a signal to evacuate the premises.
 - D. The EPCC Police, and, where applicable, EPCC Safety Corps members, will assume control of directing the evacuation. All District employees and students should follow the instructions given by the EPCC Police.
 - E. The EPCC Police will assist the Fire Department and other agencies, as directed, upon their arrival.
 - F. Only the President has the authority to prolong evacuation or cancel classes.
 - G. If a suspicious object is discovered, **DO NOT** attempt to move or touch the object. The area should be evacuated immediately. Notify the EPCC Police Department at 831-2200.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.18 Employee Identification Cards and Key Issue/Control

APPROVED: August 5, 1986
Year of last review: 2018

REVISED: July 13, 2012

AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for the accesses granted to District facilities utilizing magnetic identification cards or keys in order to maintain maximum security of the facilities and equipment.

PROCEDURE:

- I. The El Paso Community College (EPCC) Police Department is responsible for the issuance of employee identification cards and necessary keys. Cards will be issued to all full-time District employees.
 - A. Access to the District is divided into the following categories:
 1. Normal or extended building access will be requested by the employee's supervisor.
 2. "Special Access" will require a Vice President's (or equivalent)/Dean's approval and will only be granted to those individuals whose job responsibilities require that they have access to any District building any time of day or night.
 - B. District access hours are defined and approved by the appropriate administrator.
- II. Key Requests, approvals, and types of keys:
 - A. Key(s) may be requested by an El Paso Community College (EPCC) employee in accordance with the guidelines that follow:
 1. Building and room keys may be requested according to the individual's job responsibility or assignment by the supervisor.
 2. Supervisors may request keys for building or rooms under their jurisdiction only.
 - B. Grand master keys must be approved by the appropriate Vice President. Campus and cluster masters will be approved by the appropriate Campus Dean; office keys must be approved by the immediate supervisor.
 - C. Master keys are defined as follows:
 1. Grand masters - District access any time day or night
 2. Campus masters - Access to a campus buildings and rooms
 3. Cluster master - Access to a cluster of rooms on a campus
 4. Individual office - Access to an assigned office

III. Institutional Rules:

- A. Individuals to whom keys and identification cards have been issued will not permit any other person to use them.
- B. Keys will not be duplicated outside the District.
- C. Keys are not transferable from one employee to another. When a key is no longer needed, it must be returned to the EPCC Police Department.
- D. All identification cards and key requests will be submitted through the channels to the EPCC Police Department.
- E. Lost or stolen identification cards and keys will be reported immediately to the EPCC Police Department.
- F. Replacement fee for a lost or stolen key is \$10 and \$5 for a replacement identification card. All fees will be paid at the Cashier's Office.
- G. The cost of re-keying necessitated from the loss of a key is \$50.

IV. College keys and identification cards are the property of the College and must be returned to the EPCC Police Department before the *Employee Exit Clearance Form* is cleared.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.22 Fires and/or Explosions **APPROVED:** December 6, 1978 **REVISED:** November 3, 2006
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for reporting fires and explosions and for evacuating District buildings in related emergency situations.

PROCEDURE:

- I. In the event of a fire and/or explosion, the following actions are to be taken:
 - A. Call for assistance.
 1. Call the EPCC Police Department, 831-2200, as soon as possible.
 2. Identify yourself and be precise in indicating where the fire is by providing the following information: campus/facility, building, floor, room number, and type or cause of fire, if known.
 3. In case of an explosion, also have the dispatcher request a Paramedic and Ambulance service unit.
 4. Proceed to the nearest fire alarm box and sound the alarm to make other building occupants aware of the emergency.
- II. If evacuation of the building is necessary, the following steps should be taken:
 - A. All individuals should leave the emergency scene according to designated evacuation routes in a calm and orderly manner. All District employees and students should familiarize themselves with the evacuation routes indicated for each area of the District facilities. Floor maps showing these designated evacuation routes are posted throughout each campus where exits or exit signs are not in line of sight.
 - B. Whenever the alarm sounds, all individuals should regard the alarm as a signal to evacuate the premises.
 - C. The EPCC Police, and where applicable the EPCC Safety Corps members, will assume control of directing the evacuation. All District employees and students should follow the instructions given by the EPCC Police.
 - D. All District employees and students should proceed to a clear area at least 100 yards from the buildings to enable emergency vehicles to have access to the scene.
 - E. The EPCC Police will assist the Fire Department and other agencies, as directed, upon their arrival.
 - F. District employees and students will enter the building only when instructed by the EPCC Police or EPCC Fire Warden.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.26 Reporting Facility-Related Emergencies

APPROVED: December 6, 1978 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for reporting facility-related emergencies.

PROCEDURE:

I. General Provisions

Facility related emergencies such as gas leaks, broken water lines, power failures, mechanical system failures, etc., should be immediately reported to the Office of Physical Plant or, after normal working hours, to the Department of Public Safety (DPS). In reporting the emergency, indicate the campus, the location, and the nature of the situation.

II. Reporting Process

A. The Physical Plant office will contact the DPS to stand by at the emergency site, if necessary, and will promptly dispatch appropriate work crews to resolve emergency. After normal working hours, the DPS office will contact the appropriate Physical Plant personnel to resolve the emergency situation.

B. Emergency maintenance services are available on a twenty-four hour seven-days-a-week basis. Facility related emergencies should be reported as follows:

- 1. Normal working hours: Monday through Friday, 7:00 am. - 5:00 p.m.
Office of Physical Plant Telephone: 831-7880
- 2. After normal working hours: All other times and days
DPS Telephone: 831-2200

NOTE: The Office of Physical Plant will provide the DPS office a list of Physical Plant personnel to be contacted in case of after hour emergencies.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.30 Emergency/Non-Emergency Medical Care **APPROVED:** December 5, 1978 **REVISED:** November 3, 2006
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for reporting medical emergencies and for providing emergency and non-emergency medical care to District employees and students.

PROCEDURE:

- I. Reporting Medical Emergencies: In case of a medical emergency, the following actions should be taken:
 - A. Call 831-2200 for assistance and give the EPCC Police dispatcher the nature of the injury or illness, the condition of the individual, and the exact location including campus, building, and room number. Stay on the line.
 - B. Stay with the individual until help arrives. If the person is conscious, try to obtain relevant information: Name, someone to contact, any facts relating to the injury or illness. Give this information to the EPCC Police dispatcher.
 - C. The EPCC Police Department will make a report of injuries. When appropriate, this report will be forwarded to the Workers' Compensation Office.

- II. Providing Emergency Medical Care
 - A. The EPCC Police officer will offer medical treatment as may be required in the situation to the extent of his/her abilities and training.
 - B. The EPCC Police officer will assist emergency personnel upon their arrival if they have been called to the scene.
 - C. The EPCC Police officer will complete an Emergency Care and/or Liability Release Form. Should the individual refuse medical treatment, the individual will be asked to sign the Refusal Statement at the bottom of the form.

- NOTE: The EPCC Police Department has been given the responsibility for providing both emergency and non-emergency medical care to the employees and students of the District as may be required. Officers of the EPCC Police Department have undergone various first aid training. It should be kept in mind, however, that the EPCC Police Department is not a replacement for a doctor's office; if any injury or medical problem is of a serious or potentially serious nature, an individual should consult a physician.

- III. Provision for Non-Emergency Medical Care:
 - A. The Safety Office will replenish First Aid Stations at various locations at each campus. Oral medications are for the convenience and use of employees only. Employees requesting medications should be made aware of the following:
 - 1. Medications are supplied as a courtesy for the convenience of EPCC employees.
 - 2. Employees have the same responsibility in taking over-the-counter medications at work that they have at home.
 - 3. The medications are not intended to be a substitute for treatment by a licensed professional.
 - 4. The employee is prescribing for themselves and should read the directions and warnings on the labels.
 - 5. EPCC does not promote any product, does not take responsibility and will not be held liable for misuse or adverse reactions to any of the medications
 - B. The EPCC Police Department maintains equipment that may be used to check blood pressure. Individuals may request such checks on a walk-in basis if time and personnel availability permits. Blood pressure readings taken are not official and should be used only as a guide.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.34 Safety Program

APPROVED: November 3, 2006
Year of last review: 2018

REVISED: November 8, 2012

AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for the implementation of a comprehensive College-wide Safety Program.

PROCEDURE:

All College departments and disciplines are responsible for maintaining up-to-date safety guidelines for their areas of work or academic environment. Safety procedures shall be readily available to all staff, faculty*, students, and visitors. All El Paso Community College's (EPCC) departments and college courses with safety requirements which include but are not limited to labs, work procedures, equipment, facilities, tools, firearms, personal protective equipment, etc. will provide a copy of the written safety procedures to the Office of Risk Management and Safety at the beginning of each semester.

I. General

A. All areas of the College shall comply with the *Hazard Communication Act*.

1. The Texas Department of State Health Services (TDSHS) notice will be posted and maintained
2. Where applicable, *Material Safety Data Sheets* will be kept up-to-date. A current list of chemicals, biological agents, and other hazardous materials will be readily available and provided to the Office of Risk Management and Safety on an annual basis at the beginning of the Spring semester.

B. Purchase, use, and disposal of controlled substances and select agents and toxins will follow federal and state mandates.

C. All departments using machinery, hazardous materials, or lab equipment shall maintain updated safety guidelines for their use.

II. *College Safety Manual*

The *College Safety Manual* was created in order to achieve the goal of the College in establishing a comprehensive College-wide Safety Program.

A. Revision Process

1. The Office of Risk Management and Safety shall update the *College Safety Manual* to reflect changes in departmental safety guidelines as notified by the department.
2. The Office of Risk Management and Safety shall update the *College Safety Manual* to reflect written course safety procedures received before each Spring Semester.

B. The District Safety Committee shall review the updated section(s) and shall notify the Office of Risk Management and Safety of any recommendation(s). The District Safety Committee shall contact the originating department for clarification, if necessary.

C. The revised *College Safety Manual* shall then be placed in the following areas:

President's office
Vice Presidents' offices
Campus Deans' offices
Office of Institutional Effectiveness
Police Department
Physical Plant
Office of Risk Management and Safety College web site

*Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.05.50 Handling Lost/Found Items

APPROVED: December 6, 1978 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.05

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline guidelines for handling lost and found items.

PROCEDURE:

- I. Lost and/or found items will be reported to the Police Department. All items that are found will be logged in and secured by the department. The Police Department will attempt to locate owners of the property by telephone and by mail in cases where the owners are known. Attempts may also be made to locate property owners through the *Tejano Tribune* newspaper.
- II. Unclaimed items will be kept for a period of six months after which time they will be disposed of in accordance with the following guidelines:
 - A. Money - Upon request, the person who turned in found money to the Police Department shall be entitled to claim it. All other unclaimed money will be turned over by the Police Department to the Business Office for deposit in the General Fund.
 - B. Items of significant value - The Board of Trustees may dictate that certain items of value may be destroyed if unclaimed. Other items of value may be turned over, upon request, to the persons who turned them in to the Police Department.
 - C. Items of no value will be destroyed.
 - D. District property and property issued by an identifiable agency will be returned to the appropriate District department or external agency.
 - E. Books not owned by the District will be turned over to the District libraries.
 - F. Clothing, shoes, and items of little value may be donated to charitable organizations.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.06

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Board hereby directs that the District, as a recipient of Title IV Student Aid Assistance, shall, beginning September 1, 1992, and each year thereafter, prepare and distribute reports, which set forth its Policies on crime prevention and give statistics on specific crimes and the number of arrests which have occurred on campus. The District shall also provide timely warnings to the campus community of crimes reported to campus security, or to local law enforcement officials, which are considered threats to the campus community. The Board further directs the President of the College to review and continue to develop Crime Awareness Programs and security Policies and procedures.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990, 20 U.S.C. §1001, et seq.

Adopted: January 13, 1993
Year of Last Review: 2018

Amended:

5.01.06 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.06.10 Guidelines for Faculty and Staff: In Cases of Threats of Injury to Self or Others

APPROVED: March 28, 2003 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.06

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish Guidelines for Faculty* and Staff: In Cases of Threats of Injury to Self or Others.

PROCEDURE: Statements which are threats of injury to self or others are NOT to be taken lightly. All threats of injury to self (suicide) or others are to be reported IMMEDIATELY.

ACTIONS TO BE TAKEN IMMEDIATELY:

1. **Employees should NOT ATTEMPT TO INTERVENE. Investigation and intervention in these situations are the responsibility of the Campus Police, NOT the responsibility of faculty and staff.**
2. **Employees should contact the Campus Police and file a report IMMEDIATELY.** The Campus Police will take an affidavit and any evidence. Information to be included in all reports includes the following:
 - a. Date, time, and location of the incident
 - b. Name, phone number, and address of suspect(s) and any witness, if known.
 - c. If the identity of the suspect(s) is unknown, provide a physical description of the individual(s)
 - d. Brief narrative description of incident and any actions taken by faculty or staff members.
3. **If the incident occurs off-campus, employees should contact either the EL PASO POLICE DEPARTMENT or the EL PASO COUNTY SHERIFF'S DEPARTMENT IMMEDIATELY** and provide the same information identified in item 2 of this section.
4. Once a report has been completed with the Campus Police (or local law enforcement officer), employees should contact their administrative supervisor (e.g. Dean, Director, Associate Vice President) and provide information about the incident.
5. The administrative supervisor (Dean, Director, Associate Vice President) will notify the appropriate Vice President about the incident. The Vice President will inform the President if appropriate.

FOLLOW-UP ACTIONS TO BE COMPLETED:

1. If a report involving a student or staff member is made to the local police about an incident occurring at an off-campus instructional site, the employee should also contact the El Paso Community College Campus Police and provide a copy of the report or the case number. The Campus Police will coordinate with the local law enforcement agency regarding any follow-up actions.
2. A copy of the Police Report, affidavit, or a written statement about the incident should be provided to the employee's administrative supervisor (Dean, Director, Associate Vice President) within one (1) working day.
3. Employees should contact the Campus Police (or local law enforcement agency) if they recall any additional information about the incident or the suspect(s).
4. The Campus Police will notify the employee and/or the administrative supervisor of any additional actions to be taken.

* Note: The word "faculty" denotes instructors, counselors and librarians.

5. If appropriate, referrals for counseling and other assistance will generally be made as a part of the follow-up by the Campus Police, the Vice President of Student Services, and/or the Associate Vice President of Employee Relations.
6. If disciplinary action of a student is requested through the Vice President of Student Services, faculty may be asked to provide a recommendation regarding probation, suspension, or other disciplinary action if the individual making the threat is a student.

SITUATIONAL EXAMPLES include, but are not limited to, the following:

1. An individual makes a statement such as “I might as well kill myself” or “I feel like killing someone.”
2. Someone says they heard another individual make a verbal threat of injury to self or others.
3. A written note, journal entry, essay, etc. with threatening or suspicious statements is found.
4. An employee receives a telephone threat about injury to self or others.
5. An employee receives, through campus mail or U.S. Mail, a threat about injury to self or others.
6. Suspicious activity is observed on campus or at off-campus instructional sites.
7. “Some signals of distress can be noticed with even casual observance, while others are subtle or hidden in distracting behaviors, communications, and issues.”¹ Common physical or psychological reactions warning signs include, but are not limited to:
 - a. Hyperactivity
 - b. Isolation
 - c. Oversensitivity
 - d. Extreme anger
 - e. Displaced anger
 - f. Inappropriate behavior based on situation
 - g. Carrying or display of weapons or threat to bring weapon to campus or off-campus site.

EVEN IF IN DOUBT ABOUT THE SERIOUSNESS OF THE SITUATION, Employees should REPORT IMMEDIATELY. This is the time when the old saying, “Better to be SAFE than Sorry” applies.

¹Simmons, Linda. “Leading Through Troubled Times: Information for Supervisors, Managers, and Executives.” Lore International Institute, October 2001. (From website)



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.07

WEAPONS

The Board of Trustees charges the College Administration to develop and implement procedures regulating possession of weapons on College District premises (premises as defined in the Texas Health and Safety Code and the Texas Education Code. The procedures should be in accordance with the Penal Laws of Texas, Title 10, Chapter 46.

Adopted: February 12, 1996
Year of Last Review: 2018

Amended:

5.01.07 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.01.07.10 Concealed Handguns/ Illegal Weapons on Campus

APPROVED: January 26, 1996 **REVISED:** September 29, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.01.07

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for concealed handguns on District premises and weapons violations.

DEFINITION: Weapons are defined according to the current Texas Penal Code Title 10 Section 46.1.

PROCEDURE:

- I. Effective August 1, 2017, any person who possesses a Concealed Handgun License (CHL) is allowed to carry his or her "CONCEALED" weapon in any area of the College not designated as a Gun Free Zone (excluding licensed law enforcement officers and certain retired peace officers as defined by Federal and State Law).
- II. Exceptions to this procedure can only be approved by the President or his/her designee.
- III. Illegal weapons defined by the Texas Penal Code: Title 10 Offenses Against Public Health, Safety, and Morals – Chapter 46 are a violation of law and as such are not allowed on any EPCC District premises. Any College employee, student, or individual who observes a person brandishing or displaying a handgun or weapon must report it immediately to the El Paso Community College (EPCC) Police at 831-2200. The EPCC Police will then investigate the incident.
 - A. Persons carrying weapons in violation of state law will be arrested and or taken into custody (if a juvenile) and referred to the district attorney's or juvenile probation office for prosecution/adjudication.
 - B. A person that is charged with violation of this procedure is subject to the following punishment as defined in the Texas Penal Code Section 46.02 Unlawful Carrying Weapons: Class A Misdemeanor:
 1. An individual adjudged guilty of a Class A Misdemeanor shall be punished by up to one year in jail, a fine of up to \$4,000, or both jail time and a fine.
 - C. Unauthorized Carrying/Possession or Display of Concealed Handgun
 1. Carrying or possession of a concealed handgun, as defined in Section 46.01 Texas Penal Code, in a Gun Free Zone area where specifically prohibited on campus or where specifically prohibited on any property or in a building or facility owned or controlled by the El Paso Community College and/or intentionally or knowingly displaying a handgun in plain view of another person(s) while on campus or any property or in any building or facility owned or controlled by the College is subject to discipline.
 2. The CHL holder assumes all responsibility for knowing the location of Gun Free Zones (temporary and permanent) and assuring proper storage of his/her weapon.
 3. Gun Free Zone locations are published in the Campus Concealed Carry Report and are available to the public on the EPCC Website.
 4. The CHL holder commits a violation if he/she enters a Gun Free Zone under Texas Penal Code Section 30.06 Trespass by License Holder with A Concealed Handgun, while in possession of his/her handgun. An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, the license holder was personally given the notice by oral communication and subsequently failed to depart.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.08

UNATTENDED CHILDREN ON CAMPUS

As an institution of higher learning, the Board of trustees recognizes that unattended children on campus or children not officially enrolled in a class may cause concern to other students and College personnel. It is the Board's intent to provide a positive and safe learning environment by establishing a quality child care program. The Board of Trustees further recognizes the need for quality child care services and directs the President of the College to review child care needs for the District and to develop procedures to implement quality child care services for students and College personnel.

Adopted: October 10, 1995
Year of Last Review: 2018

Amended:

5.01.08 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

5.01.09

MANDATORY FACEMASK POLICY

I. Purpose

As a result of the worldwide pandemic resulting from COVID-19, the disease caused by the novel Coronavirus, the College desires to re-open its facilities in a thoughtful and deliberate manner, protect the health and safety of all students, faculty, staff, and campus visitors, and comply with applicable public health safety orders and guidelines in every aspect of College operations. Therefore, the College has implemented and will enforce, suspend or dismiss the following Mandatory Facemask Policy, as needed.

II. Facemask Policy (Employees and Students)

- A. Indoors.** All individuals in indoor College facilities must wear fabric or disposable surgical-style masks that cover their nose and mouth. N-95 filtering facemask respirators (FFR) are not required, but bandanas and scarves are not acceptable. Individuals may remove masks only if they are in their own enclosed private workspace with no one else present.
- B. Outdoors.** All individuals on College facilities must wear fabric or disposable surgical-style masks that cover their nose and mouth when they are outdoors on College premises and social distancing from all other individuals of at least six feet is not possible. N-95 filtering facemask respirators (FFR) are not required, but bandanas and scarves are not acceptable.
- C. College Vehicles.** All passengers in College-provided transportation, such as campus shuttles, buses, police safety escorts, and motor pool/leased vehicles, must wear fabric or disposable surgical-style masks that cover their nose and mouth. N-95 filtering facemask respirators (FFR) are not required, but bandanas and scarves are not acceptable. Drivers of College vehicles must wear a facemask when passengers or other employees are in the vehicle.

Adopted: July 29, 2020
Year of last Review: 2020

Amended:

5.01.09 - 1 of 4

Designated Contact: Vice President of Financial and Administrative Operations

III. Employees

A. Provided Facemasks

Employees are required to provide their own facemask that is appropriate for the workplace. Employees are solely responsible for securing and maintaining their mask in proper order. The College may provide additional facemasks under certain circumstances. The College will also make reasonable efforts to make fabric, reusable masks reasonably available to employees for a reasonable cost, depending on the style selected by the employee, with payment by cash or credit/debit card.

B. Exemptions

- 1. Work Duties.** Employees may remove masks when inside College facilities only: (1) when alone in an enclosed room; or (2) while participating in activities in which a facemask cannot practically be worn during work, such as eating and drinking, playing a musical instrument, or singing as part of their work. If an employee believes that they should be exempted from wearing a facemask due to extenuating circumstances related to their job duties, they must seek and receive prior written approval from Employee Relations in order to be exempted from wearing a facemask under the specific circumstances delineated. If an exemption is granted by Employee Relations, social distancing of at least 6 feet from others must be observed at all times.
- 2. Accommodations for Disability.** If an employee believes that they should be exempted from wearing a facemask due to extenuating circumstances resulting from a disability verified by an approved medical provider, the employee must seek and receive prior written approval from Employee Relations in order to be exempted from wearing a facemask under the specific circumstances delineated. If an exemption is granted by Employee Relations, social distancing of at least 6 feet from others must be observed at all times.

C. Facemask Policy Enforcement

Supervisors are responsible for holding employees accountable for wearing facemasks. If an employee is not wearing a facemask or is wearing a facemask that does not comply with this policy, the employee could seriously compromise the health and safety of others. Therefore, the employee will be asked to go home and promptly return with an acceptable facemask and may not be paid for their time away from work, in accordance with applicable law. In addition, failure to comply with this policy constitutes insubordination and could result in disciplinary action, negatively impact the employee's evaluation rating, and constitute adequate cause for dismissal.

IV. Students

A. Provided Facemasks

Students are required to provide their own facemask that comply with this policy. If a student is not financially able to provide a facemask, the student should contact the office of Vice President of Student and Enrollment Services at (915) 831-2640 to request assistance.

B. Exemptions

- 1. Course Work.** Students may remove facemasks when inside College facilities only: (1) when alone in an enclosed room; or (2) while participating in activities in which a facemask cannot practically be worn during school, such as eating and drinking, playing a musical instrument, or singing as part of their course work. If a student believes that they should be exempted from wearing a facemask due to extenuating circumstances related to their course work, they must seek and receive prior written approval from their Instructor of Record in order to be exempted from wearing a facemask under the specific circumstances delineated. If an exemption is granted by their Instructor of Record, social distancing of at least 6 feet from others must be observed at all times.
- 2. Accommodations for Disability.** If a student believes that they should be exempted from wearing a facemask due to extenuating circumstances resulting from a disability verified by an approved medical provider, the student must seek and receive prior written approval from the Center for Students with Disabilities in order to be exempted from wearing a facemask under the specific circumstances delineated. If an exemption is granted by the Center for Students with Disabilities, social distancing of at least 6 feet from others must be observed at all times.

C. Mask Policy Enforcement

Campus administration, faculty and staff, are responsible for holding students accountable for wearing facemasks. If a student is not wearing a facemask or is wearing a facemask that does not comply with this policy, the student could seriously compromise the health and safety of others. Therefore, students not wearing a facemask, or wearing an improper facemask, will be asked to go home and return with an acceptable facemask. Continued refusal to wear a facemask or to leave campus when asked to do so for failure to comply with this facemask policy could result in disciplinary action.

V. Visitors, Vendors, and Contractors

A. Visitors, Vendors, Contractors, Volunteers, Affiliates

Visitors, vendors, contractors, volunteers and/or affiliates must wear facemasks while on campus and are expected to bring their own facemasks.

B. Special Events and Athletic Sporting Events

Facemask requirements for special events and athletic sporting events will be determined by the College administration prior to the date of the event and will be based on several factors, including but not limited to, location and size of event, current COVID-19 data, existing law, governmental orders, and advice of public health and other authorities.

Adopted: July 29, 2020

Amended:

5.01.09 - 4 of 4

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

USE OF COLLEGE FACILITIES



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.02.01.10 Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non- District Activities

APPROVED: August 5, 1986 REVISED: May 20, 2002
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.02.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Physical Plant

OBJECTIVES: This procedure establishes the guidelines and priorities through which organizations and individuals may request the use of campus facilities, equipment, furniture, fields and other assets.

DEFINITIONS:

District Activities: Those events that are offered by approved faculty*, professional or classified staff, and/or student organizations recognized by the District.

All Other Activities: Those events or activities that are approved by the administration for the use of campus facilities, equipment, furniture, fields and other assets.

Administration: District’s designee authorized to approve requests for use of campus facilities, equipment, furniture, fields and other assets.

Non-District Organization: The organization must be nonprofit as defined by the IRS guidelines per 501C designation.

PROCEDURE:

- I. General Observations
 - A. For District Activities: A facilities request form must be submitted for approval through the Campus Dean where the activity will take place. The Campus Dean is responsible for ensuring requester meets criteria for compliance. If approved, the Facilities Request will be forwarded to the Student Services Manager or Kinesiology Facilities Coordinator to reserve facilities and other assets. Priority in scheduling will be given to those activities involving faculty, staff, and/or student organizations recognized by the District.
 - B. Request for support for all other activities will be submitted to the office of the Director of Auxiliary Services. If approved, the facilities request form will be forwarded to the campus’s Student Services Manager or Kinesiology Facilities Coordinator for scheduling. An information copy will be forwarded to the responsible Campus Dean.
 - C. Request for Transmountain Forum Theatre usage - A *TM Forum Theatre Room Request Form* (attached to this College procedure 5.02.01.10) must be submitted for approval to the Forum Theatre Manager. Fees will be calculated based on Attachment A (*Facility Use Fee Schedule*) of the foregoing procedure. The normal operational hours for the Forum Theatre Office are from 1:00 p.m. to 5:00 p.m., Monday through Friday, in addition to scheduled event times. Once the event has been approved and scheduled, the Forum Theatre Technician will schedule a meeting with the requestor and explain all fees and special arrangements. Requests for the use of the Transmountain Forum Theatre will always have a Forum Theatre Technician assigned for the run of the event, to include event set-up and preparation, event execution and event strike. The Forum Theatre cannot be used without having its own Forum Theatre Technician present.
 - D. *The President of EPCC or his/her designee may make exception to the procedure.*

*Note: The word “faculty” denotes instructors, counselors and librarians.

II. Guidelines for Prioritizing Requests for Facilities and Other Assets

Requests shall be prioritized according to the following priority system:

A. District-Sponsored Activities

1. District-sponsored Activities for campus facilities other than the Transmountain Forum Theatre
 - a. Academics
 - b. Continuing Education
 - c. Intramural/Athletics
 - d. Student Activities
2. District-sponsored Activities for the Transmountain Forum Theatre
 - a. EPCC District-Wide Performing Arts Performances
 - b. Academics
 - c. Continuing Education
 - d. Student Activities

B. Non-District Activities

III. Guidelines for Requesting Usage of District Facilities and Other Assets

- A. Request for use of District facilities must be made to the appropriate approval authority (I A & B and C) at least ten (10) calendar days in advance for District activities and 30 calendar days in advance for all other activities.
- B. Organizations are expected to leave the facilities and other assets in the condition they found them.
- C. In the event of damage, the District personnel or organization using the campus facilities and other assets will assume liability and will be billed for damages.
- D. Request for food service must be coordinated through the appropriate food service manager at least ten (10) work days in advance.
- E. All requests for usage of District facilities and other assets during non-operational hours (Before 8 a.m. and after 5 p.m. Monday-Friday, Saturday & Sunday) of that facility will be assessed usage fees per fee schedule upon approval. Requests for non-College events during normal or nonoperational hours will be assessed a usage fee as per this procedure 5.02.01.10, *Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non-District Activities*, and the *Transmountain Forum Theatre Fee Schedule* (Attachment A, *Facility Use Fee Schedule*).
- F. Room arrangements shall not be disruptive to the instructional or Performing Arts program.

IV. Process

Process for Requesting Usage of District Facilities and Other Assets.

The following procedural steps are to be adhered to:

- A. Requestor must complete a facilities request form (attached to this College procedure 5.02.01.10) and submit it to the Director of Auxiliary Services or responsible Campus Dean. Request for the Transmountain Forum Theatre must be submitted on the *TM Forum Theatre Room Request Form* (attached to this College procedure 5.02.01.10) available at the Forum Theatre for approval by the Forum Theatre Manager who will follow the Performing Arts departmental procedure. Telephone requests will be accepted for District activities only and must be followed by the appropriate completed facilities request form. If approved, the appropriate facilities request form will be forwarded to the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager.
- B. The Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager will determine the availability of requested facilities.

- C. The Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager will calculate the estimated cost for usage of District facilities.
- D. If the event is for a non-District activity, the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager may, at his or her discretion, withhold completion of the form until after consultation with the appropriate approval authority.
- E. The requestor must present the appropriate facilities usage form (with fee calculations) to the campus cashier for payment.
- F. The completed form and paid fee receipts must be returned to the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager.
- G. The Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager will provide the requestor with appropriate telephone numbers for maintenance or catering requests.
- H. The Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager will notify appropriate the EPCC Police Department, lab technicians, or audio visual personnel as necessary.
- I. Any questions or problems should be coordinated through the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager, where the request originated.

V. All Other Activities

- A. Thirty days prior to the event, fees will be assessed through the campus Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager and paid to the appropriate campus cashier.
 - 1. *A Use of Campus Facilities Room Request Form, Exercise and Sports Science Department Field and Facilities Request Form or TM Forum Theatre Room Request Form* must be completed and received through the appropriate approval authority.
 - 2. Fees will be calculated based on Attachments A (*Facility Use Fee Schedule*) or B (*District Field and Facilities Fee Schedule*) of College procedure 5.02.01.10, *Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non-District Activities* at the time of request by the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager.
 - 3. *The Use of Campus Facilities Room Request Form, Exercise and Sports Science Department Field and Facilities Request Form or TM Forum Theatre Room Request Form* must be submitted to the campus cashier and upon payment returned to the Student Services Manager, Kinesiology Facilities Coordinator or the Forum Theatre Manager.
 - 4. All fees will be distributed to the appropriate account.

B. Refunds due to the facilities cancellations will be allocated as follows:

Written notification must be provided.*

- 1. A 100% refund will be provided within 25 days prior to the event.
- 2. A 75% refund will be provided up to 15 calendar days prior to the event.
- 3. A 50% refund will be provided up to 10 calendar days prior to the event.

*In the event of a natural catastrophe, the event may be rescheduled or, if fees have already been paid, a 100% refund will be provided.

- C. Admission fees and sales of products are strictly prohibited on El Paso County Community College District premises. The activity sponsored by the organization must be free to the public on site. The organization must be non-profit as defined by the IRS guidelines.



For College Procedure 5.02.01.10:
*Use of Campus Facilities,
 Furniture, Fields and Other Assets
 for District and Non-District
 Activities*

ATTACHMENT A FACILITY USE FEE SCHEDULE

<u>LOCATION</u>	<u>MINIMUM</u>	<u>ADDITIONAL PER HOUR</u>	<u>SOUND OR LIGHTING</u>	<u>SECURITY PER HOUR</u>	<u>SET-UP FEE PER HOUR</u>
	<u>FIRST 4 HRS.</u>	<u>CHARGE</u>	<u>TECHNICIAN</u>	<u>CHARGE</u>	<u>CHARGE</u>
Transmountain Forum Theatre	\$100.00	\$30.00	\$10.00	\$15.00	\$24.00
TM Administrative Mail	75.00	25.00	10.00	15.00	24.00
TM Central Mail	75.00	25.00	10.00	15.00	24.00
General Classrooms/ Conference Rooms	60.00	15.00	10.00	15.00	24.00
Cafeteria/Cafeteria Annex	75.00	25.00	10.00	15.00	24.00
Ballet Room	60.00	15.00	10.00	15.00	24.00
Parking Areas	100.00	30.00	10.00	15.00	24.00

<u>LOCATION</u>	<u>FIRST HOUR</u>	<u>ADDITIONAL HOUR/PER HOUR</u>	<u>SECURITY PER HOUR</u>	<u>MAINTENANCE*</u>
		<u>CHARGE</u>	<u>CHARGE</u>	
² Technology Labs	\$150.00	\$50.00	\$15.00	*Prevailing Contract Rate
Technical Support	\$25.00	\$25.00		
Lab Assistant	\$11.00	\$11.00		

¹ This is a mandatory fee.

² Technology Labs (Computer, Science, Automotive, Distance Learning, or ACS Labs)

NOTE: The word "faculty" denotes instructors, counselors and librarians.



ATTACHMENT B

For College Procedure 5.02.01.10:
*Use of Campus Facilities,
 Furniture, Fields and Other Assets
 for District and Non-District
 Activities*

DISTRICT FIELD AND FACILITIES FEE SCHEDULE

Usage Fee: Includes usage of the facility, general clean-up, facility supervision, and equipment

<u>Valle Verde Campus Facilities</u>	<u>Minimum (First 4 Hours)</u>	<u>Additional Per Hour Charge</u>
Gymnasium	\$100.00 per hour	\$30.00
Soccer Field #1	\$ 25.00 per hour	\$ 8.00
Soccer Field #2	\$ 20.00 per hour	\$ 6.00
Soccer Field #3	\$ 20.00 per hour	\$ 6.00
Softball Field*		
Baseball*		
Tennis Courts (6)	\$ 25.00 (minimum of 2 hours)	\$ 8.00

* Field not available, limited to internal usage only.

Outside facilities available with no fees assessed:

- Basketball Courts (2)
- Volleyball Courts (3)
- Par Course Fitness Trail
- Handball Courts (4)
- Senior Adult Walking Fitness Trail
- Fitness Court Center

<u>Transmountain Campus Facilities</u>	<u>Minimum (First 4 Hours)</u>	<u>Additional Per Hour Charge</u>
Lifetime Sports Gymnasium	\$50.00 per hour	\$15.00
Softball Field	\$30.00 per hour	\$10.00
Soccer Field	\$20.00 per hour	\$6.00
Tennis Courts	\$25.00 per hour (minimum of 2 hours)	\$8.00

Outside facilities available with no fees assessed:

- Basketball Courts (2)
- Volleyball Court (1)
- Par Course Fitness Trail
- Fitness Court Center

NOTE: The word “faculty” denotes instructors, counselors and librarians.



EXERCISE AND SPORTS SCIENCE DEPARTMENT

FIELD AND FACILITIES REQUEST *

For College Procedure 5.02.01.10:
Use of Campus Facilities,
Furniture, Fields and Other Assets
for District and Non-District
Activities

Campus: _____ Date Submitted: _____

Organization: _____ District-Sponsored Activity Y__N__

Contact Person: _____ Phone Number _____

Address: _____ District

Co-Sponsor: _____

Phone Number: _____ Office Number: _____

Type of Facility Request: _____

Day(s)	Time	Priority System
Monday	____	1. Academics
Tuesday	____	2. Continuing Education
Wednesday	____	3. Intramural/Athletics
Thursday	____	4. Student Leadership and Campus Life
Friday	____	5. Community
Saturday	____	
Sunday	____	

Facility Usage Fee Amount: _____ Waiver of Fee Submitted: _____

I.R.S. Exemption Number: _____ Maintenance Arrangements: _____

Department of Public Safety Arrangements: _____

Facility To Be Used: _____

Approved _____ Disapproved _____

EXSS Facilities Coordinator Date

I, the undersigned, do understand that I or the group that I represent cannot hold the El Paso County Community College District liable in case an accident or injury should result during the use of the facilities.

Requestor's Signature Date

*This contract is non-binding until all applicable fees have been paid.

NOTE: The word "faculty" denotes instructors, counselors and librarians.

EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

FACILITIES USE FEE ALLOCATION BY ACCOUNT

<u>SERVICE</u>	<u>USAGE FEE</u>	<u>ACCOUNT</u>
Security	\$ _____	_____
Maintenance	\$ _____	_____
Technical Support	\$ _____	_____
Lab Assistance	\$ _____	_____
Audio/Visual	\$ _____	_____
Other	\$ _____	_____

Facilities

Location _____

NOTE: The word “faculty” denotes instructors, counselors and librarians.



**USE OF CAMPUS FACILITIES
ROOM REQUEST FORM**
(Except Transmountain Forum Theatre)

For College Procedure 5.02.01.10:
*Use of Campus Facilities,
Furniture, Fields and Other Assets
for District and Non-District
Activities*

CAMPUS: () TRANSMOUNTAIN () RIO GRANDE () VALLE VERDE
 () MISSION DEL PASO () NORTHWEST CENTER

DATE SUBMITTED: _____

ORGANIZATION: _____

CONTACT PERSON: _____ **PHONE NUMBER:** _____

ADDRESS: _____

TYPE OF MEETING: _____

ROOM PREFERENCE: _____

DATE OF MEETING: _____ **DAY:** _____

MEETING WILL BEGIN AT: _____ **END AT:** _____

NO. OF PEOPLE EXPECTED: _____

SEATING ARRANGEMENTS: _____

(NOTE: TO OBTAIN MAINTENANCE SERVICES, CONTACT THAT OFFICE. 48 HOURS NOTICE REQUIRED).

MEAL ARRANGEMENTS: YES () NO ()

(NOTE: TO OBTAIN MEAL ARRANGEMENTS, CONTACT THE OFFICE OF AUXILIARY SERVICES. 72 HOURS NOTICE REQUIRED)

MEDIA SERVICES: YES () NO ()

(NOTE: TO OBTAIN MEDIA OR AUDIO/VISUAL SERVICES, CONTACT THE MEDIA CENTER AT THE APPROPRIATE CAMPUS. TWO WEEKS NOTICE REQUIRED).

SECURITY ARRANGEMENTS: YES () NO () TYPE _____

ROOM USAGE FEE: YES () NO () \$ _____

ORIGINAL-REQUESTOR
1ST COPY-STUDENT SERVICES
2NO COPY-MAINTENANCE
3RD COPY-DEPT. PUBLIC SAFETY

ROOM ASSIGNED: _____ **DATE:** _____

APPROVED: STUDENT SERVICES COORDINATOR (Signature)

NOTE: The word "faculty" denotes instructors, counselors and librarians.



TRANSMOUNTAIN FORUM THEATRE ROOM REQUEST FORM

9570 Gateway Blvd. North, El Paso, TX 79924

Phone: 831-5004 or 831-3205

Fax: 831-5106

For College Procedure 5.02.01.10:
Use of Campus Facilities, Furniture,
Fields and Other Assets for District
and Non-District Activities

DATE SUBMITTED: _____

ORGANIZATION: _____ CONTACT EMAIL: _____

CONTACT: _____ BUS. #: _____ CELL: _____

ADDRESS: _____ FAX: _____

NAME AND NATURE OF EVENT (specific details): _____

DATE(S) AND DAY OF EVENT(S): _____ TIME(S): _____ to: _____

ADDT'L DATE(S)/TIME OF EVENT(S) (e.g. set-up, rehearsal): _____

TIME(S): _____ to: _____ AND: _____ to: _____

ESTIMATED NUMBER OF PEOPLE ATTENDING: _____ (Max. 376)

HOSPITALITY: YES () NO () If yes, please contact the Transmountain Campus Coordinator (831-5070) for arrangements/set-up.

MEDIA EQUIPMENT: YES () NO () If yes, please inform IMS Forum Technician.

SECURITY ARRANGEMENTS: YES () NO () If yes, client must make arrangements with EPCC Police Dept.

PARKING ARRANGEMENTS: YES () NO () If yes, client must make arrangements with EPCC Police Dept.

TOTAL FEES DUE: \$ _____ Tentative () Actual () IMS Staff: _____

Date/Fees Confirmed: _____ Receipt # _____ Date paid: _____

PLEASE READ THESE FORUM RULES:

1. FOOD OR DRINKS ARE NOT ALLOWED IN THE FORUM THEATRE AT ANY TIME. WATER IS ALLOWED BACKSTAGE FOR PERFORMERS AND PRODUCTION STAFF.
2. THE FORUM CAPACITY IS 376. NO EXTRA CHAIRS MAY BE BROUGHT IN FOR OVERFLOW CROWDS.
3. ALL PHOTOGRAPHY AND VIDEO TAPING MUST BE APPROVED PRIOR TO EVENT DUE TO COPYRIGHT LAWS.
4. YOUR ORGANIZATION WILL NEED TO CUE STAFF TO OPEN AND CLOSE CURTAINS FOR YOUR EVENT.
5. FOR LARGER GROUPS ON STAGE (ORCHESTRAS, DANCE GROUPS, CONCERTS, ETC.), YOUR ORGANIZATION WILL NEED TO PROVIDE ADULT RESPONSIBLE STAFF TO HELP WITH SUPERVISION.
6. ANY REQUESTS FOR AUDIOVISUAL EQUIPMENT, OR STAGE SET-UPS, MUST BE MADE NO LATER THAN 10 DAYS BEFORE THE EVENT DATE.
7. YOU AND/OR YOUR ORGANIZATION WILL BE HELD RESPONSIBLE FOR ANY DAMAGES YOU CAUSE TO FORUM PROPERTY DURING REHEARSALS OR EVENTS.
8. CONFIRMATION OF PAYMENT MUST BE SUBMITTED 10 DAYS BEFORE THE DAY OF THE EVENT.

NOTE: The word "faculty" denotes instructors, counselors and librarians.

9. ADMISSION FEES AND SALES OF PRODUCTS ARE STRICTLY PROHIBITED. YOUR EVENT MUST BE FREE TO THE PUBLIC ON SITE. (See College procedure 5.02.01.10, *Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non-District Activities*).

PLEASE BE ADVISED - Any last minute equipment requested on the day of the event will incur an additional cost.

Initial: _____ **Date:** _____

I, THE UNDERSIGNED, DO UNDERSTAND THAT I OR THE GROUP THAT I REPRESENT CANNOT HOLD THE EL PASO COMMUNITY COLLEGE DISTRICT LIABLE IN CASE AN ACCIDENT OR INJURY SHOULD RESULT DURING THE USE OF THE FACILITIES. I AM AWARE OF AND AGREE TO THE ABOVE RULES, AND ASK THAT THE COLLEGE DISTRICT BILL ME FOR ANY FEES AND/OR DAMAGES WE MAY CAUSE TO THE FACILITY.

REQUESTOR'S SIGNATURE

DATE OF REQUEST

FOR OFFICE USE ONLY

SET-UP DATE/TIME: _____ TIME: _____ TO: _____

THEATRE TECH ASSIGNED: _____

OTHER INFORMATION: _____ DATE: _____

RECEIVED PAYMENT RECEIPT: DATE: _____ RECEIPT#: _____

AMOUNT PAID: \$ _____

APPROVAL:

DATE: _____ INITIAL: _____ APPROVED () DENIED ()

NOTE: The word "faculty" denotes instructors, counselors and librarians.



MEDIA EQUIPMENT RATE CARD

For College Procedure 5.02.01.10:
 Use of Campus Facilities, Furniture,
 Fields and Other Assets for District
 and Non-District Activities

QUANTITY	EQUIPMENT	UNIT COST	TOTAL COST
	PODIUM - ASC ONLY	0	
	PODIUM / MIC	20.00	
	MICROPHONE(S)	10.00	
	MICROPHONE w/STAND	15.00	
	WIRELESS MIC(S)	25.00	
	WIRELESS MIC w/STAND	25.00	
	MIC STANDS / TABLE TOP	3.00	
	CASSETTE / CD PLAYER	25.00	
	DVD / VHS PLAYER	25.00	
	TRANSPARENCY PROJECTOR	30.00	
	SLIDE PROJECTOR	20.00	
	PORTABLE PA SYSTEM	50.00	
	SOUND SYSTEM - 16/24 CH. MIXER ASC ONLY	75.00	
	SOUND SYSTEM - 32 CH. MIXER ASC OR TRANSMOUNTAIN FORUM THEATRE	100.00	
	STAGE MONITORS - TRANSMOUNTAIN FORUM THEATRE ONLY	20.00	
	STANDARD STAGE LIGHTING - TRANSMOUNTAIN FORUM THEATRE ONLY	20.00	
	CUSTOM STAGE LIGHTING - TRANSMOUNTAIN FORUM THEATRE ONLY	40.00	
	VIDEO RECORDING - DVD/VHS	10.00	
	LCD PROJECTOR	50.00	
	TRIPOD PROJECTION SCREEN	20.00	
	REAR PROJECTION SCREEN 10x10	50.00	
	REAR PROJECTION SCREEN 14x14	75.00	
	STAGE SCREEN - TRANSMOUNTAIN FORUM THEATRE ONLY	50.00	
	LAPTOP COMPUTER (No 3.5 disk drive available, client brings own accessories as needed)	50.00	
	VIDEO CAMERA	10.00	
	GRAND PIANO - TRANSMOUNTAIN FORUM THEATRE ONLY	100.00	
	UPRIGHT PIANO - TRANSMOUNTAIN FORUM THEATRE ONLY	50.00	
		TOTAL FEES	

LIGHTING: Lighting is restricted to standard instruments (white light, no effects) lighting. Requires meeting with IMS to determine need.

PIANO TUNING: Client is responsible for obtaining a Certified Piano Tuner to tune the piano.

PLEASE BE ADVISED - Any last minute equipment requested on the day of the event will incur an additional cost.

Initial: _____ **Date:** _____

TECHNICIAN - Technical support charge applies (\$25 per hr. to include set-up) **Yes () No ()**

RECEIVED BY: _____ **DATE:** _____

NOTE: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE
TRANSMOUNTAIN FORUM THEATRE

For College Procedure 5.02.01.10:
Use of Campus Facilities,
Furniture, Fields and Other Assets
for District and Non-District
Activities

FACILITY USAGE FEES
ALLOCATION BY ACCOUNT

EVENT: _____

EVENT DATE/TIME: _____

SERVICE	USAGE FEE	ACCOUNT
*TECHNICAL SUPPORT.....	\$ _____	11999-52115-61900
EQUIPMENT FEE.....	\$ _____	12182-S12182-51650
**ROOM FEE.....	\$ _____	12182-S12182-51650
TOTAL FEES DUE EPCC		\$ _____

EVENT AND FEES APPROVAL _____
Forum Theatre Manager (Signature)

DATE OF APPROVAL: _____

*Technical Support Fee--\$25.00 per hour/per technician
**Room Fee (per day)--\$100.00 up to 4 hours use, \$30.00 each additional hour

NOTE: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.02.01.14 Use of Conference Centers at the Administrative Services Center **APPROVED:** October 24, 2003 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.02.01

Classification: Institutional

Vice President or Associate Vice President: Associate Vice President of External Relations, Communications and Development

Designated contact: Director of Marketing and Community Relations

OBJECTIVE: To establish the guidelines and priorities through which organizations/entities and individuals may request the use of conference centers and other services.

DEFINITIONS:

District Activities: Those events that are offered by approved faculty*, professional or classified staff, and/or student organizations recognized by the District.

Non-District Activities: All events not District activities.

PROCEDURE:

I. General Observations

- A. For District Activities: A *Facilities Request Form* (Attachment I) must be submitted to the Special Events Coordinator, Marketing Department for approval and coordination.
- B. The President of EPCC or his/her designee may make exception to the procedure.

II. Guidelines for Prioritizing Requests for Facilities and Other Services

Requests for District and Non-District Activities will be on first come first serve basis in the following order:

- A. District Activities
- B. Non-District Activities

III. Guidelines for Requesting Usage of Conference Centers and other Services

- A. Request for use of conference centers and other services should be made to the appropriate approval authority (I. A) at least ten (10) working days in advance for District/non-District activities.
- B. Organizations are expected to leave the property in the condition they found it.
- C. In the event of damage, the District personnel or organization using the property will assume liability and will be billed for damages.
- D. Request for food service must be coordinated by the requestor. No alcohol will be allowed on any District property, except as provided by the Texas Alcoholic Beverage Code, which requires a permit or license for the specific location at which alcohol may be served or sold. No individual on District property shall be permitted to possess or consume alcohol except as provided herein. Only the Board of Trustees may make application for permits or licenses issued by the Texas Alcoholic Beverage Commission.
- E. College requests for usage of conference centers during non-operational hours of that facility will be assessed fees per the *Facility Use Fee Schedule* (Attachment II). Requests for non-College events during normal or non-operational hours will be assessed fees per the *Facility Use Fee Schedule*.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- F. Admission fees and sales of products are strictly prohibited on El Paso County Community College District premises.

IV. Process for Requesting Usage of Conference Center and Other Services

The following procedural steps are to be adhered to:

- A. Requestor must complete a *Facilities Request Form* and submit to the Special Events Coordinator.
- B. *When equipment is requested to facilitate the event(s), requestor will refer to the Equipment Rate Card (Attachment III).* All requests for media equipment/services must be coordinated with the Instructional Media Services (IMS) Manager at 831-2120. Minimum of ten (10) days advance notice required for appropriate set-up. Technical run-through/presentation set-up/practice sessions must be coordinated five (5) days in advance with IMS Manager. This will ensure for proper equipment, peripherals, cables, etc. There is a fee for the usages of equipment and any last minute changes to equipment or request will also include a fee.
- C. The Special Events Coordinator will determine the availability of requested facilities and equipment.
- D. The Special Events Coordinator will calculate the estimated cost for usage of conference centers and other services.
- E. District/non-District activities, the Special Events Coordinator may, at his/her discretion, withhold completion of the form until after consultation with the appropriate approval authority.
- F. The requestor must present the approved *Facilities Request Form* and *Facilities Use Fee Allocation Form* (Attachment IV) to the campus cashier for payment.
- G. The completed form and paid fee receipts must be returned to the Special Events Coordinator at least 10 working days prior to the activity(ies).
- H. For cancellations, written notification must be provided to the Special Events Coordinator. Refunds due to the activity cancellations will be refunded as follows: (a) 75% refund will be provided up to 10 working days prior to the event; (b) 50% refund will be provided up to 5 working days prior to the event. Refund checks will be provided within 30 days.



For College Procedure 5.02.01.14:
Use of Conference Centers at the
Administrative Services Center

**FACILITIES REQUEST FORM
CONFERENCE CENTERS
ADMINISTRATIVE SERVICES CENTER**

DATE SUBMITTED: _____

ORGANIZATION: _____

CONTACT PERSON: _____ **PHONE NUMBER:** _____

ADDRESS: _____

***NATURE OF EVENT (Please describe in detail.):** _____

*Policy regarding Firearms on District Property.

ROOM PREFERENCE: AUDITORIUM [] BOARD ROOM [] FOYER []

DATE OF EVENT: _____ **DAY:** _____

EVENT WILL BEGIN AT: _____ **END AT:** _____

SET UP DATE: _____ **SET UP TIME:** _____ **TEAR DOWN DATE:** _____ **TEAR DOWN TIME:** _____

NO. OF PEOPLE EXPECTED: _____

SEATING ARRANGEMENTS - Attached is/are the floor plan(s) for your review and use to show set up needed.

MEAL ARRANGEMENTS - To be provided by requestor. No alcohol allowed on any District Property.

MEDIA SERVICES (list of equipment available): YES () NO ()
(If you marked yes, please fill out the equipment rate card for equipment and quantity and the cost will be applied where applicable.)

SECURITY ARRANGEMENTS: YES () NO () **OFFICERS NEEDED:** _____

CHARGES IF APPLICABLE: \$ _____

SERVICE FEE: \$ _____ (Facility Use Fee Schedule to be provided upon request.)

ROOM ASSIGNED: _____

I, the undersigned, do understand that I or the group that I represent that in the event of damage, the District personnel or organization using the property will assume liability and will be billed for damages and cannot hold the El Paso Community County College District liable in case an accident or injury should result during the use of the facilities.

Requestor's Signature

Date

FOR MARKETING DEPT. USE ONLY

Departments Notified:
MAINTENANCE: email fax Date: _____
POLICE DEPT.: email fax Date: _____
AUDIO VISUAL: email fax Date: _____

APPROVED: MARKETING DEPT. SPECIAL EVENTS COORDINATOR

DATE

(This contract is non-binding until all applicable fees have been paid.)



For College Procedure 5.02.01.14:
Use of Conference Centers at the
Administrative Services Center

**Administrative Services Center
Auditorium, Board Room and Foyer
Facility Use Fee Schedule**

SECURITY PER HOUR CHARGE	<u>CUSTODIAL</u>	<u>TECHNICIAN SUPPORT</u>	<u>AUDIO VISUAL EQUIPMENT</u>	SET-UP FEE PER HOUR <u>CHARGE</u>
\$25.00	\$21.00	\$20.00	See attached Equipment Rate Card	\$18.00

PLEASE NOTE: Charges are based per staff/technician per hour. Fees subject to change depending on date and time of activity (non-operational hours).

For College Procedure 5.02.01.14:
Use of Conference Centers at the
Administrative Services Center

EQUIPMENT RATE CARD

QUANTITY	EQUIPMENT	UNIT COST PER EVENT	TOTAL COST
	PODIUM/MICROPHONE	\$20.00	
	MICROPHONE W/TABLE or FLOOR STAND	\$20.00	
	WIRELESS MICROPHONE	\$25.00	
	CASSETTE PLAYER/ RECORDER	\$15.00	
	CD PLAYER	\$20.00	
	VHS PLAYER/ RECORDER	\$20.00	
	OVERHEAD PROJECTOR	\$20.00	
	VIDEO PROJECTOR	\$25.00	
	SLIDE PROJECTOR	\$10.00	
	PROJECTION SCREEN: TRIPOD SCREEN	\$15.00	
	REAR SCREEN	\$25.00	
	PULL DOWN SCREEN (electric)	\$25.00	
	VHS VIDEO CAMERA	\$25.00	
	FORUM SOUND SYSTEM	\$20.00	
	STANDARD STAGE LIGHTING (simple set)	\$20.00	
	CUSTOM STAGE LIGHTING (requires meeting w/assistants)	Varies	



For College Procedure 5.02.01.14:
Use of Conference Centers at the
Administrative Services Center

FACILITIES USE FEE ALLOCATION BY ACCOUNT

<u>SERVICES</u>	<u>USAGE FEE</u>	<u>ACCOUNT</u>
Security	\$ _____	_____
Maintenance	\$ _____	_____
Technical Support	\$ _____	_____
Audio/Visual	\$ _____	_____
Other	\$ _____	_____

Facilities: _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.02.01.18 Media Production Requests from the Community

APPROVED: November 7, 1984 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.02.01

Classification: Institutional

Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Director of Academic Computing Media Services

OBJECTIVE: To identify the process by which community groups may request media production and criteria for processing such requests.

PROCEDURE:

- I. A community group may request media production assistance from the District when it has exhausted other production possibilities.
 - A. Requests are to be submitted in writing on the appropriate forms to the Director of the Center of Instructional Telecommunications.
 - B. Requests will be analyzed and cost/time projections completed.
 - C. Recommendations for processing will be made by the Director of the Center of Instructional Telecommunications to the Associate Vice President of Instructional Resources and Technology.
- II. Response to such requests is on a space/time/material available basis after District activities have been accommodated. The District will not initiate any production which it judges may be harmful to the image of the District.
- III. Criteria for evaluation of community requests for production are listed below.
 - A. Requestor is a non-profit organization.
 - B. Product will be free for public use.
 - C. Production is not for fund raising.
 - D. Production provides opportunities for training and development of media staff members.
 - E. Product has community service educational value.
 - F. Non-interference with District production schedules.
- IV. Requestors will be responsible for either the actual cost of materials used in the production such as audio tapes, video tapes, transparencies, etc., or for furnishing the materials.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

5.02.02.10 Instructional Office Assignments

APPROVED: July 13, 1988 **REVISED:** July 27, 2018
Year of last review: 2018
AUTHORIZING BOARD POLICY: 5.02.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Vice President of Instruction and Workforce Education

OBJECTIVE: This procedure provides guidelines for the assignment of office space to full-time and part-time faculty* members.

PROCEDURE:

- I. All full-time tenured instructors, probationary instructors, adult vocational, and full-time lecturers will be assigned available office space appropriate to their campus assignments.
 - A. The Campus Deans will maintain a master list of designated faculty office space for their respective campuses. The list will be coordinated with all Deans/Directors at each campus and will be updated as facilities change.

Deans/Directors should notify the Campus Dean each semester of any faculty who are retiring or leaving the institution and the anticipated date the office will be available.
 - B. Each Dean/Director will submit a written request to the Campus Dean's office for office space assignment of new faculty members.
 - C. Any requests for relocation of faculty members will be submitted in writing to the Campus Dean's office.
 - D. The Campus Dean's office will maintain a list of vacant offices and requests for offices (new or relocation). If there are multiple offices available for reassignment, Deans/Directors will meet to review the available offices for placement. If only one office is available, assignments will be made by the Campus Dean based upon the current availability of offices and the following priorities:
 1. Tenured faculty.
 2. Probationary faculty.
 3. Lecturers or adult vocational faculty.
 - E. Exceptions that may be considered in office assignments include the following:
 1. Offices physically located within a program/discipline laboratory space or immediately adjacent may be re-assigned to faculty teaching in that program/discipline when possible.
 2. Faculty with declared disabilities will be assigned to offices which provide the best accessibility whenever possible.
 - F. If there is no vacant office, the faculty member may be temporarily assigned to a shared office. The faculty member will be placed on the "waiting list" for an office vacancy.
- II. Upon approval of the Campus Dean, the written requests with the assigned office location will be forwarded to the appropriate leadership team member.
 - A. When an office is assigned to a faculty member, any arrangements for telephone, furniture, computer, printer, painting, etc., will be made by the appropriate supervisor.

NOTE: The word "faculty" denotes instructors, counselors and librarians.

- B. A key to the office will be issued by the College Police Department upon approval by the appropriate supervisor. Only the faculty member assigned to the office will have a key to the office.
 - C. At the end of the academic year, the Campus Dean/Director will coordinate office assignments of probationary faculty, lecturers, and adult vocational faculty with other Deans/Directors in order to cover the summer assignments and identify anticipated vacant office space and projected vacancies for the coming academic year.
 - D. Faculty leaving or changing offices will return their keys to the College Police Department when clearing the College. The appropriate supervisor will verify keys have been returned when completing the Notice of Separation Form.
- III. Other full-time instructional staff requesting offices (lab managers, supervisors, assistants, or clerical staff, etc.) will follow the same process as above.
- IV. Part-time faculty office spaces are open, shared offices that are not assigned.
- A. If the part-time office space is secured by either a key card or key, the appropriate supervisor will authorize the key card or key. The appropriate supervisor will verify keys have been returned when completed on the Notice of Separation form.
 - B. If lockers are available in the part-time offices, part-time faculty members may request lockers for the semester. Lockers must be vacated at the end of each semester. Only part-time faculty members teaching that semester may be assigned a locker. Part-time faculty members must provide their own locks.
- V. For new offices due to renovations or construction, faculty will be asked to submit requests by a specific deadline to move to the new facility. The Deans/Directors on the campus will then meet to review the requests and make the assignments jointly based upon the following priorities and equitable distribution among the divisions:
- A. Offices within a specified lab/facility or immediately adjacent will be assigned to faculty from that discipline.
 - B. Tenured faculty requesting movement to the new facilities.
 - C. Probationary faculty requesting movement to the new facilities.
 - D. Lecturers or adult probationary faculty assigned to disciplines with labs/classrooms in the new facilities.
 - E. Newly hired faculty members.

Vacated offices due to faculty moves will be reallocated based upon priorities in Section I. D.



For College Procedure 5.02.02.10:
Instructional Office Assignments

EL PASO COMMUNITY COLLEGE INSTRUCTIONAL OFFICE REQUEST FORM

Employee Name: _____ Contact Phone: _____

Department/Division: _____

Employee Status (Check all that apply):

<input type="checkbox"/>	Full-time	<input type="checkbox"/>	Professional Support	<input type="checkbox"/>	Classified Staff
<input type="checkbox"/>	Administrator	<input type="checkbox"/>	Faculty, probationary	<input type="checkbox"/>	Other
<input type="checkbox"/>	Faculty, tenured	<input type="checkbox"/>	Faculty, adult vocational	<input type="checkbox"/>	Faculty, part-time
<input type="checkbox"/>	Faculty, lecturer				

Campus/Center Requested:

<input type="checkbox"/>	Administrative Services Center	<input type="checkbox"/>	Fort Bliss	<input type="checkbox"/>	Rio Grande
<input type="checkbox"/>	Mission del Paso	<input type="checkbox"/>	Northwest	<input type="checkbox"/>	Other
<input type="checkbox"/>	Transmountain	<input type="checkbox"/>	Valle Verde	<input type="checkbox"/>	

Type of Request:

<input type="checkbox"/>	Initial office placement
<input type="checkbox"/>	Transfer from another campus/Center
<input type="checkbox"/>	Movement from shared office
<input type="checkbox"/>	Office change from same campus/Center
<input type="checkbox"/>	Other
<input type="checkbox"/>	Change in status from lecturer to probationary or from probationary to tenured faculty member
<input type="checkbox"/>	Movement to a newly renovated or new building on campus

Special Comments or Requested

Accommodations: _____

Submitted by: _____ Date: _____

Dean/Director/Supervisor's
Signature: _____ Date: _____

SUBMIT TO CAMPUS DEAN

Date received: _____ Office Assigned: _____ Effective: _____

Comments: _____

Signature of Campus Dean: _____

Revised 11/01/2017

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ACADEMIC AND INSTRUCTIONAL PROGRAMS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.00.01

THE COLLEGE AS A LEARNING SYSTEM

In line with the Board's commitment to provide extended opportunities for life-long learning to the residents of this community, the College as a learning system shall be based upon the following tenets: all learning is a life-long experience and all people can learn, although their learning rates and styles may vary. Therefore efforts shall be directed toward the development of a total college learning system that provides a variety of learning resources and instructional approaches which respond to the needs, interests, and abilities of students. The College learning system shall be developed toward the idea of successful attainment by all students of their individual learning goals within the framework of College resources.

Adopted: Aug. 27, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.00.01 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.01.10 Identification of Off-Campus Sites for Instructional Use

APPROVED: July 7, 1981 **REVISED:** June 8, 2011
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Dual Credit and Early College High School

OBJECTIVE: This procedure provides the mechanism for use of off-campus sites as instructional facilities for the District.

PROCEDURE:

- I. The District is committed to the delivery of educational services to the community. One mechanism enabling the District to respond to this commitment is the use of off-campus sites for teaching locations. This use represents a commitment of District resources requiring careful planning and control to ensure that an educationally sound experience is offered in a safe environment.
- II. Prior to the initiation of the scheduling process for any given semester, the Vice President will determine which sites are to be used for that semester and will establish parameters for the use of these facilities. These determinations are to be made for both the academic and continuing education\community service schedules.
- III. Deans and Directors will develop a schedule utilizing the sites specified by the Vice President. This information will be forwarded to the Director of Purchasing and Contract Management to initiate contracts.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.01.14 Community User Library Cards

APPROVED: May 11, 1983 **REVISED:** December 6, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To provide the process for the issuance of community user identification cards to the residents of El Paso County enabling them to borrow materials or to use the technology in the Libraries.

PROCEDURE:

- I. Application Procedure
 - A. Community user identification cards will be issued at any EPCC Library to eligible residents of El Paso County who are at least 17-years-old and do not owe the College any money.
 - B. The patron shall complete an application form and show a valid picture identification showing proof of age and residency. Items for this purpose may include a Texas driver's license or Texas ID or Military ID card, or a current picture ID along with a utility receipt, or a city or county tax receipt.
 - C. The card is valid for one (1) year from the date of issue, at which time it may be renewed.
 - D. There shall be a \$1.00 charge for lost or damaged cards
- II. Community User Privileges
 - A. Community user identification card holders shall adhere to all circulation regulations set forth for EPCC students, faculty*, and staff and all operating procedures governing non-student usage of library technology.
 - B. The authorized card holder must present the valid identification card along with a current picture ID to check out materials or to use computer technology resources.
 - C. EPCC students, faculty and staff shall be given priority to library materials or computer technology resource use. The library reserves the right to recall materials on loan to a community user identification card holder, and to restrict and/or limit the use of library computer technology resources.
 - D. Circulation privileges shall be limited to a total of two (2) items at a time. Each campus library reserves the right to develop and implement additional circulation procedures based on EPCC student demand and need.
 - E. Community card users are not eligible for Interlibrary Loan (ILL), or document delivery.
- III. Loss or damages to El Paso Community College resources or equipment.
 - A. The replacement cost plus a \$10.00 processing fee shall be paid promptly by the card holder for each lost/damaged library item(s) per EPCC Procedure 2.01.07.14, *Processing of Library Fines and Lost or Damaged Material Charges*.
 - B. The card holder shall be financially responsible for the replacement cost of any EPCC computer technology resources that are lost or are damaged deliberately through misuse.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- C. Failure to settle the account shall result in the revocation of the community user identification card. Reapplication may be made after the account is settled. Delinquent accounts are forwarded to the College's Accounts Receivable Department for collection.

IV. Revocation of Privileges

- A. Failure to comply with established policies and procedures may result in the immediate revocation of all user card privileges. Reapplication may be accepted within a year from loss of privileges.
- B. EPCC reserves the right to restrict and/or decline privileges to individuals who continually abuse or violate established procedures.

V. All other Facilities

The use of other facilities by groups or community must follow EPCC Procedure 5.02.01.10, *Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non-District Activities*.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.01.18 Establishing Guidelines for the Honors Program

APPROVED: July 2, 2001 **REVISED:** December 18, 2014
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish guidelines for student participation in and for the administration of the El Paso County Community College District (EPCCCD) Honors Programs, to establish criteria for awarding Honors credit, and to outline procedures for program administration. The Honors Program is an instructional program.

PROCEDURE:

The terms below will be used in conjunction with the procedure statement as follows:

1. Honors Program - The Honors Program is an instructional program in which students are recognized for their outstanding academic achievement. The program will work with Honors faculty* to designate Honors on the student’s transcripts with an "H" next to classes completed for Honors credit. Honors credit can only be awarded for college credit courses (transfer and vocational/technical) and cannot be awarded for pre-collegiate (developmental) courses or continuing education courses.
2. Honors Designation - Honors students who earn 15 or more Honors credits in three different subject areas will have the designation “**with College Honors**” placed on their transcripts and diplomas. Honors students enrolled in certificate programs who earn 15 or more Honors credits will have the designation “with College Honors” placed on their transcripts and Certificate of Completion. The student must have a final cumulative grade point average of 3.25 and be in Good Academic Standing with the College in order to receive this designation.
3. *Honors Program Student/Faculty Contract* (attached to this College procedure 6.00.01.18, *Establishing Guidelines for the Honors Program*) - Students who are accepted into the Honors Program should initiate a contract with a faculty member to receive Honors credit. A student may choose to do multiple contracts in a semester. However, in order to receive the Honors credit for a course, the student must meet the course objectives/competencies and meet the additional objectives required by the faculty member for Honors credit. The District Honors Program Coordinator and/or Honors Council (defined in “Program Administration,” Section II, below) reserve the right to require rigorous standards for *Student/Faculty Contracts* and for the approval on Honors Program Contracts. Upon completion of the course, the faculty member will submit an *Honors Program Student/Faculty Agreement Completion Form* recommending whether or not the student should receive Honors credit. To receive Honors credit for the class, the student must complete the course with a grade of “A” or B”.

PROGRAM ADMINISTRATION:

- I. The administrative structure of the Honors Program shall be as follows:
 - A. The Vice President of Instruction and Workforce Education is identified as the administrative and budget head for the Honors Program.
 - B. The District Honors Program Coordinator will administer the Honors Program on a day-to-day basis. The Honors Program Coordinator must be a full-time **tenured** faculty member. The Coordinator will be selected by the Vice President of Instruction and Workforce Education through a formal application or petition.
 - C. Faculty members designated as Honors faculty must provide current information regarding their credentials if required or requested.

*Note: The word “faculty” denotes instructors, counselors and librarians.

- D. Honors Program office support personnel will assist the District Honors Program Coordinator with clerical and other duties.
- II. The District Honors Program Coordinator, and the Administrative Liaison designated by the Vice President of Instruction and Workforce Education will plan Honors Program activities. They will make final determinations regarding matters such as Honors Program procedures, student and faculty grievances, students with a special circumstance(s), program changes, or other matters which the Honors Coordinator may deem necessary.
- III. The District Honors Program Coordinator will assist with the development and/or maintenance of Honors Program articulation agreements with other colleges and universities and oversee the reciprocity of Honors credit.
- IV. The District Honors Program Coordinator will also be responsible for the following:
 - A. Complete and update the *Honors Program Faculty Manual* on a regular basis, in order to keep faculty members informed of changes in the Honors Program.
 - B. Provide consultation and training for faculty interested in the Honors Program.
 - C. Develop Honors Program workshops for EPCC Faculty Development Week in the fall and spring semesters.
 - D. Develop workshops and/or seminars of interest to Honors Program students.
 - E. Assist in the recruitment of students for the Honors Program.
 - F. Conduct classroom and/or public presentations promoting the Honors Program.

STUDENT ACCEPTANCE INTO THE HONORS PROGRAM:

- I. The Honors Program is open to all students enrolled in college level academic or technical/vocational credit courses. Students who want to participate in the Honors Program must meet **one** of the following criteria:
 - A. Students must have completed 12 hours of college level, non-developmental course work, with a cumulative grade point average (G.P.A.) of 3.25 on a 4.0 scale. This is to coincide with the Board's policy in relation to the President's and Dean's List.
 - B. Transfer students may apply to the Honors Program. A transfer student should have completed 12 hours of college level work (non-developmental) at another accredited institution with a cumulative G.P.A. of 3.25 on a 4.0 scale.
 - C. New students may be admitted into the Honors Program based on academic performance test scores and high school transcript verifying completion of a recommended/advanced high school curriculum. The following scores will be used:
 - 1. ACT – Composite score of 23 or higher with a minimum of 19 on both the verbal and mathematics test.
 - 2. SAT – Combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and mathematics scores.
 - 3. Demonstrated advanced academic performance on any mandated state standardized test.
 - D. New student graduated in the top 15% of his or her high school graduating class.
 - E. New students who have submitted transcripts to the College verifying completion of a recommended/ advanced high school curriculum.
 - F. Dual credit and early high school students who meet the Honors Program criteria may participate.
 - G. El Paso Community College course work will supersede other Honors Program criteria for acceptance.
 - H. Other documented advanced academic performance upon review by the Honors Program Coordinator.
- II. An Honors Program application may be categorized as one of the following:
 - A. Accepted - Student has met one of the Honors Program criteria for acceptance.

- B. Not Accepted - Student has not met the Honors Program criteria. A student in this category may reapply to the Honors Program, but will not be considered until the required 3.25 cumulative GPA and 12 academic hours have been met.

STUDENT PARTICIPATION IN THE HONORS PROGRAM:

Students who want to participate in the Honors Program must comply with all the following criteria:

- I. The student must maintain both a cumulative **and** semester GPA of a 3.25. The Honors Program shall monitor the G.P.A. and disqualify any student whose G.P.A. drops below the required 3.25.
- II. Students who are placed on Academic Probation will not be able to continue to contract for Honors credit until the student is back in Good Academic Standing and has brought up his/her cumulative and semester grade point average to the required 3.25.
- III. Students on Academic Suspension cannot participate in the Honors Program.

HONORS CREDIT:

- I. A student earns Honors credit when the following steps are completed:
 - A. A student must have an *Honors Program Student Application* (attached to this College Procedure 6.00.01.18) approved for participation by the District Honors Program Coordinator and *Honors Program Student/Faculty Contract(s)* on file in the Honors Program Office (also attached to this College Procedure 6.00.01.18).
 - B. The Honors Program contract must be submitted to the Honors Program Office by the eighth week of the fall and spring semesters, the second week of the mini-summer session, and the fifth week of the 10 week summer session. Instructors planning to monitor and award Honors credit for student work during the summer should contact the Honors Program Coordinator for approval.
 - C. The student will contact an instructor(s) and complete an *Honors Program Student/Faculty Contract* for Honors credit. The instructor will establish the required objectives which the student must meet in order to receive Honors credit.
 - D. Special projects will be considered for Honors credits.
 - E. A Student/Faculty Contract may be cancelled by a student or instructor at any time during the semester. The instructor or student must notify the Honors Program Office of the cancellation. The District Honors Program Coordinator can also cancel a contract if a student does not meet the Honors Program criteria.
 - F. The *Honors Program Student/Faculty Contract* enables a student to expand the academic dimensions of a course by introducing new material and by allowing the student to go into greater depth than normally required. The Honors Program contract must include activities that require appropriate research, organization, analysis, synthesis, judgment/interpretation to emphasize the critical thinking process. Relevant, nontraditional activities are also open for consideration. The *Honors Program Student/Faculty Contract* will be supervised by the course instructor, who will meet regularly with the Honors student.
 - G. At the end of the semester, the faculty member will receive an *Honors Program Student/Faculty Agreement Completion Form* (attached to this College Procedure 6.00.01.18) that must be submitted to the Honors Program Office listing the final grade and certifying whether or not the student met the objectives of the *Honors Program Student/Faculty Contract*.
 - H. *Honors Program Student/Faculty Agreement Completion Forms* must be submitted to the Honors Program Office for approval by the District Honors Program Coordinator. The Honors Program Office will provide completion forms to the Honors faculty at least two weeks prior to the end of the semester. The Completion Forms should be returned to the Honors Program Office by the end of the semester when official course grades are due. At the discretion of the Honors faculty member, the completion form may be submitted within 40 days of the end of the semester, depending on the nature of the project.

- I. A memorandum from the Honors Program Office will be generated listing all the students who will be receiving Honors credit. The memorandum will be submitted to the Office of Admissions and Registration, which will then record an “H” next to the class(es) for which the student will receive Honors credit.
- J. Honors credit will **not** be given retroactively for a course(s) in which there was no *Honors Program Student/Faculty Contract* approved during the semester in which the course(s) was taught.
- K. Verbal agreements between students and instructors will **not** be honored.
- L. Honors credit will be used as a tiebreaker in the ranking process for students competing for a seat in an EPCC Allied Health Occupations Program(s) of their choice. (See College procedure 7.02.01.10, *Specialized Admissions Requirements for Programs in Health Careers and Nursing*)

HONORS PROGRAM CONVOCATION:

- I. An annual Honors Program Convocation will be organized and scheduled during the spring semester to recognize students in the Honors Program for their achievements.
 - A. Students will be awarded the following recognition based on the number of Honors credits awarded:
 - 1. Certificate
 - 2. Pins
 - 3. Trophies
 - 4. Plaques
 - 5. Scholarships (if available)
 - B. Honors Program faculty will also be recognized at the Honors Program Convocation for their participation and contributions to the Honors Program.
- II. Graduating Honors students may receive special recognition at the fall and spring College graduation ceremonies.
 - A. Recognition may include stoles, tassels, and/or other forms of acknowledgment.
 - B. Students who have never completed Honors credit cannot receive special recognition at the Honors Program Convocation or at the College’s graduation ceremonies.

ANNUAL REPORT:

- I. The District Honors Program Coordinator will develop goals and objectives to be submitted to the Vice President of Instruction and Workforce Education at the beginning of the academic year.
- II. At the end of the spring semester, the District Honors Program Coordinator will prepare and submit an annual report to the Vice President of Instruction and Workforce Education, through the Administrative Liaison, detailing program accomplishments and progress made in relation to the yearly goals and objectives. Other areas that should be included in the annual report are student recruitment and participation, budget matters, the annual Honors Program Convocation, personnel matters, program activities, recommendations, and other information. The annual report is used as a planning tool for the following academic year and as a source of documentation and information for the College.



EI PASO COMMUNITY COLLEGE



For College Procedure 6.00.01.18:
Establishing Guidelines for the
Honors Program

HONORS PROGRAM

Student Application

NAME _____ STUDENT ID#: _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

PHONE _____ E-MAIL _____

MAJOR _____ Have you previously attended another college(s) Yes No

If, yes, name the institution(s) _____

PLEASE RESPOND TO THE FOLLOWING QUESTION (USE A SEPARATE SHEET IF NECESSARY):

How will the Honors Program benefit you? _____

Student Signature _____

Date _____

Providing this information is optional and will be used for reporting purposes only.

Race/Ethnicity	Age: _____
<input type="checkbox"/> White (non-Hispanic)	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Hispanic/Latino	HS Grad <input type="checkbox"/> GED <input type="checkbox"/>
<input type="checkbox"/> Asian/Pacific Islander	Marital Status <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D
<input type="checkbox"/> African American	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Native American/Alaskan	EPCC Grade level:
<input type="checkbox"/> Multi-Racial	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore

FOR OFFICE USE ONLY	
COORDINATOR'S ACTION:	
Current Cumulative G.P.A. _____	Academic Credits _____ Date Ent. _____
Recommendations:	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted
Comments: _____	

COORDINATOR'S SIGNATURE _____	DATE _____

HPA71706

NOTE: The word "faculty" denotes instructors, counselors and librarians.



For College Procedure 6.00.01.18:
Establishing Guidelines for the
Honors Program

HONORS PROGRAM STUDENT/FACULTY CONTRACT



NOTE: The student must apply and be officially accepted into the Honors Program prior to developing this Student/Faculty Contract. Please contact the Honors Program Office at 831-2331 to verify that the student is eligible to participate in the program.

THIS FORM MUST BE SUBMITTED BY THE EIGHTH WEEK OF THE FALL AND SPRING SEMESTERS.
Contracts can be cancelled at any time by notifying this office.

Student Name: _____ **Student ID#:** _____
(Please print)

Email address: _____ **Telephone #:** _____

****This section to be completed by the Professor:***

AGREEMENT

This Student/Faculty Contract will be completed concurrently with the requirements set in the course.

Course: _____ **Campus:** _____ **Semester:** Fall 10 week Sum I
(Prefix & No.) Spring _____ Sum II
(date)

Instructor: _____ **Email & telephone #** _____ **Mailbox Location** _____
(Please print) (Campus)

Objectives: In addition to satisfying the course objectives/competencies, the student must complete the project, or additional assignments described below to receive Honors Credit.

Please be as specific as possible on the objectives to be fulfilled: _____

Schedule of mentor/student conferences: _____

Criteria for evaluating the work: _____

Instructor's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

FOR OFFICE USE ONLY

Date Received _____ **Date Entered** _____

Application Status: Accepted Not accepted

Coordinator's Signature _____ **Date** _____

Original (HP Files)

Yellow (Instructor)

Pink (Student)

Revised 9/18/08

NOTE: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.01.26 Agreements for District Instructional Services

APPROVED: June 9, 1980
Year of last review: 2018

REVISED: September 1, 1995

AUTHORIZING BOARD POLICY: 6.00.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Dual Credit and Early College High School

OBJECTIVE: To provide for an efficient process that allows for appropriate implementation of services that includes a financial and legal review relating to the provision of educational services of the District.

PROCEDURE:

- I. Appropriate Executive Dean(s) or designated representative(s) contacts community agency and/or organization to collectively assess what opportunities and limits are set by the resources available, the interest, and the needs of the population, etc.
- II. The instructional representative will request a letter from the community agency and/or organization with the problem identified and a request for assistance in resolution from El Paso County Community College District.
- III. The instructional representative will forward a copy of the request to the President for financial, legal, and educational review.
- IV. After review the President will approve or disapprove institutional participation and notify participants accordingly.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.01.30 High School Dual Credit Program Requirements

APPROVED: October 31, 2003 **REVISED:** July 27, 2018
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean of Dual Credit and Early College High School Program and Executive Director of Admissions and Registrar

OBJECTIVE: To establish procedures for the implementation of the High School Dual Credit Program. This procedure outlines responsibilities of high schools and El Paso Community College (EPCC) regarding the oversight and delivery of college courses for dual credit.

PROCEDURE:

- I. Information and requirements contained in the procedure are subject to change without notice to maintain compliance with State and Federal regulations and accreditation requirements. The Dual Credit Instructional Committee will review the procedure as needed. If recommendations for changes are made, they will be forwarded for Cabinet approval.
- II. *19 Texas Administrative (19 TAC) Code Section Chapter 9. Subchapter H Partnerships between Secondary Schools and Texas Public Two-year Associate Degree-Granting Institutions* establishes authority and rules for two-year associate degree-granting institutions to enter into agreements with Independent School Districts/secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. Signed formal partnership agreements must be in place prior to offering courses. The Director of Purchasing and Contract Management maintains all signed formal partnership agreements.
- III. Timelines
 - A. The high school administrator determines course needs and submits completed documentation electronically to the Dual Credit and Early College High School Office – Student Services within the EPCC timelines provided, prior to each semester. Requests for courses are sent to EPCC Instructional Deans for approval in order to offer those courses in the semester requested. For current forms and timelines, visit the EPCC Dual Credit web page <http://www.epcc.edu/academics/dualcredit>
 - B. All materials required by EPCC to credential a high school instructor must be submitted to the Office of the Dean of Dual Credit and Early College High Schools – Instruction within the timelines provided.
 - C. All completed registration materials and activities (i.e. Student Admission Applications, Early Admission Form, High School Transcript, Placement Testing, Course Request Form [CRF], and Enrollment Roster Form [ERF]) must be received by the EPCC Dual Credit and Early College High School Office – Student Services within the timelines provided.
 - D. Students will not be added to a course after the official EPCC census date (see current Partnership Agreement.)
 - E. Any information that prevents a student on an ERF from being registered into a course (e.g., holds, placement testing issues) must be corrected before the EPCC deadlines provided on the semester calendar guide.

NOTE: The word “faculty” denotes instructors, counselors and librarians.

IV. General Requirements

- A. Courses offered for dual credit must be college level, be in the EPCC approved course inventory/*EPCC Catalog* and either Core Curriculum or Career and Technical Education courses, and pertain to the required high school curriculum.
1. Dual credit high school students cannot enroll in EPCC developmental education courses.
 2. High school students are expected to meet the same academic rigor as any college-level students.
 - a. Courses offered for dual credit at the high school must be the same as the corresponding course offered at EPCC with respect to curriculum, materials, instruction and rigor.
 - b. EPCC course syllabi and textbooks must be used at all times.
 - c. High schools are required to adhere to EPCC's [College Procedure 3.05.10.10, Selection and Ordering of Textbooks for Credit/Developmental Education Courses](#).
 - d. The high school must have technology that is approved by the EPCC Distance Learning Support Services Department for distance learning courses.
- B. The appropriate EPCC Instructional Dean shall approve teachers as instructors for the on-site college courses for dual credit (i.e. those offered face-to-face in the high school classroom). Dual credit high school instructors must meet the credentialing requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other applicable agencies.
1. Dual credit high school instructors shall be retained by EPCC on a voluntary basis.
 2. The appropriate EPCC dean or instructional coordinator shall orient, supervise and evaluate dual credit high school instructors. Dual credit high school instructors will also be evaluated by dual credit students (EPCC [College Procedure 3.22.01.18, Adjunct \[Part-Time\] Faculty Evaluation](#) and EPCC [College Procedure 3.22.01.14, Full-Time Faculty Evaluation](#)). Faculty Evaluation forms will be distributed to the high school by the EPCC Institutional Research Department. Once the completed Faculty Evaluations are returned to the EPCC Institutional Research Department, the results will be submitted to the EPCC Dean or designee within the timelines provided. The results will be provided to the instructor of the course after grades have been submitted.
- C. Academic Policies and Student Services
1. All academic policies applicable to courses taught on EPCC campuses shall apply to courses taught to dual credit high school students. These policies include, but are not limited to, placement testing, grade appeals, student complaints, course withdrawals, and syllabi distribution. Both high school and college credit will be transcribed upon a student's completion of the course.
 2. In compliance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, EPCC gives notice that directory information will be released to the general public without the written consent of the student. Release of any additional information pertaining to student records must be authorized in writing, by the student, except as authorized under the law. (See EPCC *Catalog*, "Your Privacy Rights") <https://www.epcc.edu/Academics/Catalog>
 3. EPCC will provide student support services to facilitate the admissions, placement testing, evaluation and registration of the students as established in the procedural steps below.
 4. Dual credit students with disabilities may utilize the same services that are available to EPCC students, including accommodations through the [Center for Students with Disabilities \(CSD\)](#).
 - a. Dual credit high school instructors who have a student with a disability in the class must follow the same requirements as any other EPCC faculty member. College courses for dual credit must reflect college-level work customarily required of all students at the same college level. No modification of the curriculum or instruction is allowed.

- b. Any student requesting accommodations needs to meet with an EPCC CSD counselor. The student must bring pertinent documentation of disability to the meeting.
 - c. Only accommodations recommended by an EPCC Counselor for a student with a disability will be implemented in college courses for dual credit.
5. College courses for dual credit enrollments will be limited to the optimum levels as determined by EPCC.
6. In order for tuition and fees to be waived for EPCC college courses for dual credit, the following criteria must be met.
- a. Public high school, charter school, and private school students:
 - (1) The college course is offered at the high school.
 - (2) The onsite or distance learning college course is offered as part of the high school schedule.
 - (3) All required documentation is completed as outlined under the Dual Credit Program Requirements.
 - b. Home schooled students: Documentation consisting of transcripts and curriculum must be provided indicating that the home high school course being replaced by the college course is required for high school graduation.
 - c. Career and Technical Education courses being taken for dual credit may be held on EPCC District property when specialized equipment needed for the class is otherwise not available at the high school campus. With the exception of Section IV. C. 6. a. (1) above, all other criteria must be met.
 - d. High school students who enroll in college courses that are not for dual credit at EPCC will be considered as early admissions students and will not be eligible for waiver of tuition and fees under this procedure. High school students cannot enroll in EPCC developmental education courses.

Questions regarding the following requirements should be directed to the Dual Credit and Early College High School Office – Student Services

D. **Composition of Class.** College courses for dual credit may be composed of dual credit students only or dual and college credit students. Composition of distance learning college courses for dual credit will be determined by EPCC, based on course availability and enrollment needs of all students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed under only one of the following conditions:

- 1. If the course involved is required for completion under the State Board of Education Recommended or Distinguished Achievement High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
- 2. If the high school credit-only students are Advanced Placement (AP) students.
- 3. If the high school credit-only students are in a career and technical education/college workforce education course. College credit for articulating students will only be awarded after graduation from high school and subsequent enrollment at EPCC.

E. **Student Eligibility**

- 1. A qualified 9th to 12th grade high school student is eligible to enroll in college courses for dual credit.
- 2. As a condition of participating in the Dual Credit Program, the principal, student, and parent/legal guardian must sign a *Request for High School Early Admissions/Dual Credit Program* form authorizing EPCC to release assessment scores, grades and academic progress reports to the high school (<http://www.epcc.edu/academics/dualcredit>).

3. Students must complete the admissions process and take the EPCC placement tests and/or provide EPCC approved additional test scores in math, reading, and writing, as well as course-specific placement test scores where applicable. Students must also meet program-specific requirements (e.g., holds, placement testing issues). Students will be permitted to enroll only in college level courses for which they are eligible (as determined by the current EPCC course placement rules) and must meet all course prerequisites and have all documentation submitted prior to being included on an Enrollment Roster Form (ERF).

V. High School Requirements

- A. Assign a High School Dual Credit Coordinator (Assistant Principal of Instruction preferred) to act as liaison with EPCC regarding all program matters. The High School Dual Credit Coordinator ensures that EPCC timelines and deadlines are met.
- B. Identify and recommend course(s) to be offered as college courses for dual credit based on the EPCC approved course inventory, state law, and pertaining to the required high school curriculum. The courses must apply to the student's chosen career pathway. EPCC has final approval of courses to be offered. An electronic *Course Request Form* (CRF) will be submitted to the Dual Credit and Early College High School Office – Student Services within the timelines provided.
- C. Identify and certify students each semester for participation in the Dual Credit Program and provide the Dual Credit and Early College High School Office – Student Services with an electronic ERF for each class within the timelines provided.
- D. Identify qualified teachers to apply to EPCC as dual credit high school instructors for on-site courses. EPCC makes final credentialing and courses assignment decisions.
- E. Designate a high school facilitator for students enrolled in distance learning courses. The facilitator is responsible for the following:
 1. Assists students, in collaboration with the EPCC faculty, in navigating the online collegiate environment. Facilitators are not the faculty of record, and they do not submit grades for students. The EPCC faculty of record for distance learning courses will submit grades.
 2. Verifies equipment and required materials are ready for student use (e.g., computer software, tools, or wiring for a network course).
 3. Ensures that every student has the required text and class materials as indicated on the course syllabus prior to the first day of class.
 4. Confirms that only the students on the EPCC Banner Class Roster are participating in the distance learning class. Any discrepancies must be reported immediately to the high school coordinator and instructor of record.
- F. Ensure all registration materials and activities (i.e. Student Admission Application, Early Admission Form, Placement Scores, CRF, and ERF) are completed and electronically submitted within the timelines.
- G. Contact the EPCC Testing Center to schedule test session(s), if applicable.
- H. Ensure that the prospective on-site dual credit high school instructor has and adheres to the EPCC course syllabus and has required textbooks and other ancillary materials as required by the course or program. Prior to course approval, a facilities assessment must verify that all required equipment and supplies for college courses for dual credit are in place.
- I. Ensure that the dual credit high school instructors and facilitators attend mandatory EPCC Faculty Development activities.
- J. Ensure that the dual credit high school instructor submits final grades according to the EPCC guidelines and within EPCC timelines.

- K. Ensure that EPCC Student Surveys, Faculty Evaluations, and other materials (such as Student Learning Outcomes, Core Curriculum assessment, Quality Enhancement Plan activities, and other EPCC and discipline requirements), are distributed, completed, and submitted to EPCC within the timelines noted.
- L. Provide adequate classroom and other learning facilities. A designated high school librarian(s) will assist dual credit students in accessing and using available EPCC Library resources.
- M. Review the enrollment reports provided by EPCC, and make appropriate revision within the timelines noted. Notify the Dual Credit and Early College High School Office – Student Services of any discrepancies.
- N. Submit a copy of official rosters, sent by EPCC, to the assigned High School Dual Credit Coordinator, facilitators, and dual credit high school instructors teaching college courses for dual credit.
- O. Transcribe credit for the corresponding high school course. The high school credit must be the same credit earned for the College course. The high school must submit the student’s high school transcript to EPCC upon high school graduation, whether the student enrolls in EPCC or not.
- P. Ensure that students transferring from one high school to another submit an Early Admissions Form.
- Q. Ensure when students taking online classes and transfers from one high school to another high school or to another school district and from a high school to an alternative school, the student should be allowed to continue or withdraw from the course(s) with high school approval. The receiving high school must provide a facilitator and meet all other EPCC distance learning course requirements.

VI. EPCC Requirements

- A. Approve course offerings as appropriate with respect to state law, accreditation requirements, student career pathway, and qualified faculty availability.
- B. Provide EPCC facilities as appropriate, but predominately use the facilities of the high school campus to conduct dual credit instruction. EPCC personnel will evaluate all facilities to ensure that the high school facilities are adequate.
- C. Issue an EPCC ID and will provide remote access to EPCC's online library resources. After the completion of college-required documents, EPCC will provide dual credit faculty and designated high school librarians with appropriate log-ins to remotely access EPCC online library resources. The EPCC Dual Credit Librarian will provide training to high school librarians on available EPCC resources.
- D. Test all participating students as deemed appropriate for student enrollment. (Note: Some school districts operate approved test centers using the EPCC approved placement test. Test scores from those districts, when officially transmitted to EPCC, will be accepted for EPCC course placement purposes for dual credit students.)
- E. Transcript grades upon a student’s completion of the course.
- F. Provide a report of grades to the high school campus for each participating student at the end of each course. Reporting of grades may occur throughout the semester. However, the reporting may not coincide with the high school’s reporting schedule.
- G. Make records available for any high school campus audit requirements.

VII. EPCC Requirements -- Office of the Dean of Dual Credit and Early College High Schools – Instruction

The EPCC Office of the Dean of Dual Credit and Early College High Schools – Instruction will serve as the liaison between the high school and EPCC to assist with issues related to the overall program.

- A. Communicate updates and changes that may impact the delivery of college courses to high school students.
- B. Initiate Credential Packets for Instructional Dean review.

- C. Organize and coordinate Faculty and Professional Development opportunities for dual credit instructors.
- D. Update and maintain a Dual Credit Textbook List.
- E. Maintain a Dual Credit Textbook database to ensure compliance with the textbook procedure.
- F. Track the number of semesters during which dual credit high schools use each textbook for on-site and online classes. All textbooks for on-site and online courses must be EPCC discipline-approved.
- G. Provide information on current discipline-approved textbooks and other instructional materials required for the delivery of the college course to facilitate accurate and timely purchases of these materials by the high school districts. A Dual Credit Textbook List will be maintained in the EPCC Office of the Dean of Dual Credit and Early College High Schools – Instruction and will be made available on the EPCC website. In addition to the current instructional materials requirements, contact information of a designated discipline faculty member with knowledge of the discipline’s requirements will be provided to field questions from high schools directly.
- H. Initiate and update interlocal agreements and Memoranda of Understanding for special dual credit and early college programs.
- I. Coordinate efforts among EPCC departments to comply with SACSCOC, THECB, and TEA rules and regulations.
- J. Lead advisory team meetings and Early College High School Leadership Council meetings.
- K. Maintain the Dual Credit Webpage.

VIII. EPCC Requirements -- Dual Credit and Early College High School Office – Student Services

- A. Send the student a letter of acceptance and a student responsibility statement upon admission to the College.
- B. Register students into appropriate classes as indicated on the ERF.
- C. Provide high schools with electronic forms for dual credit participation.
- D. Request a Course Reference Number (CRN) from the Dean based on the CRF from the high school.
- E. Enroll students according to the ERF/Addendum from the high school.
- F. Add/remove students according to the Prior to Census Removal Form and/or the Student Schedule Change Form.

IX. EPCC Requirements -- Instructional Deans

- A. Credential high school dual credit instructors in accordance with [College Procedure 3.05.02.10 Faculty Credentials](#).
 - 1. Contact and interview instructors from the high school-generated pool of the high school teacher applicants for assignment as on-site instructors in the program. All instructors must meet the minimum requirements as specified by EPCC and SACSCOC. Official Transcripts of instructor credentials must be kept on file at the EPCC Human Resources Office.
 - 2. Notify prospective high school instructors and the Office of the Dean of Dual Credit and Early College High Schools – Instruction of their credentialing status.
 - 3. Ensure that prospective high school instructors agree to all EPCC requirements.
- B. Select, supervise, and ensure that dual credit high school instructors are evaluated using the same procedures used for on-campus faculty, to include on-site visits. Ensure that the Student Faculty Evaluations process is explained to the dual credit high school instructor.

- C. Submit a *Schedule Revision Form* (SRF) to obtain a Course Registration Number (CRN) and provide the CRN to the Dual Credit and Early College High School Office – Student Services for processing.
 - D. Assist the high schools in determining course needs and equivalency.
 - E. Provide, if possible, distance learning delivery options, if the high school cannot provide a high school instructor who meets the EPCC faculty credentials requirements.
 - F. Coordinate meetings between Faculty Coordinators and dual credit high school instructors to review the following: course syllabus, approved course textbook, and to go over procedures for class rosters, grade records, specific materials that may be required (e.g. computer software, tools, specimen needed for Biology, or wiring for a network course).
 - G. Create distance learning course sections and assign distance learning faculty within the limits of available resources. The Dean will inform the Dual Credit and Early College High School Office – Student Services of the number of distance learning sections available for a particular semester.
 - H. Verify that course contact hours and optimums are met.
 - I. Notify dual credit high school instructors of Faculty Development activities and mandatory meetings.
- X. EPCC Requirements -- Office of Recruitment and School Relations
- Serve as the Student Services liaison between the high school and EPCC to assist with the following:
- Assist students with the completion of all Apply Texas online application requirements to participate in the Dual Credit Program.
- XI. EPCC Requirements – Office of Admissions and Registration
- A. Admissions
 - 1. A student must apply for admission and be accepted to EPCC prior to registering in college courses for dual credit. This requires completion and electronic submission of the college admissions application via Apply Texas, *Early Admissions Form* and current high school transcript (<https://www.applytexas.org> or <http://www.epcc.edu/academics/dualcredit>)
 - Note: Students transferring from one high school to another must submit an *Early Admissions Form*.
 - 2. Admissions will determine each student’s eligibility for admission and residency status based on current State and federal guidelines.
 - B. Registration
 - 1. Scheduling creates Dual Credit class sections based upon the SRFs from the Deans.
 - 2. Transcript college grades to the student record.
- XII. EPCC Requirements -- Testing Services
- A. Provide placement testing sessions according to State and EPCC requirements. Initial assessment and any retesting for students must comply with current EPCC placement testing policies and retest timelines.
 - B. Provide accommodations to students who request special test accommodations for documented disabilities as recommended by the EPCC Center for Students with Disabilities after a thorough review of the request and disability documentation.
- XIII. EPCC Requirements -- Dual Credit Counselors
- A. Make presentations to students, parents and high school administrators.
 - B. Review and discuss test scores with students, parents and high school administrators.

- C. Conduct New Student Orientation Sessions (NSOs).
- D. Assist the Office of Admissions and Registration with any issues related to dual credit student eligibility.
- E. Assist students, parents, and high school administrators in understanding EPCC Board Policies and College Procedures regarding:
 - 1. EPCC's grading system,
 - 2. Conflict in grade received,
 - 3. Petitions to appeal a decision,
 - 4. Scheduling of retests and ensure that students' test scores are within the noted timelines,
 - 5. General guidance related to dual credit student success, and
 - 6. Withdrawing from College level courses.
- F. Work with high school counselors to identify appropriate courses for students' selected career pathways.

XIV. EPCC Requirements -- Financial Aid

Financial Aid will appropriately calculate the amount of tuition and appropriate fees to be waived.

XV. EPCC Requirements -- [Distance Learning Support Services Department](#)

- A. The Distance Learning Support Services Office will complete the following activities:
 - 1. Schedule and conduct a technology assessment with the High School Principal to assess online distance capabilities at the high school. Conduct recurring technology assessments by the Dean of Dual Credit and Early College High Schools – Instruction.
 - 2. Identify alternative distance learning course modes as requested and coordinate technology support.
- B. Maintain a list of faculty who are certified by EPCC to teach online courses.
- C. Provide continuing technology support and coordination and additional support services upon request, technology support and coordination. High School Dual Credit Coordinators and Facilitators should contact the Distance Learning Support Services Department for more information.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.00.02

ARTICULATION WITH OTHER EDUCATIONAL INSTITUTIONS

The Board of Trustees recognizes the need for the College to develop articulation processes with other educational institutions that assist students with smooth transitions in and out of the College. Therefore, the Board of Trustees directs the President to establish processes that should result in the College participating in agreements which establish a cooperative climate and minimize duplication of efforts and resources.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.00.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.02.10 Articulation of Vocational and Academic Courses with Secondary Schools

APPROVED: January 2, 1990 **REVISED:** July 19, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish the mechanism and criteria under which the articulation of vocational and academic courses with secondary schools is initiated, approved, and maintained.

PROCEDURE:

I. Definitions

- A. The articulation of vocational and academic courses with secondary schools is a process that provides for the award of College credit in El Paso County Community College District (EPCCCD) programs for competencies achieved in secondary school.
- B. The Institutional and other educational entity *Articulation Agreement* (see attachment *EPCCCD Articulation Agreement*) is a formal document signed by both the secondary school and EPCCCD officials in which both agree to pursue course articulation. The conditions for articulation are specified. One Institutional *Articulation Agreement* is signed for each school District and entity.
- C. The *Articulation Plans* (see attachment *EPCCCD Community College District Articulation Plan*) is a formal document specifying which courses at the secondary school are accepted at the EPCCCD based on the matching of end of course outcomes. The achievement levels and conditions are specified. The document is signed by officials from both institutions. An *Articulation Plan* is prepared for each course in which there is articulation credit awarded.
- D. The Curriculum and Instructional Development Office has the responsibility of coordinating, facilitating, and implementing articulation agreements, plans, and activities with the secondary schools. The Director of the Curriculum and Instructional Development Office reports articulation updates to the EPCCCD Secondary Articulation Officer (Vice President of Instruction and Workforce Education).

II. Process

- A. The Institutional *Articulation Agreement* will be initiated by the secondary school or school district or EPCCCD representative when a need has been identified. The *Articulation Agreement* is signed by the Board of Trustees of EPCCCD and by selected officials from the secondary school or other educational institution or entity.
- B. The Curriculum and Instructional Development Office will establish annual priorities for articulation. Priorities are established in cooperation with public school representatives and may include the following:
 - 1. Development of *Articulation Plans* for courses which have not previously been articulated.
 - 2. Review of *Articulation Plans* with courses previously articulated after a two-year time span has elapsed.
 - 3. The Curriculum and Instructional Development Office holds regular development sessions between EPCCCD faculty*, coordinators and representatives along with the secondary institution coordinators, faculty* and other representatives to discuss articulation issues and to ensure matching end of course outcomes.

*Note: The word "faculty" denotes instructors, counselors and librarians.

4. At the discretion of EPCCCD appropriate Dean/Coordinator, some courses may require EPCC credentialed instructors.
 5. At the discretion of EPCCCD appropriate Dean/Coordinator, some courses may require EPCC approved textbooks.
- C. The Curriculum and Instructional Development Office provides the primary leadership in the development of *Articulation Plans* following the *Articulation Handbook* through the following activities:
1. Selecting EPCCCD program representatives for the specific area of study.
 2. Assisting with the logistics for the first meeting between EPCCCD and public school representatives.
 3. Approving curriculum materials developed for articulation.
 4. Reviewing and approving completed *Articulation Plans*.
 5. The Curriculum and Instructional Development Office will provide the respective Deans with copies of the articulation materials.
- D. *Articulation Plans* are signed by the appropriate EPCCCD faculty* representative, public school officials, or educational entity representative, EPCCCD Dean, EPCCCD Secondary Articulation Officer (Vice President of Instruction and Workforce Education), and the EPCCCD Director of Curriculum and Instructional Development.
- E. Copies of the signed original *Articulation Plans* will be on file in the Curriculum and Instructional Development Office and the office of the educational entity.
- F. The Curriculum and Instructional Development Office will update and disseminate articulation charts as needed.
- G. The Curriculum and Instructional Development Office will initiate a biennial review of *Articulation Plans*. Deans and faculty* representatives may be called upon to review data and evaluate any changes in course competencies, content or standards with their public school counterparts.
- H. All articulation documents remain in effect until terminated in writing by either institution.
- I. Students will be granted credit based on a student petition and an official transcript submitted to the Office of Admissions and Registration, which verifies that all requirements specified in the *Articulation Plan* have been met.
- J. The standards and the process for implementing articulation are described in detail in the booklet *Secondary/Post-Secondary Articulation Handbook*.
- K. Any appeals will be appealed to the Vice President.
- L. The following sample forms and information follow this procedure:
1. *Definitions of Attached Articulation forms*
 2. *El Paso County Community College District's Articulation Process*
 3. *El Paso County Community College District Articulation Agreement*
 4. *El Paso County Community College District Articulation Plan*
 5. *Articulation Course Competency Analysis*
 6. *Addendum Form for Nonsubstantial Change(s) in an Articulation Plan*
 7. *Addendum II Form for Nonsubstantial Change(s) in an Articulation Plan*
 8. *Articulation Expiration Form*
 9. *Sample Articulation Chart*—(San Elizario I.S.D. and EPCCCD)
 10. *Sample Certificate for Articulated Course Credit*—(Ysleta I.S.D. and EPCCCD)
 11. *El Paso County Community College District Articulation Process*



DEFINITIONS OF ATTACHED ARTICULATION FORMS

ADDENDUM

This form is used to make changes to course titles.

ADDENDUM II

This form is used for granting students credit for a course that they take at a neighboring school whose district does not articulate that particular course.

ARTICULATION AGREEMENT

The Institutional *Articulation Agreement* will be initiated by the appropriate Dean and/or the Curriculum and Instructional Development Office when a need has been identified. The *Articulation Agreement* is signed by the Board of Trustees of El Paso County Community College District (EPCCCD) and by selected officials from the secondary school or other educational institution or entity.

ARTICULATION CERTIFICATE

Articulation certificates are distributed to qualified secondary school students at the end of each semester by secondary school instructors. The *Articulation Certificate* includes steps for claiming articulated credit.

ARTICULATION CHART

The *Articulation Chart* is used for recording and communicating which courses are articulated by secondary school districts. The charts are widely distributed within the College and within respective secondary school districts.

ARTICULATION COURSE COMPETENCY ANALYSIS

Used in identifying and matching career/technical competencies between EPCCCD courses and other entities. One Competency Analysis form is used for each EPCCCD course involved.

ARTICULATION EXPIRATION FORM

If the competencies are no longer equivalent and it is agreed that there can no longer be articulation for the specified courses, an *Articulation Expiration Form* will be completed, signed by the reviewing instructors (both EPCCCD and the secondary school district), and forwarded to the Director of Curriculum and Instructional Development for further processing.

ARTICULATION PLAN

The *Articulation Plan* is a formal document specifying which courses at the secondary school are accepted at El Paso County Community College District based on the matching of competencies. The achievement levels and conditions are specified. The document is signed by officials from both institutions. An *Articulation Plan* is prepared for each course in which there is articulation credit awarded. *Articulation Plans* are signed by the EPCCCD faculty* representative, public school officials, or educational entity representative, EPCCCD initiating Dean, the EPCCCD Secondary Articulation Officer (Vice President of Instruction and Workforce Education), and the Director of Curriculum and Instructional Development Office.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT'S ARTICULATION PROCESS

1. Independent School District (ISD), with an articulation agreement, contacts El Paso County Community College District's (EPCCCD) Curriculum Office in the form of an e-mail for suggestion of a course to be articulated or EPCCCD contacts the ISD to initiate a biennial review of all *Articulation Plans*.
 - If the ISD is not sure which EPCCCD course could be articulated, the Curriculum Office sends the ISD's Texas Essential Knowledge and Skills (TEKS) to the EPCCCD District-Wide Discipline Coordinator (DWDC) for course recommendation.
2. The EPCCCD Curriculum Office or appropriate Dean makes contact with high school counterparts and exchanges course materials.
3. Once the course is selected, the Curriculum Office creates the *Articulation Course Competency Analysis* form by filling in course data and the course objectives portion.
4. The Curriculum Office then sends the *Articulation Course Competency Analysis* form to the ISD to complete the high school course data, course objectives, and related information on the form.
5. The ISD returns the completed signed *Articulation Course Competency Analysis* form with course documentation materials to the Curriculum Office.
6. The Curriculum Office reviews the form/materials and then forwards it to the EPCCCD's District-Wide Discipline Coordinator for review and recommendation.
7. The District-Wide Discipline Coordinator reviews the *Articulation Course Competency Analysis* form and course materials. The DWDC makes a recommendation, signs, and sends back form to the Curriculum Office.
8. The Curriculum Office then forwards *Articulation Course Competency Analysis* form to the appropriate dean for signature.
9. The Curriculum Office receives the form back from the dean and prepares two copies of an *Articulation Plan* (formal document specifying which course) based on the information provided on the *Articulation Course Competency Analysis* form.
 - The Curriculum Office makes four copies of the *Articulation Course Competency Analysis* form and sends one each to the District-Wide Discipline Coordinator, appropriate Dean, ISD, and El Paso Area career and technical education/Tech Prep Program Director.
 - Sometimes a secondary school course cannot be matched with a College course. The same *Articulation Course Competency Analysis* form indicating a mismatch, course materials, and signatures must be turned into the Curriculum Office. This information is kept on file.
10. The Curriculum Office accepts the responsibility for obtaining the signatures required on the *Articulation Plans*. An original *Articulation Plan* will be sent to the secondary school administrative representative for the secondary school district's records. The other original plan will be kept on file in the Curriculum Office.
11. The ISD charts are updated on the College website (<http://www.epcc.edu/Articulation/Pages/default.aspx>), e-mailed to EPCCCD personnel, and printed. Copies of the updated *Articulation Chart* are sent to the secondary school district administrative representative for distribution.
12. The high school instructors receive the *Articulation Chart* and inform their students about how to obtain credit for articulated courses. The Curriculum Office sends an *Articulation Certificate* to the ISDs that includes steps for their students to claim articulated credit.

NOTE: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT ARTICULATION AGREEMENT

AGREEMENT made this _____ day of _____, 20____, between the Board of Trustees of the El Paso County Community College District, P.O. Box 20500, El Paso, Texas 79998, hereinafter referred to as "EPCCCD," and _____ Independent School District, hereinafter referred to as "LEA" (Local Education Agency).

RECITALS

The purpose of this agreement is to approve the mechanism by which college credit is awarded to students who successfully meet the articulation criteria. Articulation is defined as an agreement between EPCCCD and the LEA that common educational objectives, content, and student competencies exist. Based on the identification of common course content and exit competencies, an appropriate arrangement can be made to award college credit for those courses for which the student has achieved the competencies required in the corresponding college course. Articulation will be based on specific course content and evaluation criteria agreed upon by both institutions and does not require additional testing or challenge examinations for the award of credit.

EPCCCD and LEA are to share in the responsibility of carrying out the activities needed to keep respective faculty* and counselors informed and up-to-date with respect to the day-to-day function of the system. Specifically, EPCCCD administrators, LEA administrators, and contact personnel directly involved with the articulation process are expected to distribute copies of up-to-date articulation documents to all counselors and faculty* members. Those documents include the *Articulation Chart*, articulation brochures, etc. Career and technology counselors and faculty* members are expected to inform students about the opportunity to obtain college credit for specified courses taken in the secondary school system. Students are to be informed about how to apply for credit once they enroll at the EPCCCD.

EPCCCD agrees to supply each LEA with a master copy of documents such as the *Articulation Chart*. The LEA agrees to make enough duplicate copies to supply the above identified personnel. EPCCCD will supply other documents such as brochures and certificates for distribution.

AGREEMENT

Under this articulation agreement the following conditions of articulation are hereby set forth:

- 1.01 The student must meet all of the EPCCCD's admissions requirements and be officially enrolled in the EPCCCD to be eligible for credit via articulation.
- 1.02 The student enrolled in the EPCCCD under the early admission program must graduate from high school before articulation credit can be granted.
- 1.03 The student must have a **complete** high school transcript on file with the EPCCCD Admissions Office.
- 1.04 The student must be enrolled in the College in a credit degree program at the time he or she applies for articulated credits. Courses for which credit is granted must be a part of the student's degree plan at the College if he or she is going to reduce the time required to complete his/her degree plan.
- 1.05 Students complete a *Request for Award of Non-traditional Credit* form available on the EPCC website and submit it to the Office of Admissions and Registration. The request forms may be initiated at any EPCC counseling office. The administrative assistants will forward the form to the Evaluations Department at Valle Verde.
- 1.06 The student must have completed high school within 28 months of the request for credit.
- 1.07 All specific *Articulation Plans* will be on file with the secondary school district's administrative representative, the appropriate instructional dean, the EPCCCD's Secondary Articulation Officer (Vice President of Instruction and Workforce Education), and the Curriculum and Instructional Development Director.
- 1.08 The secondary school administrative representative distributes an updated *Articulation Chart* to all counselors, instructional supervisors, and teachers within the subject area stated on each *Articulation Plan*.
- 1.09 This partnership will commence upon the date of execution of this agreement and will continue until the agreement is canceled or the articulation expires.
- 1.10 This agreement may be canceled in whole or in part by either party's giving a full thirty (30) days' notice in writing to the other party. Such notice will be sent by certified mail, return receipt requested, to the address of the respective party listed on page 1. However, such cancellation will not apply to a student already enrolled in the articulated course(s) as long as the course is on EPCC's course inventory list.

NOTE: The word "faculty" denotes instructors, counselors and librarians.

Executed at El Paso, Texas, on the day and year above mentioned.

BOARD OF TRUSTEES OF EL PASO
COUNTY COMMUNITY COLLEGE DISTRICT:

By: _____
Chairperson, Board of Trustees

ATTEST:

Title:

BOARD OF TRUSTEES OF _____
INDEPENDENT SCHOOL DISTRICT (LEA):

By: _____
Chairperson, Board of Trustees

ATTEST:

Title:



Date: _____
Revised: _____

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT ARTICULATION PLAN

Division:

Discipline:

The purpose of this instrument is to document the approval of an Articulation Plan for specified courses in the above-noted division and discipline between El Paso County Community College District (EPCCCD), P.O. Box 20500, El Paso, Texas, 79998, and _____ Independent School District, _____, El Paso, Texas 799____, hereinafter referred to as "LEA" (Local Education Agency). The Board of Trustees of EPCCCD and the Board of Trustees or other responsible official(s) of the LEA previously approved an *Articulation Agreement* document. The *Articulation Agreement* provides the authority for granting credit based on the *Articulation Plan*.

EPCCCD and LEA are to share in the responsibility of carrying out the activities needed to keep respective faculty* and counselors informed and up-to-date with respect to the day-to-day function of the system. Specifically, EPCCCD administrators, LEA administrators, and contact personnel directly involved with the articulation process are expected to distribute copies of up-to-date articulation documents to all counselors and faculty* members. Those documents include the *Articulation Chart*, articulation brochures, etc. Career and technology counselors and faculty* members are expected to inform students about the opportunity to obtain college credit for specified courses taken in the secondary school system. Students are to be informed about how to apply for credit once they enroll at the College. The LEA contact person must notify the Curriculum and Instructional Development Director at EPCCCD about any changes in course titles, major changes in course content, and changes in the way courses are listed on students' transcripts.

This document provides a mechanism to enable a student to be granted college credit by articulation. The student must complete specified courses and/or programs at LEA under the specific conditions of articulation. The course(s) articulated via this document are:

<u>LEA COURSE NAME</u> <u>& NUMBER</u>	<u>CREDITS</u> <u>AWARDED</u>	<u>EPCCCD COURSE</u> <u>NAME & NUMBER</u>	<u>CREDITS</u> <u>AWARDED</u>
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Representatives from both institutions formulated the conditions of the *Articulation Plan* based on an agreement of evaluation criteria, course content, and exit competencies. Under the *Articulation Agreement*, the following conditions of articulation are hereby set forth:

- 1.01 The student must meet all of EPCCCD's admissions requirements and be officially enrolled in EPCCCD to be eligible for credit via articulation.
- 1.02 The student enrolled in EPCCCD under the early admission program must graduate from high school.
- 1.03 The student must have a complete official high school transcript on file with the EPCCCD Admissions Office. The transcript must show a graduation date and all courses taken at the high school.
- 1.04 At the time of enrollment, the student must have filed a degree plan with the appropriate EPCCCD counselor. Courses for which credit is granted must be part of the student's degree plan.
- 1.05 Students complete a *Request for Award of Non-traditional Credit* form available on the EPCC website and submit it to the Office of Admissions and Registration. The request forms may be initiated at any EPCC counseling office. The administrative assistants will forward the form to the Evaluations Department at Valle Verde.

NOTE: The word "faculty" denotes instructors, counselors and librarians.

- 1.06 The student must have completed high school within 28 months of the request for credit.
- 1.07 All specific *Articulation Plans* will be on file with the secondary school district's administrative representative, the EPCCCD's Secondary Articulation Officer (Vice President of Instruction and Workforce Education), appropriate dean(s), and the Curriculum and Instructional Development Director.
- 1.08 The secondary school administrative representative will distribute an updated *Articulation Chart* to all counselors, instructional supervisors, and teachers within the subject area stated on each *Articulation Plan*.
- 1.09 The student must have successfully completed specified high school courses and received a grade of ____ percent or better in each course as stated on the *Articulation Course Competency Analysis* form and *Articulation Plan* in order for credit to be awarded.
- 1.10 The Curriculum and Instructional Development Director will initiate a biennial review of this *Articulation Plan* to evaluate any changes in competencies, content, or standards.
- 1.11 This partnership may be canceled in whole or in part by either party's giving a full thirty (30) days' notice in writing to the other party. Such notice will be sent by certified mail, return receipt requested, to the address of the respective party listed on page 1. However, such cancellation does not apply to a student already enrolled in the articulated course(s) if the course is still on the College's course inventory list.
- 1.12 Personnel from EPCCCD and LEA agree to negotiate any future changes in the above courses.
- 1.13 The following attachments will be kept on file with the Curriculum and Instructional Development Director:
- *Course Competency Analysis* form of the courses being articulated,
 - EPCCCD outlines and/or syllabi of courses being articulated,
 - Description of high school courses being articulated, and
 - Other supporting materials as appropriate.
- 1.14 EPCCCD and the LEA are to share in the responsibility of carrying out those activities needed to keep respective faculty* and counselors informed and up-to-date with respect to the day-to-day function of the system. Specifically, College administrators, LEA administrators, and contact personnel directly involved with the articulation process are expected to distribute copies of up-to-date articulation documents. Those documents include the *Articulation Chart*, articulation brochures, etc., to all counselors and faculty* members.
- 1.15 Counselors and career and technology faculty* members are expected to inform students about the opportunity to obtain college credit for specified courses taken in the secondary school system.
- 1.16 Counselors and faculty* members will be informed about how to apply for credit once the students enroll at the EPCCCD.

Articulating Institutional Representatives:

By the signatures below, the institution acknowledges a commitment to comply with the conditions of articulation:

Current Date

EL PASO COUNTY COMMUNITY COLLEGE
DISTRICT

_____ INDEPENDENT SCHOOL DISTRICT

, Coordinator
Articulation Faculty* Member
(Confirms that the discipline has reached a consensus regarding the above curriculum match-up.)

Articulation Faculty* Member
(optional)

, Dean
(Confirms discipline approval.)

, Facilitator
Career and Technology Education
(Confirms that the school district supports articulation as represented above.)

, Director
Curriculum and Instructional Development
(Confirms completion of the Plan.)

, Director
Career and Technology Education
(Confirms that the school district supports articulation as represented above.)

, Vice President
Instruction and Workforce Education
Secondary Articulation Officer
(Confirms EPCCCD support.)



ARTICULATION COURSE COMPETENCY ANALYSIS

For College Procedure 6.00.02.10:
*Articulation of Vocational and Academic
 Courses with Secondary Schools*

(Used in identifying and matching career/technical competencies between
 El Paso Community College courses and other entities)

The Articulation Agreement signed by EPCCCD and _____ ISD provides for the sharing of the activities needed to keep students informed about the opportunity to earn College credits based on articulated courses. EPCCCD agreed to send to the _____ ISD Articulation Chart to the Career and Technology Education representative. The representative is to make copies of the Articulation Chart and send it to each counselor and instructor involved.

The counselors and instructors are to inform eligible students about this time and money-saving opportunity. Students can apply directly for these credits at Evaluations of the Valle Verde Campus or at any of the counselors' offices at any campus. The representative will inform the EPCCCD's Curriculum and Instructional Development Director about any changes in course titles or curriculum.

El Paso County Community College District	_____ Independent School District
Course Title:	Course Title:
Course Number:	Course Number: PEIMS #:
Contact Hours: Lec ____ Lab ____ Total Contact Hours: ____	Total Contact Hours: ____ Number of Semesters: ____ Number of Credits: ____
Text(s) Used:	Text(s) Used:
Recommend Articulation: ____ Yes ____ No _____ ISD course grade average required by EPCC if articulation is recommended: ____% <i>Comments (required if articulation is not recommended):</i>	
EPCC reviewer's name: Phone Number:	_____ ISD reviewer's name: Phone Number:
EPCC reviewer' signature:	I certify that this course does meet _____contact hours to complete El Paso Community College Objectives. _____ ISD reviewer's signature:
EPCC Dean:	
Date:	Date:

El Paso County Community College District	_____ Independent School District		
	High School	Instructor's Name(s)	Phone Number

El Paso County Community College District	Match		_____ Independent School District
	Yes	No	
1.			1.
2.			2.
3.			3.
4.			4.
5.			5.
6.			6.

El Paso County Community College District

_____ Independent School District

COURSE EVALUATION:

COURSE EVALUATION:



For College Procedure 6.00.02.10:
*Articulation of Vocational and Academic
Courses with Secondary Schools*

ADDENDUM

FORM FOR NON-SUBSTANCIAL CHANGE(S) IN AN ARTICULATION PLAN

This form may be used to make changes to an *Articulation Plan* that do not alter the match-up of objectives in the *Articulation Plan*. An example is a change in a course title. (Current and correct course titles are extremely important to articulation since they are recorded on students' transcripts. Counselors and the EPCCCD use transcripts to determine which courses students have taken for articulation credit.)

Current Date

School District

EPCCCD Program

1. Course(s) affected:

EPCCCD Course Name/Number

ISD Title/Course Number

EPCCCD New Course/Number

EPCCCD Course Name/Number

ISD Title/Course Number

EPCCD New Course/Number

EPCCCD Course Name/Number

ISD Old Title/Course Number

ISD New Title/Course Number

EPCCCD Course Name/Number

ISD Old Title/Course Number

ISD New Title/Course Number

(Use the back of this form for additional courses.)

NOTE: The word "faculty" denotes instructors, counselors and librarians.

**NONSUBSTANTIAL CHANGE(S)
ARTICULATION PLAN**

2. Other nonsubstantial changes:

_____ Date

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

_____ INDEPENDENT SCHOOL DISTRICT

EPCCCD Curriculum and Instructional Development Director
(Confirms that involved EPCCCD personnel are aware of
this change and have had an opportunity to provide input.)

Administrative Representative
(Confirms that the change[s] do not affect the course objectives as
matched in the *Articulation Plan*.)



ADDENDUM II

FORM FOR NONSUBSTANTIAL CHANGE(S) IN AN ARTICULATION PLAN

This form may be used to make changes to an articulation chart that do not alter the match-up of objectives in an Articulation Plan. An example is granting student's credit for a course which he or she takes at a neighboring school whose district does not articulate that particular course. **(Current and correct course titles are extremely important to articulation since they are recorded on students' transcripts.)** El Paso Community College's Evaluations Department uses transcripts to determine which high school courses have been taken for articulated credit.

Current Date

_____ Independent School District

_____ Independent School District (CCTE/PL)

Home School District

Neighboring School District

1. Course(s) affected:

Home ISD Course Name/Number

Neighboring ISD Course Name/Number

Home ISD Course Name/Number

Neighboring ISD Course Name/Number

Home ISD Course Name/Number

Neighboring ISD Course Name/Number

Home ISD Course Name/Number

Neighboring ISD Course Name/Number

EL PASO COUNTY COMMUNITY COLLEGE
DISTRICT

EPCCCD Curriculum and Instructional Development Director
(Confirms that involved EPCCCD personnel are aware of these
additions.)

ISD Administrative Representative
(Confirms that this change does not affect the course objectives
as matched in the Original Articulation Plan.)

NOTE: The word "faculty" denotes instructors, counselors and librarians.



For College Procedure 6.00.02.10:
Articulation of Vocational and Academic
Courses with Secondary Schools

ARTICULATION EXPIRATION FORM

District Name (LEA) _____

EPCCCD Reviewer's Name _____

_____ Independent School District Course Name _____

EPCCCD Course Name & Number _____

Reason for Expiration: _____

Current Date

EL PASO COUNTY COMMUNITY COLLEGE
DISTRICT

_____ INDEPENDENT SCHOOL DISTRICT

_____, Coordinator
Articulation Faculty* Member

Articulation Faculty* Member

_____, Dean
Math, Occupational Education, and Science

_____, Facilitator
Career and Technology Education

_____, Director
Curriculum and Instructional Development

_____, Director
Career and Technology Education

_____, Vice President
Instruction and Workforce Education

NOTE: The word "faculty" denotes instructors, counselors and librarians.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT ARTICULATION CHART (SAMPLE)

For College Procedure 6.00.02.10:
Articulation of Vocational and Academic
Courses with Secondary Schools

EFFECTIVE DATE	HIGH SCHOOL COURSES	HS GRADE REQUIRED	EPCCCD COURSE	TECH PREP	COMMENTS
05-07-12	<i>Accounting I CTE 514-101 #13016600 (2 semesters)</i>	85	ACNT 1303 Introduction to Accounting I	X	For students who took this course starting Fall 2011.
05-07-12	<i>Principles of Business, Marketing, and Finance CTE 510-101 #13011200 (2 semesters)</i>	85	BUSG 1301 Introduction to Business		For students who took this course starting Fall 2011.
05-11-12	<i>Child Development (CHILDDEV) #13024700 (1 semester)</i>	85	CDEC 1313 Curriculum Resources for Early Childhood Programs	X	For students who took this course starting Fall 2011.
05-01-01	Health Science Technology I (HST I) #12101300 (2 semesters) Expired 08-31-10	80	HPRS 1201 Introduction to Health Professions and HPRS 1205 Essentials of Medical Law/Ethics for Health Professions and HPRS 1206 Essentials of Medical Terminology	X X X	Review 03-11-02. Reviewed 06-13-05.
05-01-01	<i>Health Science CTE 541-101 #13020400 (2 semesters)</i>	85	HPRS 1201 Introduction to Health Professions and HPRS 1202 Wellness and Health Promotion	X	Reviewed 04-19-12
05-01-01	<i>Principles of Health Science CTE 543-101 #13020200 (2 semesters)</i>	85	HPRS 1205 Essentials of Medical Law/Ethics for Health Professionals	X	Reviewed 04-19-12 For students who took this course starting Fall 2011.
10-10-95	Business Computer Information Systems I (BEGBCIS 1) #12011200 (2 semesters) Expired 08-31-10	85	ITSC 1301 Introduction to Computers	X	Reviewed 05-22-06.
05-07-12	<i>Computer Maintenance (COMPMTN) CTE 583-101 #13027300 (2 semesters)</i>	85	ITSC 1325 Personal Computer Hardware	X	For students who took this course starting Fall 2011.
06-13-12	<i>Practicum in Health Science II CTE 542-101 #13020500 (1 semester) and Practicum in Health Science II CTE 542-102 #13020510 (1 semester)</i>	85	PHRA 1309 Pharmaceutical Mathematics I and PHRA 1301 Introduction to Pharmacy	X	For students who took this course starting Fall 2011.
05-10-12	<i>Anatomy and Physiology SC 160-101 #13020600 (2 semesters)</i>	75	VNSG 1405 Health Science and VNSG 1420 Anatomy and Physiology for Allied Health		For students who took this course starting Fall 2011.

NOTE: The word "faculty" denotes instructors, counselors and librarians.



For College Procedure 6.00.02.10:
*Articulation of Vocational and Academic
 Courses with Secondary Schools*

CERTIFICATE FOR ARTICULATED COURSE CREDIT (SAMPLE)

Awarded to

For having met the competencies and minimum grade required for articulated credit in the following El Paso County Community College District occupational/technical course

Course Title

through successful completion of the following Ysleta Independent School District course.

Course Title



This articulated credit is available through an articulation agreement between your school district and the El Paso County Community College District. See the reverse side of this certificate for the steps to follow to get your articulated credits. You must apply for the credit within 28 months after high school graduation.

CONGRATULATIONS!

 Mr. Steve Smith, Vice President of Instruction and
 Workforce Education
 Secondary Articulation Officer
 El Paso County Community College District

 High School Instructor

 Dr. Michael Zolkoski, Superintendent
 Ysleta Independent School District

 Date



For College Procedure 6.00.02.10:
*Articulation of Vocational and Academic
Courses with Secondary Schools*

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT ARTICULATION PROCESS



- Step 1: **Students must request the articulated credits within 28 months of high school graduation.** Ask your high school to send an official copy of your **complete** transcript to the El Paso Community College (EPCC) Office of Admissions and Registration.
- Step 2: You must be enrolled in College credit courses and be a degree-seeking student when you apply for the articulated credits. **The articulated credits must be part of your declared major.**
- Step 3: Students complete a *Request for Award of Non-traditional Credit* form and submit it to the Office of Admissions and Registration.

The request forms may be initiated at any EPCC counseling office.
- Step 4: Once the credits are approved, the Evaluations Department posts the credits on your EPCC academic record within 30 days. If any problems occur, call the Director of Curriculum and Instructional Development, at (915) 831-2654.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.02.14 Articulation Agreements of Academic and Career/ Technical Courses/Programs with Post-Secondary Institutions

APPROVED: September 27, 1996 **REVISED:** April 12, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.00.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish the mechanism and criteria for entering into an agreement with post-secondary institutions under which the transfer of academic and career/technical courses/programs with postsecondary institutions is initiated, approved, and maintained.

PROCEDURE:

I. Definitions

- A. The articulation of academic and career/technical courses/programs with postsecondary institutions is a process that provides for the transfer of equivalent college credit between the El Paso County Community College District (EPCCCD) and other postsecondary institutions (PSI).
- B. The Articulation Agreement (see attached *Articulation Agreement Template*) is formalized by a Letter of Transferability (LOT) that confirms the mutual intent of both institutions to pursue course/program transfer. The LOT delineates mutually agreed upon conditions and transfer criteria.
- C. The LOT specifies courses, programs, or degree areas that both the EPCCCD and the PSI agree to use for a credit exchange based on the matching of competencies. A LOT indicates each specific or general area in which transfer credit is to be awarded. A LOT involves courses, programs, degree plans, or other general areas that require deliberation between two institutions to mutually agree upon credit exchange.
- D. LOTs are not ordinarily appropriate when course or program transfers are legislated or occur without impediment (such as core curriculum or fields of study within the State of Texas) or without potential impediment in the regular process of transfer. (Refer to College Procedure 7.01.01.18 *Evaluation of Transfer Credit*).
- E. Ordinarily, one institutional Articulation Agreement is signed for each PSI, although there may be several general or program-specific LOTs related to each such agreement.

II. Responsibilities

- A. The Articulation Agreement will be signed by the Presidents of the two institutions and any other appropriate personnel in order for a LOT to be initiated.
- B. The Office of Curriculum and Instructional Development as designated by the President of the EPCCCD is the liaison coordinating, facilitating, implementing, and following up on articulation activities, as well as distributing completed articulation documents to appropriate personnel at both institutions.
- C. Deans, Executive Directors, Directors and Coordinators are responsible for the development, negotiation and reviews of Articulation Agreements and LOTs for programs under their responsibility.
- D. With the mutual agreement of appropriate personnel, based on input from faculty* at both institutions, Articulation Agreements and LOTs should be reviewed and updated as needed every two years in order to reflect any changes in course competencies, content, or other concerns. New signatures and the new effective date will be required.

*Note: The word "faculty" at EPCC denotes instructors, counselors and librarians.

Any and all LOTs authorized by a given Articulation Agreement remain valid unless canceled by the appropriate administrative representative of the Office of Curriculum and Instructional Development or until the Articulation Agreement itself is rescinded in writing (with a presidential signature) by either institution.

- E. The Office of Curriculum and Instructional Development will review the LOTs to ensure accuracy and to assist in avoiding any unforeseen problems, will report any findings to the appropriate Vice-President, and will serve as the official repository of finalized articulation documents.
- F. The Office of Curriculum and Instructional Development will have the primary responsibility of disseminating the relevant information from the LOTs to the appropriate College offices, which in turn will share it with students and assist them in their articulated transfer efforts.

III. The Process

- A. The process will begin when a need has been identified by either institution. However, only those individuals designated in Section II. C of this College procedure are authorized to negotiate Articulation Agreements and/or LOTs.
- B. In the case of a PSI contacting the EPCCCD to initiate articulation proceedings, the Office of Curriculum and Instructional Development will contact the Deans, Executive Directors, Directors and Coordinators whose areas contain the target program(s) to inform them of the request, elicit their response, and if appropriate, instruct them to set up a committee of relevant program or course representatives to work with the PSI (See Section II. C of this College procedure).
- C. If one does not exist already, an Articulation Agreement must also be prepared. The appropriate representatives of the two institutions need to prepare the Articulation Agreement because a LOT has no validity without such an agreement. The attached *Articulation Agreement Template* is the standard format for agreements and LOTs. Exceptions to the standard template must be approved by the Office of Curriculum and Instructional Development and the appropriate Vice President, who are responsible for ensuring that the required information from the template is included.
- D. Once an Articulation Agreement and any LOTs are ready, the Office of Curriculum and Instructional Development will coordinate the final signing of these documents in a timely fashion.
- E. In the process of updating LOTs subsequent to the approval of an initial Articulation Agreement, if disagreements emerge that jeopardize the completion of such revisions, then the matter should be referred to the appropriate higher administrative levels at both institutions in an effort to resolve it (see Section II. D of this College procedure). If the matter still cannot be resolved and is deemed a sufficiently serious and unwarranted obstacle to the spirit of the articulation process as indicated in the Articulation Agreement, the EPCCCD may choose to cancel the original Articulation Agreement with presidential involvement, an action which will in effect cancel all other LOTs authorized by the said agreement.
- F. All official articulation documents will be housed and catalogued in the Office of Curriculum and Instructional Development. The Office of Curriculum and Instructional Development will make the appropriate information available to the College departments that deal directly with students. The Deans will also maintain copies of LOTs for areas under their jurisdiction. In addition, official copies will be sent to the appropriate offices at the PSI, if the EPCCCD is the final party to sign the documents.
- G. Students will be granted transfer credit based upon the terms of the Articulation Agreement as stipulated in the appropriate LOTs. If students encounter problems in the articulated transfer process, they may go directly to the appropriate Dean/Executive Director for assistance. The Dean/Executive Director can further involve the Office of Curriculum and Development, if needed. The Office of Curriculum and Development may also be involved in an advisory capacity at any stage of the conflict/resolution process, as necessary. An appeal of the Dean/Executive Director's decision can be made to the appropriate Vice-President.
- H. In situations involving failed efforts to resolve student conflicts in the articulated transfer process, the Presidents of both institutions will be the final arbiters.
- I. Because significant numbers of our transfer students meet the requirements to attend nearby universities, the Office of Curriculum and Instructional Development will also coordinate special joint articulation efforts in the form of ongoing committees consisting of representatives from the relevant departments and programs. The leadership of these committees can coordinate all articulation efforts involved in the process discussed in this section. If the need arises, similar committees may be established with other PSI's.



EL PASO COMMUNITY COLLEGE ARTICULATION AGREEMENT TEMPLATE

This *Articulation Agreement* is entered into by (name of Post-Secondary Institution), hereunto referred to as PSI, and the El Paso County Community College District (EPCCCD), a political subdivision of the State of Texas, doing business as El Paso Community College (EPCC).

RECITALS

- A. The Parties desire to establish Programs and relationships that will inure to the benefit of their respective students, including a Transfer Program, and 2+2 Agreements, *Letter of Transferability* (LOTs) and *Articulation Agreements*.
- B. This Agreement constitutes the framework pursuant to which the Parties will document their agreements regarding the Programs and other relationships that they will establish in cooperation with each other.
- C. The Parties contemplate that for each Program or relationship that is governed under this Agreement, there may be separate Addendums, except that existing and future *Articulation Agreements* will not become Addendums.

AGREEMENT

- 1.0 **Effective Date.** The Effective Date of this Agreement is the date it is signed on behalf of (name of PSI) and the EPCCCD.
- 2.0 **Defined Terms.** The capitalized terms used in this Agreement, and its Amendments, are "Defined Terms" and will have the meanings indicated in this Agreement.
- 3.0 **PSI Services.** The nature of the services to be provided by the PSI as part of the Programs contemplated by this Agreement are set forth in this Agreement.
- 4.0 **EPCCCD Services.** The nature of the services to be provided by the EPCCCD as part of the Programs contemplated by this Agreement are set forth in this Agreement.
- 5.0 **Termination.** This Agreement can be terminated under the following conditions, including the protection for students enrolled in the Programs of the Parties:
 - 5.1 If either Party desires to terminate this Agreement before the conclusion of an initial Term of this Agreement, that Party will give notice six (6) months in advance of the intended termination date. All students of each Party that are enrolled in any Academic Program at the time of termination of this Agreement shall be permitted to complete the term or semester then in progress, and may have additional rights as may be set forth in specific Addendums.
 - 5.2 Termination of this Agreement will result in the termination of all associated Addendums.
- 6.0 **Renewal.** This Agreement will be renewed if the parties, after negotiations, so decide.
- 7.0 **Applicable Law and Venue.** This Agreement, including all Addendums, Exhibits and other Amendments, shall be construed in accordance with the laws of the State of Texas. Any litigation regarding this Agreement will take place in the United States District Court, Western District of Texas, El Paso Division.
- 8.0 **Documentation of Programs.** When the Parties desire to subject any of their respective existing Programs to this Agreement, create joint or other new Programs or create other relationships between the Parties, they will prepare an Addendum that sets forth details regarding each such Program.

- 9.0 **Consideration.** Each Addendum will describe any compensation and other consideration, that the Parties will receive for services rendered pursuant to such Addendum.
- 10.0 **Accounting.** Each Addendum will describe how each Party will account for any services it renders and consideration paid or received pursuant to such Addendum.
- 11.0 **Approvals.** If required by law or by an Accrediting Agency of a Party: (i) this Agreement will be submitted by that Party to governmental agencies of the United States of America, to the Higher Learning Commission (HLC), and to any other Accrediting Bodies with jurisdiction over a Party's Program that is governed by this Base Agreement. Each Party will notify the other Party of all such approving Accrediting Bodies or other entities and will provide written evidence of such approval. No Program will be implemented under this Agreement until all required approvals are obtained and written evidence of approval provided to the other Party. The Addendums may include additional provisions related to the approval of the Programs governed by those Addendums.
- 12.0 **Internal Approvals.** Each Party will follow all of the procedures established by its internal governance structure for approval of this Agreement, the Programs governed by this Agreement, and the Amendments or Addendums to this Agreement, and any of the agreements entered into by the Parties, and will provide evidence of that compliance to the other Party upon request.
- 13.0 **Notices.** All Notices required to be given under this Agreement and its Amendments must be in writing, and will be deemed to have been properly given if:
- 13.1 Hand delivered by a commercial delivery service, and the delivery service provides to the sending Party written evidence of the delivery of the Notice; or
- 13.2 Delivery by electronic or fax communications. Such notices will be sufficient if given to the officer of the Party at the address, email or fax number shown below:

If to partnering PSI: (Name of Partnering PSI)
 Attention: (Name of Authorized Representative at PSI)
 (Title of Authorized Representative at PSI)
 (Office/Department Name)
 Mailing Address
 City, State, Zip
 Telephone Number: _____
 Facsimile Number: _____
 Email Address: _____

If to EPCC: El Paso Community College
 Attention: (Name of Appropriate Vice President of Instruction)
 P. O. Box 20500, El Paso, TX 79998
 Telephone Number: _____
 Facsimile Number: _____
 Email Address: _____

- 14.0 **No joint venture.** Neither this Agreement nor any act of a party pursuant to this Agreement will be construed to create any partnership, joint venture, or agency relationship between the parties, nor will a party hold itself out to be vested with any power or right to bind another party contractually or to act on behalf of another party.
- 15.0 **Entire Agreement.** This is the entire agreement of the parties regarding its subject matter, and supersedes all prior and contemporaneous oral or written agreements and representations between the parties and/or their representatives, except for existing *Articulation Agreements*.
- 16.0 **Amendments.** No amendment to this Addendum will be effective unless in writing and signed by authorized representatives of the (name of PSI) and the EPCCCD.
- 17.0 **Force Majeure.** No party will be deemed in default under this Agreement or its Addendums due to an inability to perform the party's obligations by reason of any fire, earthquake, flood, substantial snowstorm, epidemic, accident, explosion, casualty, strike, lockout, controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God,

or any municipal, county, state or national ordinance or law, or any executive, administrative, or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's control.

18.0 **Assignment.** Neither the (name of PSI) nor the EPCCCD will assign its rights or duties under this Agreement or its Addendums, directly or indirectly, in whole or in part, without the prior written consent of an authorized representative of the other party, which consent shall be within the sole discretion of the requested party. An EPCC student may not assign his or her rights or duties under this Agreement or its Addendums, directly or indirectly, in whole or in part.

19.0 **Severability.** Should any portion of this Agreement or its Addendums be found invalid by a court of competent jurisdiction, the remainder of the Agreement and its Addendums will continue in full force and effect.

20.0 **No Third Party Beneficiary.** This Agreement or its Addendums are intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the EPCCCD, or the PSI.

21.0 **Facsimile Signature.** Any Addendum or Amendment to this Agreement may be executed by facsimile signature which shall be deemed to be an original signature.

22.0 **Representations and Warranties.**

22.1 Each Party represents and warrants that it is legally qualified to enter into this Agreement and will be legally qualified to enter into each Addendum which it signs pursuant to this Agreement.

22.2 Each Party and the person who executes this Agreement on behalf of that Party, represents and warrants that said person has full authority to bind that person's Party, and each Party represents and warrants that each person who signs an Addendum or other Amendment on behalf of that Party will have full authority to bind such Party.

PSI:

EPCCCD:

By: _____
PSI Representative
Title

By: _____
EPCCCD
President

Date: _____

Date: _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.02.18 Transfer Center

APPROVED: September 27, 1996
Year of last review: 2018

REVISED:

AUTHORIZING BOARD POLICY: 6.00.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Outreach and Transitions Services

OBJECTIVES: To define the Transfer Center functions and establish procedural guidelines for coordinating transfer program activities between El Paso County Community College District (EPCCCD) and other postsecondary institutions (PSI).

DEFINITIONS:

I. DEFINITION AND MAJOR FUNCTIONS

- A. The Transfer Center provides information and services which will facilitate a smooth transition for students transferring to or from another PSI.
 - 1. Information and referral services will be provided to assist potential transfer students to prepare for upper-division work relevant to academic planning, including choices of appropriate course work, programs of study and transfer process.
 - 2. Available transfer services will be identified as early as possible for students, particularly new students who choose a transfer program as their educational goal.
 - 3. The Transfer Center will provide activities to inform and motivate students to transfer. This includes PSI advising, transfer seminars on campus, use of university catalogs, transfer materials, and up-to-date transfer guides.
 - 4. Appointments and referrals will be made for students to meet with appropriate PSI faculty* or staff.
- B. The Transfer Center Coordinator will serve as the contact person for the transfer program functions which include, but are not limited to, the following:
 - 1. Coordinate, as appropriate, meetings between EPCCCD personnel and PSI interested in establishing a joint admissions program.
 - 2. Schedule and coordinate with appropriate EPCCCD personnel District-wide campus visits by college and university representatives from other PSI.
 - 3. Coordinate and implement special transfer events with PSI to conduct college and university week, transfer seminars, specialized admissions information sessions, individualized course evaluations and degree plan development.
 - 4. Promote the Transfer Center and publicize transfer activities, events, and services.
 - 5. Maintain up-to-date transfer information and materials for use by students, faculty* and staff and publish transfer brochures.
 - 6. Coordinate meetings or forums between counselors and staff across institutional lines.
 - 7. Initiate an annual review of Transfer Guides.

II. PROCESS:

- A. The articulation process will be initiated by the EPCCCD Articulation Officer, Deans and/or the Transfer Coordinator based on EPCCCD procedure number 6.00.02.10 (Formerly 1.02.02.)
- B. All contacts made by PSI with the Transfer Center Coordinator for the purpose of establishing an articulation agreement will be referred to the Articulation Officer.

*Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.00.03

REQUIRED EXPERIENTIAL LEARNING

Due to the diverse nature of instructional programs offered by El Paso Community College, experiential learning outside the classroom may be required. Therefore, the Board of Trustees directs the College President to establish procedures and related affiliation agreements allowing for these types of learning opportunities.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.00.03 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.00.03.10 Processing Affiliation Agreements

APPROVED: October 26, 1988 **REVISED:** October 5, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 6.00.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To provide guidelines for processing affiliation agreements for off-campus learning experiences for health programs.

PROCEDURE:

- I. Affiliation Agreements: New and Renewal (EPCC Approved Affiliation Agreements)
 - A. **New Affiliates:** Upon faculty*/administrative request using the *Potential Affiliate Evaluation Form* (see Appendix I) for a new affiliate, the appropriate Dean will forward three originals of the approved EPCC affiliation agreement to the Vice President of Instruction and Workforce Education to be routed to the President for signature. Upon signature by the President, agreements will be returned to the Dean for processing.
 - B. **Renewals:** At least one month prior to the expiration date of a current affiliation agreement, the Dean will forward three copies of the approved EPCC affiliation agreement to the President for signature. Upon approval signature by the President, agreements will be returned to the Dean for processing.
 - C. The Dean will send the three signed agreements to the affiliate by certified mail or by e-mail with a cover letter requesting signature and return. A copy of the current professional practice insurance policy will also be provided to the agency when requested.
 - D. Upon receipt of the signed copies, one original is retained by the affiliate, one original will be maintained by the Dean, and one will be forwarded to the Director of Purchasing & Contract Management.
 - E. Upon receipt of the signed agreement, the Dean's staff will record the expiration date on a tracking system that allows scanning of the signed agreements with tracking/viewing capability for authorized users. This will be maintained by the Dean's office. A composite record showing the status of affiliation agreements will be maintained by the Dean and distributed to the appropriate Discipline/Program Coordinators and Continuing Education Coordinators/Directors on a quarterly basis or as needed.
 - F. **Review of Approved EPCC Affiliation Agreements:** At least annually, the Dean and the Director of Purchasing & Contract Management will review the approved EPCC affiliation agreements for needed editorial changes. The Director of Purchasing & Contract Management will consult with EPCC legal counsel as appropriate.
- II. Non-Return of Signed Agreements

If two copies of the signed agreement are not returned within three weeks of mailing, telephone and/or email contact will be made by the Dean's office to ascertain status. This contact may be followed by a certified letter sent by the appropriate Dean requesting return of the signed agreement. Until the agreement is returned signed, the clinical affiliate may not be utilized for learning experiences.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

III. Verification of Continuation of Agreements for Second Year of Contract

A verification of continuation letter will be sent from the Dean, along with an evaluation survey, to all affiliates which have completed the first year of the signed affiliation agreements. The same forms will also be sent yearly to all affiliates with ongoing agreements on the anniversary date of the initial contract. The copies are retained by the affiliate and the Division office.

IV. Verification of Affiliation Agreement Status before Scheduling Students

- A. Because timelines required for processing agreements depend on many variables, deans, directors, coordinators, and faculty must verify that the agreement is valid for the entire semester before assigning faculty/students for the semester.
- B. The *Affiliate Clearance Form* (see Appendix II) should be sent to the Dean currently responsible for maintaining affiliation agreements at least two weeks prior to planned use. The agreement status will be verified. The form will be returned to the requestor with a copy to the appropriate dean/director.
- C. If the agreement is not current or has not been received, students may not be placed in that site for learning experiences.

V. Exceptions (Changes Requested to EPCC Approved Agreements or Non-EPCC Agreements)

- A. If questions arise regarding affiliation agreements at any time during the normal process, a memo or email will be forwarded from the Dean to the Director of Purchasing & Contract Management. If the situation is not resolved, the Vice President of Instruction and Workforce Education and the President will be informed, and appropriate action(s) initiated. The Director of Purchasing & Contract Management will request legal consultation when needed.
- B. Processing Non-EPCC Agreements. If an affiliate wishes to use their own affiliation agreement format instead of the approved EPCC agreement or wishes to make changes to the standard EPCC agreement (see Appendix III), the Dean will forward a copy of the proposed agreement/changes to the Director of Purchasing & Contract Management for review. If appropriate, the Director of Purchasing & Contract Management will forward for legal review. Once approved by the Director of Purchasing & Contract Management and/or the attorney, the agreement will be processed for signatures as above in Sections I-IV.

HEALTH CAREER & TECHNICAL EDUCATION, MATH AND SCIENCE

POTENTIAL AFFILIATION AGREEMENT REQUEST FORM

FORM MUST BE COMPLETED BEFORE AN AGREEMENT WILL BE INITATED

AGENCY'S LEGAL NAME: _____

ADDRESS: _____ **Zip Code:** _____

PHONE: _____ **Fax:** _____

ADMINISTRATOR'S NAME: _____ **Email:** _____

AGENCY ACCREDITATION: _____ **Joint Commission:** _____

Other (specify): _____

DEPARTMENT(s)	CONTACT PERSON	STUDENT CAPACITY	AVG PATIENT CENSUS

COMMENTS:

RECOMMENDATION:

I recommend utilization of this facility for the following courses/programs:

- This is a:**
- New Agreement**
 - Continuation Agreement which has expired or is near expiration**
 - Previously submitted and not signed**

Faculty Name: _____ **Email:** _____ **Ext#:** _____

Submit form to Dolores (darella9@epcc.edu) or Souraya Hajjar (shajjar@epcc.edu)

**STATE OF TEXAS:
COUNTY OF EL PASO:
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

AGENCY AFFILIATION AGREEMENT

HEALTH CAREER & TECHNICAL EDUCATION,

MATH AND SCIENCE DIVISION

AGREEMENT made this **date and year** between the Board of Trustees of the El Paso County Community College District, a political subdivision of the State of Texas, P.O. Box 20500, El Paso, Texas, 79998, hereinafter referred to as "District," and **Affiliates name, address, state and zip code** hereinafter referred to as "Affiliate."

RECITALS

It is the desire of both parties that students enrolled in the Health Career Education Programs at the District be provided the benefit of educational facilities and resources at the affiliate for practical experience in clinical service and procedure. It is recognized that the District is authorized to enter into this agreement as a function of its governmental and educational powers granted and prescribed by the State of Texas. It is mutually beneficial to both the District and the Affiliate that students be afforded opportunities for clinical education as outlined in this agreement.

Section 1-Term

1.01 The respective duties and obligations of the parties hereto shall commence upon the date of execution of this agreement and shall continue **for a period of two years**.

Section 2-Responsibilities of District

2.01 It shall be the responsibility of the District to plan and conduct a cooperative and coordinated educational program for the clinical instruction of its Health Career Education Program students with the Affiliate. The District will provide the Affiliate with a specific educational program to be carried out at the Affiliate.

2.02 The District will provide qualified, registered, licensed, or certified instructors for all general and/or supporting course work as prescribed in the Health Career Education Program, curricula.

2.03 The District will provide administrative services to include student admissions, scheduling, attendance, and maintenance of achievement and health records for all students.

2.04 The District agrees that all of its instructors and students will abide by the policies and regulations of the Affiliate and any pertinent state, federal or accreditation regulations while using its facilities.

2.05 The Faculty of the District will supervise and evaluate the students and select/assign suitable clinical experience situations in patients' care as prescribed by the adopted curricula. It is further understood that at no time will students in the Health Career Education Program be engaged in the provision of direct patient care without said instructors, affiliate preceptors or designee being physically present in Affiliate's facilities for supervision of the students. If appropriate, affiliate preceptors may provide input on student evaluations, competency assessments, and professionalism to the assigned District faculty. It is understood that students may be present in the Affiliate for purposes of observation without direct supervision by District instructors or affiliate preceptors. During such observation, students will, at no time, perform direct patient care services.

2.06 In cooperation with Affiliate's designated representative, the District will familiarize the students and instructors with the Affiliate's facilities, procedures, personnel policies, standards and code of ethics. In addition, the District will familiarize the representative/designated qualified licensed, registered, or certified health care professional within the Affiliate with program/course objectives, professionalism, and accreditation requirements.

2.07 The District will furnish each semester to the Affiliate's designated representative a rotation plan of students setting forth the number of participating students, the dates and hours, the assigned areas that the students will be participating. Any changes in the plan will be immediately brought to the attention of the same.

2.08 The District will provide the Affiliate evidence of immunizations, including Hep C, tuberculin testing, background checks, substance abuse testing, and CPR certification for Health Career Education Program students and instructors.

2.09 Malpractice liability insurance shall be carried by District students and instructors for the entire period of this agreement, and a certificate of insurance will be provided to the Affiliate indicating effective date, limits of coverage and other pertinent data. The Affiliate shall be notified of any change or termination in coverage. The District hereby agrees to maintain said malpractice insurance the limits of which shall be no less than two million dollars (\$2,000,000.00) for any one medical incident and five million dollars (\$5,000,000.00) aggregate.

2.10 Students participating in clinical training pursuant to this Agreement are members of the Affiliate's workforce for purposes of the Health Insurance Portability and Accountability Act (HIPAA) within the definition of "health care operations" and therefore many have access to patient medical information as provided for the Privacy Rule of HIPAA. The District will advise faculty and all students assigned to affiliate regarding the confidentiality of patient-client records and patient-client information imparted during the training experience. The District will also advise all students that the confidentiality requirements survive the termination or expiration of this agreement. This paragraph applies solely to HIPAA privacy and security of regulations applicable to the affiliate and does not establish an employment relationship.

Section 3-Responsibilities of Affiliate

3.01 The Affiliate will accept Health Career Education Program students from the District for clinical experience at its facilities during agreed upon time(s) as outlined in Sections 2 and Section 4.01.

3.02 The Affiliate shall make available to the District such use of classrooms, libraries and teaching aids as may be necessary for the implementation, training, and education of the students during the clinical phase of the program/course at no cost to the District.

3.03 The Affiliate shall make available patient care facilities, charts, medical records, equipment and supplies normally used in the Affiliate as may be necessary for clinical instruction and patient care at the Affiliate in accordance with the educational plan provided by the District. Affiliate shall provide materials and protective devices for students and faculty use in patient care as mandated by OSHA and CDC guidelines for blood borne pathogens.

3.04 The Affiliate shall provide suitable clinical experience in so far as possible based on the availability of patients, sufficient number of personnel and clinical materials recognizing the possible necessity of the District transferring students to other agencies which can provide experience in specific clinical services in the event of the unavailability of above.

3.05 The Affiliate shall provide qualified licensed/registered or certified health care professionals directly instructing each clinical area utilized for educational purposes at no cost to the District. If appropriate, said affiliate preceptors/designated staff may provide input on student evaluations, competency assessments, and professionalism to the assigned District faculty based upon the documents provided by the District outlining program/course objectives, professionalism and accreditation requirements.

3.06 When appropriate, the Affiliate shall designate, at no cost to the District, a specific member of its staff to instruct the students as a preceptor. The person so designated shall be the immediate instructor of the students for clinical practice and shall be a person who is customarily responsible for clinical practice at the Affiliate and who serves as a role model for student in clinical care and professional activities.

3.07 The Affiliate will observe the District's calendar of vacations and holidays for the students.

3.08 The parties agree that the Affiliate is responsible for the care and supervision of patients at the Affiliate.

3.09 Affiliate shall provide Medical Emergency Care up to the limit of Affiliate's ability to provide emergency care for accidents and illnesses which occur while the student is at the Affiliate; however, it is understood that the Affiliate assumes no financial responsibility for the provision of such care; any financial responsibility remains the obligation of the student. It is expressly understood that students are not covered under either the District's or the Affiliate's Worker's Compensation or other insurance coverage normally applicable to employees. Students will be subject to the normal admissions and/or payment procedures common to all patients at the Affiliate.

3.10 The Affiliate shall instruct its personnel that only duly authorized persons may instruct, order, or direct District students or instructors, and that unless so authorized such personnel shall not instruct, order or direct students or instructors. Personnel receiving such authorization shall be instructed that the students are undergoing a learning experience and shall not be expected, instructed, ordered or directed to perform functions beyond the level of training previously received.

Section 4-Students

4.01 Assignment and scheduling of students will be by mutual agreement between both parties in advance of the beginning of each semester or rotation of students.

4.02 A student in Health Career Education Program may be dismissed from Affiliate participation by the administrator/supervisor of the Affiliate for causes that is reasonable and has been documented in writing to the District.

4.03 Each student shall provide to the District the names of responsible parties to be notified in the event of illness or emergencies involving the student.

4.04 Each student shall possess physical and academic ability to profit from the clinical education and training provided at the Affiliate. There will be no discrimination on the basis of religion, age, gender, disability, race, color or national origin in the admission process and the educational programs of the District or by the Affiliate during the assigned education and training provided at the affiliate. Reasonable accommodation will be provided by the District and Affiliate for any disabilities identified in accordance with appropriate District policies and procedures.

4.05 A student enrolled in the Health Career Education Program, shall not receive pay for clinical and educational instruction at the Affiliate. Students are not to be substituted for paid employees or considered as employees of the Affiliate. Students may be employed by the Affiliate outside of regular education hours provided the work does not interfere with regular academic responsibilities.

4.06 Students enrolled in the Health Career Education Program will maintain confidentiality of information of the Externship Affiliate and/or its patients/clients.

Section 5-Law Governing Contract

5.01 This agreement shall be construed under and in accordance with the law of the State of Texas, and all obligations of the parties created hereunder are performable in El Paso County, Texas.

Section 6-Indemnity against Loss

6.01 To the extent that the District is legally capable, the District shall indemnify and hold the Affiliate harmless for losses suffered by the Affiliate due to injuries proximately caused a third party by the negligent acts of students during their training at Affiliate. Such indemnification shall not extend to losses suffered by the Affiliate due to injuries proximately caused a third party by the negligent acts of Affiliate Personnel or other non-District personnel. It is expressly understood that

it is not the intention or purpose of this Agreement to create any liability against the District and/or its Board unless law imposes such liability.

Section 7-Termination

7.01 This agreement may be terminated in whole or in part by either party giving a full thirty (30) days' notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested to the address of the respective parties listed above. However, such termination shall not take effect with regard to students already enrolled in a specified program until such time as those students have completed their respective program of study or until alternate clinical experiences can be arranged. If no alternative clinical experiences are available, this contract shall remain in effect no longer than 2 years from the date of termination or until the date of graduation of student enrolled in the program at the time of termination of the agreement, whichever shall occur first.

EXECUTED at El Paso, Texas on the day and year above mentioned.

DISTRICT: EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

William Serrata, Ph.D.
President

DATE: _____

AFFILIATE:

Print Name

Name and Title

DATE: _____

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

DEGREES AND CERTIFICATES



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.01.01

ASSOCIATE DEGREES

As an educational institution of higher learning in the State of Texas, the College offers various instructional programs which meet the needs of the community. In order to meet the higher educational needs of the community, the Board of Trustees directs the College President to establish Associate Degree programs.

The District shall offer three associate degrees:

Associate of Arts

Associate of Science

Associate of Applied Science

The Board further directs the President to set requirements for each degree offered. The requirements shall address: (1) the minimum and maximum number of credit hours required for graduation, and (2) the minimum number of credit hours which must be taken in residence at El Paso Community College.

The President shall establish procedures for the review and certification of candidates for graduation. However, the final responsibility for meeting associate degree requirements rests with the student.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.01.01- 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.01.01.14 Timely Graduation Processing

APPROVED: April 22, 1980 **REVISED:** July 13, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.01.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Outreach and Transitions Services

OBJECTIVE: To assure timely graduation by identifying and graduating students during the term in which they complete their degree/certificate requirements.

PROCEDURE:

General:

The Texas Higher Education Coordinating Board requires that students receive academic counseling concerning timely graduation in addition to timely graduation reporting by the institution. In order for a student to graduate from El Paso Community College (EPCC), the following conditions must be met:

1. Course work from all previous institutions, standardized testing, advanced placement, military and other professional training, articulation and non-traditional education and experience must be evaluated for award of credit. These evaluations should be accomplished during admissions to EPCC and/or immediately upon completion of the training or testing event and not delayed until the semester of graduation.
2. Students must have met EPCC's institutional residency requirement that 25% of courses toward the degree must have been taken at EPCC.
3. Completing a declared current active degree plan or one that has expired within the previous five (5) years. The student must have attended during at least one term while the degree plan is or was active. Counseling Services provides academic advising concerning timely accomplishment of degree requirements and course schedule planning.
4. The cumulative grade point average (GPA) must be at least 2.0; the average of courses within the degree plan must also be a minimum of 2.0, and the student cannot be on academic suspension during the semester of graduation.
5. In-progress course work from the University of Texas at El Paso (UTEP) completed during the graduation semester will be accepted for graduation purposes. In progress course work needed for degree completion from other institutions (other than UTEP) must be completed, official transcripts received, and the evaluation of transfer credit completed prior to graduation from EPCC. Graduation from EPCC will be official at the end of the semester in which the transfer credit is actually articulated/awarded.

Process:

- I. After the census date each semester, the Office of Admissions and Registration will audit all enrolled student records to determine eligible graduate candidates.
 - A. Identify enrolled students who have satisfied their degree/certificate requirements.
 - B. Verify that the student has satisfied EPCC degree residency requirements.
 - C. Verify that the student maintained a 2.0 or "C" average for courses applicable to the degree plan.
 - D. Ensure that all supporting documentation for exceptions, including approved petitions and official evaluations, are in the student file.

- E. Notify graduate candidates of eligibility to graduate by the 4th week of the semester and invite them to the commencement ceremony.
- F. Verify other students' eligibility for graduation upon requests directly to the Admissions and Registration Office.
- G. All grades will be verified at the end of the semester. Diplomas will be mailed to students satisfying the degree. Students not satisfying the degree requirements will be directed to Counseling Services.

II. Student's Responsibility:

- A. Graduate Candidate students will respond (RSVP) to the invitation notice received from the Admissions and Registration Office, verifying attendance at the commencement ceremony and mailing address for receipt of their diploma.
- B. Students who believe that they are eligible for graduation, but did not receive an invitation/notice to commencement, will verify their declared major and conduct a degree audit using EPCC Student Self-Serve. If the self-audit indicates they have completed their declared major, they will contact the Admissions and Registration Office.
- C. Students who are not completing their degree/certificate requirements during the current semester should seek academic advisement prior to enrolling the following term to ensure that courses will pertain to their degree.

III. Counseling Services will:

- A. Provide to students, from the time of admission to the College, on-going academic advising services concerning timely graduation requirements, including reviewing student academic history against degree requirements and advising how to meet remaining graduation requirements.
- B. Coordinate with the Office of Admissions and Registration, as necessary, to resolve discrepancies.
- C. Assist students in filing an appeal for graduation to the appropriate Dean of Instruction when appropriate.

IV. Commencement Ceremony Participation

- A. Participation in graduation/commencement ceremonies is restricted to students completing their degree/program requirements during that semester. Since there is not a Summer Commencement Ceremony, Summer graduates may participate in the Fall Commencement Ceremony.
- B. Although a public publication, the commencement program is used for the conduct of the ceremony only, and is not an official notice that any of the students listed have actually completed all requirements of the degree and that the diploma was conferred. Students who have a requested restriction of their directory information will not have their names appear in the commencement program.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.01.01.18 Awarding of Posthumous APPROVED: March 4, 2020 **REVISED:**
Degrees Year of last review: 2020
AUTHORIZING BOARD POLICY: 6.01.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To recognize the academic achievement of the deceased student, and to extend to the family, and friends of the student an opportunity to share in his/her academic success at El Paso Community College.

PROCEDURE:

General:

To be eligible for the award of an El Paso Community College degree posthumously, the student must have met the following conditions:

1. At the time of death, the student was enrolled in courses that would have allowed him or her to complete all work for the degree.
2. The student must be in good academic standing and have the appropriate grade point average in the required areas for graduation.

Process:

- I. The faculty of the academic program of the deceased student may initiate consideration of the award of a posthumous degree and may do so by contacting the Dean of the program in which the deceased student's program resided to make a formal recommendation for the award of a posthumous degree.
 - A. The Dean, upon receipt of the recommendation, shall initiate the approval process by submitting a request to the Executive Director of Admissions and Registrar to conduct a thorough review of the deceased student's progress toward his/her degree.
 - B. A summary of the review will be submitted to the Dean. If the Dean concludes that the eligibility requirements listed above have been met, they may submit a formal recommendation through an internal memo to the Executive Director of Admissions and Registrar.
 - C. The family of the deceased student shall be notified by the Office of Admissions and Registration.
 - D. The degree shall be conferred at the next regularly scheduled commencement exercise. The posthumous nature of the award shall be indicated on the diploma, the student's permanent record and in the commencement program.
 - E. A copy of the diploma shall be mailed to the family.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.01.02

CERTIFICATE CREDIT PROGRAMS

As an educational institution of higher learning in the State of Texas, the College offers various instructional programs which meet the needs of the community. In order to make available specialized training and experience to students, the College is committed to providing certificate programs.

Therefore, the Board of Trustees directs the College President to establish certificate programs which meet the community needs. Standards of learning in certificate programs shall be comparable to those of other programs offered by the District.

The President shall establish procedures for the review and certification of candidates for completion of certificate programs. However, the final responsibility for meeting certificate requirements rests with the student.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.01.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ACADEMIC CREDIT



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.03.01

AWARD OF CREDIT

The Board of Trustees of El Paso Community College recognizes the need to offer students alternative modes for obtaining college credit. To accommodate this need the Board authorizes the President to develop procedures for awarding college credit to students at El Paso Community College through programs that may include, but not be limited to, Proficiency Examinations, Experiential Learning, Examination by Recognized Professional Certification Agencies, Military Occupation Specialty Evaluation, End-of-Course Exams, Independent Study, and Prior Learning Portfolio Assessment.

Adopted: May 21, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.03.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.03.01.10 Proficiency Examinations

APPROVED: March 13, 1980 **REVISED:** July 8, 2005
Year of last review: 2021

AUTHORIZING BOARD POLICY: 6.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director of Testing Services

OBJECTIVE: To establish and standardize the administration, scoring, tracking, and reporting of results for Proficiency Examinations.

DEFINITION: A Proficiency Examination allows a student to earn a CR (Credit) grade in a course without enrolling in the course. The Proficiency Examination determines whether a student has the knowledge needed to meet course objectives.

PROCEDURE:

I. Process

Students may elect to earn credit by exam by taking an approved Proficiency Examination in programs for which approved Proficiency Examinations are available. Proficiency Examination Application/Record forms are available at all testing centers.

- A. In making a decision to take a Proficiency Examination, students will consult with an academic advisor to ensure that they meet all institutional course prerequisites and that the course will complement their degree plan. The academic advisor will document the student's eligibility on the Proficiency Examination Application/Record form.
- B. If the student plans to transfer the Proficiency Examination credit to another college or university, it is the student's responsibility to check with the other institutions for transferability.
- C. The application will then be approved or disapproved by the appropriate Dean.
- D. Upon approval of the Proficiency Examination application, the student must contact Testing Services (or appropriate academic department for practicum tests) to schedule an appointment for testing. The student must present a payment receipt and picture identification before being admitted for testing.

II. Timelines

- A. Students should take a Proficiency Examination prior to enrolling in the course.
- B. If students are already enrolled in the course and decide to challenge the course by taking a Proficiency Examination, the examination must be completed prior to the census date for that semester.
- C. If students pass the Proficiency Examination, they may request a tuition refund by following the published class withdrawal procedures and timelines.

III. Eligibility

- A. Earning credit through Proficiency Examinations is not available to students who have previously enrolled in, but did not successfully complete requirements for the course.
- B. Students may attempt a Proficiency Examination only one time. If students do not pass the Proficiency Examination, they must enroll in and successfully complete the course to receive credit.

***Note: The word "faculty" denotes instructors, counselors, and librarians.**

- C. A student must meet all published institutional prerequisites for the course prior to attempting a Proficiency Examination.

IV. Testing Fees

- A. The testing fee for Proficiency Examinations will be assessed according to the District's current fee schedule. Additional fees may apply for exams that cannot be administered at one of the campus testing centers. Students should contact Testing Services for current fee information.
- B. Proficiency Examination fees are non-refundable and not covered by financial aid.

V. Test Facilities

- A. Proficiency Examinations will be available at one of the primary campus testing centers as determined by the Dean who has overall responsibility for the preparation and approval of the Proficiency Examination.
 - 1. Proficiency Examinations will be not available at such locations as the Fort Bliss site or smaller satellite sites.
 - 2. The student should contact Testing Services to check on the availability of an examination at a particular location.
- B. Examinations requiring a laboratory setting (e.g. nursing, drafting, professional office computer technology, etc.) will be conducted in the appropriate academic department.

VI. Scoring of Proficiency Examinations

- A. Passing scores and/or skill levels have been established by the academic divisions. Testing Services personnel may score exams where machine scoring is requested by the responsible Dean and a scan answer key has been provided for the Proficiency Examination. When machine scoring is not possible, designated faculty* members will complete scoring.
- B. All Proficiency Examinations (or answer forms, as appropriate), scores and applications will be returned to the responsible Dean, who will review the completed examination, make the final determination of credit to be awarded (CR - Credit or NC - No Credit) and forward the Proficiency Examination Application/Report form to the Admissions and Registration Office for posting to the student's record. The completed examination and/or answer sheet will be retained in the division office for a period of two years after the test date.

VII. Notification of Test Results

- A. The Admissions and Registration Office personnel will post results of CR (Credit) to the student's academic record.
- B. An NC (No Credit) report will not be posted to the student's record, but a copy will be retained in the student's file as verification that the student attempted the exam.
- C. The Admissions and Registration Office will retain the original copy of the completed Proficiency Examination Application/Record and forward a copy to the Valle Verde Testing Center for distribution to the appropriate Dean and the student.

VIII. Development of Proficiency Examinations

- A. The District-wide discipline is responsible for determining which courses there may be a Proficiency Examination available for and will supervise the development of Proficiency Examinations. Proficiency Examinations will not be developed for any EPCC course where credit can be obtained by taking a nationally standardized credit by exam program test such as the CLEP (College Level Examination Program) or DSST (DANTES Subject Standardized Tests).
- B. Deans will provide to the Director of Testing Services sufficient copies of each approved examination to allow for distribution of one copy to each campus testing center designated by the Dean. Additional copies will be necessary only for examinations which require responses to be written on the examination document.

- C. The testing centers will store/secure only copies of examinations that will be administered in the testing centers. Examinations that will be administered in the academic department will be maintained/secured by that department. Deans will maintain a copy of all approved Proficiency Examinations for their academic disciplines.
- D. Proficiency Examinations will be reviewed every two years by the District-wide discipline to ensure that examination content reflects the current course content.
- E. Testing Services will maintain a consolidated list of all approved Proficiency Examinations for information purposes, monitor submission/expiration dates and notify each responsible Dean when a Proficiency Examination submitted to Testing Services has reached its published expiration date. Proficiency Examinations stored in the testing centers that have reached their published expiration date will be returned to the responsible Dean for review of need and update, as appropriate.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.03.01.18 College-Level Examination Program

APPROVED: July 7, 1981
Year of last review: 2021

REVISED: November 8, 2012

AUTHORIZING BOARD POLICY: 6.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the guidelines for acceptance of College-Level Examination Program (CLEP) credits.

PROCEDURE:

I. General Examinations

College credit may be awarded when the student has attained the minimum score or above as recommended by the American Council on Education at the time the CLEP exam(s) was taken.

II. CLEP Subject Examinations

College credit may be awarded when the student has attained a score equating to a grade of "D" or above, as recommended by the American Council on Education at the time the exam(s) was taken. For subject exams applicable to the Health Occupations Programs offered by the District, the attained score must equate to a grade of "C" or above for the credit(s) to be accepted.

III. Subject Standardized Tests

College credit may be awarded when the student has attained the minimum percentile score recommended by the American Council on Education at the time the exam(s) was taken.

IV. For credits to be awarded under these criteria, the student must have copies of the test results forwarded from the CLEP, the United States Armed Forces Institute (USAFI) or the Defense Activity for Non-Traditional Educations Support (DANTES), also known as the DSST (DANTES Subject Standardized Tests), to the Office of Admissions and Registration for evaluation.

V. The credits accepted will be posted to the student's transcript as semester credit hours earned through CLEP examinations.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.03.01.22 **Awarding of Non- Traditional Credit**

APPROVED: August 29, 1994 **REVISED:** November 3, 2006
Year of last review: 2021
AUTHORIZING BOARD POLICY: 6.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the procedure for the awarding of non-traditional credit.

I. General

The applicable programs are listed in the *College Catalog*. Requirements are to be listed on the standardized form attached to this procedure: *Addendum to College Procedure 6.03.01.22: Awarding of Non-Traditional Credit*. Completed copies of the aforementioned form shall reside in the Curriculum Office and in the office of the appropriate Dean(s).

II. Process

A. Eligibility for Award of Credit

Any student wishing to receive the awarding of non-traditional credit in a program of study or receive credit for any course due to experience or training must meet the following guidelines as well as the specific guidelines within the desired program of study. All veterans must declare and have all prior training (military or civilian) evaluated as required by the Department of Veterans Affairs for certification of veterans' educational benefits. The student

1. Must have met all admissions requirements of the College.
2. Must be pursuing a certificate or degree with a declared major.
3. Must have been previously enrolled or be currently enrolled in credit courses at El Paso Community College. Specific, documented proof of current certifications or competencies, if applicable, must be provided.

B. Categories of and Guidelines for Awarding Non-Traditional Credit

Credit to be awarded must be approved by the Dean, Curriculum Office, and Vice President of Instruction and Workforce Education. The credit to be awarded will be recorded by the Office of Admissions and Registration.

1. Approved Articulations

To receive college credit where a formal articulation agreement exists between El Paso Community College and the originating institution, the student must

- a. Submit an official transcript from the originating institution directly to the Office of Admissions and Registration. In the case of a student attending a neighboring school district, a letter confirming the award of credit will take the place of a formal transcript.
- b. Specific articulated credit must meet the elements of the EPCC high school articulation procedure (*College Procedure 6.00.02.10 Articulation of Vocational and Academic Courses with Secondary Schools*).

2. National Certifications
 - a. Certificate or license must be from an organization recognized by the U.S. Department of Education as described in its publication, Nationally Recognized Accrediting Agencies and Associations, or by a recognized state accrediting body.
 - b. Official verification of the license or certificate must be available through the recognized organization and an original copy submitted to the Office of Admissions and Registration.
 - c. Credit may only be awarded while the certification or license is valid.
 - d. Examples include, but are not limited to,
 - 1) Bureau of Citizenship and Immigration Services (BCIS) certificate.
 - 2) Child Development Association certificate.
 - 3) El Paso Police Training Academy certificate.
 - 4) Basic Fire Fighter certificate.
 - 5) Licensed Vocational Nursing certificate
 - 6) Diagnostic Medical Sonography certificate
3. Credit by Examination or Proficiency Examinations (e.g. CLEP or Proficiency Exams)
 - a. The tests must be EPCC approved, college-level examinations.
 - b. Official score reports or transcripts must be available showing the date of the test and score.
 - c. Authorization to award credit from a particular testing body must be given by the Vice President of Student Services in coordination with the Vice President of Instruction and Workforce Education.
 - d. Specific credit must be approved by the appropriate Instructional Dean.
4. Credit for Learning by Experience Option (CLEO)
 - a. Students must register for EDTC 1250, "Portfolio Development."
 - b. Credit awarded must have direct relationship to courses and programs available at EPCC.
5. Military Schools
 - a. For training from military schools to be recognized, it must have occurred while on active duty with regular or National Guard forces and have been evaluated by the American Council on Education (ACE). (If not evaluated by ACE, the individual may be eligible for credit through the Proficiency Examination or CLEO programs.)
 - b. When articulation agreements exist, they preempt the ACE recommendation. Only the articulated credit will be awarded.
 - c. The following are acceptable for proof of completion:
 - 1) Official Joint Services Transcript (JST)
 - 2) DD 214.
 - 3) Certified DA Form 2A-2/1.
 - 4) Original letter or transcript from agency showing course completion.
 - 5) Other appropriate training documents from U.S. Armed Services as recognized by ACE.
 - d. Duplicate credit will not be awarded for identical ACE recommendations.

6. Military Occupations
 - a. Occupational training must have been completed while on active duty in the regular or National Guard forces and have been evaluated by ACE. (If not evaluated by ACE, the individual may be eligible for credit through the Proficiency Examination or CLEO programs).
 - b. Only Primary Military Occupational Specialties (PMOS) or Duty Military Occupational Specialties (DMOS) held for at least 90 days during the last 10 years in which the individual has been rated in accordance with ACE guidelines will be considered for credit. Secondary Military Occupational specialties (SMOS) will not be considered for credit.
 - c. The following are acceptable for proof of holding of PMOS:
 - 1) Official JST.
 - 2) DD 214.
 - 3) Certified DA Form 2A/2-1.
 - 4) Other appropriate training documents from U.S. Armed Services as recognized by ACE.
7. Duplicate credit will not be awarded for identical ACE recommendations.

C. Transcription of Credit

1. Only recommendations at the certificate and associate degree level will be eligible for awarding of credit. Vocational or graduate level recommendations will be not considered for credit.
 2. Credit cannot be transcribed prior to:
 - a. Approved Articulation Dates.
 - b. National Certification Testing Dates or Effective Date of Award.
 - c. College Level Testing Date.
 - d. Active Duty Military Experience, date on which the MOS was assigned, provided it was within the last ten years.
 - e. Active Duty Military Schools, course completion date.
 3. Non-traditional credit will normally be posted to the transcript upon completion of the first semester. In the case of a high school articulation award, credit will be posted upon approval of the petition and enrollment at EPCC past the first census date of enrollment.
 - a. Initially, credit from any non-traditional source will be awarded in terms of equivalent credit offered by EPCC.
 - b. If additional credit for elective areas can be applied to a specific degree and major, Enblock credit will be awarded as it applies. Elective credit will be posted not to exceed the maximum number of hours authorized by the degree.
 4. The source of the credit will be clearly identified on the transcript.
 5. All credit will be posted on the transcript with a grade of "CR."
 6. The total amount of credit awarded from all sources of non-traditional areas shall not exceed 75 percent (three fourths) of any EPCC associate degree requirements.
- D. Examinations-validations from Foreign Educational Systems are not normally acceptable as academic transfer credit but will be evaluated on a case-by-case basis using the procedure for the awarding of traditional credit.

Documents associated with the procedure:

1. *Addendum to College Procedure 6.03.01.22: Awarding of Non-Traditional Credit*



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

6.03.01.26 International Baccalaureate Program (IB) Award of Credit

APPROVED: October 19, 2007 **REVISED:** Year of last review: 2021
AUTHORIZING BOARD POLICY: 6.03.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish the procedure for awarding semester credit hours for International Baccalaureate Program subject area examinations. EPCC welcomes applications from students in the International Baccalaureate Program (IB). Students with IB diplomas or certificates may receive up to 24 semester credit hours based upon minimum scores of 4 in either the Standard Level (SL) or Higher Level (HL) subject group examinations.

PROCEDURE:

I. Eligibility for Award of Credit

Prior to the award of college credit for IB diplomas or certificates, the following must be observed. The student:

- A. Must have been met all admissions requirements of the College for academic enrollment.
- B. Must be pursuing a certificate or degree with a declared major.
- C. Must have been enrolled and attended past the official census date in at least one academic course.
- D. Must request official documentation supporting IB diploma or certificate and request examination scores directly from the International Baccalaureate Organization (IBO).
- E. Must have received at least a minimum score of 4 on the curriculum subject examination.
- F. Must petition for award of IB credit. Student may choose which credit is to be transcribed if IB scores indicate more than 24 credit hours meet established criteria.

II. IB Subject Groups

An examination is given for each curriculum subject group in the IB program. Students may receive a score of 1 to 7. Standard Level (SL) examination denotes that the student had one year of study in the subject; Higher Level (HL) denotes two years of study in the discipline. The IB curriculum consists of six subject groups as described below:

- | | | | |
|----|---------|----------------------------------|---|
| A. | Group 1 | Language A1 | First language including world literature |
| B. | Group 2 | Language A2
Language B | Language and Literature for bilingual students
Two to four years of foreign language |
| C. | Group 3 | Individuals | Business and management, economics, geography and Societies history, information technology in a global society, philosophy, psychology, social and cultural anthropology |
| D. | Group 4 | Experimental Sciences | Biology, chemistry, physics, design technology, environmental systems |
| E. | Group 5 | Mathematics and Computer Science | Mathematics (HL), mathematics (SL), mathematical studies SL, further mathematics SL, computer science |

III. International Baccalaureate Examination

The International Baccalaureate (IB) Diploma Program is offered in participating high schools, and the examinations are administered at the high schools. EPCC accepts work from the Standard Level and the higher level IB courses for credit by examination. If students have earned an IB Diploma and have at least a 4 on exams they are eligible to receive at least 24 hours of college credit. Students must request that the IB office send official scores to EPCC Assessment Services. The courses and the examination scores that are used as the basis for credit are listed in the table below.

INTERNATIONAL BACCALAUREATE EXAMINATIONS

Satisfactory Scores and Course Credit

IB EXAMINATION	SCORE	EPCC COURSE
BIOLOGY		
Biology (SL)	4,5,6,7	BIOL 1408
Biology (HL)	4,5,6,7	BIOL 1408, 1409
CHEMISTRY		
Chemistry (SL)	4,5,6,7	CHEM 1411
Chemistry (HL)	4,5,6,7	CHEM 1411, 1412
COMPUTER SCIENCE		
Computer Science (HL)	4,5,6,7	COSC 1436, 1437, 2436
ECONOMICS		
Economics (SL)	4,5,6,7	ECON 1301
Economics (HL)	4,5,6,7	ECON 1301, ECON 2301, ECON 2302
ENGLISH		
Language A1 or A2 (SL)	4,5,6,7	ENGL 1301, 2332
Language A1 or A2 (HL)	4,5,6,7	ENGL 1301, 2332
Extended Essay	C	ENGL 1302
GEOGRAPHY		
Geography (SL)	4,5,6,7	GEOG 1301
Geography (HL)	4,5,6,7	GEOG 1301, GEOG 1302
HISTORY		
History (SL)	4,5,6,7	HIST 1301

IB EXAMINATION	SCORE	EPCC COURSE
History (HL)	4,5,6,7	HIST 1301, HIST 1302
MATHEMATICS		
Mathematics (SL)	4,5,6,7	MATH 1314
Further Mathematics (SL)	4,5,6,7	MATH 1314, MATH 2412, MATH 2413 (With Topic II MATH 1342, With Topic IV MATH 2314)
Mathematics (HL)	4,5,6,7	MATH 1314, MATH 2412, MATH 2413
Mathematical Studies (SL)	4,5,6,7	MATH 1314
MODERN LANGUAGES		
Language A1 or A2 (SL)		
French	4,5,6,7	FREN 1411, 1412, 2311, 2312
German	4,5,6,7	GERM 1411, 1412, 2311, 2312
Russian	4,5,6,7	RUSS 1411, 1412, 2311, 2312
Spanish	4,5,6,7	SPAN 1411, 1412, 2311, 2312
Language A1 or A2 (HL)		
French	4,5,6,7	FREN 1411, 1412, 2311, 2312
German	4,5,6,7	GERM 1411, 1412, 2311, 2312
Russian	4,5,6,7	RUSS 1411, 1412, 2311, 2312
Spanish	4,5,6,7	SPAN 1411, 1412, 2311, 2312
Language B (SL)		
French	4,5,6,7	FREN 1411, 1412
German	4,5,6,7	GERM 1411, 1412
Russian	4,5,6,7	RUSS 1411, 1412
Spanish	4,5,6,7	SPAN 1411, 1412
Language B (HL)		
French	4,5,6,7	FREN 1411, 1412, 2311, 2312
German	4,5,6,7	GERM 1411, 1412, 2311, 2312

IB EXAMINATION	SCORE	EPCC COURSE
Russian	4,5,6,7	RUSS 1411, 1412, 2311, 2312
Spanish	4,5,6,7	SPAN 1411, 1412, 2311, 2312
Language AB		
French	4,5,6,7	FREN 1411
German	4,5,6,7	GERM 1411
Russian	4,5,6,7	RUSS 1411
Spanish	4,5,6,7	SPAN 1411
MUSIC		
MUAP (SLS)	4,5,6,7	(2 credits in primary instrument or voice)
MUEN (SLG)	4,5,6,7	(1 credit)
MUSI 1286 (SLC)		
MUAP (HL)	4,5,6,7	(2 credits in primary instrument or voice) MUSI 1286
PHILOSOPHY		
Philosophy (SL)	4,5,6,7	PHIL 1301
Philosophy (HL)	4,5,6,7	PHIL 1301, PHIL 2303, PHIL 2306
PSYCHOLOGY		
Psychology (SL)	4,5,6,7	PSYC 1301
Psychology (HL)	4,5,6,7	PSYC 2317
PHYSICS		
Physics (SL)	4,5,6,7	PHYS 1401
Physics (HL)	4,5,6,7	PHYS 1401, 1402
SOCIAL AND CULTURAL ANTHROPOLOGY		
Social and Cultural Anthropology (SL)	4,5,6,7	ANTH 2351
Social and Cultural Anthropology (HL)	4,5,6,7	ANTH 2351
THEATRE ARTS		
Theatre Arts (SL)	4,5,6,7	DRAM 1310

IB EXAMINATION	SCORE	EPCC COURSE
Theatre Arts (HL)	4,5,6,7	DRAM 1310, DRAM 1330, or DRAM 2361
VISUAL ARTS		
Film (SL)	4,5,6,7	DRAM 2366,2367
Film (HL)	4,5,6,7	DRAM 2366, 2367, COMM 2303



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.03.02

CREDIT FOR TRANSFER

Students transferring to El Paso Community College from other institutions of higher education should have the opportunity to transfer course work satisfactorily completed. To ensure credit is granted for course work of comparable quality to that offered by El Paso Community College, the Board of Trustees directs the President to develop procedures for the evaluation of transfer courses.

Adopted: Aug. 27, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.03.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.03.03

SEMESTER CREDIT HOUR

The Board of Trustees directs the President to develop procedures regarding the standard measure of the semester credit hour.

Adopted: Sept. 12, 2012
Year of Last Review: 2018

Amended:

6.03.03 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.03.03.10 Semester Credit Hour Defined

APPROVED: July 13, 2012 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.03.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To define the unit of semester credit hour and how the unit applies to various deliveries of instruction at El Paso Community College (EPCC).

PROCEDURE: EPCC verifies that courses conform to the traditional semester credit hour regardless of the mode of delivery, the length of time of the classes, and other factors.

- I. El Paso Community College (EPCC) uses the traditional “Carnegie unit” to measure credit course work. The “Carnegie unit” may also be known as the semester credit hour. The semester credit hour assesses time students spend in class, time students prepare materials out of class, and outcomes students will gain from the class. EPCC uses this semester credit hour in a way similar to that of most community colleges and universities, making it possible for EPCC to compare course work with other institutions. The semester credit hour at EPCC is based on the regular long semester of sixteen weeks. One semester credit hour means that a student is in class (traditional face-to-face format) for a minimum of fifty minutes per week for sixteen weeks. The student will spend a minimum of two hours out of class for class preparatory materials for the semester credit hour.
- II. The EPCC semester credit hour is in compliance with the Texas Higher Education Board (THECB), the *Texas Academic Course Guide Manual (ACGM)* and the *Texas Guidelines for Programs in Workforce Education (GIPWE)*.
- III. Semester Hour and Course Deliveries
 - A. Non-laboratory class instruction: For the traditional in-class EPCC course, a semester credit hour consists of one credit hour of classroom or other direct faculty* instruction and at least two credit hours of student work outside of the classroom for a semester of fifteen weeks plus one week for final exams or grades.
 - B. Laboratory class: Semester hours are in accordance with guidelines and ranges set by THECB regarding lecture and lab offerings.
 - C. Alternative modes of delivery including, but not limited to, online classes and combined online and face-to-face classes: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above. Texas Administrative Code Title 19 Part 1 chapter 4 Subchapter A. Rule §4.6 addresses, and allows for, semester credit hours through non-traditional delivery that have equivalent learning outcomes.
 - D. Courses presented in less than the standard sixteen week semester, including but not limited to, summer school terms, minimesters, and powerpacks: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above.
 - E. High school dual credit classes and early college high school classes: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above.

*Note: The word “faculty” denotes instructors, counselors and librarians.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

CURRICULUM



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.04.01

CURRICULUM DEVELOPMENT AND REVISION

As an educational institution in the State of Texas, El Paso Community College offers various instructional programs to meet the needs of the community. El Paso Community College, as an institution of higher education in the State of Texas, strives to provide all segments of society a learning environment conducive to community needs. In this endeavor, it may become necessary for the College to restructure its curriculum offering to better serve the community of El Paso.

Therefore, the Board of Trustees directs the College President to implement procedures for curriculum development and revision so as to be able to offer instructional programs and courses which are directed to meeting the higher educational needs of the residents of El Paso County and which contribute to the goals of the District. The Board of Trustees authorizes the College President to make program changes due to financial exigency, emergency or other business necessity of the College.

Adopted: Feb. 27, 1980
Year of Last Review: 2020

Amended: June 25, 2020

6.04.01 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.01.10 Addition, Modification, and Deletion of Courses

APPROVED: April 9, 1981 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.04.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish guidelines for the addition, modification, and deletion of courses.

PROCEDURE:

I. Initiating the Process

Course additions, modifications, and deletions may be initiated for consideration by members of the full-time faculty* and by members of the administration.

II. Objectives

Procedures for the development of new programs have been established by the Office of the Vice President of Student Services with the following objectives:

- A. To maintain the quality of programs.
- B. To insure instructional quality with the available finances.
- C. To provide a uniform system of documentation and records.
- D. To avoid needless duplication of instructional facilities and equipment within the District.

NOTE: Operational procedures for initiating additions, changes, and/or deletions relating to courses are available from the Office of Curriculum and Instructional Development.

*Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.01.14 Establishing New Associate Degree and/or Certificate Programs

APPROVED: April 7, 1981 **REVISED:** July 13, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.04.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish guidelines for the development of new associate degree and/or certificate programs.

PROCEDURE:

I. Initiating the Process

New associate degree and/or certificate programs may be initiated for consideration by members of the full-time faculty* and by members of the administration.

II. Objectives

Procedures for the development of new degree or certificate programs have been established by the Vice President of Instruction and Workforce Education with the following objectives:

- A. To maintain the quality of degree and certificate programs.
- B. To determine the validity of the need for a new educational program.
- C. To encourage the admission of students who will benefit from these educational programs.
- D. To supply work force needs with individuals who have graduated from these educational programs.
- E. To avoid needless duplication of instructional facilities and equipment within the District.
- F. To ensure instructional programs of quality with the available finances.
- G. To provide a uniform system of documentation and records.

III. Detailed and current operational procedures for developing new associate degree or certificate programs are available from the Office of Curriculum and Instructional Development.

- A. The Texas Higher Education Coordinating Board (THECB) requires notification of the development of new degree or certificate programs. Approval must be secured from the THECB.
- B. The Southern Association of Colleges and Schools (SACSCOC) requires notification of a substantive change or development of new associate degree or certificate programs (see College Procedure 2.03.01.54 *Substantive Change*). Approval must be secured from SACSCOC.
- C. All new associate degree or certificate programs must be approved by the El Paso County Community College District (EPCCCD) Board of Trustees.
- D. After approval from the Board, the Office of Curriculum and Instructional Development notifies the Texas Higher Education Coordinating Board (THECB) to add the certificates and programs to the El Paso Community College (EPCC) inventory.
- E. The Office of Curriculum and Instructional Development will notify the Financial Aid Office to notify the United States Department of Education. Approval must be secured from the United States Department of Education.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.01.18 Conversion of Non-Credit (CE) Concurrent Courses to Credit Semester Credit Hour (SCH) Courses

APPROVED: January 7, 2004 **REVISED:** March 1, 2013
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.04.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Workforce and Continuing Education

OBJECTIVE: To establish a process and criteria for conversion of non-credit concurrent courses to regular semester credit hours credit.

PROCEDURE:

I. Definitions:

- A. Continuing Education Course - A non-credit course offering Continuing Education Units (CEUs) as approved by the Texas Higher Education Coordinating Board (THECB).
- B. Semester Credit Hour Course - A course offering semester credit hours as approved by the THECB.
- C. Concurrent Course - A continuing education course (non-credit) that shares the facility, curriculum, and instructor with a regular college academic course.

II. Administrative/Faculty* Guidelines for Concurrent Courses:

- A. The appropriate Continuing Education (CE) Director will notify the appropriate Dean/Director of the concurrent class that there are non-credit students in the class. The notification will explain the necessity of adhering to College policy and procedure related to student compliance concerning course requirements, attendance and recording of grades.
- B. The appropriate CE Director is responsible for keeping concurrent course syllabi in the department files.
- C. Faculty* shall ensure that CE students enrolled in concurrent courses complete all course work required of credit students.
- D. Upon request by student, the appropriate CE Director will provide information that stipulates the conditions and criteria for converting non-credit to semester credit hours. This information will delineate the District's requirements and the student's responsibilities.

III. Conditions -- Students wishing to convert continuing education units to academic credit must meet the following conditions:

- A. Meet admissions requirements and be admitted to the College as a credit student paying all appropriate fees.
- B. Must be enrolled in one credit course past census date.
- C. Register into and successfully complete a concurrent course by attaining an equivalent passing score as required of credit students in the course.
- D. Meet the strict time deadlines by applying for the conversion of credit within two years of completing the concurrent course.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- E. The course must be in the catalog for the student's catalog year. The catalog year will be established based upon the student's admission and enrollment in credit courses.
- IV. Process for Conversion of Continuing Education Units to Semester Credit Hours -- Students desiring to convert CEUs from a concurrent continuing education course to academic semester credit hour must adhere to the following process:
- A. To be awarded conversion credit, a student must first be a credit student admitted to the College. If the CE student is not already admitted to the College as a credit student and has earned no credit with EPCC, he/she must apply for and be accepted as a regular credit student meeting all current College requirements.
 - B. The student initiates the conversion process by requesting that the appropriate CE Director forward a recommendation for the petition process to Counseling.
 - C. The student then meets with a Counselor to prepare a petition requesting conversion of credit. The petition must include the continuing education course information, including course title, course reference number, course dates, semester/term, instructor name and numerical grade earned. It should also indicate that the student has been accepted as a credit student and has successfully completed at least one credit course at EPCC. Counseling should review the student's record in preparing the petition form.
 - D. The petition is then sent to the Executive Director of Admissions and Registration for verification of admissions requirements and of successful completion.
 - E. The appropriate Dean/Executive Director will review and approve/disapprove the petition subject to Board Policies and College Procedures ensuring that the course met concurrent requirements and faculty* met credit course credentialing requirements.
 - F. The petition is then returned to the Office of Admissions and Registration for posting of the appropriate credit to the student's academic transcript. The Office of Admissions and Registration will notify the student of credit conversion.
 - G. The Office of the Bursar will notify the student of any outstanding balances.
- V. The student may appeal to the appropriate vice president.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.01.22 Program Closure

APPROVED: December 11, 2008 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.04.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish processes and timelines to ensure that program closures follow a consistent, methodical plan and that faculty*, staff, students and appropriate College departments are notified within appropriate timelines. Current students in the program being closed will be given the opportunity to complete the program.

GENERAL:

I. Program Review Committee (PRC)

Each year, the PRC will make recommendations on whether the senior instructional administrators should review a program's strengths and weaknesses and the program's capacity to improve its service to students and the community. This procedure covers those programs whose administrative review, as recommended by the PRC, has led to the administrative decision of closure.

II. Vice President

The Vice President responsible for a program that is recommended for senior instructional administrative review by the PRC will review the program's strengths and weaknesses and the program's capacity to improve its service to students and the community and make a determination regarding the status of the program. The Vice President will forward his/her recommendation to the College President within two weeks of receiving the PRC's recommendation. This procedure covers those programs for which the Vice President makes the recommendation that the program be closed.

III. President

The College President will make the final decision regarding the closure of College programs. The final decisions related to program closures will normally be made by the end of the same semester in which the PRC made its recommendation. This procedure covers only those programs for which the President makes the decision that the program be closed.

IV. Faculty Credentials Review Committee (FCRC)

The Faculty Credentials Review Committee will examine the credentials of tenured faculty* employed in the program to be closed. The purpose of this review will be to determine whether affected faculty members possess the necessary qualifications to teach in other disciplines. The committee will meet with the faculty members' immediate supervisor and the appropriate Vice President to discuss the faculty qualifications. The committee will forward written recommendations regarding each faculty member's credentials to teach in other disciplines to the appropriate Vice President.

V. Administrative Decision to Close a Program

In rare instances, there may be circumstances under which a decision to close a program is made without going through the PRC. Examples include, but are not limited to, programs with a long history of extremely low enrollment, programs that do not meet accrediting agency requirements or programs for which no qualified faculty are available. Should such circumstances occur, the Dean/Director that oversees the program will document such a need and make a recommendation for program closure to the appropriate Vice President. If the Vice President concurs with the recommendation and the program closure involves the potential reassignment or dismissal of a full-time, tenured faculty member, he/she will hold a meeting with the Chairperson and Chairperson Elect of the PRC to determine whether the recommendation should go

*Note: The word "faculty" denotes instructors, counselors and librarians.

before the full PRC for discussion. If there is agreement that the recommendation need not go before the PRC, the Vice President will forward their recommendation to the College President. The President will make the final decision regarding the closure of the program.

CLOSURE PROCESS:

I. Cessation of Enrollment in the Program

Once the decision to close a program has been made by the College President, affected students, faculty* and staff will be notified in writing of the decision. This notification should occur by the end of the semester in which the PRC makes its recommendation. All new enrollments into the program will cease effective with the President's decision. The Dean that oversees the program will notify the counselor coordinators and the Office of Admissions and Registration that students can no longer declare a major in the program.

II. Notification of Students

The Dean that oversees the program will request that the Institutional Research department provide a list of students meeting all of the following criteria:

- A. Students that have declared their major in the program.
- B. Students that have taken at least one program-specific course in the program.
- C. Students that have been actively enrolled in the College within the last year.

This list will include contact information so students may be notified of the program closure and be provided with information throughout the closure process. Once this list has been obtained, the Dean will work with the Counseling department to acquire the course histories of the identified students. Using this information, the Dean and program Coordinator will develop a comprehensive list of all courses needed by students in the program. The Dean will then determine the appropriate timeline to complete the program closure. This timeline will typically be one to three years. Factors the Dean will consider include the number of students in the program, the students' current level of program completion and the timeframe during which students can reasonably be expected to complete their studies.

III. Program Completion for Students Enrolled

Once the program closure timeframe is determined, the Dean and Coordinator will develop a final schedule of course offerings in the program. The Dean will ensure that students receive written notification of the final schedule of course offerings in time to register for the next semester. Courses specific to the affected program will be closed to general registration. Only students that appear on the list provided by the Institutional Research department will be allowed to register for these courses. In order to facilitate the students' successful completion of the program, one or more contact counselors will be assigned to work with students as they complete their coursework. In order to register for program classes, students must work with the identified contact counselor.

IV. Curriculum Office

The Dean will inform the Curriculum Office of the program closure and estimated timeline. The Curriculum Office will notify the Texas Higher Education Coordinating Board of the institution's plan to close the program and the effective date of the program's termination. Additionally, the Curriculum Office will ensure that the program degree(s) and certificate(s) are removed from the El Paso Community College *Catalog*.

V. Consultation with Faculty*

During the semester immediately following the decision to close a program, the Dean will prepare a packet of credentials/qualifications regarding each affected tenured faculty member to present to the FCRC. As part of this preparation, the Dean will acquire a current copy of the faculty member's credentials folder and give the faculty member an opportunity to review it for completion. The faculty member will be allowed to add any additional documentation he or she believes will help in assessing his or her qualifications to teach in another area. The Dean and Vice President will present each faculty member's qualifications to the FCRC for consideration and indicate any area(s) in which they believe the faculty member is qualified to teach. The FCRC will review the provided information and make a recommendation to the Vice President that indicates the areas in which they believe each faculty member is qualified. Based on this recommendation, the Vice President will examine the District-wide need for faculty in the areas identified by the FCRC and determine if there is sufficient need to reassign affected faculty to these areas. In the event that a faculty member is not qualified to teach in another discipline or there is insufficient need to reassign an affected faculty member to another

discipline, the faculty member may be dismissed in accordance with Board Policy 3.38.01, *Dismissal or Suspension of Faculty*, Section D.

VI. External Accreditation Agencies

If appropriate, external accreditation agency guidelines for program closure will be followed. These may require official notification of the accrediting agency, students, and affiliates. In such instances, the Dean will be responsible for verifying that all external requirements are met. The Dean will also work with the Vice President of Instruction and Workforce Education and the President to ensure that appropriate notification of a program's closure is submitted to the Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board.

VII. Monitoring of Remaining Students' Progress

During the time the program is being closed, the Dean and Coordinator will monitor students' progress and revise the final course schedule as needed. The Dean and Coordinator will ensure that the affected students are kept informed about issues related to the program closure.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.01.34 Approved Course Substitution

APPROVED: July 5, 1985

REVISED: February 18, 2010

Year of last review: 2018

AUTHORIZING BOARD POLICY: 6.04.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the criteria for the approval of course substitution when permitted. No substitutions are permitted for Core or Field of Study as defined in Chap 4.28ACGM (*Academic Course Guide Manual*) Texas Higher Education Coordinating Board (THECB).

PROCEDURE:

I. Guidelines

The following guidelines should be followed in approval of course substitution.

- A. The course required in the student's degree plan is no longer available;
- B. Under the circumstances that a student has a disability that is documented in writing by a licensed physician, which precludes participation in physical activity courses, then only KINE 1306 (First Aid and Safety) or KINE 1305 (Principles of Wellness) may be substituted;
- C. The associate of applied science degrees and the certificate programs afford greater flexibility in approving course substitutions. However, the substitutions should normally reflect approval for a comparable course or a higher level course in the same general education requirement option, and substitutions in career and technical courses should reflect comparable learning outcomes and contact hours;
- D. Substitutions should not be approved without sustaining documentation;
- E. The Dean/Director responsible for the program in the student's declared major, in collaboration with the instructional coordinator for that major, will be responsible for review and appropriate actions regarding course substitution. Upon final disposition, the Dean/Director will forward the completed form to the Office of Admissions and Registration for posting and student notification. Regardless of outcome, the original document will become part of the student record.

II. Student Process

Student must meet with counselor for advisement. If appropriate, a course substitution form will be completed.

Appropriate documentation must be provided by the student. This documentation must be attached to the request form.

III. Appeals Process

If the original request for course substitution is not approved, the student may submit additional documentation to the Dean/Director for reconsideration. The Dean's/Director's decision is final.



EL PASO COMMUNITY COLLEGE
COURSE SUBSTITUTION FORM

For College Procedure 6.04.01.34:
Approved Course Substitution

DEAN/DIRECTOR: _____ Degree: (circle one) AAS CERT
STUDENT: _____ Degree/Cert. Code: _____
ID#: _____ CURRENT MAJOR: _____
Option: _____
ADDRESS CATALOG YEAR: _____
CITY STATE ZIP CODE CREDIT HRS. COMPLETED: _____
CONTACT INFO: _____ CUMULATIVE GPA: _____

I HEARBY REQUEST CONSIDERATION FOR A COURSE SUBSTITUTION AS FOLLOWS:
A Course Substitution Form is required for each course to be substituted along with a copy of a degree plan, transcript,
and other supporting documentation to be presented for Dean's/Director's approval.

Table with 2 columns: Required Course and Course Substitution. Headers: Course #, Course Title, Course #, Course Title.

Justification: _____

Student Signature _____ Date _____

Counselor Recommendation: _____

Counselor Signature _____ Date _____

Approval Authorization: Approved [] Disapproved []

Dean/Director Signature _____ Date _____

Comments: _____

Dean/Director will forward the completed forms and any other supporting documents to the Office of Admissions and
Registration for posting and student notification.

Original: 1st copy: Dean/Director 2nd copy: Student LG:Course Substitution 08/04/09



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.04.02

COURSE OUTLINE AND SYLLABI

The Board of Trustees of the El Paso Community College believes there should be high quality of course instruction and that a system should exist whereby the content of each course taught is identified and the course objectives clearly stated. In order to achieve this goal, the Board of Trustees directs the President to establish procedures for the development of course outlines and course syllabi.

Adopted: May 21, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

6.04.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.04.02.10 Official Course Syllabus **APPROVED:** October 15, 1991 **REVISED:** January 5, 2007
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.04.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the program

OBJECTIVE: To establish a standardized process with guidelines for the development of the official course syllabus.

PROCEDURE:

- I. Course Syllabus (Part I) Instructor's Course Requirements
 - A. The Instructor's Course Requirements part of the syllabus will be a detailed description of each instructor's specific course requirements, such as assignments, grading criteria, text(s) and materials, classroom policies and procedures and course calendar.
 - B. This part of the course syllabus will be prepared by the instructor, based on the course description, learning objectives and college-wide evaluation criteria from the Official Course Description part of the syllabus. Disciplines may elect to use a standardized version of this part for some courses.
 - C. The Instructor's Course Requirements must contain the following sections:
 - Course Number and Instructor Information
 - Text(s) and Materials
 - Course Requirements
 - Instructor's Policies
 - Course Calendar
 - D. All of the individual instructor's requirements should be explicitly stated in the Instructor's Course Requirement part of the syllabus.
 - E. The instructor will update Part I of the syllabus each semester in which the course is taught.
- II. Course Syllabus (Part II): Official Course Description
 - A. The "Official Course Description" section of the syllabus will be developed by the entire discipline and will include the course description from the current *College Catalog*, identification of specific course objectives, and evaluation criteria which will be applied college-wide.
 - B. Learning objectives for the course will be discussed and agreed upon by the members of the discipline.
 - C. Evaluation criteria in this section will be discussed and agreed upon by the members of the discipline and apply to all sections of the course being taught college-wide.
 - D. The Official Course Description section of the syllabus will be developed by the discipline and will follow the established official course syllabus format.
 - E. The Disability Statement (Americans with Disabilities Act [ADA]) will be included in all syllabi.
 - F. The official course description will be reviewed by the discipline every three years or sooner, if revisions to the course have been made.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

III. Distribution:

- A. The entire course syllabus (The Instructor's Course Requirements and The Official Course Description) will be distributed to the student during the first week of class.
- B. The Official Course Description (Part II) of the syllabus will be on file electronically in the Curriculum Office. The Curriculum Office will be the central repository of this document for all disciplines. The District Wide Discipline Coordinators are responsible for providing the documents to the Curriculum Office. Whenever the Official Course Descriptions are changed, the revised copy must be provided to the Curriculum Office in electronic format.
- C. The Instructor's Syllabus Part I and II shall be submitted to the Dean and Coordinator or Director at the beginning of each semester or session.
- D. Each individual faculty* member is responsible for uploading his/her Part I of the syllabus to the web as mandated by Texas HB 2504. The Curriculum Office will be responsible for uploading Part II of the syllabi to the web.

El Paso Community College
Syllabus
(Part I)
Instructor's Course Requirements
Semester and Year

[This document is the individual instructor's contract with the students who have enrolled for the course. It must be attached to the "Official Course Description" (Part II) which has been developed by the college-wide discipline.]

[The Instructor's Course Requirements must contain the elements described below in sections I-V.]

[Syllabus should be formatted in a clearly readable font at least 10 point such as Times New Roman or Arial. Overly animated and scriptive font should be avoided.]

I. Course Number and Instructor Information

[Include Course Rubric, Number and Title, followed by the instructor's name, office number or location in which the instructor can be contacted, phone number (either office phone or other phone at which messages can be left), e-mail address and office hours.]

II. Text(s) and Materials

[Include required and optional texts and materials, listed in bibliographical format. Use the format found in any current research paper guide or English handbook. If other resources are listed, indicate where these are available.]

III. Course Requirements

[Include the individual instructor's course requirements, specific grading policies, grading scale, policies regarding late work, and other evaluation methods. Discipline-wide evaluation policies will be noted in the "Evaluation" section of "Official Course Description" part of this Syllabus.]

IV. Instructor's Policies

[Attendance Policy: The College Catalog contains two statements on this issue, which may be used as a reference. Instructors are free to set their own attendance policies, but the policies must be included in the syllabus.]

[The instructor's rules (such as class conduct requirements, cell phones being turned off, children not being allowed in the class, etc. should be stated). Instructors may choose to refer to the Student Code of Conduct as published in the *College Catalog* and the *Student Handbook*. Having the policies explicitly stated in the syllabus helps the College defend the instructor if a student challenges a policy.]

V. Calendar: [Attach a calendar of subjects to be studied, activities, and assignments. This may be a detailed calendar specifying daily, weekly, or unit activities/assignments, or it may be a more general calendar specifying assignments on a week-by-week basis. A statement is needed indicating that the calendar is subject to change.]

[Option three—Include general objectives, followed by unit titles with specific objectives for each unit.]

[Course Rubric and Number]; Revised Fall 2001

Upon satisfactory completion of this course, the student will be able to:

- A. *[General Objective 1]*
- B. *[General Objective 2]*
- C. *[General Objective 3]*
- [etc.]*

- 1. Unit I *[Title of Unit]*
 - a. *[Specific Objective 1]*
 - b. *[Specific Objective 2]*
 - c. *[Specific Objective 3]*
- [etc.]*

III. Evaluation

[Include all the requirements for the course as determined by the college-wide discipline. Individual instructors will describe their specific grading criteria in the “Instructor’s Course Requirements” which will precede this section of the syllabus.]

[Several items may be appropriate in this section: 1) The general guidelines for grading as agreed on by the faculty of a discipline, 2) The criteria to be used to determine whether students have met the stated objectives of the course, and/or 3) The processes of preassessment (whether for challenge or diagnosis), postassessment, and remediation. Single space any narrative material.]

IV. Disability Statement (Americans with/Disabilities Act [ADA])

**INSTRUCTOR'S COURSE REQUIREMENTS
SYLLABUS (PART I) REVIEW**

FACULTY: _____ **DISCIPLINE:** _____ **FT** _____ **PT** _____
COURSE PREFIX: _____ **CRN #:** _____ **SEMESTER** _____
REVIEWER: _____ **SIGNATURE:** _____ **DATE:** _____
PRINT NAME

I. Checklist:

		MEETS EXPECTATIONS	NEEDS REVISION/ADDITIONS
(1)	FORMAT (Follows the official course syllabus guidelines)		
(2)	CURRENT SEMESTER AND YEAR Current semester (Fall, Spring, Summer) and the current year.		
(3)	COURSE NUMBER AND INSTRUCTOR INFORMATION [Course Rubric, Number and Title, followed by instructor's name, office number or location in which the instructor can be contacted, phone number (either office phone or other phone at which messages can be left) Add office hours.]		
(4)	Text(s) and Materials Text(s) and materials required. Appropriate format found in any current research paper guide or English handbook. Location of other resources.		
(5)	Course Requirements Instructor's requirements, grading policies, grade scale and/or other evaluation methods. (How you arrived at the final grade)		
(6)	INSTRUCTOR'S POLICIES Instructor's own attendance policies explicitly stated. [Attendance policy: The College Catalog contains statements on attendance.] Instructor's rules (such as class conduct, cell phones, children in class. (Reference can be made to the student Code of Conduct published in the College Catalog and Student Handbook.		
(7)	CALENDAR Instructor's calendar of class activities and assignments.		
(8)	Syllabus Official Course Description Part II Attached (EPCC Procedure 6.04.02.10)		

II. REVISION NEEDED: _____ **Yes** _____ **No**

III. COMMENTS: _____

IV. FACULTY HAS REVIEWED THE ABOVE: _____ **DATE:** _____
FACULTY SIGNATURE



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.05.01

ALTERNATIVE INSTRUCTIONAL DELIVERY

The Board of Trustees directs the President of the College to develop procedures regarding alternative instructional delivery methods including distance education and related issues in order to ensure access to quality education and protection of students' rights, responsibilities, and privacy.

Adopted: Sept. 12, 2012
Year of Last Review: 2018

Amended:

6.05.01 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

6.05.01.10 Student Privacy in Online Courses **APPROVED:** July 13, 2012 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 6.05.01

Classification: Administrative

Vice President or Associate Vice President: Associate Vice President of Instruction and Student Success

Designated contact: Director of Distance Learning Support Services

OBJECTIVE: To protect the confidentiality and privacy of students in online classes.

PROCEDURE: EPCC recognizes that the privacy and confidentiality of students in EPCC online courses are important, and EPCC is committed to protecting the privacy of all students. This procedure describes what information is collected and how that information is used and protected.

- I. EPCC collects personal information for registration in online courses through the secure online Banner Web that is used for all traditional and online registration enrollment. Personal information is held confidentially and accessible only by authorized EPCC personnel. All student personal information is protected by the *Family Educational Rights and Privacy Act* (FERPA) with students being given the option to protect personal information.
- II. EPCC's Distance Learning Support Services Department is to receive only limited and encrypted student data from Admissions and Registration that is necessary for students to access their online courses. In addition, the Distance Learning Support Services Department is not to keep or archive documents that contain personally identifiable student information. All such documents are to be destroyed.
- III. EPCC's Distance Learning Support Services Department is to employ secure login with user identification and password for EPCC personnel and online students to access the online course management system. The user identification is generated by Banner, and the password is user-defined in order to enhance personal security and individual privacy. EPCC assumes the cost for the verification of student identification for distance learning courses.
- IV. EPCC requires all vendors providing course management systems access and/or hosting online courses to ensure that the exchange from the user/student to the course management system is encrypted to protect individual privacy. In addition, EPCC requires through contract that vendors hold all personally identifiable information in secure and confidential facilities and servers.
- V. EPCC will comply with current State and Federal regulations regarding the protection of student privacy.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

ADMISSIONS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.01.01

OPEN DOOR ADMISSION POLICY

Admissions to the El Paso Community College shall be governed by an "open door" Policy. The District shall, to the limit of its resources, admit all students who wish to attend the El Paso Community College and who meet the admission requirements established in compliance with the Regulations of the Texas Higher Education Coordinating Board.

Procedures for implementation of this Policy shall be developed by the President and shall establish the eligibility for admission.

When deemed appropriate for the purpose of enhancing student success, the President shall issue supplemental procedures establishing additional admissions requirements or educational support service requirements as may be necessary for a particular program of study. This information shall be disseminated through appropriate publications of the College including, but not limited to, the College *Catalog*.

Adopted: Mar. 29, 1979
Year of Last Review: 2018

Amended: Sept. 12, 2012

7.01.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.01.01.10

Admission Criteria

APPROVED: June 21, 1985 **REVISED:** March 4, 2020

Year of last review: 2020

AUTHORIZING BOARD POLICY: 7.01.01

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Office of Admissions and Registration

OBJECTIVE: To establish the criteria and process for admission to El Paso Community College (EPCC).

PROCEDURE:

I. Background

- A. Student may be admitted to EPCC for purposes of participation in a credit hour curriculum on the basis of the following requirements. No admissions requirements exist for the non-credit Continuing Education (CE) Program, although individual CE courses may have certain prerequisites for enrollment.

Admission to EPCC does not qualify or imply eligibility for financial aid.

II. General Requirements

A. Application for Admission

1. A completed Admissions Application must be submitted prior to admission. Applications completed by a third party on behalf of the applicant will not be accepted unless it has the original signature of the applicant.
2. Former students who have not enrolled in academic courses for more than two full consecutive semesters (fall and spring) will need to reapply for admission.
3. The completed application file, with supporting transcripts and documents, constitutes the basis upon which eligibility for registration is determined. All questions on the application must be fully answered.
4. Admission is invalid if granted on the basis of incorrect information or omitted facts, which, if known, would have caused the applicant to be classified incorrectly.
5. A nonrefundable application fee of \$25.00 (U.S. dollars) is charged to International F-1 students.
6. Effective January 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term entering student includes new students to EPCC, transfer students from other colleges or universities, and returning EPCC students that have taken the most recent long semester off from college.
7. An EPCC Student ID number will be assigned to all students.

B. Transcripts

1. Applicants who have never attended college or university must have an official high school or an official GED or its equivalent score report sent directly from the testing agency to the Admission and Registration Office. Students who have attended a college or university are considered transfer students and must have official transcripts sent directly from all colleges/universities attended to the Admissions and Registration Office.

2. Under EPCC's open door policy, you may be admitted to the College and allowed to register for classes during the first semester pending the receipt of the official transcript/score report.
3. High School and College level transcripts from foreign countries must be evaluated by a foreign credentialing evaluation agency and be sent directly from the agency to the Admissions and Registration Office. Evaluations for college transcripts must be course by course. A list of acceptable agencies is available from www.naces.org/members.html.
4. Official high school, GED, score reports or college/university transcripts should be sent to:

EPCC Admissions and Registration Office
P.O. Box 20500
El Paso, Texas 79998

III. Mode of Admission

A. High School Graduates

An applicant shall be eligible for admission upon graduation from any accredited public high school, private school or homeschool.

B. High School Equivalency

An applicant may be admitted on the basis of successful completion of one of the following exams: GED (General Education Development), HiSet (High School Equivalency Test), or TASC (Testing Assessing Secondary Completion).

C. Individual Approval

An applicant who has not graduated from high school and has not received a high school equivalency exam may still be admitted to EPCC. Students seeking this mode of admission must complete an application of admission, a student petition form certifying that they are over 18 years of age or that their graduation class has graduated, and meet college placement requirements for writing, reading, and mathematics.

D. Early Admission/High School Concurrent (Dual Credit Program)

A student who has not graduated from high school and has successfully met Texas Success Initiative requirements may, upon the recommendation of the high school principal and approval of the Executive Director of Admissions and Registration, be admitted to the College (see College Procedure 6.00.01.30, *High School Dual Credit Program Requirements*). Student must meet college requirements for writing, reading, and/or mathematics, may not enroll in any developmental level course, and will not be eligible for financial aid benefits.

Early Admission applicants must complete the following requirements:

1. Submit an *Early Admission Form*, signed by both the parent or guardian and the high school principal indicating which specific courses the student can take at EPCC as well as the student's current high school load.
2. Submit a current high school transcript showing all courses completed at the high school level. Private and home school applicants must also submit a copy of the remaining curriculum required for high school graduation.
3. The applicant must submit an Admissions Application.

E. Transfer Student

1. Applicants who have previously attended other colleges and/or universities shall be admitted as transfer students.
2. Students admitted under this status will be required to submit official transcripts from all colleges and/or universities attended.

3. Official transcripts or evaluations of foreign transcripts must have a Course-by-Course evaluation by a credential evaluation agency, and be sent directly from the agency to EPCC. A list of acceptable NACES agencies is available at: www.naces.org/members.html.
4. If student does not have college level coursework in math, reading, and/or writing, they will be required to take a placement test in the appropriate area.

F. Tech Prep

Students who have taken vocational courses in high school for which college credit may be given may be admitted to EPCC at a more advanced level.

1. Complete an Application for Admission.
2. Request that an official transcript be sent from the high school directly to the EPCC Admissions and Registration Office.
3. Complete the Tech Prep evaluation of credit with the Admissions and Registration Office.
4. Meet college placement requirements for writing, reading, and mathematics.
5. Student must declare an AS/Certification Degree.
6. Attend a New Student Orientation and meet with an academic counselor to register for classes required to complete a Tech Prep Associate of Applied Sciences Degree.

IV. Records Retention and Maintenance

Admissions materials submitted to the District become the property of the District and shall not be returned to the student. The admissions file is a permanent record of the student's educational record.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.01.01.14 Admissions and Enrollment Requirements for International Students

APPROVED: July 13, 1988
Year of last review: 2018

REVISED: May 10, 2012

AUTHORIZING BOARD POLICY: 7.01.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To define the requirements for admissions to the District and continued eligibility to enroll students who are classified by the Acts of Congress and Federal Statutes as international students bearing an F visa.

PROCEDURE:

I. General

The El Paso County Community College District (EPCCCD) is approved by the Department of Homeland Security (DHS) to issue the I-20 form to foreign students meeting the District's and the Student and Exchange Visitors Information System (SEVIS) admissions requirements in order to obtain an F-1 visa. To maintain authorization to issue I-20s and to enroll F-1 students, the EPCCCD must comply with, and ensure that F-1 students comply with, current DHS and SEVIS requirements.

II. Admission Status and Requirements

Under Federal law, the EPCCCD is authorized to enroll non-immigrant alien students and non-U.S. citizens for admission to either full academic status or to the intensive English program. All materials required for admission must be received in the District's Office of Admissions and Registration in accordance with the class schedule for the respective semester.

Applications for admission on full academic status will not be accepted for the summer term.

A. General I-20 Eligibility Requirements

Individuals seeking admission under either full academic status or the intensive English program must submit to the Office of Admissions and Registration the following before an I-20 will be issued by the District:

1. A completed *International Student Admissions Application*. Applications completed by a third party on behalf of the applicant will not be accepted unless bearing the original signature of the applicant.
2. The required non-refundable application fee. A \$25.00 fee is required for all non-U.S. citizen applicants. This non-refundable fee must accompany the application for admission. Applicants mailing in the application for admission are asked to submit a check or money order for the fee in U.S. dollars.
3. Official transcripts from foreign colleges and universities must be evaluated by a foreign credential agency. A list of acceptable agencies is available from the Office of Admissions and Registration. Evaluation documents must be sent directly to the EPCCCD from the credential agency.
4. Applicants without prior postsecondary education must submit their foreign high school transcripts to one of the approved credential agencies for evaluation. Evaluation documents must be sent directly to the EPCCCD from the credential agency.

*Note: The word "faculty" denotes instructors, counselors and librarians.

5. A complete and current *Financial Responsibility Statement* to show the availability of sufficient funds to support the student while enrolled at the College is required to be submitted with the admissions application. The *Financial Responsibility Statement* will be considered current if submitted within 60 days of its completion and will be considered valid for a period of one year from its submission to the District.
6. Applicants need documentation from a physician proving bacterial meningitis vaccinations are current.
7. A valid foreign passport.

B. Specialized requirements

1. Full Academic Status

Applicants seeking admission to full academic status must also provide acceptable documentation of ability in the English Language prior to issuance of the I-20. This will require submission of one or more of the following;

- a. Official transcripts reflecting graduation from an American high school;
- b. Official transcripts reflecting the completion of at least twelve semester credit hours, exclusive of ESL and compensatory courses, with a minimum cumulative Grade Point Average (GPA) at an accredited American college or university. These documents must be forwarded to the Office of Admissions and Registration directly from the issuing institution, and hand-carried copies will not be accepted.
- c. A current OFFICIAL test report on the *Test of English as a Foreign Language* (TOEFL) with a minimum score of 450. The TOEFL results submitted must be from an international, national, or EPCCCD institutional administration. Institutional administration from other colleges/universities will not be accepted. The TOEFL will be current if the date of administration is not more than two years from the date of application for admission to the District.

2. Intensive English Program

Applicants unable to document an acceptable proficiency in English will be provided English language training. F-1 students participating in English language training will not be permitted to enroll for college credit courses until they successfully complete the English language training program or pass the TOEFL.

C. Concurrent Enrollment

F-1 students attending other host institutions may enroll at the EPCCCD once they satisfy regular requirements for admissions for foreign students and have appropriate documentation of approval for concurrent enrollment at the EPCCCD from the host institution. Concurrent F-1 students may not enroll into a full course of study at the EPCCCD.

III. Transfer Admission

Students may request transfer from another college to the EPCCCD, or from the District to another school under the provisions of current SEVIS rules. An F-1 student is eligible to transfer under the following:

1. Must be maintaining status at the current school.
2. Must be eligible for an I-20 at the transfer-in school.
3. The course of study at the transfer-in school must begin in five months from release from the transfer-out school.
4. The proper transfer procedures must be followed in SEVIS.
5. Is financially able to attend the school to which the student intends to transfer.

IV. Issuance of the I-20 Form

A. General

Upon receipt of the required materials, the designated school official will prepare and issue the I-20 in compliance with SEVIS requirements.

B. Student Responsibility

1. The student must visit the American Consulate in the home country to obtain an F-1 visa.
2. The student must enter the United States no earlier than 30 days prior to the program start date on the I-20 presenting the F-1 visa for entry and obtain an I-94 entry document.
3. The student must report to the EPCCCD designated school official prior to the program start date and present the F-1 visa, stamped I-20, and the I-94 form.
4. The student must enroll in the appropriate courses to maintain his/her status.

V. Maintenance of F-1 Status

A. The EPCCCD is required to report and maintain enrollment and compliance status of F-1 students to SEVIS. These reports include student arrival, enrollment status, transfer status/change in level, employment requests (off-campus employment), employment approvals (on-campus employment), change in immigration status, program completion, withdrawals/terminations, and change of address.

B. The student must submit a request to the designated school official for all changes in status to include, but not limited to, change in contact information, change in address, change in enrollment status, change in request for employment, request for withdrawal/transfer, or employment.

VI. Records Retention and Maintenance

A. Admissions materials submitted to the District must be original documents. The documents submitted, upon receipt by the designated school official, become the property of the District.

B. Hard copy records shall be maintained for a period designated by SEVIS, and the electronic records shall be maintained according to the EPCCCD College Procedure 7.08.02.26, *Retention Schedule for Student Educational Records*.

The term "alien" means any person not a citizen or national of the United States. Aliens and citizens are mutually exclusive under this definition. United States law further distinguishes between various categories of aliens present in the United States vis-à-vis their connection with the United States as immigrants, non-immigrants, and aliens who have been granted special status in the United States based upon humanitarian or procedural reasons.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.01.01.18 Evaluation of Transfer Credit

APPROVED: July 7, 1981
Year of last review: 2018

REVISED: October 22, 2010

AUTHORIZING BOARD POLICY: 7.01.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To describe the process for evaluating coursework performed at other postsecondary institutions for acceptance by the El Paso County Community College District (EPCCCD) as transfer credit. Transfer of academic credit is a public policy issue due to its accreditation considerations. For compliance with Accrediting Agency, and State and Federal guidelines, the EPCCCD will take the following into consideration when determining its transfer policy and procedures: (1) the increase in student mobility, (2) the proliferation of distance learning programs and the common acceptance of their legitimacy, (3) the economics of expending public money multiple times for the same course, and (4) consumer protection from expending private money multiple times for the same course. The accreditation standards of the Southern Association of Colleges and Schools (SACS) require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance. Maintaining academic quality and integrity remains the responsibility of the institution.

PROCEDURE:

- I. Decisions regarding the awarding of credit and determination of such credit are made by qualified faculty* (Discipline Teaching Faculty) and according to procedures and standards approved by qualified faculty. The EPCCCD faculty may approve such vehicles as articulation agreements, common course listings, common core curricular and automatic acceptance of credit arrangements to facilitate the transfer of credit. These kinds of proactive approaches involving qualified faculty in the decisions, ease the way toward resolving transfer credit problems while maintaining curricular coherence and program and institutional integrity in accepting college-level coursework. The Executive Director of Admissions and Registrar will implement practices to enforce faculty transfer policy using this procedure and current appropriate resources to evaluate coursework submitted in transfer. The EPCCCD may accept transfer credit for college level coursework from the following types of post-secondary institutions. "College-level" is defined as a post secondary associate, baccalaureate or graduate education program. College-level credit may be accepted in transfer from the following sources:
 - A. Accredited Institutions:
 1. The El Paso County Community College District (EPCCCD) will accept college-level credit for transfer from any recognized post-secondary institution accredited through the college and university division of one of the recognized regional accrediting associations. Included are those institutions which have attained candidacy status.
 2. Source references for the identification of an institution's accreditation status are as follows:
 - a. *Higher Education Directory* (HED)
 - b. The Council for Higher Education Accreditation (CHEA)
 - c. American Association of Collegiate Registrars and Admissions Officers (AACRO).

***Note: The word "faculty" denotes instructors, counselors and librarians.**

B. Non-Accredited Institutions:

Courses completed at colleges or universities not accredited by a regional accrediting agency may be considered for transfer credit under the following conditions:

1. An articulation agreement has been approved between the non-accredited college or university and the EPCCCD;
2. Another accredited institution has previously awarded credit for the student's courses from the non-accredited institution;
3. Where it can be identified through source documents that institutional credit is comparable to the same level and content as that of the EPCCCD; or
4. The specific coursework has been recognized as accredited by other national, professional and specialized accrediting agencies, as recognized by the U.S. Secretary of Education for High Education.

C. Foreign Institutions:

Courses completed at foreign institutions may be considered under the following conditions:

1. Students must submit their education documents through a foreign credential evaluation service that is currently recognized by the National Association of Credential Evaluation Services (NACES).
2. The EPCCCD will receive the evaluation/recommendation of the foreign post-secondary education directly from the NACES service selected by the student.
3. Based upon the NACES recommendation/evaluation, only equivalent coursework credit will be accepted as transfer credit.
4. Where necessary for highly specialized courses, the appropriate academic Dean/Director will be consulted for recommendations as to level, content and appropriateness to specific programs.

D. Theological and religious Institutions: Coursework will be considered on a case-by-case basis.

II. Equivalent Coursework Evaluation:

In conducting the evaluation to determine equivalency of coursework to EPCCCD courses, the following source documents will be used:

- A. The catalog and syllabi in effect at the institution awarding the credit at the time the credit was earned.
- B. The current EPCCCD *Catalog* and course syllabi.
- C. Current articulation agreements and/or College procedures.
- D. Official transcript(s) from the post-secondary institution where the coursework was completed.

III. General Guidelines:

- A. Evaluation of all previously completed post-secondary education will be completed upon application for admissions to the EPCCCD. No transfer credit will be transcribed on official EPCCCD transcripts until the student has officially enrolled in semester credit courses past the census date. Students will have access to evaluation decision online immediately upon completion of evaluation.
- B. Upper division, junior and senior level, graduate level and post-graduate level courses are not transferrable to the Associate degree. Exceptions may be considered on a case-by-case basis.
- C. Only college level courses which the student successfully completed and was awarded credit hours will be evaluated for transfer credit. Successful completion generally equates to courses in which the student

received a grade of "D" or higher, credit (CR); satisfactory (S); passing (P); or other such notations indicating successful completion. Remedial/developmental courses will not transfer.

- D. If courses are duplicated at the same institution, only the course with the highest grade will be transferred. If the grades are equal, the most recent course will be accepted in transfer. If duplicated courses are from different institutions, the first "passing" course will be accepted in transfer.
- E. Freshman English credit will be accepted as follows:
 - 1. The Liberal Arts or General Education Degree Plan in effect at the time the student attended that institution will be used to determine that institution's freshman English writing or communications requirement.
 - 2. English coursework at institutions where English is NOT the language of instruction will not transfer.
 - 3. If the English curriculum at the previous institution has a two-part requirement, the course(s) will, be transferred as follows:
 - The first requirement - ENGL 1301 (or equivalent)
 - The second requirement - ENGL 1302 (or equivalent)
- F. Natural science courses will be accepted as follows:
 - 1. Equivalent courses with labs will be accepted course by course with EPCCCD courses.
 - 2. Courses without a lab and courses with labs that have no EPCCCD equivalency may be accepted as elective transfer credit only.
- G. Foreign Language credit in languages that are not currently offered will be accepted as foreign language elective transfer credit and can be used with any degree plan with a non-specific foreign language requirement.
- H. Transfer credit can be accepted for State and Local Government only if the transfer-in course contains appropriate Texas State and Local Government instructional content.
- I. Work experience courses from other institutions will not be accepted as equivalent to EPCCCD Work Experience courses. Students will be required to apply for such credit via current EPCCCD work experience procedures.
- J. Programmatic Accreditation (Health Occupations and Nursing). Any course credit within the Health Occupations and Nursing Divisions as identified by the EPCCCD catalog in effect will be accepted as elective credit only. Upon admission into a specific program, the student may request a reevaluation, and other equivalent courses may be transferred on a case-by-case basis only.

IV. Transfer credit hours will be calculated as follows:

- A. The quarter hour course being transferred must have a credit hour value of at least 66% (2/3) of the equivalent EPCCCD course; otherwise, coursework will be accepted as elective credit only.
- B. Semester Hour Courses accepted in transfer must have a semester credit hour value at least equal to the value of the EPCCCD course or it will be accepted as elective credit only.
- C. If the course being transferred has a semester credit hour value greater than the equivalent EPCCCD course, the maximum hours accepted for transfer for that course will be the value of the equivalent EPCCCD course(s).
- D. Developmental level courses and clock hours or Continuing Education Units (C.E.U.) will not transfer.

V. Non-Equivalent Coursework: College level coursework that is not equivalent to courses currently offered at the EPCCCD may be accepted in transfer as elective credit, only under the following conditions:

- A. The student's declared major (degree plan) contains free electives,
 - B. The coursework is determined to have relevance to the declared degree in terms of level, content, quality and comparability of the EPCCCD's degree.
- VI. Appeal of transfer credit evaluation. Students may appeal the initial transfer credit decision through Academic Counseling Services.
- A. Counseling Services will review the student's concern and advise students appropriately. Counseling will coordinate the student's concern with the Evaluations Section in the Office of Admissions and Registration.
 - B. If the request cannot be resolved to the student's satisfaction, Counseling will prepare a student petition to the Executive Director of Admissions and Registrar with supporting documents provided by the student including course description and syllabus.
 - C. If the Executive Director of Admissions and Registrar determines that the request complies with existing faculty guidance, the appropriate credit will be awarded.
 - D. If the Executive Director of Admissions and Registrar does not award the requested credit, the petition will be forwarded through the Curriculum Office for coordination with the appropriate discipline faculty. Discipline faculty decisions are final.
 - E. The Executive Director of Admissions and Registrar will document faculty decision and award credit as appropriate. Counseling will be notified by the Executive Director of Admissions and Registrar.
 - F. Counseling Services will inform the student of the final decision.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.01.01.22 Admissions/Participation Guidelines for Intercollegiate Athletes

APPROVED: September 5, 2003 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.01.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director of Athletics

OBJECTIVE: To establish the criteria and process for participation in the Intercollegiate Athletics Program at the El Paso County Community College District (EPCCCD).

PROCEDURE:

General:

Students planning to participate in the El Paso Community College Intercollegiate Athletics Program must complete the same application forms, take the same placement tests, and fulfill the same requirements as any other student seeking admission to El Paso Community College.

General Requirements:

- A. All individuals seeking admissions to El Paso Community College (EPCCCD) with plans of participating in the EPCCCD Intercollegiate Athletics Program must apply and satisfy all requirements for admission to the College as specified in the EPCCCD's College *Catalog*, El Paso County Community College District's Board Policies, and the EPCCCD's College Procedures. (See College Procedure 7.01.01.10, *Admission Criteria*.)
- B. Any individual who is not a citizen of the United States and who does not qualify as a resident alien or an alien allowed by Acts of Congress to adopt the U.S. as his/her domicile while he/she is here must meet the admissions requirements for non-U.S. citizens. (See College Procedure 7.01.01.14, *Admissions and Enrollment Requirements for International Students*.)
- C. Student-athletes may sign a National Junior College Athletic Association (NJCAA) "National Letter of Intent," but the "National Letter of Intent" will be null and void if the student-athlete is unable to satisfy EPCC admission requirements. The "National Letter of Intent" is filed in the Intercollegiate Athletics Program Office.
- D. Any student who has signed a "National Letter of Intent" or has participated in an open trial event and was successful in the open trial event will be accepted by the EPCCCD Intercollegiate Athletics Program.
- E. Student-athletes transferring to the EPCCCD must make initial contact with their coaches or athletic representatives at the institution where they are currently attending.
- F. A transfer waiver must be completed, and all NJCAA rules relating to transfers must be satisfied prior to participation in the EPCCCD Intercollegiate Athletics Program.
- G. All student-athletes must have a medical clearance to practice or compete in EPCCCD Intercollegiate Athletics Program activities.
- H. The Intercollegiate Athletics Program has all student-athletes meet and work with the athletic counselor in order to help ensure that the student-athletes are successful academically.
- I. **Records Retention and Maintenance**
 - A. Admissions materials submitted to the EPCCCD must be original documents with the original signature of the applicant included.

- B. Applicants must submit official transcripts issued directly from the issuing institutions to the EPCCCD's Office of Admissions and Registration.
- C. Admissions applications and supporting documentation will be retained for a period of three (3) years and then destroyed if the applicant has not enrolled at the EPCCCD.
- D. Provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 will not permit third party access to the records or copies of the documents in the records without the expressed written consent of the applicant/student.
- E. An EPCCCD student may, in person, request to review the record or receive copies thereof, and upon presentation of acceptable identification to the Executive Director of Admissions and Registration, be permitted supervised access or copies of the record. The copies will be produced in a reasonable time, not to exceed 45 calendar days. The student will be responsible for payment of the copying costs at the per page rate in effect for unofficial transcripts for copies requested prior to release to the student or a third party.
- F. All academic, financial aid, and employment records pertinent to a student-athlete's record shall remain confidential. If the student-athlete wishes for the EPCCCD to release confidential information to a parent(s) or guardian(s), he/she must complete a *Consent for the Release of Confidential Information* form.

II. Mandatory Orientation Session

All entering freshmen and transfer student-athletes must attend an Athletic Orientation Session.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.01.03

IMMUNIZATIONS

The President of the College shall develop admittance procedures that conform to the immunization requirements of the Texas Higher Education Coordinating Board, the Department of State Health Service (DSHS), and the Centers for Disease Control and Prevention (CDC).

Adopted: March 22, 1979
Year of Last Review: 2018

Amended: Aug. 15, 2012

7.01.03 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.01.03.10 Immunization, Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students

APPROVED: November 5, 1982 **REVISED:** June 8, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.01.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish guidelines under which immunizations, tuberculosis testing, and physical examination are to be required and to be maintained.

PROCEDURE: As a general condition for admission to El Paso County Community College District, no documentation regarding immunization, tuberculin testing or physical exam will be required, although applicants will be encouraged to ensure that their immunization records are complete and up-to-date. However, special conditions exist upon admissions to health careers programs which require a record of immunization, tuberculin testing and physical examination (see the forms and letter templates attached to this procedure, *7.01.03.10 Immunization Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students*).

I. Health Careers Students Admission Requirements

A. In accordance to current Center for Disease Control and Texas Department of State Health Services (DSHS) guidelines (credit and CE) as well as clinical affiliate requirements, upon admission to a specific program within the Health Careers and Nursing Programs, students will be required to submit evidence of adequate levels of immunity immunization against the following diseases or verifiable titer demonstrated through laboratory tests:

1. Tdap with periodic Tetanus boosters
2. Diphtheria
3. Measles
4. Mumps
5. Rubella
6. Varicella
7. Tuberculosis (PPD or Tine, or Chest X-ray)
8. Hepatitis B Vaccine is required for healthcare professionals, including students.
9. Meningococcal vaccine is strongly required for all college students effective January 2012. It is required for all college students unless they are exempt for one of the following reasons:

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- a. the student is 30 years of age or older by the first day of the start of the semester; or
- b. the student is enrolled only in online or other distance education courses; or
- c. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- d. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- e. the student is incarcerated in a Texas prison.

10. Influenza is mandatory
11. If age 65 or older, a Pneumococcal vaccine is recommended.
12. If age 60 or older, a Herpes Zoster is recommended. This can substitute for the above listed Varicella.

B. Health Careers Student - Maintenance Requirement

Maintenance of the following tests, associated with tuberculosis, are necessary for continuation in the specific program clinical areas as outlined in the affiliation agreements as follows:

1. The PPD or TB skin test and or TB assessment from a U.S. licensed healthcare provider must be updated every year.
2. Chest X-rays completed upon admission to the program that are negative will not need to be updated during continuous enrollment at EPCCCD for five years unless documented exposure or symptoms of active TB occurs as indicated.
3. Chest X-rays will be required if the student becomes symptomatic for TB. They will also be referred to the City Health Department for follow-up.
4. Students who have a negative PPD which converts to positive must have a follow up Chest X-ray. If the x-ray is documented negative, the student will then follow I. B. 2 and 3, above.

C. Physical Exam for Health Careers Programs

1. The initial physical exam must be completed during admissions or upon official acceptance into health career programs. It must be performed by a healthcare provider (PA, NP MD, DO) licensed to practice in the United States.
2. The Physical exam must be updated every 3 years unless otherwise indicated.

II. Exemptions

A. Medical Contraindications

The student must present a written statement from a physician, licensed to practice in the United States, that the immunizations would be injurious to the health and well-being of the applicant, any member of the applicant's family or household, and/or the applicant's unborn child.

B. Religious Conflicts

The student must present a sworn affidavit signed by the applicant, or if a minor, by the applicants parent or guardian, stating that the immunizations conflict with the tenets and practice of a recognized church or religious denomination of which the applicant is an adherent or member. This exemption does not apply in times of an emergency or epidemic declared by the Commissioner of Health.

- C. Allergy to Influenza vaccine or declination of the Influenza vaccine will require the use of a mask during clinical in accordance to affiliate policy.

III. Faculty*/Staff

All above guidelines also apply to health-related faculty and staff in clinical assignments.



For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

DECLINATION OF ANNUAL INFLUENZA VACCINATION

INFLUENZA (FLU) is a serious contagious respiratory disease that can cause fever, chills headache, cough, sore throat, tiredness and muscle aches. It can lead to pneumonia, hospitalization and even death.

I understand that due to my occupational exposure, I may be at risk of acquiring influenza infection.

The Influenza Vaccination has been recommended for me and all healthcare workers to prevent influenza disease and its complications, including death.

If I contract influenza, I may spread it to my patients, other healthcare workers, and my family because I will shed the virus for 24-48 hours before my symptoms appear.

I understand that influenza can result in serious infection, particularly in persons at high risk for influenza complications.

I understand I cannot get the influenza disease from the influenza vaccine.

I have received education about the effectiveness of influenza vaccination as well as the adverse events.

However, despite these facts, I decline influenza vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring influenza, potentially resulting in transmission to my patients, I furthermore understand I must wear a mask during my clinical experiences in accordance with affiliate procedure.

If in the future I want to be vaccinated with the influenza vaccine, I can receive the vaccine if the vaccine is still available.

Reason for declining the vaccine at this time is (for survey purposes only):

- | | | |
|----------------------------------|-------------------------|------------------------------|
| Allergic reaction | I'm healthy, so no risk | I become ill when vaccinated |
| I'm concerned about side effects | Fear of needles | Not interested |
| Don't know enough about it | Against Medical Advice | |

Student Signature: _____

Date: _____

Witness Signature _____



For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

VERSION A:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

- Dental Assisting
- Dental Hygiene
- Emergency Medical Technology/
Medical Assisting Technology/
Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Radiation Therapy
- Respiratory Care Technology
- Surgical Technology
- Diagnostic Medical Sonogram
- CNA Massage Therapy
- Vocational Nursing

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person’s ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

Most Health Career Programs are rigorous ones in which the student carries a minimum of 40 hours of classroom and clinical activities in addition to homework and study time. Physical activities generally require both gross and fine manipulative skills to patient or student. The activities increase in numbers of patients, numbers of clinical hours and complexity throughout the program.

Additionally, the student may be caring for all types and ages of patients, including prenatal, newborn, oncologic, geriatric, etc., and therefore must be free of any disease or condition that could be dangerous to others or the student.

Specific physical activities and patient contact vary depending on which program the student is in. This student will be entering a program which has:

- X 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

VERSION B:

P.O. Box 20500
El Paso, Texas 79998
915-831-2000

Allied Community Health Services
Health Information Technology
Medical Transcription
Medical Coding
Medical Laboratory Technology
Phlebotomy Technology

Dear Healthcare Provider:

A prospective student of the Health Career Programs at El Paso Community College will be seeing you for a Physical examination. Our physical exam form (copy attached) asks that you verify this person’s ability to carry out the often stressful and physically demanding schedule the program requires in the hospital or community setting.

Most Health Career Programs are rigorous ones in which the student carries a minimum of 40 hours of classroom and clinical activities in addition to homework and study time. Physical activities generally require both gross and fine manipulative skills to patient or student. The activities increase in numbers of patients, numbers of clinical hours and complexity throughout the program.

Additionally, the student may be caring for all types and ages of patients, including prenatal, newborn, oncologic, geriatric, etc., and therefore must be free of any disease or condition that could be dangerous to others or the student.

Specific physical activities and patient contact vary depending on which program the student is in. This student will be entering a program which has:

- X 1. High patient contact and high level of physical activity.
- 2. Low patient contact and low to moderate level of physical activity.

Thank you for your thorough physical examination of this prospective student.

7/2011



For College Procedure 7.01.03.10: *Immunization Tuberculosis Testing and Physical Examination Requirements for Health Career and Nursing Students*

PPD Skin Test Interpretation or Chest X-ray Annual Follow-up for Health Career Student and Faculty

Name of Patient _____ Date of Birth _____

Organization administering questionnaire _____ Date _____

Skin test interpretation depends on two factors:

- Measurement in millimeters (mm) of the induration
- Person’s risk of being infected with TB and progression to disease if infected

The table below should be used to determine whether the skin test reaction is Positive. A person with a positive reaction should be referred for a medical evaluation for latent TB infection and appropriate follow-up and treatment if necessary. A measurement of 0mm or a measurement below the defined cut point for each category is considered negative.

Place a mark in the appropriate box:	Yes	No
<p>Induration of ≥ 5mm is considered positive in:</p> <p>Is the individual human immunodeficiency virus (HIV) infected? Has the individual had recent contacts of TB case patients? Has the individual been found to have fibrotic changes on chest radiograph consistent with prior TB? Has the individual had an organ transplant or are you immunosuppressed (e.g., receiving the equivalent of ≥ 15mg/d of prednisone for 1 month or more)?</p>		
<p>Induration of ≥ 10mm is considered positive in:</p> <p>Is this individual a recent immigrant (within the last 5 years) from Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia? Is the individual an IV drug user? Is the individual a resident or employee of:</p> <ul style="list-style-type: none"> *Prisons and jails *Nursing homes and other long-term facilities for the elderly *Hospitals and other health care facility *Residential facility for AIDS *Homeless shelters <p>Does this individual have:</p> <ul style="list-style-type: none"> *silicosis *diabetes mellitus *chronic renal failure *hematologic disorder (leukemia, lymphoma) *malignancies (carcinoma of head, neck or lung) *weight loss of $\geq 10\%$ of ideal body weight *gastrectomy or jejunoileal by pass <p>Is the individual less than 5 years old?</p>		
<p>Induration of ≥ 10mm is considered positive in:</p> <p>In all persons who have had the PPD Skin Test</p>		

Signature of Healthcare Provider: _____

Date: _____

Contact Information: _____



REPORT OF HEALTH EVALUATION

For Students in Health Occupations Programs

For College Procedure 7.01.03.10: *Immunization
Tuberculosis Testing and Physical Examination
Requirements for Health Career and Nursing Students*

LAST NAME (PLEASE PRINT)		FIRST NAME		MIDDLE	PROGRAM		DATE OF ENTRY		
HOME ADDRESS (Number and Street)			CITY		STATE	ZIP CODE	DOB		
NAME, RELATIONSHIP, ADDRESS & PHONE # OF EMERGENCY CONTACT					PATIENT'S HOME NUMBER: _____ CELL NUMBER: _____ EMAIL: _____				
FAMILY HISTORY		Diabetes:		Heart Attack:		High Cholesterol:		High Blood Pressure:	
		Cancer:		Stroke:		Mental Health Dz:		Other:	
Who do you live with:					Pets: Indoor or outdoor				
PERSONAL HISTORY: Please answer all questions. Comment on all positive answers below.									
Have you had:					Have you had:				
INFECTIOUS DISEASES					ENDOCRINE/METABOLIC				
Measles	Y	N			Diabetes	Y	N		
German Measles	Y	N			Thyroid Problems	Y	N		
Mumps	Y	N			Other (Describe)	Y	N		
Chicken Pox (at what age)	Y	N			MUSCULO-SKELETAL				
Malaria	Y	N			Disease or Injury of Joints	Y	N		
Tuberculosis	Y	N			Arthritis	Y	N		
Mononucleosis	Y	N			"Trick Knee"/Shoulder, etc.	Y	N		
Hepatitis	Y	N			Back Problems	Y	N		
Sexually Transmitted Disease	Y	N			Other (Describe)	Y	N		
Other (Describe)	Y	N			FEMALES ONLY				
EYES/EARS/MOUTH					First day of last menstrual period				
Gum or Dental Problems	Y	N			Irregular Periods/Excess	Y	N		
Sinusitis	Y	N			Severe Cramps	Y	N		
Eye Problems	Y	N			Current Pregnancy	Y	N		
Ear Problems	Y	N			Other (Describe) G, P, A, L	Y	N		
Throat Problems	Y	N			CARDIO-PULMONARY				
IMMUNOLOGICAL					Shortness of Breath				
Hay Fever (Seasonal allergies)	Y	N			Palpitations	Y	N		
Asthma	Y	N			Chest Pains/Pressure	Y	N		
Allergies To: Medicines	Y	N			Chronic Cough	Y	N		
Foods	Y	N			High Blood Pressure	Y	N		
GI AND GU DISORDERS					Rheumatic Fever				
Frequent Nausea	Y	N			Heart Murmur	Y	N		
Frequent Diarrhea	Y	N			Recurrent Colds	Y	N		
Constipation	Y	N			Other (Describe)	Y	N		
Frequency of Urination	Y	N			MISCELLANEOUS				
Burning on Urination	Y	N			Tumors	Y	N		
Gall Bladder Problems	Y	N			Cancer	Y	N		
Other (Describe)	Y	N			Cysts	Y	N		
NEUROLOGICAL DISEASES					Other (Describe)				
Frequent Headaches	Y	N			PSYCHOLOGICAL				
Dizziness or Vertigo	Y	N			Mental Health Disorder(s)	Y	N		
Head Injury/Unconsciousness	Y	N			Insomnia	Y	N		
Epilepsy/Convulsions	Y	N			Frequent Depression/Anxiety	Y	N		
Fainting	Y	N			Alcohol (ETOH)	Y	N		
Weakness	Y	N			Smoking	Y	N		
Paralysis	Y	N			Recreational Drugs (cocaine/marijuana)				
Other	Y	N			Miscellaneous				
BLOOD DISORDERS					Surgery				
Clotting Disorder	Y	N			Hospitalizations overnight	Y	N		
Hemophilia	Y	N			Major Accidents	Y	N		
Leukemia	Y	N			Other (Describe)	Y	N		
Anemia (Type)	Y	N			CURRENT MEDICATIONS (List)				
	Y	N				Y	N		

Reviewed by: _____ Date: _____

- A. Has your physical activity been restricted during the past five years? YES _____ NO _____ (Give reasons) _____
- B. Have you had difficulty with school studies or teachers? YES _____ NO _____ (Describe) _____
- C. Have you received treatment or counseling for a nervous condition, personality or character disorder, emotional problems or chemical/alcohol dependence? YES _____ NO _____ (Give details) _____
- D. Have you had any illness or injury or been hospitalized other than that already noted? YES _____ NO _____ (Give details) _____
- E. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past five years? (Other than routine checkups?) YES _____ NO _____ (Give Details) _____
- F. Have you been rejected or discharged from military service or employment because of physical, emotional, or other reasons? YES _____ NO _____ (If so, give reasons) _____
- G. Do you have any learning disabilities for which you may require assistance? YES _____ NO _____ (Describe) _____

I certify this personal history information to be correct: _____

Student (CLIENT) Signature

Date

TO THE EXAMINING PHYSICIAN/ADVANCED PRACTICE NURSE/PHYSICIAN ASSISTANT: Please review the student's history and complete the physical form. Please comment on positive answers. This information is for the use of the Health Careers Programs and will not be released without student consent. *Physician/Advanced Practice Nurse/Physician Assistant must be licensed in the United States.*

LAST NAME (Please Print) _____ FIRST NAME _____ MIDDLE NAME _____ GENDER _____ AGE _____

Height _____ Temp _____ B/P _____ Corrected/Non-Corrected Vision: R _____ L _____ Both _____

Weight: _____ Pulse _____ Resp. _____ O2 Sat on RA _____ % Corrective Lenses: Y/N Why _____ How Long _____

IMMUNIZATIONS REQUIRED BY EPCC: _____ **DATES** _____ **(Immunization Record/Copy must be attached)**

Varicella: 1st _____ 2nd _____ **OR** Age of actual Illness _____ **OR BLOOD TITER** _____

Polio (3 doses up to age 19) _____

Measles, Mumps, Rubella: 1st _____ 2nd _____ **OR BLOOD TITER** _____

Tdap (Tetanus, diphtheria, pertussis) or Td (dose in past 10 years) _____

Tuberculin Skin Test (Chest X-ray, if indicated) _____ **NEGATIVE** _____ **POSITIVE** _____

Hepatitis B: 1st _____ 2nd _____ 3rd _____ **OR BLOOD TITER** _____

Other: _____

Physical Assessment	Normal	Abnormal	Not Examined	Comments
1. Head, Ears, Nose, or Throat				
2. Respiratory				
3. Cardiovascular/Blood				
4. Gastrointestinal				
5. Hernia				
6. Eyes				
7. Genitourinary (Males only)				
8. Musculoskeletal				
9. Metabolic/Endocrine				
10. Neurological				
11. Skin				
12. Psychiatric/Emotional				

Recommendations for physical activity (including lifting, carrying, or standing) **Unlimited/ Limited** _____

Recommendations for accommodations for any learning disabilities, physical disabilities, or emotional disabilities **Yes/No**

(Explain) _____

General Comments: _____

EXAMINER'S SIGNATURE

EXAMINER'S NAME and TITLE (typed or printed)

ADDRESS

PHONE

FAX

DATE



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.01.04

RESIDENCY

The President of the College shall develop procedures classifying the residency of students for tuition purposes as follows:

- A. Resident of Texas
- B. Nonresident of Texas
- C. Alien (Citizen of a country other than the United States of America)

These procedures shall be in conformity with the definitions in the Texas Education Code and the Texas Higher Education Coordinating Board.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended:

7.01.04 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.01.06

ACADEMIC LOAD

The President shall develop standards for the definition of class hours which may be attempted by a student in terms of regular load and overloads for both the regular and/or summer sessions.

Adopted: May 21, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

7.01.06 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

REGISTRATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.02.01

REGISTRATION

Consistent with the "open door" Policy, the President of the College shall develop procedures for enrolling students in El Paso Community College programs or courses pursuant to the provisions of these Policies.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

7.02.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.10 Specialized Admissions Requirements for Programs in Health Careers and Nursing

APPROVED: August 2, 1982 **REVISED:** April 28, 2008
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the specialized criteria as procedural guidelines to be followed for students seeking admission to programs in Health Careers and Nursing.

PROCEDURE: In order to enhance the potential for student success, the College established certain specialized admissions criteria and procedures as outlined herein for students seeking admission to identified programs in Health Careers and Nursing. The appropriate Dean in conjunction with the Program Coordinators will be responsible for identifying the specific selection criteria for programs in Health Careers and Nursing. All Health Careers or Nursing programs under specialized admissions must follow the set procedure and process below.

I. Specialized Admission Standards

Program Coordinators, for programs that admit students via the specialized admissions procedure, must determine basic qualifications and ranking standards for students seeking admission to their programs. Final determination of these standards shall be documented and forwarded to the Specialized Admissions Office. The specialized admissions standards will be published. Unofficial ranking reports will be available each day and updated nightly based upon the previous day's student records. Program Coordinators, in conjunction with the appropriate Dean, will establish the official ranking date(s), planned class size and maximum ranking credit hours for their programs. If the standards must be revised after publication the changes must be approved by the Program Coordinator and Dean.

Programs that are not complying with the standards of the specialized admissions procedure will be reviewed by the Specialized Admissions Committee (See Section V) and may be subject to removal from the specialized admissions process.

A. Ranking Criteria

Program Coordinators and faculty* will establish minimum specific criteria to be utilized in the ranking process. These standards may include but are not limited to the following:

1. Minimum EPCC cumulative GPA
2. Minimum ACCUPLACER math test score or other specified assessment test score
3. Official High School/GED transcripts required if applicable
4. Minimum ACCUPLACER reading test score or other specified assessment test score
5. Minimum ACCUPLACER writing test score or other specified assessment test score
6. Pre-program specific requirements

B. Mandatory Courses

Some programs may have mandatory courses as part of their criteria for eligibility for ranking. Mandatory courses are those courses that an applicant must successfully complete prior to being ranked for the applicant's chosen program. Other than higher level math courses, there are no substitutions for mandatory courses. Programs may set time limits for certain mandatory courses. These course expirations will be published. Any mandatory course that is retaken for ranking purposes should be completed at EPCC.

*Note: The word "faculty" denotes instructors, counselors and librarians.

C. Program Specific Criteria

Program specific criteria will be established by the Program Coordinators and faculty. Criteria may be considered as pre- and/or post- program admissions requirements. Coordinators or designee will maintain records for these requirements. The Specialized Admissions Office will be notified once an applicant has met these requirements. Program-specific requirements may include, but are not limited to the following:

1. Program Orientation
2. Current Immunizations
3. Physical Examination (Must be completed by an American Licensed Physician/Nurse Practitioner/Physician's Assistant)
4. Physical Technical Standards Form
5. CPR Certification
6. First Aid Certification
7. HIPAA Training
8. Community Wide Orientation
9. Hospital Observation
10. Background Clearance - Background checks are required by most programs and must be completed prior to admissions **or** entering clinical. This may be a pre- or post- ranking requirement. The applicant is responsible for the fee associated with obtaining the background check. An applicant who does not clear the background check may be denied entrance into the program.
11. Drug Screening - Drug Screening is required by most programs and must be completed prior to admissions or entering clinical. This may be a pre- or post- ranking requirement. The applicant is responsible for the fee associated with obtaining the Drug Screening. An applicant who does not clear the Drug Screening may be denied entrance into the program.

An applicant for specialized admission programs must meet pre-admissions criteria prior to ranking. Post-specialized admissions requirements must also be met to maintain a seat in the program.

D. Ranking Courses

Ranking courses are those courses that help determine the ranking score based on an established ranking formula. The Program Coordinator and faculty will identify the courses from the degree plan to be used for ranking. Mandatory courses may also be used as ranking courses. (Note: Courses which have approved substitutions should **not** be used as ranking courses as they skew the ranking scores by reducing the value of each ranked course.) Any course that is retaken for ranking purposes should be completed at EPCC.

E. Program Ranking Confirmation

The qualifications and ranking standards will be documented and approved on the **Program Ranking Confirmation Form**. The Program Coordinators, Deans, Manager of Curriculum and Instruction and Executive Director of Admissions and Registrar will approve the criteria. The original, official documents will be retained by the Office of Admissions and Registration with copies to the respective Deans and the Curriculum Office.

II. Specialized Admissions Application Process

A. Application Process

1. An applicant to Health Careers and Nursing majors must first satisfy all requirements for admission to the College as specified in the College catalog.
2. An applicant seeking admissions into Health Careers or Nursing programs must declare a primary major that is not under the specialized admissions process.
3. To initiate the specialized admissions process the applicant must complete a general Health Careers Orientation, submit a Health Careers Specialized Admissions Application and pay a nonrefundable fee.
4. An applicant to Health Careers and Nursing programs may declare up to two (2) secondary Health Careers and/or Nursing majors.
5. The applicant's records will be updated to reflect that the applicant has applied for an approved specialized admission major which will become the secondary major for ranking and tracking purposes only.
6. At the time of program acceptance the primary major will be changed by Specialized Admissions. The Health Careers major will then become their primary major.

7. Letters verifying the receipt of the Health Careers Application will be sent to the applicant from the Specialized Admissions Office.
8. It is the Program Coordinators' and Deans' responsibility to provide the Specialized Admissions Office and the Counseling Department with the most updated **Program Information Guides** when the program requirements and the curriculum are finalized. Program Information Guides will be updated annually.
9. The College will provide General Education counseling/advising/support services to assist the applicant in fulfilling the requirements for admission into identified Health Careers or Nursing Programs. The applicant will be referred to Health Careers or Nursing Counselors for program specific requirements.

B. Student Responsibility

An applicant to specialized admissions must satisfy minimum standards in order to be eligible for consideration of ranking. The following is required of all specialized admissions applicants:

1. Apply for admissions and be accepted by EPCC as an academic credit student
2. Attend a General Health Careers Orientation
3. Submit a Health Careers Specialized Admissions Application Form
4. Pay the Specialized Admission fee
5. Submit all previous College/University Transcripts (transliteration of foreign coursework if applicable)
6. Submit Official High School Transcripts or GED scores (if applicable)
7. Meet all course prerequisites
8. Meet any program specific requirements

III. Selection Process

The selection process consists of satisfying all specialized and program specific standards. This will create a pool of fully qualified applicants. The fully qualified applicant pool is ranked utilizing the approved ranking formula on the specified date selected by the program. Applicants are offered available seats in rank order (high to low) based on points received from the ranking formula. Applicants will remain in the qualified pool as long as they continue to satisfy all current specialized and program specific admissions requirements. This includes responding to all official correspondence sent from the College. Applicants have the responsibility to keep all contact information current. Failure of any applicant to keep all information updated will result in major(s) being changed to undeclared and the applicant will be removed from all applicant pools.

A. Assessment

1. Health Careers Programs

An applicant to a Health Careers program will be required to successfully complete the ACCUPLACER or other specified assessment test meeting the discipline-specific required scores. All specified competency levels (e.g. reading, math and writing skills) must be met according to the set program specific requirements. Program specific requirements are specified in the current Program Information Guide and/or the current EPCC Catalog. Individual test scores are only current for two years from the date taken; however, only the most recent test scores will be used for ranking. Upon completion of the assessment test, the applicant is required to see a Health Careers Counselor for score retrieval, interpretation and further advising. A non-refundable fee will be charged to the applicant each time the test is administered. An applicant from out of the region will be required to coordinate the test administration through the local college/university testing services and/or El Paso Community College (EPCC) Testing Services.

2. Nursing Programs

An applicant to a Nursing program will be required to successfully complete an assessment test meeting the specific required scores. All specified competency levels (e.g. reading, math and writing skills) must be met according to the program specific requirements. Program specific requirements are specified in the current Program Information Guide and/or the current EPCC Catalog. Individual test scores are only current for two years from the date taken; however, only the most recent test scores will be used for ranking. Upon completion of the assessment test, the applicant is required to see a Nursing Counselor for score retrieval, interpretation and further advising. A non-refundable fee will be charged to the applicant each time the test is administered. An applicant from out of the region will be required to coordinate the test administration through the local college/university testing service and/or El Paso Community College Testing Services.

B. Program Requirements

The applicant must satisfy all specialized admissions standards as well as program specific criteria. The applicant is responsible for ensuring and verifying the correct status of the application file through the Health Careers or Nursing Counselors. The applicant must comply with any changing requirements that may affect eligibility. Meeting all of these requirements does not guarantee acceptance into a program. Any ranked applicant will remain eligible for admission until the last day to enroll for the term.

C. Ranking

The ranking process includes a ranking formula which may include, but is not limited to, the ACCUPLACER or other assessment required assessment test scores and GPA of program specific “ranking courses”. The Program Coordinator, faculty and the Dean may adjust the individual weights of the assessment test based upon the discipline curriculum. Selection of an eligible applicant through the established specialized admissions standards will occur on the official ranking date as set by the Program Coordinator, faculty and Dean. The applicants for each program will be ranked from the highest to the lowest score based on the admissions standards. Note: Once the specialized admissions applicant has satisfied all qualifying standards, the applicant will be placed in the pool and **unofficially** positioned according to the ranking formula. The applicant will remain in the unofficial pool until the official ranking date.

If two or more applicants are tied for the last seat in the ranking, priority will be given to 1) the applicant who has completed the most courses from the degree plan. In the event applicants are still tied 2) the highest GPA in the completed degree plan courses will be used. In the event another tie breaker is needed 3) the applicant who has the highest total assessment test ranking score will be used. If another tie breaker is needed 4) the applicant with the highest GPA will be used.

Any ranked applicant who fails to gain admission to a given program will remain in the pool as long as the applicant maintains current eligibility. The applicant who maintains current eligibility will be ranked in accordance with the program requirements at the time of the next ranking without consideration to previous ranking(s). Selection and/or rank order in one ranking does not establish any right to the equivalent or similar rank order in another ranking. Any program specific criteria and time sensitive items must remain current to maintain eligibility.

D. Notification of Ranked Applicants

A *certified letter* will be sent to the top-ranked applicants offering a seat to the desired program from the Specialized Admissions Office. The letter will indicate the program and semester for which the offer of admission is extended. The applicant will be given ten working days from the date of the letter to return the completed acknowledgment form to the Specialized Admissions Office. The applicant must return the acceptance form to the Specialized Admissions Office in the allotted time frame and indicate whether the applicant accepts or declines the seat. If the applicant does not respond within ten working days, the applicant will then be returned to the applicant pool for the next ranking unless accepted to another program.

An applicant who receives acceptance letters for two programs may **only** accept a seat in **one** program. The applicant who inadvertently accepts two seats will be notified that only one seat in one program may be accepted.

An applicant who is offered admission into a Health Careers or Nursing program will not be allowed to defer their entry into the program. The applicant must meet current eligibility requirements (the pre-program specific criteria, mandatory courses and ranking courses as determined by the individual programs) for each ranking.

Once an applicant accepts a seat into a Health Careers or Nursing program, the applicant’s primary major will be changed to reflect the effective term and the applicant will be removed from other Health Careers and Nursing pools. If no response is received prior to the deadline, or if an applicant declines the seat, the applicant will be returned to the applicant pool for the next ranking. The declined or vacant seat will then be offered to the next qualified candidate. Program Coordinators may require non-selected ranked applicants to participate in the post-program requirements, to maintain eligibility, in the event that an accepted seat becomes vacant. This process will continue until the class for each program has been filled.

Ranked applicants not offered a seat will be notified as soon as possible after ranking that the program has been filled. An applicant who is not accepted into a program will remain in the applicant pool and will be required to meet all future ranking requirements. The applicant whose status is inactive for three years will automatically be

removed from the pool and the major will be changed to undeclared. The applicant will be notified of this action at the last known address.

Family Educational Rights and Privacy Act (FERPA) and Health Information Portability and Accountability Act (HIPAA) guidelines will be followed.

E. Program Vacancy

1. If an accepted seat has been vacated the following will occur:
 - a. Seats will be filled in rank order.
 - b. All general and post- specialized admissions criteria must be satisfied.
 - c. Once the semester has started, a vacancy may only be filled as determined by the Program Coordinator and Dean.
2. The qualified list of ranked applicants that have not been offered admittance into the program may be required to meet designated post admission requirements in the event a seat becomes available.
3. Second Ranking for same-term start date may occur under the following conditions:
 - a. First ranking has taken place and all seats have not been filled and there are no remaining ranked applicants.
 - b. Program Coordinator must notify the appropriate Dean if a second ranking date is required.
 - c. Program Coordinator must notify the appropriate Dean if any criteria adjustments are needed.
 - d. The Dean will officially notify the Executive Director of Admissions and Registrar and the Manager, Specialized Admissions of the second ranking date and any criteria adjustments.
 - e. The Manager, Specialized Admissions will update the data accordingly.
 - f. Once the second ranking date occurs and vacant seats are still not filled by fully qualified applicants, vacancies will be addressed by the Program Coordinator and the Dean of Health Careers or Nursing. How the vacant seats are to be filled will be documented to the Executive Director of Admissions and Registrar and the Manager, Specialized Admissions.

IV. Special Circumstances

Programs may have to make adjustments based on special or unforeseen circumstances.

A. Postponement of program start date

1. In the event of student or faculty vacancies a program may be postponed.
2. In the event clinical sites or laboratory facilities are unavailable the program may be postponed.
3. In the event a postponement occurs, the following will be implemented:
 - a. A new program start date may be established (if applicable).
 - b. Based upon the new program start date, a new official ranking date will be established by the Program Coordinator and Dean.
 - c. If the official ranking date has passed, an applicant who was offered and accepted a seat into the program will be informed by the Program Coordinator of the new program start date.

B. Ineligible Students

Certain circumstances may render a student not qualified to enter or reenter a program.

1. Unsafe Practice
 - a. A student who has been released from a health or nursing program for unsafe practice may or may not be allowed to re-enter a program.
 - b. The student may or may not be allowed to apply or compete in any specialized admissions pool depending on the seriousness of the offense.
 - c. The student may also be barred from future enrollment in competitive or non-competitive health programs whether credit or non-credit.
 - d. The Program Coordinator and the Dean will make the determination for the above circumstances.

- e. If necessary, the Dean of Students and/or Vice President of Instruction and Workforce Education and/or Vice President of Student and Enrollment Services will be consulted.
2. Additional Circumstances
 - a. Students under disciplinary action may not be permitted to continue pursuit of their program and are ineligible for entry into other health programs.
 - b. Students who have previously been unsuccessful or dropped from a program may be ineligible to apply for re-ranking for a set period of time based on program specific procedures.
 - c. Failure to obtain a background clearance and/or drug screening (if applicable) will result in non-admittance or non-progression in a health care program at El Paso Community College.
- C. Reentry, Non-Traditional, Transition and Transfers are not ranked as part of the specialized admissions process but must meet specialized admissions criteria with the exception of the Health Careers Orientation. However, the following information may be applicable. If an approved College procedure exists, it supersedes the following guidelines.
1. Students from this category wanting to apply as a new applicant must follow all of the guidelines of the specialized admissions procedure.
 2. Non-Traditional, Transition and Transfer students **cannot declare a program specific major until officially accepted into a program.** Their primary declared major will be a major that does not fall under the specialized admissions process. Once accepted into a program a change of major form will be submitted with the reason for the change to the Specialized Admissions Office.
 3. Students pursuing Advanced Placement and Transition into the **Nursing** program must follow the program specific criteria except for attending the Health Careers Orientation Session, submitting the Health Careers Orientation Application and paying the fee. They will need to work directly with the designated program Counselor and Program Coordinator for program entry.
 4. Students pursuing reentry or transfer into a **Health Occupations** program must follow the program specific criteria except for attending the Health Careers Orientation Session, submitting the Health Careers Orientation Application and paying the fee. Reentry and transfer students will need to work directly with the designated program Counselor and Program Coordinator for program entry.
- V. Specialized Admissions Committee
- A. The Committee is charged with the monitoring of Health Careers and Nursing procedural development and implementation related to the specialized admissions process.
 - B. Specialized Admissions Committee voting members will be comprised of the following positions: Dean of Health Careers, Dean of Nursing, Executive Director of Admissions and Registrar, Manager, Specialized Admissions, three Health Occupation Coordinators, two Nursing Coordinators, three Health and Nursing Counselors.
 - C. The committee chair must be a voting member and will be chosen by the Specialized Admission Committee.
 - D. Any modification to the set procedure may necessitate a majority vote from the Specialized Admissions Committee.
 - E. Changes in the procedure will require a majority vote from the Specialized Admissions Committee.
 - F. Major changes to this procedure will necessitate a transitory period, as determined by the Committee, before being fully implemented.
 - G. Representatives from resource areas (Curriculum, Evaluations, Graduations, and Testing etc.) will be invited to the committee meetings in a non-voting capacity.
 - H. Other interested persons may attend meetings to provide input in a non-voting capacity.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

7.02.01.14 Physical and Technical Standards for Students in Health Career Programs

APPROVED: April 16, 1991 REVISIED: June 8, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish guidelines for determining physical/technical ability/eligibility for enrollment in the health career programs.

PROCEDURE:

I. Documentation of Medical History and Physical Examination

- A. Students entering health career programs will be required to submit evidence of a medical history and current physical examination. Initial review of these documents will be completed by the appropriate program coordinator. The program coordinator will refer any questionable documents or physical recommendations to the Dean, Health Careers, Dean of Nursing, or Director, CE Health.
- B. Prior to entering the first clinical course, students will sign a statement relating to their ability to perform the competencies as stated in section II of this procedure. (See attached form). Students who declare any limitations on this form will be required to follow the process in section III of this procedure.
- C. With a reported change in the physical or mental status of a student, the student may be required to obtain a recommendation for program continuation from a physician.

II. Assumptions

An applicant or a student enrolled in health career programs in El Paso County Community College District will be able to perform the following competencies:

- A. Functionally use the sense of vision, hearing, smell, and touch with or without technical (mechanical) compensation.

Rationale:

The student must be able to observe a patient accurately at a distance and close at hand to determine patient status. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

- B. Execute functional psychomotor movements to provide general patient care and emergency treatments.

Rationale:

Provision of patient care and administration of emergency treatments require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Laboratory situations would not adequately compensate, because the educational experience involves real patient care situations, and the potential for emergency interventions.

*Note: The word "faculty" denotes instructors, counselors and librarians.

- C. Hear, observe, and speak to patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

Rationale:

The student must be able to communicate with patients, staff, and others effectively and with sensitivity. Communication includes not only speech but also reading and writing. The applicant must be able to communicate effectively in oral and written form with all members of the health care team.

- D. Utilize intellectual abilities, exercise good judgment, complete tasks, and comprehend spatial relationships. Comprehend three-dimensional relationships and understand the proportional relationships of structures.

Rationale:

The student must respond to newly emerging variables with varying levels of supervision. Poor judgment places patient and other staff at needless risk. Understanding of spatial relationships is necessary for accurate measurements and participation in various procedures.

- E. Demonstrate the intellectual and emotional capabilities required to exercise good judgment.

Rationale:

The student must be able to promptly complete all responsibilities attendant to the care of patients and develop mature, sensitive and effective relationships with them.

- F. Tolerate physically taxing workloads and function effectively under stress.

Rationale:

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are essential for success in professional practice.

- G. Lift and safely move up to 50 pounds while utilizing safe body mechanics.

Rationale:

1. Moving patients and equipment from one location to another location (to the floor, to a bed, between chairs), without the assistance of a second person, or the patients themselves, is a daily activity that occurs many times within the work day.
2. Movement of more than 50 pounds usually requires another person or use of assistive devices.

III. Exceptions

- A. An applicant or current enrollee with verifiable mental or physical disabilities, who may be unable to meet these program requirements, may request individual consideration for admission or retention.
- B. A petition for special consideration must be initiated by the student through either the Center for Students with Disabilities or the Dean, Health Careers, Dean of Nursing, or Director, CE Health. The petition must include:
1. The program for which the student is applying or is enrolled.
 2. An explanation of physical or mental limitations.
 3. A statement of adaptations to be made by the student.
 4. Any adaptations requested to be made by the District.
- C. A joint recommendation will be made by the Director of the Center for Students with Disabilities and by the Dean of Health Careers, Dean of Nursing, or Director, CE Health.
- D. A written accommodation plan will be developed by the Center for Students with Disabilities as appropriate for each course in which the student is enrolled that requires accommodation. Copies of this documentation will be maintained in both the program files and the Center for Students with Disabilities files. If the student should request accommodation for licensure or certification examinations, copies of the accommodations plans approved during the program of study may be requested by the licensing or certifying agency.
- E. Appeals may be made in writing to the Vice President of Student and Enrollment Services and the Vice President of Instruction and Workforce Education, who will jointly review the grievance.



**EL PASO COMMUNITY COLLEGE
STUDENT DECLARATION
PHYSICAL/TECHNICAL COMPETENCIES FOR
HEALTH CAREER PROGRAMS**

An applicant or a student enrolled in health career programs in the El Paso County Community College District will be able to perform the following competencies:

Functionally use the sense of vision, hearing, smell, and touch with or without technical (mechanical) compensation.

Rationale:

The student must be able to observe a patient accurately at a distance and close at hand to determine patient status. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

Execute functional psychomotor movements to provide general patient care and emergency treatments.

Rationale:

Provision of patient care and administration of emergency treatments require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Laboratory situations would not adequately compensate, because the educational experience involves real patient care situations, and the potential for emergency interventions.

Hear, observe, and speak to patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

Rationale:

The student must be able to communicate with patients, staff, and others effectively and with sensitivity. Communication includes not only speech but also reading and writing. The applicant must be able to communicate effectively in oral and written form with all members of the health care team.

Utilize intellectual abilities, exercise good judgment, complete tasks, and comprehend spatial relationships. Comprehend three-dimensional relationships and understand the proportional relationships of structures.

Rationale:

The student must respond to newly emerging variables with varying levels of supervision. Poor judgment places patient and other staff at needless risk. Understanding of spatial relationships is necessary for accurate measurements and participation in various procedures.

Demonstrate the intellectual and emotional capabilities required to exercise good judgment.

Rationale:

The student must be able to promptly complete all responsibilities attendant to the care of patients and develop mature, sensitive and effective relationships with them.

Tolerate physically taxing workloads and function effectively under stress.

Rationale:

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are essential for success in professional practice.

Lift and safely move 50 pounds while utilizing safe body mechanics

Rationale:

Moving patients and equipment from one location to another location (to the floor, to a bed, between chairs), without the assistance of a second person, or the patients themselves, is a daily activity that occurs many times within the work day. Movement of more than 50 pounds usually requires another person or use of assistive devices.

Student Declaration:

_____ I am able to meet all of the above, stated physical/technical competencies without any special accommodations.

_____ I am able to meet all of the above, stated physical/technical competencies without special accommodations, EXCEPT the following: Describe limitation and accommodations needed:

Student Name (Print) _____

Student Signature _____ Date: _____

RETURN TO PROGRAM INSTRUCTOR/COORDINATOR.

TO BE COMPLETED BY COLLEGE STAFF

Actions Recommended:

- _____ No action required
- _____ Accommodation Plan Needed
- _____ Other

Comments:

_____ Coordinator's Signature

FORWARD TO DEAN/DIRECTOR FOR REVIEW.

Actions Recommended:

- _____ No action required
- _____ Accommodation Plan Needed
- _____ Other

Comments:

Reviewed by: _____ Dean's/Director's Signature

FORWARD TO CENTER FOR STUDENTS WITH DISABILITIES IF NECESSARY.
COPY TO STUDENT FILE.

Actions Recommended:

- _____ No action required
- _____ Accommodation Plan Completed (copy attached)
- _____ Other

Comments:

Reviewed by: _____ Signature of Director of Center for Students with Disabilities

PLEASE RETURN COPY TO DEAN/DIRECTOR AND COORDINATOR LISTED ABOVE.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.18 Substance Abuse Testing for Health Occupations Students

APPROVED: October 16, 2009 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To ensure that all students enrolled in specified health-related educational courses and programs undergo substance abuse testing. Students who do not pass the drug screening will be unable to complete course/program requirements.

GENERAL:

I. Awareness and Education

- A. Information about substance abuse testing requirements will be published in the *College Catalog*, the semester course schedule, program information guidelines, and other documents as appropriate.
- B. Information about substance abuse testing requirements will be included in the Health Careers Orientation sessions conducted by the counselors and in any program-specific orientations conducted by program coordinators/faculty*.

II. Consent.

- A. The student will be asked to submit a copy of the *Pre-testing for Substance Abuse Consent Form* (attached to this College procedure) to the appropriate El Paso County Community College District (EPCCCD) representative (see “TESTING PROCESS,” Section I. B. 2). The student must agree to the release of the test results to the EPCCCD in writing.
- B. Withholding Consent. Covered students may refuse to submit to substance abuse testing. However, refusal to submit to a drug test when requested (initial, reasonable suspicion or follow-up testing; see “GENERAL,” Section VII) will result in immediate disciplinary action (e.g. administrative withdrawal from courses/program).

III. Confidentiality

- A. Substance abuse test results and other information acquired during the testing process will be treated as private and confidential information. Except as permitted or required by law, this information will not be disclosed by the College or the testing laboratory to any other employer, third party, government agency, or private organization without the covered student’s written consent. Communication of “cleared” test results will be provided to the clinical affiliate as stated in the *Pre-testing for Substance Abuse Consent Form*.
- B. Students completing educational requirements at an external agency will be reported to the educational institution’s designated contact upon violation of the external agency’s procedures or upon identification of reasonable cause for testing.
- C. Documentation will be maintained in a separate secure file in the EPCC educational administrator’s office. Retention of this information will be in accordance with applicable record retention requirements.
- D. Access to detailed information will be restricted solely to those employees having a demonstrated absolute need to know, including, but not necessarily limited to: the designated educational administrator or his/her designee, an authorized agent of a licensing/certifying agency, or upon presentation by a valid subpoena and/or request by a duly authorized regulatory agency.

*Note: The word “faculty” denotes instructors, counselors and librarians.

IV. Definitions

- **Controlled Substance.** a substance, including a drug, an adulterant, dilutant, and an immediate precursor listed in Chapter 481 of the Texas Health and Safety Code.
- **Controlled Substance Analog.** (1) a substance with a chemical structure substantially similar to the chemical structure of a controlled substance as defined in Chapter 481 of the Texas Health and Safety Code or (2) a substance specifically designed to produce an effect substantially similar, or greater than, the effect of a controlled substance.
- **Illegal drug.** Any substances controlled under federal and state law that are not authorized for sale, possession, or use, including legal drugs that are obtained or distributed illegally, inhalants having psychological and/or physiological effects, or prescription medication when used in a manner or for a purpose other than prescribed and/or used by someone other than the person prescribed for. Controlled substance analogs or volatile substances that produce the psychological and/or other physiological effects of a controlled dangerous substance are also considered illegal drugs.
- **Inhalant.** A substance containing a volatile chemical, as defined in Section 484.002 of the Texas Health and Safety Code.
- **Medical Review Officer.** A licensed physician designated by the selected vendor or independent testing laboratory conducting the substance abuse tests who conducts the final review of all test results prior to reporting to the College.
- **Nonprescription Medication.** A drug that is authorized in the US pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
- **Positive Test.** A drug test confirming that a covered individual is subject to the effects of alcohol, a prescription drug, or an illegal drug or drug metabolite.
- **Prescription Medication.** A drug prescribed by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions for use solely by the individual that the medication is prescribed to and can only be obtained in the US with a prescription. Proof of a valid prescription will be required for prescription medication purchased in Mexico or another country as noted above. Prescriptions must be from a medical practitioner licensed in the U.S.
- **Specimen.** A tissue or product of the human body such as urine, blood, saliva, hair, or breath which is chemically capable of revealing the presence of drugs in the human body.
- **TPAPN.** Texas Peer Assistance Program for Nurses is a program established to help RNs and LVNs with issues of substance abuse and rehabilitation which offers an alternative to reporting to the licensing board. This program does not cover students or other health care practitioners.

V. Prohibited Conduct

Being subject to the effects of alcohol or an illegal drug while in the course and scope of clinical education while on EPCCCD property or clinical affiliate agencies is prohibited. Prohibited conduct may also include conduct related to alcohol or illegal drug use that occurs outside of educational experiences if such impairment has the potential to adversely affect clinical education, the safety of others, or the EPCCCD's reputation in the community.

1. In the case of alcohol, any detectable level of alcohol in blood, saliva, or on the breath using a breath analyzer.
2. In the case of illegal drugs, having a concentration level at or above the cutoff levels set by the United States Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs (as amended, latest version) or other guidelines established by clinical affiliates.
3. In the case of prescription medication, unauthorized and/or abuse of prescription medication when taken in quantity not prescribed or for purposes other than those intended by the prescription, including taking prescription medication prescribed to another individual.
 - a) Prescription medication purchased in another country without a valid prescription from a U.S. licensed physician, dentist, and/or recognized medical practitioner will be considered a violation of this policy. Proof of a valid prescription will be required for all prescription medication.

- b) A student taking prescription medication which may reasonably interfere with educational performance, judgment, attendance, behavior and/or safety, must provide medication documentation to the designated administrator demonstrating their ability to perform safely before being permitted to attend clinical education courses. A physical examination or medical clearance indicating no limitations in activity due to medication must be on file with the *Pre-testing for Substance Abuse Consent Form* in the event of a positive test due to prescription medication.
- c) A student may request reasonable accommodation if they are taking a prescription medication that interferes with their ability to perform the essential functions of their course requirements.

In the case of students, this must be documented on the student's physical examination and their statement of Physical/Technical Standards. Documentation must be reviewed and appropriate plans must be completed through the Center for Students with Disabilities.

- 4. Failure to report a new arrest or conviction related to violation of an alcohol and/or drug statute to the appropriate administrative supervisor is considered a violation of this College procedure, 7.02.01.18: *Substance Abuse Testing for Health Occupations Students*.

VI. Identification of Programs whose Students are subject to Testing

- A. Programs will be identified by the appropriate educational administrator based upon (1) requirements from clinical affiliates, (2) accrediting agency requirements, and (3) licensing/certifying agency requirements.
- B. All students enrolled in identified programs will be required to undergo initial testing as described in Section III of this College procedure.
- C. Requirements for testing are subject to change based upon changes in affiliation agreements and other external requirements.

VII. Circumstances in which Students are subject to Testing

- A. Initial Substance Abuse Testing. Students accepted to and/or enrolled in health-related credit and non-credit programs with a clinical component requiring direct patient care are required to submit to initial substance abuse testing.
 - 1. Positive drug test results will result in the withdrawal of the application for admission to a specialized-admissions program and/or enrollment in other specified health-related courses/programs.
 - 2. The applicant will be informed in writing by the appropriate educational administrator that he/she did not meet required standards for enrollment.
 - 3. Students are disqualified from being considered for admission/enrollment in a health-related course/program at EPCCCD for a period of one-year as specified by clinical affiliates.
 - 4. For students, drug testing must be conducted prior to a student's first clinical rotation (no earlier than 3 months and no later than two weeks prior to the initial clinical course starting date). Students who withdraw from a clinical education program for more than one semester must repeat drug testing at their own expense prior to re-entry.
- B. Reasonable Suspicion Substance Abuse Testing. Reasonable suspicion substance abuse testing may be initiated when there is reasonable belief that a student is impaired or using or has used illegal drugs in violation of this College procedure. Reasonable suspicion must be based upon specific objective facts and reasonable inferences. This may be based upon (but not limited to) the following:
 - 1. Observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being subject to the effects of a drug or alcohol, including detection of alcohol on a covered student's breath.
 - 2. Abnormal conduct or erratic behavior while in the course and scope of clinical education courses, unexplained and/or frequent absenteeism, unexplained and/or frequent tardiness, personality changes, disorientation, or deterioration in performance and/or interpersonal relationships.

3. Evidence that a covered student has tampered with a drug test.
4. Evidence that a covered student has caused or contributed to an accident while in the course and scope of educational experience which results in injury to a patient or other individual or damages to property over \$500.
5. Evidence that a covered student is involved in any irregularity in the documentation or handling of drugs, evidence of missing or unaccounted-for drugs, inappropriate disposal of, or evidence of tampering with, drugs when the covered student has access to such drugs.
6. Discovery or presence of illegal or suspicious substances or materials in the student's possession or near their assigned educational site.

Reasonable suspicion drug testing may be requested by either EPCCCD or an assigned clinical facility. Depending upon the situation and agency requesting the test, cost may be paid by EPCCCD, the clinical facility, or the student.

- C. *Random Drug Testing. Students are not subject to random drug testing at either EPCCCD or the assigned clinical facility at this time.*
- D. *Follow-Up Drug Testing. Follow-up drug testing for individuals undergoing approved drug/alcohol rehabilitation may be required during or following completion of the program.*

VIII. Specimen Collection and Testing

- A. Specimens will be collected by the approved vendor/testing laboratory with regard for the privacy of the student.
- B. Testing will be conducted by an independent, licensed laboratory, following the appropriate chain of custody and laboratory procedures.
- C. Testing will follow accepted medical and scientific procedures, as verified by the independent, licensed laboratory, including the establishment of controls.
- D. Specimens which are compromised and invalidated or which cannot be read due to dilution may result in re-testing.
 1. The student will be contacted to reapply and submit another specimen within a specified time frame. Additional fees will need to be paid to the vendor by the student for any re-testing.
 2. Failure to submit another specimen within the specified time frame will result in a "refusal to be tested" result. Appropriate action will result; to include disciplinary action, denial of enrollment, or denial of admission.
- E. Evidence that the specimen was deliberately tampered with, contaminated, or altered with the intent to invalidate the results will result in a "refusal to be tested" result. Appropriate disciplinary action will result.
- F. Substance abuse testing will be for the following substances:
 1. Amphetamines (e.g. methamphetamine, Ecstasy, speed, uppers, methylphenidate, eve, crystal)
 2. Barbiturates (e.g. Depressants, GHB, Downers, secobarbital, pentobarbital, butabarbital, phenobarbital)
 3. Benzodiazepines (e.g. Valium, Librium, tranquilizers, sleeping pills, anxiety pills)
 4. Cocaine metabolite (e.g. cocaine, coke, crack)
 5. Opiates (e.g. opium, morphine, codeine, fentanyl)
 6. Phencyclidine (e.g. PCP, Angel Dust)
 7. Marijuana (THC) metabolite (e.g. cannabinoids, marijuana, pot, smoke, weed, mary jane)
 8. Methadone (e.g. dolophine, often used in treatment of heroin addiction)
 9. Methaqualone (e.g. Quaaludes)
 10. Propoxyphene (e.g. Darvon, Darvocet)

TESTING PROCESS:

Testing procedures may change depending upon outside vendor requirements.

- I. Student will go on-line to the indicated website and enter the appropriate code. The code is provided by the vendor to the College, and the College will provide the code to the student.
 - A. Student places order and submits payment (by credit card on-line or by money order to the vendor by mail). Once payment is confirmed by the vendor, a confirmation page will be printed by the student (immediately on-line or upon receipt of e-mail) .
 - B. The confirmation page must be taken (DO NOT MAIL) to the appropriate EPCCCD location based upon course/program of application/enrollment.
 1. A copy of the confirmation page will be retained by the EPCCCD representative.
 2. The student will be asked to submit a copy of the *Pre-testing for Substance Abuse Consent Form* to the EPCCCD representative. This form may be obtained in advance or obtained at this time. The student must agree to the release of the test results to EPCCCD in writing.
 3. A *Chain of Custody* form will be provided to the student after receipt of the *Pre-testing for Substance Abuse Consent Form*. This form must be taken to an approved testing site (list provided to student) within 5 working days of the date on the confirmation form.
 - (a) Failure to complete the testing within 5 working days will result in a notification of “no show” by the testing agency to EPCCCD and forfeiture of the paid fee.
 - (b) The student will be required to re-apply for the testing process, following each of the preceding steps and pay the required fees.
 - (c) A “no show” result will not count as a positive test.
 4. An e-mail will be sent by the vendor to the student relaying the test results.
 - (a) Results take approximately 24 business hours for negative tests and 72 business hours for a positive test.
 - (b) All positive tests are reviewed by the testing laboratory’s Medical Review Officer prior to releasing the results.
 5. The student prints a Certificate from the website using the code provided in the results e-mail.
 - (a) The student submits a copy of this Certificate to the appropriate educational administrator (same location where *Chain of Custody Form* is obtained) who confirms the results and provides an appropriate clearance/non-clearance letter to the student.
 - (b) The student must provide a copy of the clearance letter to the appropriate program coordinator in order to be assigned to a clinical rotation.

II. Disciplinary Action

- A. Students with a positive test result will have their results reviewed by the appropriate educational administrator.
 1. Students who are approved for enrollment with a positive test must
 - a. Have a current physical examination or other correspondence from their healthcare provider licensed in the United States. The documentation must be dated within 3 months of the testing date.
 - b. Current Student Physical/Technical Standards form signed by the student indicating any declared limitations.
 2. Students who are approved for enrollment with a positive test result must have a written plan for their accommodation from the EPCCCD Center for Students with Disabilities if necessary due to declared

limitations. Copies of necessary medical documentation for the accommodation plan must be on file with both the educational administrator and the Center for Students with Disabilities.

3. Changes in student's physical/mental status must be documented by updated medical documentation. Re-testing may be required depending upon the medical documentation provided.
 4. Students who are not cleared for assignment to a clinical rotation will be administratively withdrawn from any enrolled health-related courses and will be barred from enrollment in health-related courses and programs at EPCCCD for a period of one-year. Notification of this disciplinary action will be sent in writing by the Vice President of Student Services.
- B. Students with a positive test result, which does not meet the criteria stated in this College procedure, 7.02.01.18: *Substance Abuse Testing for Health Occupations Students* under "TESTING PROCESS," Section II. A. 1 for clearance, will be administratively withdrawn by the appropriate educational administrator from any health-related courses.
1. The educational administrator will communicate these results to the student in writing.
 2. The educational administrator will submit a request for further disciplinary action to the Vice President of Student Services. This request will be to bar the student from any future enrollment in either credit or non-credit health-related courses at EPCCCD for a period of one year. The Vice President of Student Services will notify the student in writing of this action and will have this disciplinary action posted on the student's academic record.
 3. Evidence of tampering with tests, injury to other individuals or property due to substance use, or arrest/conviction of any substance related crimes may result in additional disciplinary action (e.g. probation, suspension) as determined by the Vice President of Student Services.



El Paso Community College Student Information Sheet:

For College Procedure 7.02.01.18:
Substance Abuse Testing for
Health Occupations Students

Substance Abuse Testing

In order to ensure that health care facilities are in compliance with their accreditation guidelines, all students enrolled in specified health-related educational courses and programs are required to undergo substance abuse testing beginning in Fall 2007. Students who do not pass the drug screening will be unable to complete course/program requirements. **Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified courses/programs for a period of one year.**

In addition to the stated external requirements, it is noted that health care providers are entrusted with the health, safety, and welfare of patients, thus requiring the exercise of good judgment and ethical behavior. They also have access to confidential and sensitive information. Substance abuse testing is one of the methods for assessing the applicant’s suitability to function in a clinical setting. Clinical learning experiences are an essential and required part of most health-related educational courses and programs. Students, who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing, cannot complete course/program requirements. Students not cleared for clinical learning experience will be administratively withdrawn from enrollment or admission in specified health-related educational courses and programs. **Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified courses/programs for a period of one year.**

How to complete the substance abuse test:

1. Go to the vendor’s website at www.elpasoex.com and complete the on-line application for substance abuse testing.
2. Enter the appropriate EPCC code where indicated in the left column under “Order Code” so that test results are provided directly to EPCC. The code you enter is dependent upon the program you are applying for or enrolling in. Please make sure you supply the correct code to avoid delays in processing your final status:
 - a. Continuing Education Health Student.....A3S52
 - b. Credit Health Occupations Student (except Nursing).....B7P28
 - c. Credit Nursing Student.....A9S95
3. While on the web site, make sure you complete the authorization for the background check. This provides authorization for the company to run your drug test. They will NOT conduct any other background checks. Background checks approved for clinical clearance are completed by another process.
4. Complete payment for the test, either on-line, by credit card, or by money order.
 - If paying by credit card, note that the name and address on file with the credit card company must match exactly what you entered when you created the applicant account at the beginning of this process.
 - If not paying using a credit card, log out at this point. Payment can be made by money order. Send your money order to:

American DataBank Group
110 16th Street 8th Fl.
Denver, CO 80202

Make sure your money order states: “Payment for drug screen ordered online on <date>. Ref: EPCC”.
Make sure the name and address on the money order exactly match what you entered online.
5. If paying by credit card, print the payment confirmation page. If paying by money order, print the payment confirmation that will be emailed to you once payment is received.

6. A copy (keep the original for your files) of the confirmation page must be taken (DO NOT MAIL) to one of the following locations:
 - a. If applying or enrolling in the credit Nursing or Vocational Nursing program:
 - 1) Associate Degree Nursing Program (RN)
Pauline A. Ballesteros RNC, MSN, Nursing Program Coordinator
OR
Pat Montes, Nursing Lab Supervisor
Room H 221, Rio Grande Campus
100 West Rio Grande
El Paso, TX 79901
 - 2) Vocational Nursing Program (VN)
Laura Jimenez, RN, BSN, Vocational Nursing Program Coordinator
OR
Valerie Chavez, Nursing Lab Assistant
Room D 109, Mission Del Paso Campus
10700 Gateway East
El Paso, TX 79927
 - b. If applying for, or enrolling in, any of the allied health credit programs:
Dr. Paula Mitchell (Or one of her staff members)
Dean, Health Occupations, Math & Science
Campus Dean, Rio Grande Campus
Room A240, Rio Grande Campus
100 West Rio Grande
El Paso, Texas
 - c. If applying, or enrolling in, a non-credit nursing program or in allied health programs:
Ms. Marta de la Fuente (Or one of her staff members)
Director, Continuing Education, Health
Rio Grande Campus, Room A240
100 W Rio Grande
El Paso, Texas
7. Complete and submit the Pre-testing Consent Form. You cannot obtain the *Chain Of Custody Form* without submitting this form.
8. Obtain the *Chain of Custody Form*, and refer to the list of approved sites.
9. Complete the test within 5 working days of obtaining the confirmation form from www.elpasoex.com. Failure to complete in a timely manner will result in a “no show” result, and you will be required to complete the entire process again and pay the fee again.
10. Within 24-72 working hours, you should receive an e-mail from the vendor with a code.
11. Go on-line to www.elpasoex.com, enter the assigned code, and print out the Certificate.
12. Turn in a copy of the Certificate to the educational administrator listed above who will verify the results and provide you with a clearance or non-clearance letter.
13. Submit a copy of your clearance letter to your program coordinator to schedule your clinical assignments.

Please review the complete College procedure on substance abuse testing (College Procedure 7.02.01.18: *Substance Abuse Testing for Health Occupations Students*) for detailed information on the process, impact of a positive test or refusal to test, and potential disciplinary action.



El Paso Community College Pre-testing for Substance Abuse Consent Form for Students

Substance abuse testing is required for student enrollment in selected health-related courses/programs. This requirement is mandated by external agencies (e.g. clinical affiliates, regulatory agencies). Failure to submit to substance abuse testing will result in denial of admission or enrollment.

Instructions: This form must be completed and submitted to the designated College representative along with the confirmation form from the testing agency (provided to you upon completion of your application and payment of required fees to the vendor). Failure to complete this form will result in non-receipt of the *Chain of Custody Form* required to complete the testing process.

General Information:

PROGRAM: _____

Name: _____

Address: Street _____ City _____ State _____ Zip _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Consent. I understand that I am providing consent for release of substance abuse test results as follows:

1. Consent is given to the testing laboratory/vendor to provide substance abuse test results to El Paso Community College.
2. Consent is given to El Paso Community College to provide general information about substance abuse test results to clinical affiliates who require information that such tests have been completed and that I am cleared for enrollment and attendance in a clinical health-related program.
3. I understand that access to this information by employees of EL PASO COMMUNITY COLLEGE is restricted to those persons having a demonstrated absolute need to know and that information is maintained in a separate secure file.

Further, my signature indicates my consent for release and storage of information as indicated above.

Date: _____ Signature: _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.22 Approval of Enrollment on an Audit Basis

APPROVED: May 20, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish the requirements for student enrollment on an audit basis.

PROCEDURE:

I. Process for Course Audit Enrollment

Any student who wishes to enroll for a course on an audit basis must submit a student petition form to the appropriate Dean in order to receive approval for such enrollment. Upon receipt of such petitions, the Dean will review the current level of enrollment in the course and, where space is available, may approve the student request.

II. General Considerations Concerning Student Audit

- A. Requests for approval of enrollment on an audit basis or to modify enrollment status from/to an audit must be initiated in writing with the appropriate Dean(s) before the official census date for the course in order to be accepted.
- B. Students seeking to enroll on an audit basis must satisfy the Admissions requirements of the District. Except in the case of senior citizens, the student will be required to pay the tuition, lab fees, and other appropriate fees for enrollment in the course on the same basis as a regular student.
- C. Students authorized to enroll on an audit basis may attend the classes and participate in the normal class activities. However, such students will not be permitted to take examinations, receive grades, or earn credit for the course.
- D. Students who audit a class may not later receive credit for the course unless they reenroll in the course as a regular student.

III. Change from Audit to Regular Status

- A. Students who initially enroll on an audit basis may subsequently change their status to that of regular enrollment prior to the census date. To initiate this action, students must petition the appropriate Deans in writing, and indicate their desire to receive credit for the course. Where such requests are approved, the Office of Admissions and Registration will modify the student's enrollment status to indicate enrollment for credit.
- B. If the student is a senior citizen, he/she will be directed to the Financial Aid Office to obtain authorization for the tuition and fees to be paid through the Senior Citizen Scholarship Program. After coding the information required, the student will be referred to the Tuition Office to receive his/her tuition receipt

IV. Change from Regular to Audit Status

- A. Where a student has initially enrolled to receive credit for a course, he/she may subsequently change the status to audit by petitioning to the appropriate Dean prior to the census date.
- B. The Dean will review the student's request and issue approvals in those cases deemed appropriate.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

Where such approvals are granted, the Dean will forward the approved petition to the Executive Director of Admissions and Registrar. The Executive Director of Admissions and Registrar will then modify the student's enrollment status to indicate the audit status.

- C. If the individual is a senior citizen whose tuition and fees were paid through the Senior Citizen's Scholarship Program the Records Office will advise the Financial Aid Office.
- D. The Financial Aid Office will re-code the student to reflect enrollment under the Senior Citizen's Tuition Exemption Program so that the fall tuition and fees payment can be refunded to the Scholarship Program.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

7.02.01.26 Student Re-entry into the Nursing Program

APPROVED: March 11, 2005 REVISED: October 20, 2017
Year of last review: 2018

AUTHORIZING BOARD POLICY: 7.02.01

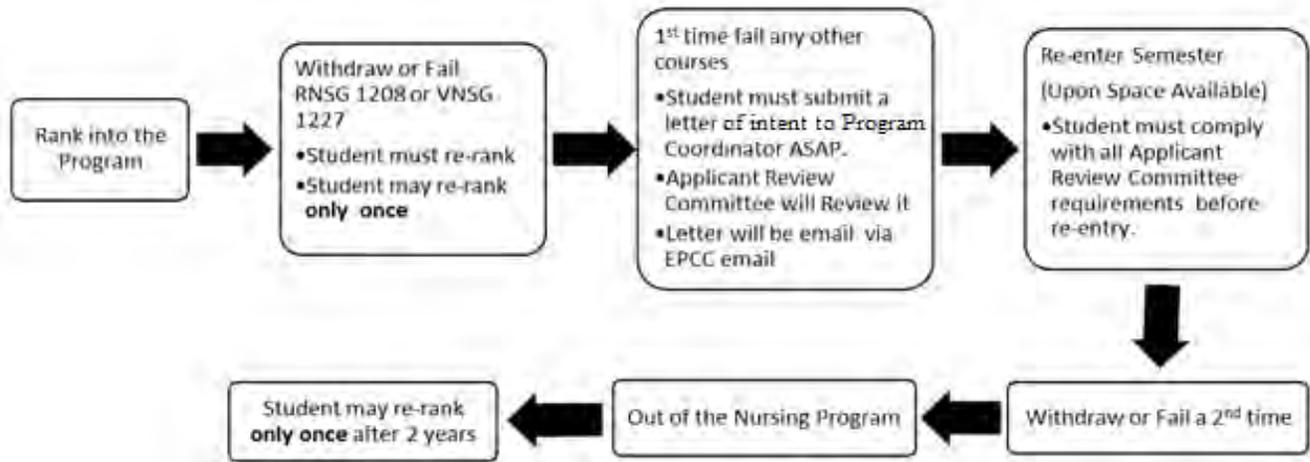
Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Nursing

OBJECTIVE: To provide a system for re-entry into a Nursing program of a student whose program of study has been interrupted.

PROCEDURE:



I. General Provisions

A. Definitions

1. Re-entry -- the process by which a student who has failed a Nursing course can continue in the Nursing program.
2. Re-entry student -- a student requesting to continue in the Nursing program who was previously accepted and either failed a course or withdrew from a course.
3. Generic (traditional) student -- A student who starts one of the programs in the beginning semester.
4. Non-generic (non-traditional) student -- A student who does not start the program in the first semester. (advanced placement/transfer student)

B. Re-entry Policy Statements that Apply to all Re-entry Students

All six of the following statements apply to all re-entry students. (Entry/Re-entry is on a space available basis.)

1. Students may be allowed re-entry into the Nursing program for a total of one time.
2. There are specific procedures to be followed when a course failure or withdrawal occurs.

See “Entry/Reentry” under section II. “Process” that follows below for specific information.

*Note: The word “faculty” denotes instructors, counselors and librarians.

3. Temporary leave of absence

A temporary leave of absence for one (1) semester from a nursing program is an option to a student in good standing, i.e. passing theory and clinical, with proper documentation. These students are eligible to request a temporary leave of absence for the following reasons: birth of a child, the student's own health condition or stressful event, or to provide care to a family member (spouse, child or parent) with a serious health condition. Guidelines:

- a. Re-entry into the Nursing program is dependent on space availability.
- b. A temporary leave of absence may be granted only once.
- c. Requests must be submitted in writing with supporting documentation and will be reviewed by the Nursing Applicant Review Committee.
- d. Extenuating circumstances will be considered on an individual basis.

4. Unsafe practice

Students who fail a course due to unsafe practice will be evaluated for re-entry by the Nursing Applicant Review Committee with final recommendations forwarded to the Dean of Nursing.

5. Requests for re-entry must be in writing.

- a. The letter should be submitted to the Nursing Applicant Review Committee.
- b. The letter must include a date and signature, the preferred date of re-entry, the course requested, student's identification number, current phone number(s) and email address.
- c. Documentation must be provided showing the student has completed re-entry requirements from the Nursing Applicant Review Committee.

6. Re-entry is based on space availability in the requested course

II. Process

To provide a system for entry or re-entry into a Nursing Program for generic and non-generic students who are defined as advanced placement, foreign, transfer, or transferring program students. The process will apply to re-entry of all generic students that enter the program via College Procedure 7.02.01.10, *Specialized Admission Requirements for Programs in Health Careers and Nursing*. All students seeking entry/re-entry into a Nursing program, must follow this procedure, 7.02.01.26. This procedure includes entry/re-entry of non-generic students. Students must comply with College Procedure 7.04.03.14, *Scholastic Standards and Academic Progress*.

A. Definitions

1. Types of students eligible to seek placement into the Nursing program:

- a. Generic students seeking re-entry
- b. Students requesting advanced placement/transfer
- c. Foreign graduates who need course work prior to NCLEX testing
- d. Licensed nurses who have disciplinary action or requirements from the Texas Board of Nursing
- e. Nursing Graduates needing reeducation (BON Rule 217)

2. Withdrawal from the Nursing Program

- a. A student will be required to withdraw or will be administratively withdrawn from the Nursing program if the student does not maintain a cumulative **GPA of 2.0**.
 - b. Theory and clinical courses are concurrent.
 - (1) If a student drops or is a withdrawal/failing student from a theory course, then the student must also withdraw from the clinical course.
 - (2) If a student is failing or is a withdrawal/failing from a clinical course, that student must also withdraw from the theory course.
 - (3) If a student passes clinical and fails the theory course, the theory course must be repeated by itself.
 - (4) A student who repeats a clinical course and has passed the theory course must audit the theory course in the same semester in which his/her clinical course is repeated.
 - (5) When the theory and clinical courses are dropped, only the course that was a failure or withdrawal failing will count against the student. Both courses will not count as failures unless both courses are failed or withdrawn failing.
 - c. Students may be withdrawn permanently from the Nursing program with no readmission/re-entry allowed for:
 - (1) Documented incidents of unsafe practice as defined in the *Nursing Student Handbook*
 - (2) Academic dishonesty (See *College Catalog*, Student Responsibilities and Code of Conduct)
 - (3) Administrative Reasons
 - d. A student withdrawal from the Nursing Program due to an approved temporary leave of absence (refer to Section I.B.3, of this procedure, 7.02.01.26 *Student Re-entry into the Nursing Program*.)
3. A cumulative Grade Point Average is the calculation of the average of all the student's grades for all semesters and courses completed up to a given academic term, for courses taken at El Paso Community College.
 4. An Adjusted Grade Point Average is the combination of the grade point average from other schools plus the grade point average from El Paso Community College.

B. Re-entry to the Nursing Program following withdrawal

1. Re-entry pertains to students re-entering the Associate Degree Nursing (A.D.N.) OR Vocational Nursing (VN) program after successful completion of at least one core nursing course (excluding RNSG 1301 Pharmacology or RNSG 1115 Health Assessment).
2. Students who fail a course due to unsafe practice will be evaluated for re-entry by the Nursing Applicant Review Committee with final recommendations forwarded to the Dean of Nursing.
3. A student who has been out of the Nursing program for two (2) years or more will be required to reapply as a beginning student, which will require that the student be ranked and accepted and adhere to the specialized admission criteria (see College Procedure 7.02.01.10, *Specialized Admission Requirements for Programs in Health Careers and Nursing*). No credit will be awarded for previous Nursing courses completed.

C. Entry/Re-entry based on course failures or withdrawal

1. All generic students seeking re-entry into the A.D.N. Program or the VN Program will do so under the requirements in Section II, "Process" of this College Procedure (7.02.01.26).
2. All other qualified students seeking entry into the Nursing program will do so through the appropriate procedure(s). Advanced placement/transfer students transferring Nursing courses and requesting credit for courses
 - a. Nursing courses cannot be older than 2 (two) years old.
 - b. Lab Science and Pharmacology courses cannot be more than 10 (ten) years old.
 - c. All specialized admission requirements must be completed.
3. Students can be re-entered into a Nursing program for a total of one time under the following guidelines:
 - a. First failure and/or withdrawal of a theory or clinical course:
 - (1) Students may be granted re-entry based on space availability with or without remediation and/or re-entry requirements.
 - (2) Requests for re-entry must be in writing and submitted to the Nursing Applicant Review Committee.
 - (3) Ranking for re-entry into a specific course(s) is based on space availability. Students seeking entry/re-entry will be ranked based on categories and cumulative GPA.
 - b. First semester student with a course failure and/or withdrawal:
 - (1) Students who fail and/or withdraw from these first semester courses:
Students in either the Associate Degree Nursing or Vocational Nursing Program courses, RNSG 1208 or VNSG 1227, will re-rank into a Nursing Program. The failure will not count when the student gets back into the program. A student can only re-rank for a Nursing Program one (1) time after the two (2) years waiting period has passed.
 - (2) Students who fail and/or withdraw from these first semester courses in theory and clinical:
Students in either the Associate Degree Nursing or Vocational Nursing Program courses RNSG 1260, RNSG 1413, VNSG 1323, VNSG 1160, VNSG 1402, or VNSG 1260 must apply to the Nursing Applicant Review Committee for reentry through College Procedure 7.02.01.10, Specialized Admission Requirements for Programs in Health Careers and Nursing
 - c. Second theory or clinical course failure and/or withdrawal:

At the time of the second (2nd) failure and/or withdrawal of any Nursing course, the student will not be granted readmission for a period of two (2) years at which time the student must re-rank.

A student can only re-rank and be accepted one time for a Nursing Program. A student cannot qualify for ranking until the two (2) year time period is fully completed. A student can only re-rank for a Nursing Program one (1) time after the two (2) year waiting period has passed.
 - d. A.D.N. Students are REQUIRED to complete the program within four (4) calendar years. VN students are REQUIRED to complete the program within 3 calendar years. .
 - e. A.D.N. students that request transfer to the VN program after a course failure will take their course failure history with them; this includes the VN spin-off in summer. Prior to transfer, recommendations/requirements from the Nursing Applicant Review Committee (if any) must be completed. Transfer is on a space available basis. A student must submit a letter to the

Nursing Applicant Review Committee requesting the transfer. Current VN students have priority for reentry into the VN program over students transferring from the A.D.N. program.

D. Student Application Process and Criteria to apply for entry/re-entry

1. Students seeking re-entry into a Nursing program after exiting a Nursing course for any reason must complete a *Student Exit Data Form* with the course coordinator, instructor or Program Coordinator. The form will be submitted to the Chair of the Nursing Applicant Review Committee and/or the Program Coordinator who will forward a copy of the form to the Dean of Nursing. The student will receive a copy of the form at the time it is completed.

If a student is not present to sign the *Student Exit Data Form* at the time it is completed the form will be completed by the course instructor with the original forwarded to the Program Coordinator or Chair of the Nursing Applicant Review Committee. A copy of the Student Data Exit Form will be retained with the course coordinator, and/or student file.

2. Non-generic students seeking entry into the Nursing program must do so through the Nursing Counselor, who, in turn, works with the Nursing Applicant Review Committee and/or Program Coordinator for their placement into a Nursing program in the 2nd, 3rd, or 4th semester, based on space availability.
3. Students must submit a letter requesting re-entry into the specific program, to the program coordinator or the Chair of the Nursing Applicant Review Committee after the minimester/semester in which the student has exited the program. It is the students' responsibility to meet degree plan requirements.
4. Students must adhere to the Nursing degree plan as specified in the EPCC *College Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted or if it comes from another institution, it is the student's responsibility to meet the new requirements, and meet with the Nursing Counselor.
5. Once the Nursing Applicant Review Committee receives the following materials, a meeting will be scheduled to evaluate all files of the students requesting entry/re-entry. The committee meets two to three times per year or as needed. The files will include:
 - a. *Student Exit Data Form* or *Advanced Placement Form*
 - b. Letter requesting re-entry and/or non-generic student requests for placement into a Nursing program.
 - c. Course history obtained from Counseling
 - d. Transcripts, as appropriate
6. After deliberation, re-entry students will be notified by mail as appropriate, College email, or telephonically of any requirements/recommendations made by the Committee that need to be completed prior to re-entry. The student will provide the Nursing Applicant Review Committee with documentation on completed requirements and of the desire to re-enter the Nursing program.
7. After ascertaining that the applicants are qualified, by satisfactorily completing the requirements, the Committee will place students within each category by their current cumulative GPA. If more than one candidate has the same cumulative GPA, the date on which their paperwork/coursework was completed will be used to determine placement. An adjusted GPA will be used for advanced placement students as appropriate. Students re-entering the program will be notified by mail, if needed, College email, or telephonically when a space is available. A non-generic student's entry will be considered upon completion of prerequisites and space availability.
8. It is student's responsibility to keep all contact information current at the admissions/registrar's office and with the Nursing Clinical Compliance Coordinator, Lab/Supervisor, or designee.

E. Placement into the Nursing Program

1. Entry/Re-entry

- a. A non-generic student's entry will be based on the completion of the prerequisites for the program/course, adjusted GPA, and on whether the student is in good standing with the College.

Non-generic students:

- (1) Nursing courses cannot be older than 2 (two) years old to transfer into a Nursing Program at EPCC.
 - (2) Lab Science and Pharmacology courses cannot be more than ten (10) years old.
 - (3) All specialized admission requirements must be completed.
- b. Re-entry priority will be based on the student's reasons for leaving the program/course, cumulative GPA, and the conditions specified for re-entry.
 - c. The following priority guidelines are used to determine an applicant's placement for available openings within specific courses:

(1) CATEGORY I

A student withdrawal from the Nursing program due to an approved temporary leave of absence. (Refer to Section I.B.3, of this College procedure, 7.02.01.26 *Student Re-entry into the Nursing Program.*)

(2) CATEGORY II

- a) Advanced Placement/transfer applicants passing with a minimum grade of "C" in all nursing courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students. In addition, advanced placement/transfer students must submit a letter(s) of good standing from the Nursing Program with original signature on institutional letterhead from the former program.
- b) Generic student that left the program for an extended period of time, but fewer than two (2) years, with no previous course failures. A student must have completed any recommendations/requirements prior to re-entry. The students must meet all admission criteria and academic requirements.
- c) Graduates of a foreign nursing program.
- d) Foreign graduate nurses requiring courses specified by the Texas Board of Nursing (BON) including reeducation.
- e) Registered Nurses or Vocational Nurses who have received Board Orders for disciplinary action from the Texas BON.
- f) Students requesting reeducation per BON.

(3) CATEGORY III

- a) Generic course failures or withdrawal
- b) Student who has entered the Nursing program from category I or II and then failed or withdrew a Nursing course.

(4) **CATEGORY IV**

Advanced Placement/transfer applicants who have failed any Nursing course that they were enrolled in before leaving his/her former program (transfer failing student).

Advanced placement/transfer students must submit a letter of good standing from the Nursing Program with original signatures on institutional letterhead from the former program. Entry to the program is based on space and faculty availability. Advanced placement/transfer students transferring nursing courses and requesting credit for them, must adhere to the following:

- a) Nursing credits cannot be over two (2) years old.
- b) Lab Sciences and Pharmacology courses cannot be more than ten (10) years old.
- c) All specialized admission requirements must be completed.

The Nursing Applicant Review Committee will review all files of applicants requesting re-entry into a Nursing Program.

F. Appeals Process

1. The student may appeal any requirements/recommendations of the Nursing Applicant Review Committee or any denials or delays in re-entry to the Nursing Applicant Review Committee.
 - a. Appeals regarding the terms of the requirements given by the Nursing Applicant Review Committee for re-entry or advanced placement/transfer student must be made in writing to the Nursing Applicant Review Committee within 30 days of the receipt of the letter or College email with the requirements for entry/re-entry.
 - b. Appeals regarding the denial or delay of re-entry must be made in writing to the Nursing Applicant Review Committee within 30 days of the notification.
2. If the student feels there is not a satisfactory resolution by the Nursing Applicant Review Committee, the student may appeal to the Dean of Nursing.
 - a. If a satisfactory conclusion is not reached, the student can appeal to the Dean of Nursing within 15 days of the receipt of notification.
 - b. The Dean of Nursing or designee will discuss the appeal with the Nursing Applicant Review Committee. The Dean will either affirm or reverse the recommendation of the Nursing Applicant Review Committee. The student will be notified of the decision by the Dean by mail, College email, or appointment.
 - c. Appeals regarding the Dean's decision must be made in writing to the Vice President of Instruction and Workforce Education, within 14 days of receipt of the Dean's decision. The Vice President of Instruction and Workforce Education, upon review of all documentation, will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction and Workforce Education will be final.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.34 Student Re-entry into a Health Career Program

APPROVED: December 6, 2013 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Health, Career and Technical Education, Math and Science

OBJECTIVE: To provide a system for re-entry into a health career program of a student whose program of study has been interrupted. **NOTE:** This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure 7.02.01.26 *Student Re-entry into the Nursing Program*.

PROCEDURE:

I. General Provisions

A. Definitions

1. Re-entry--the process by which a student who has failed or withdrawn from a health career course can continue in the program.
2. Re-entry student--a student requesting to continue in the health career program who was previously accepted and either failed a course or withdrew from a course.
3. Student on probation--a student who is not progressing within the degree plan due to a variety of reasons and has been placed on Probation in accordance with Procedure 7.04.03.14 *Scholastic Standards and Academic Progress*.

B. Re-entry Guidelines for Health Career Programs. **NOTE:** This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure 7.02.01.26 *Student Re-entry into the Nursing Program*.

All five of the following statements apply to all re-entry students. (Entry/Re-entry is on a space available basis.)

1. Students may be allowed re-entry into the health career program for a total of one time unless there are documented extenuating factors.
2. Specific procedures to follow, based on when the failure occurs, if the student's re-entry request is due to course failure.

a. Failure or withdrawal in first semester

Students who fail or withdraw from the first semester courses in the health career program must be re-ranked through the Specialized Admissions Process and must meet current admission requirements.

b. First failure of any theory or clinical course

At the time of the first failure in a theory or clinical course, students may be granted re-entry without remediation requirements based on space availability.

***Note:** The word "faculty" denotes instructors, counselors and librarians.

- c. Second failure in a theory or clinical course

At the time of the second failure in a theory or clinical course, the student will not be granted re-entry into the healthcare program.

- 3. Students who fail a course due to documented, unsafe clinical practice will not be readmitted into the program.
- 4. Requests for re-entry must be in writing.
 - a. The letter should be submitted to the program coordinator and the appropriate Dean.
 - b. The letter must include a date and signature, the preferred date of re-entry and the course requested, student's identification number, current phone number(s) and, if appropriate, documentation that any recommendations have been met.
 - c. Requests for a second re-entry must have documentation of any exceptional circumstances that would justify the additional re-entry request (e.g. illness, deployment, etc.).
- 5. Re-entry is based on space availability in the requested program/course.

- II. Process for Re-entry into a Health Career Program. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure 7.02.01.26 *Student Re-entry into the Nursing Program*.

The process provides a system for entry or re-entry into a healthcare program for students that are defined as re-entry, non-traditional credit, foreign, transfer, or transferring program students.

The process will apply to re-entry of all generic students that enter the program via College Procedure 7.02.01.10, *Specialized Admission Requirements for Programs in Health Careers or Nursing*. Students seeking re-entry into a health career program must follow this procedure. All students seeking entry/re-entry into a nursing program must follow College Procedure 7.02.01.26 *Student Re-entry into the Nursing Program*. Students must also comply with College Procedure 7.04.03.14 *Scholastic Standards and Academic Progress*.

- A. Definitions

- 1. Types of students eligible to seek placement into the health career program:
 - a. Students on probation
 - b. Students seeking re-entry after a break in attendance
 - c. Students requesting non-traditional credit
 - d. Foreign graduates who need course work prior to licensure eligibility
- 2. Withdrawal from a health career program
 - a. A student will be administratively withdrawn from the program if the student:
 - 1) Does not maintain an overall G.P.A. of 2.00 or higher, based on program guidelines
 - 2) Does not receive a grade of "C" in any specialized course or co-requisite course
 - 3) Does not register for courses the following minimester or semester
 - 4) Demonstrates lack of course progression based on faculty counseling form recommendations
 - 5) Positive substance abuse tests (one year required for re-entry)

The student in the above situation(s) may request re-entry according to guidelines in this procedure.
 - b. The student may be withdrawn permanently from the healthcare program, with no readmission/re-entry allowed, for:
 - 1) Documented incidents of unsafe practice as defined in the student clinical manual or course syllabus

- 2) Academic dishonesty
 - 3) Administrative drops due to disciplinary actions, and/or certain results from background checks (e.g. felony convictions, Federal OIG status, etc.)
- c. A student withdrawal from a course due to personal illness, family illness or problems, financial concerns or other reasons not related to classroom performance is eligible for re-entry on space available basis upon resolution of the personal situation.
- B. Re-entry into the healthcare program following withdrawal
1. Re-entry pertains to students re-entering the healthcare program after successful completion of at least one program-specific course.
 2. Re-entry does not apply to a student who has been:
 - a. Withdrawn from the program for a documented incident of unsafe practice.
 - b. Withdrawn from the program for academic dishonesty.
 - c. Out of the program for three (3) years or more.
 3. A student withdrawn from a program for unsafe practice or for academic dishonesty may not be allowed to re-enter the program regardless of the number of courses in the degree plan remaining to be completed.
 4. A student who has been out of the program for three (3) years or more will be required to reapply as a beginning student which will require that the student be re-ranked and adhere to the specialized admission criteria. The Program Coordinator, Counselor, and Dean will review the course history to determine which, if any, courses remain valid in the degree plan upon acceptance to the program. To assist the student in fulfilling this responsibility, the student must consult with an Academic Counselor upon acceptance into the program to identify course requirements prior to each registration period.
- C. Application Process and Criteria for Re-entry
1. Students must submit a letter requesting re-entry to the specific program coordinator. The letter must contain:
 - * A date and signature
 - * The preferred date of re-entry
 - * The course requested
 - * Student's identification number
 - * Current phone number(s)
 - * Students MUST provide documentation that the recommendations have been met or that person/family illnesses or situations have been resolved.
 2. Students must adhere to the healthcare degree plan as specified in the EPCC *College Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted or if it comes from another institution, it is the student's responsibility to meet the new degree plan requirements, and other requirements, as outlined in the most current program information guide. The student must initiate a revised degree plan with a counselor. It is the student's responsibility to seek evaluation of credits and provide all the transcripts and documents needed to evaluate any prior educational experience. If it is necessary for the student to initiate a new degree plan, this must be done through an Allied Health Counselor, and the student must have that degree plan on record with the Admissions and Registrar's Office.
 3. After ascertaining that the applicants are qualified, and have completed requirements, if applicable, the program coordinator will rank students within each category by program specific procedures. Students reentering the program will be notified by telephone or in person when a space is available. Mail notification will be sent as needed. Students' entry will be considered based upon completion of prerequisites and space availability.
- D. Ranking for re-entry into the health career programs

1. Ranking priorities for re-entry into the health career programs will be based on:
 - a. Space availability in the course/program, including clinical site availability.
 - b. Student's entry will be based on the completion of the prerequisites for the program/course, GPA, and on whether the students are in good standing with the College.
 - c. Ranking for re-entry will be based on the student's reasons for leaving the program/course, GPA, and conditions specified for re-entry, as identified by the program procedures.
 - d. The following guidelines are used to determine an applicant's placement for available openings within the program or specific courses:
 - 1) CATEGORY A-I

Student exited in good standing because of documented illness or pregnancy, other documented reasons and/or extenuating circumstances that impacted success.
 - 2) CATEGORY A-II
 - a) Nontraditional Credit applicant who was passing with a minimum grade of "C" in courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students.
 - b) A non-progressing student that left the program for an extended period of time, but fewer than three (3) years, with no previous course failures. A student may have recommendations/requirements prior to re-entry.
 - c) Student that has successfully challenged a healthcare course(s) by Proficiency Exam and has had no course failures prior to the challenge.
 - d) Foreign graduates requiring courses specified by the licensing or certifying agencies.
 - 3) CATEGORY B-I
 - a) Readmission, advanced placement/transfer, and foreign graduates who have failed a healthcare course in a healthcare program.
 - b) Student who has entered the healthcare program from category A and then failed a healthcare course.
 - 4) CATEGORY B-II

Nontraditional credit applicants who have failed the last healthcare course which they were enrolled in before leaving his/her former program (transfer failing student).

E. Appeals Process

1. The student may appeal any requirements/recommendations of the Program Coordinator or any denials or delays in re-entry. If there is not a satisfactory resolution, then they may appeal to the Dean for Health Careers.
 - a. Appeals regarding the terms of the requirements given by the Program Coordinator must be made in writing to the Dean within 30 days of the receipt requirements for entry/re-entry.
 - b. Appeals regarding the denial, delay or re-entry must be made in writing to the Program Coordinator within 30 days of the notification. If a satisfactory conclusion is not reached, the student can appeal to the Dean for Health Careers within 15 days of the receipt of the notification.
 - c. Appeals regarding the decision of the Dean must be made in writing to the Vice President of Instruction, within 14 days of receipt of the Dean's decision. The Vice President of Instruction, upon review of all documentation, will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction will be final.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.38 Class Schedule Development

APPROVED: April 14, 1987 **REVISED:** September 1, 1995
Year of last review: 2018

AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the process of and responsibility for class schedule development.

PROCEDURE:

I. Background

Class schedule development represents a major planning effort involving a significant commitment of the fiscal and physical resources of the District in serving the best interest of its students and their diverse educational needs. It is necessary to maximize the efficient use of the facilities and instructional resources available to ensure the financial well-being of the District and the opportunity for continued development of the District's instructional programs. The District will continue in its efforts to maintain an overall average student/faculty ratio of 27:1.

II. Planning Issues for Schedule Development

A. Multi-Campus Commitments

Deans will review and recommend programs annually to determine continued, expanded or new program needs. These reviews and recommendations will be forwarded to the appropriate Executive Dean. The Executive Dean will forward recommendations to the Vice President of Student and Enrollment Services. The Executive Dean and Vice President of Student and Enrollment Services will jointly make a decision. The Executive Dean will coordinate with the Dean as appropriate to ensure the necessary actions will be initiated in the schedule development process.

B. Off-Campus Commitments

A variety of issues related to the commitment of resources to off-campus locations need to, be evaluated. The following general guidelines will apply.

1. High School Locations

- a. The high school locations within El Paso County afford the District an opportunity to extend the instructional program beyond the campuses and into the community. Key to this concept is the scheduling in the high schools to be utilized for a program(s) of study which will enable students to complete an associate degree by attendance in the high school location. Decisions to allocate programs into the high schools should involve a review of general academic programs and environment. Since specialized laboratory facilities are not available for the District's use in the high schools, programs involving the use of such facilities would be precluded.
- b. The Associate Vice President of Student Services will identify the high schools to be utilized and the program(s) of study to be scheduled. As a general rule, the high schools identified should be at least three (3) miles from the nearest campus in order to provide greater convenience to the potential student population.
- c. These determinations will be forwarded to the appropriate Executive Dean in order to ensure that scheduling is accommodated. This type of programmatic scheduling will require that sections normally scheduled on campus be reallocated to the target high schools and that such sections remain as part of the calculations of the overall average student/faculty ratio.

- d. The Associate Vice President of Student Services will ensure that the scheduling in the target high schools is accommodated and will coordinate with the Recruitment Coordinator to ensure target marketing of the programs to the populations in close proximity to the high schools to be utilized. Additionally, the Associate Vice President of Student Services will advise the Director of Purchasing and Contracts Management of the high schools to be used and the courses scheduled so that appropriate facilities rental agreements may be developed.
2. Satellite Centers
 - a. The use of satellite centers affords the District an opportunity to extend its programs into the community in an attempt to service "non-traditional" populations. While the use of such centers provides a unique challenge to the District, care must be exercised in the commitment of fiscal and personnel resources of the District
 - b. In general terms, the satellite centers should be located in facilities which permit class sizes comparable to those in an on-campus environment. Additionally, courses taught through the satellite centers should be a part of the printed class schedule to enable marketing to a broader range of potential students.
 - c. The Executive Deans will identify the satellite centers to be utilized, the types of services to be provided, and identify the programs of study to be provided.
 - d. As new satellite centers are developed, the number of sections to be offered will be excluded from the overall calculations for average student/faculty ratio and in determining the total number of sections to be offered during the first year the center is used. However, if operations within a given center are to continue into a second year, the enrollments would be included in both the overall average student/faculty ratio and in the calculations for the number of sections to be offered.
 3. Fort Bliss Courses
 - a. In the scheduling of semester length courses and mini-mester courses at Fort Bliss, the District considers Fort Bliss to be a regular teaching site with the courses offered available to any student who desires to enroll. Although there are limitations on the number of sections and the types of courses offered at the request of the Fort Bliss Education Officer, these courses are to be considered part of the normal class schedule inventory and are to be included in the calculations to determine the overall average student/faculty ratio and in determining the number of future sections to be scheduled.
 - b. Within this context, agreements need to be reached between the Executive Dean of Transmountain Campus and the appropriate personnel at Fort Bliss on the minimum number of students required for a class to make and for the substitution of a different course(s) to replace courses which historically cancel or have low enrollments. This information will be distributed to the Deans and the Associate Vice President of Student Services for implementation in the schedule development process.
 4. Contract Courses
 - a. In response to community need, the District may schedule courses through a contractual agreement with a third party. Since these courses are generally targeted to a specific population and are not available to the general student population, they will be excluded from the calculations of the overall student/faculty ratio and from the calculations for determination of the number of sections to be scheduled.
 - b. However, courses taught under contract represent a commitment of the financial and personnel resources of the District which requires the establishment of certain controls. At the time a Dean is contacted to request the scheduling of a course through a contract, he/she will identify the minimum number of students required for the course to be self-sustaining and this information will be incorporated into the contract documents. The Dean will then be responsible for review of the number of students officially enrolling, and where an insufficient number of students are enrolled, recommending to his/her Executive Dean that the course be cancelled. Information regarding cancellations must be forwarded to the Office of the Associate Vice President of Student Services no later than the census date for the contracted course(s).

III. Timelines for Schedule Development

- A. The specific timelines for schedule development are to be developed by the Associate Vice President of Student Services in consultation with the Executive Deans.
- B. This information will be given to Deans along with the schedule development materials.

IV. Cancellation of Classes

The Executive Dean, in consultation with the appropriate Dean, will be responsible for canceling classes.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.02.01.42 Student Responsibility for Completion of the Registration Process

APPROVED: February 16, 1987 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.02.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the responsibility of students for completion of the registration process.

PROCEDURE:

I. Student Responsibility for Registration Process

- A. Information regarding the conditions and criteria for student enrollment and registration is contained in the College *Catalog* and is supplemented by information in the class schedule for each semester. It is the responsibility of each student to know these policies, procedures and requirements and to satisfy all conditions related to enrollment and registration.
- B. In addition to the other requirements specified in the catalog and the class schedules, students are responsible for developing a class schedule with no conflicts in time, day and/or location; for enrollment in labs required with certain lecture courses; for ensuring that prerequisite courses have been completed and for enrolling in any corequisite courses which may be required. Also, students are responsible for registration under the correct residence status for tuition purposes and for the full payment of tuition and fees at the time of registration.

II. College Assistance Available For Registration Process

To assist students in fulfilling these responsibilities, the District provides a variety of services. It is recommended that students consult with a member of the counseling staff at the time of initial enrollment to have a degree plan developed and to consult with a counselor or faculty* advisor for assistance in identifying course requirements prior to each registration period.

III. Implications for Non-Compliance

Failure of the student to fulfill registration responsibilities will require the payment of any add/drop fees necessary to correct the student's class schedule and may result in the student being withdrawn from class(es). Students who enroll for a course without having completed the necessary prerequisites for the course will not be eligible to remain in the course. Other penalties as specified in separate sections of the *Catalog* or the class schedule may also be imposed.

*Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.02.02

CLASSIFICATION

Students enrolled in courses shall be classified as follows:

- A. Freshman - A student who has successfully completed fewer than 30 credit hours.
- B. Sophomore - A student who has successfully completed 30 or more credit hours.
- C. Full-time - A student taking 12 or more credit hours in a regular semester or 6 or more semester hours in a summer semester, or 30 or more weekly contact hours.
- D. Part-time - A student taking fewer than 12 credit hours in a regular semester or fewer than 6 semester hours in a summer semester, or fewer than 30 weekly contact hours.
- E. Community Services/Continuing Education Student - A student enrolled in a course or program offered through the Community Services/Continuing Education Division.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended: Jan. 20, 1988

7.02.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.02.03

TERMINATION OF ENROLLMENT

The President of the College shall develop and implement appropriate procedures governing the termination of course enrollment through either student or institutional action. Such procedures shall be consistent with the Policies of the institution and shall be disseminated through appropriate publications of the College including, but not limited to, the College *Catalog* and the *Employee Handbook*.

Adopted: May 21, 1980
Year of Last Review: 2018

Amended: Jan. 20, 1988

7.02.03 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

SCHOLASTICS STANDARDS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.04.02

GRADING SYSTEM

The Board of Trustees directs the President to implement procedures to establish a grading system addressing the requirements of the various curricula of the College.

Adopted: Mar. 26, 1980
Year of Last Review: 2019

Amended: Apr. 25, 2003

7.04.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.02.10 Standard Grade Record

APPROVED: April 3, 1981
Year of last review: 2018

REVISED: August 3, 2012

AUTHORIZING BOARD POLICY: 7.04.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish and implement a uniform procedure for recording student grade information.

PROCEDURE:

I. Student Grade Record

A. Instructors are required to maintain an accurate record of student grades from the first day through the end of each semester/session. The original copy of this document is considered the exclusive property of the District and must be submitted to the Office of Admissions and Registration at the end of the semester/session. Final grades shall be submitted via the El Paso County Community College District (EPCCCD) web site.

B. Grade Record Format

A paper grade record may be available from the Office of Admissions and Registration or the instructor of record may obtain a grade record online. Instructors may create or generate their own grade record.

If an instructor generates the grade record, the grade record must include:

1. Course Information

- a. Course prefix
- b. Course number
- c. Section number
- d. Semester/year
- e. Class meeting days
- f. Class time
- g. Class location (campus)
- h. Class meeting room

2. Instructor Information

- a. Name
- b. EPCCCD ID number

3. Student Information

- a. Student ID number
- b. Student name

C. If the student is dropped, the instructor must note the last date of attendance.

D. End of Semester Grade Reporting

The instructor needs to submit the final grade online, and submit the paper copy of the grade record to the Office of Admissions and Registration. Immediately at the end of the course, the instructor must submit these grade records. The Office of Admissions and Registration will report instructors who turn in late grades and grade records to the Deans.

II. Loss of Records

In the event of the loss of grade records by the instructor, the instructor must report the loss immediately to his/her Dean. The Dean will contact the Chief of Information Security Officer about the loss.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

7.04.02.18 Grading System

APPROVED: June 21, 1985 **REVISED:** January 30, 2014
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish a grading system consistent with the curricula of the District.

PROCEDURE:

I. Grade Structure

A. Semester Credit Hour Grades

Grades will be distributed to students at the end of each term, i.e., semester. The grades which follow represent the level of achievement indicated and carry with them the grade points as listed. Students passing the proficiency exam for a course will be assigned a “CR” grade.

GRADE EXPLANATION		GRADE POINT PER CREDIT HOUR PER SEMESTER
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
WF	Instructor Withdrawal Failing	0
I	Incomplete	0
W.	(Reporting Compliance)	Not computed in determining grade point average.
W	Withdrawal	Not computed in determining grade point average.

B. Developmental Course and English as a Second Language Grades

The following A*, B*, C*, D* F* and I* grades are assigned for ESL and Developmental courses. Students passing the proficiency exam for a course will be assigned a “CR” grade. The “AU” designation indicates the student was authorized to enroll for (i.e. audit) the course with the understanding that no credit would be received. Audits will not be reflected on academic transcripts.

A*	Excellent	Not computed in determining grade point average.
B*	Above Average	Not computed in determining grade point average.
C*	Average	Not computed in determining grade point average.
D*	Below Average	Not computed in determining grade point average.
F*	Failing	Not computed in determining grade point average.
WF*	Instructor Withdrawal Failing	Not computed in determining grade point average.
I*	Incomplete	Not computed in determining grade point average.
AU	Approved Audit	Not computed in determining grade point average.
W.	(Reporting Compliance)	Not computed in determining grade point average.
W	Withdrawal	Not computed in determining grade point average.

***Note:** The word “faculty” denotes instructors, counselors and librarians.

II. Assigning “F” and “F*” Grades

The grades of “F” and “F*” means that the student has not satisfactorily met the academic requirement and objectives of the course and must repeat the course to receive credit. When the course is repeated, the passing grade replaces the “F” in the calculation of the GPA.

III. Assigning “WF” and WF*” Grades

- A. The “WF” and “WF*” grades are assigned when a student no longer is maintaining pursuit of course objectives or is no longer attending/participating in the class and instructor is withdrawing (dropping) the student from the course as “Failing”
- B. The Instructor may withdraw the student from the class after census date by assigning the “WF” (or WF* for developmental classes) as the Final Grade using the online grade record. To assign a WF or WF* grade the instructor must post the last date of attendance/participation. The WF grade will be calculated as an F into the GPA.

IV. Assigning the “I” and “I*” Grades

A. Criteria for the Awarding of an “I” and “I*” Grades

The “I” or “I*” grade is assigned when the student has arranged with the instructor to postpone completion of the requirements of the course. To be eligible for an “I” or “I*,” the student must be passing the course.

Under the institutional grading policy, the awarding of any "I" grade requires a contractual agreement between the student and faculty member to establish the requirements for the student to satisfactorily complete the course. The form for this agreement is the *Request for Incomplete Grade Form*, which is submitted by the instructor to the Office of Admissions and Registration and is signed by the student. Students will be limited to one semester at a time for a *Request for Incomplete Grade*.

B. The Process of Assigning the “I” and “I*” Grades

1. The *Request for Incomplete Grade Form* must be completed in its entirety to include the grade to be awarded in the event that the assignments are not completed as agreed upon.
2. When a student is not physically available to sign the *Request for Incomplete Grade Form*, the instructor must document the reason on the form in lieu of the student’s signature.
3. Upon completion of required assignments, the instructor will submit to the Office of Admissions and Registration a completed *Change of Grade Form* approved by the appropriate Dean/Director indicating the grade of record.
4. If no *Change of Grade Form* has been submitted by the end of four (4) months, the “I” or “I*” grade will be converted to the grade indicated on the original *Incomplete Grade Form*.
5. Upon conversion of the “I” or “I*” grade, the grade point average (GPA) will be recalculated and the academic status adjusted as appropriate.
6. If approved by the appropriate Dean/Director, the *Request for Incomplete Grade* may be extended for an additional four (4) months. The student must submit the request in writing to the instructor stating extenuating circumstances with supporting documents. If approved by the Dean/Director, the request will be submitted to the Office of Admissions and Registration prior to the date four (4) months after the end of the class, or the conversion of the grade will have already occurred per the original request form. If the request is not approved by the Dean/Director, he/she will notify the instructor and student.

V. Assigning the “W” and “W.” Grades

- A. A “W” grade is assigned for withdrawals which occur after the official census date of the course. The “W.” grade is assigned to document withdrawal from the course either by the student, the instructor, or for administrative action. A “W.” grade is the same as a “W” for GPA purposes but is used to track compliance with the THECB requirements.

- B. The last day to assign a “W” or “W.” for a withdrawal for both student initiated drop actions and instructor initiated drop actions is based upon the length of the course. The withdrawal form must be submitted to the Office of Admissions and Registration by the following schedule:

LENGTH OF CLASS	DAY/WEEK FOR WITHDRAWAL
16 WEEK CLASS	FRIDAY OF 12 TH WEEK
15 WEEK CLASS	FRIDAY OF 11 TH WEEK
14 WEEK CLASS	FRIDAY OF 10 TH WEEK
13 WEEK CLASS	FRIDAY OF 9 TH WEEK
12 WEEK CLASS	FRIDAY OF 8 TH WEEK
11 WEEK CLASS	FRIDAY OF 7 TH WEEK
10 WEEK CLASS	FRIDAY OF 6 TH WEEK
9 WEEK CLASS	FRIDAY OF 5 TH WEEK
8 WEEK CLASS	FRIDAY OF 4 TH WEEK
7 WEEK CLASS	WEDNESDAY OF 4 TH WEEK
6 WEEK CLASS	FRIDAY OF 3 RD WEEK
5 WEEK CLASS	WEDNESDAY OF 3 RD WEEK
4 WEEK CLASS	FRIDAY OF 2 ND WEEK
3 WEEK CLASS	WEDNESDAY OF 2 ND WEEK
2 WEEK CLASS	4 TH CALENDAR DAY FROM START

- C. Administrative Initiated Drop: An administrative initiated drop (by Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services, Dean, Executive Director of Admissions and Registrar) can be submitted up to the last day of class.

VI. Final Course Grade Changes and Appeal of a Course Grade Change

- A. A student may request in writing to the instructor a change of grade within forty-five (45) days after the final grade is awarded.
- B. If the student is not satisfied with the instructor’s decision, the student may initiate a student appeal of the final course grade per College Procedure 7.04.04.10 *Student Appeal of a Final Course Grade*.

VII. Grade Point Calculations

- A. To determine the GPA, multiply the number of grade points for each grade received, by the number of semester credit-hours for the course; then, divide the total number of grade points by the total number of semester credit-hours completed, including hours for “I” grades.
- B. Grades with an asterisk prior to Fall 2001 will be calculated in the GPA. Asterisked grades earned during and after the Fall 2001 semester are not calculated into the GPA.
- C. Unless the course is repeatable for credit, the grade for a repeated course will be counted only once in computing the cumulative GPA. Only the highest grade will be used in computing the cumulative GPA.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.02.22 Final Course Grade Change **APPROVED:** July 20, 1981 **REVISED:** June 22, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish a standardized system for making final course grade changes.

PROCEDURE:

- I. A final grade may only be changed or processed with the appropriate dean's/director's approval.
- II. Student Responsibilities
 - A. A student may request in writing to the instructor a change of grade within forty-five (45) days after the final grade is awarded.
 - B. The request must be initiated within forty-five (45) days from the last day of the term or session for which the grade was assigned.
- III. Instructor Responsibilities
 - A. If the instructor agrees to change the grade, he/she will obtain a *Change of Grade Form* from the Office of Admissions and Registration. The instructor will complete, sign and submit the form along with supporting documentation to the dean for a decision.
 - B. If the change of grade is approved, the dean forwards documentation to the Office of Admissions and Registration for processing.
 - C. If the change of grade is not approved, the dean returns the form to the instructor indicating reason(s) for non-approval, and notifies the student of the action.
 - D. If the instructor is not likely to be available for an extended period of time, the dean/director may process a change of grade, if deemed necessary.
- IV. The appeal process for a student is contained in College Procedure 7.04.04.10, *Student Appeal of a Final Course Grade*.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.04.03

SCHOLASTIC STANDARDS

The President of the College is directed to implement procedures to establish the scholastic standards used to determine satisfactory progress and the academic status of students within the various curricula of the College.

Adopted: June 16, 1980
Year of Last Review: 2019

Amended: May 16, 2003

7.04.03 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.03.14 Scholastic Standards and Academic Progress

APPROVED: May 28, 1985 **REVISED:** January 12, 2018
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.03

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish the criteria for satisfactory academic progress in semester credit-hour courses.

PROCEDURE: The El Paso County Community College District is aware of a student's need to successfully complete a program of study. In order to ensure that students progress satisfactorily through course work, the following standards will govern satisfactory progress.

I. Grading System

The following grading system will be used to determine academic standing:

A = Excellent	4 grade points
B = Above Average	3 grade points
C = Average	2 grade points
D = Below Average	1 grade points
F = Failing	0 grade points
I = Incomplete	0 grade points
W = Approval Withdrawal	0 grade points

The following grades for developmental coursework(*), military, articulated credits, or transfer credit are not calculated in the grade point average (GPA):

- W. = Approval Withdrawal: Counts against a student's 6 drop rule
- W = Approved Withdrawal: Does not count against a student's 6 drop rule
- CR = Credit
- NC = No Credit
- AU = Approved Audit
- A* = Credit
- B* = Credit
- C* = Credit
- D* = Credit
- F* = No Credit
- I* = Incomplete

II. Satisfactory Progress

Satisfactory progress is defined as a 2.0 or higher GPA on a semester and cumulative basis. A student's GPA will be calculated at the end of the fall, spring, and summer term, which includes all parts of term. Calculations will be based on college level courses completed, including course(s) for which "I" grades were received.

The following are the definitions for academic standing as indicated on EPCC transcripts:

A. Good Standing

Students who maintain a minimum term grade point average of 2.0 and cumulative grade point average of 2.0 will be considered in good standing. (Refer to College Procedure 7.04.02.18 *Grading System*)

*Note: The word "faculty" denotes instructors, counselors and librarians.

B. Academic Probation

Students will be placed on academic probation when the term grade point average (GPA) is less than 2.0. In those cases, students must receive academic counseling and enroll in the courses recommended by the counselor/advisor as a condition of continued enrollment.

Students will be notified of their Academic Probation status via EPCC e-mail. In addition, a registration hold will be applied to First-Time-in-College (FTIC) students during their first academic year. Students are required to meet with an academic counselor or advisor to develop a plan for academic improvement. Students may be eligible for continued enrollment up to thirteen semester credit hours at the discretion of the counselor.

C. Academic Suspension

Any student on academic probation who does not maintain a minimum term GPA of 2.0 will be placed on academic suspension. A student on academic suspension may not be enrolled for one semester. Under extenuating circumstances and upon receipt of supporting documentation, a student may apply for special permission to enroll under the following conditions:

1. A registration hold will be placed on the student and can only be removed by an academic counselor.
2. To request approval to enroll while on Academic Suspension, students must submit an Academic Suspension Petition for Enrollment and receive approval from an academic counselor.
3. If approved, students will only be eligible to enroll in 6-8 credit hours (2 courses).
4. The academic counselor will record his/her recommendations on the Academic Suspension Petition for Enrollment.
5. Students will be required to meet certain conditions as recommended by the academic counselor, such as repeating a course in which a "D" or "F" grade was received, attending tutoring, or participating in similar College support services. Failure to comply with these conditions may result in students not being able to register for the next semester.
6. Students on academic suspension that are currently enrolled will not be allowed to register for the upcoming semester until a counselor reviews the Academic Progress Report generated by the faculty* member(s) and submitted by the student.
7. In order to register, students will submit the approved Academic Suspension Petition for Enrollment to the Admissions and Registration Office for processing.
8. Students on Academic Suspension who have not met the minimum term and cumulative GPA of 2.0 for a second consecutive term will not be allowed to enroll for two terms. Exceptions are only allowed with the approval of the Associate Vice President of Instruction and Student Success.
9. Students with three consecutive term suspensions will not be allowed to enroll for one calendar year. Exceptions are only allowed with the approval of the Associate Vice President of Instruction and Student Success.
10. Students will remain on academic suspension until a minimum 2.0 term and cumulative GPA are earned.

D. Special Circumstances

Students on academic suspension who earn grades of "C" or higher, but whose cumulative GPA remains below a 2.0, may petition to the academic counselor for enrollment. (Refer to Section II. C. Academic Suspension, above)

III. Early Alert

First-Time-in-College (FTIC) Students who earn a term or cumulative grade point average between a 2.0 to 2.5 and/or do not maintain a cumulative 50% course completion rate will be placed on Early Alert. Students will be notified of their Early Alert status via EPCC e-mail. Students are required to meet with a counselor or academic advisor to develop a plan for academic improvement.

In addition, faculty will have an opportunity to send an Early Alert Progress report on any FTIC student's (satisfactory/unsatisfactory) academic progress, or as soon as they consider a student at-risk for failing the course. (*See Addendum A: Early Alert Progress Report Guidelines*)



EARLY ALERT PROGRESS REPORT GUIDELINES

OBJECTIVE:

To establish guidelines for the Early Alert (EA) Progress Report that will allow faculty to identify, refer and effectively intervene with students who are exhibiting at-risk academic behaviors.

PROCESS:

These guidelines are applicable to all First-Time-in-College (FTIC) students during the first year enrollment at El Paso Community College. All FTIC students are in the EA system. EA Status or EA Progress Reports are triggered by certain indicators, described below.

1. Instructors will complete the EA Progress Report in the EA system. The EA Progress Report may address problems in any of the following areas:
 - 1.1. Attendance – constantly absent or tardy, poor attendance
 - 1.2. Assignments or tests scores below a “C” average
 - 1.3. Missed assignments
 - 1.4. Language and writing challenges
 - 1.5. Personal issues
 - 1.6. Failing course average
2. By the third week of the semester, instructors will document via the EA System the students’ satisfactory or unsatisfactory academic progress and/or any non-academic concerns, if applicable.
3. Instructors will have the opportunity to submit the standard EA Progress Report as early as the third week of the 16-week semester, adjusted accordingly for mini/late start semester.
4. Students will be informed by mid-term, via the EA System, that the progress report should be available for review; however, if the student did not receive the report, he/she is encouraged to contact their instructors to inquire about the report.
5. If the students receive a notification showing unsatisfactory progress, the email notification will detail various academic support services available to them at the College. Students not progressing satisfactorily will be placed in EA Status.
6. The EA Program Academic Advisor evaluates the academic progress reports and identifies students on EA Status. Advisors will contact these students and set up appointments to meet with them on an individual basis.
7. The student will meet with the Academic Advisor to develop an Academic Improvement Plan and any other appropriate interventions. If the student fails to follow the plan, the student will remain in EA until compliance with the Academic Improvement Plan or until he/she attains a 2.5 term cumulative GPA. This EA Status trigger threshold is higher than the College’s Satisfactory Progress (SAP).
8. The student may share with the instructor the Academic Improvement Plan developed with the advisor. The Academic Advisor should collaborate with instructors on the students’ Academic Improvement Plan.
9. The Academic Advisor will monitor the student’s compliance with the improvement plan and document the student’s (outcome) academic progress in the EA system.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.03.18 Continuing Eligibility Guidelines for Intercollegiate Athletes

APPROVED: September 5, 2003 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.03

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director of Athletics

OBJECTIVE: To provide the guidelines for determining the conditions and requirements regarding continuing eligibility of intercollegiate athletes.

PROCEDURE:

The El Paso County Community College District's (EPCCCD) Goals include providing quality education and personal enrichment. The El Paso County Community College District Intercollegiate Athletics Program is dedicated to ensure that all athletes receive a quality education while participating in intercollegiate athletics. The Intercollegiate Athletics Program has implemented processes for providing student-athletes every opportunity to achieve academic success. Eligibility requirements are regulated by the National Junior College Athletic Association (NJCAA), the Western Junior College Athletic Conference (WJCAC), Texas laws pertaining to all students, and the EPCCCD scholastic standards. Student-athletes are required to meet several academic, code of conduct, and medical standards in order to maintain continuing eligibility for intercollegiate athletic activities.

I. Academic Requirements:

- A. EPCCCD intercollegiate athletes are required to be full-time students and be enrolled in a minimum of 12 hours during the competition semester.
- B. NJCAA rules specify that a student-athlete must make satisfactory progress toward a degree.
- C. The Athletic Director's Office monitors the Grade Point Averages (GPAs) of student-athletes to ensure compliance to scholastic standards.
- D. Any student-athlete not meeting NJCAA requirements is immediately suspended from intercollegiate athletic competition.
- E. Student-athletes on athletic related financial aid must maintain a minimum cumulative Grade Point Average (GPA) of 2.25 to retain such aid. In addition, the student-athlete must have an accumulation of 12 semester hours times the number of full-time semesters (i.e., 1 semester equals 12 hours, 2 semesters equal 24 hours, 3 semesters equal 36 hours, and 4 semesters equal 48 hours).
- F. Student-athletes' grades and attendance are checked periodically by the coaches and the athletic staff.

II. Code of Conduct Requirements:

- A. Student-athletes are subject to the student regulations and penalties as stated in the EPCCCD "Code of Conduct," the NJCAA and WJCAC rules, and the NJCAA code of conduct.
- B. Student-athletes are subject to federal, state, and local laws.

III. Medical Requirements:

- A. Student-athletes must have new medical clearance each year they participate in the Intercollegiate Athletics Program.
- B. Random drug testing of EPCCCD intercollegiate athletes occurs in compliance with the Substance Abuse Disciplinary Policy.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.04.04

RIGHT TO PETITION

The President of the College may develop procedures whereby students in exceptional circumstances may petition to be exempted from compliance with the admission, probation, and scholastic suspension provisions of these policies. The President will develop procedures to provide students a review process when appealing a final course grade.

Adopted: Mar. 22, 1979
Year of Last Review: 2019

Amended: July 9, 2003

7.04.04 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.04.10 Student Appeal of a Final Course Grade

APPROVED: July 20, 1981 **REVISED:** October 22, 2020
Year of last review: 2020
AUTHORIZING BOARD POLICY: 7.04.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To provide the student a review process to follow when the student appeals a final course grade.

PROCEDURE:

- I. Guidelines and Justification for the Appeal of a Final Course Grade.
 - A. The responsibility for determining all grades and for evaluating the quality of academic performance in a course rests with the instructor(s) assigned to the course.
 - B. The course syllabus is considered a formal agreement between the instructor and the student. The student should review the course syllabus when considering an appeal of a final course grade.
 - C. A final course grade may be formally appealed only if the student claims that he/she received a grade in error or because the student contends there was improper action on the part of the instructor that influenced the grade.

Note: This procedure does not address a student appeal of a final course grade due to the discriminatory behavior of a faculty* member against the student. For this type of grievance, refer to College Procedure 3.43.01.10 *Discrimination Grievances*.

Note: Failing grades received due to unsafe practice in a nursing or health career program may not be appealed. Students who wish to appeal an unsafe practice decision must appeal to the Dean of Nursing or the Dean of Health Career and Technical Education, Math & Science who have authority to determine a final decision.
 - D. The burden of proof that an unfair influence has affected a final course grade, including documentation to support said claim, rests with the student who appeals that grade. The process for appealing a final course grade will be handled for each student on an individual basis.
 - E. Only final course grades may be formally appealed. However, a grade appeal will include a review of all relevant aspects of a student's performance in the course.
 - F. This administrative process is not a legal proceeding. While a student is expected to be his/her own spokesperson, he/she is authorized to have one lay representative to assist him/her throughout the process.
 - G. The Grade Appeal Committee will not consider an appeal of a final course grade that involves the accusation of cheating unless the case has gone through the process defined in the Student Code of Conduct.
- II. Informal Grade Appeal Process to Appropriately Address the Grade Appeal. The appropriate instructional chain of command should be followed.
 - A. A student who believes that the grade received is incorrect should first discuss the grade with his/her instructor. The instructor and the student should make every effort to resolve the issue without going beyond this level, including, but not limited to, a thorough review of the grade calculations according to the Instructor's Course Requirements. If the student and the instructor agree that a change of grade is warranted,

*Note: The word "faculty" denotes instructors, counselors, and librarians.

the instructor will initiate the *Change of Grade* form. If the instructor is not available and is not likely to be available for an extended period of time, or if the student is adamant about not discussing the matter with the instructor, the student should contact the instructor's immediate administrative supervisor who will contact the instructor to discuss the matter.

- B. If the student first contacts a counselor, the counselor will initially refer the student to the instructor.
- C. If the student is not satisfied with the outcome of the discussions with the instructor, the student may contact the instructor's immediate administrative supervisor. The instructor's immediate administrative supervisor will consult with the faculty member to explore the student's claim and then take action, if deemed necessary, to address the issue at this level.
- D. If the student is not satisfied with the decision rendered by the instructor's immediate administrative supervisor, he/she may initiate a formal grade appeal with the Vice President of Instruction and Workforce Education.

III. Formal Appeal of a Final Course Grade

- A. The student will complete, through a counselor, the *Student Appeal of a Final Course Grade Petition Form* (which is attached to this procedure, 7.04.04.10 *Student Appeal of a Final Course Grade*). The counselor will forward the petition to the appropriate Dean/Director. The student has 45 days from the end of the course to initiate this formal appeal. Every effort will be made to resolve the process by the end of the semester in which the appeal was generated; however, each appeal will be handled on a case-by-case basis. If the student does not initiate the process within 45 days, he/she waives his/her right to appeal. The appeal must include all relevant supporting information.
- B. The Vice President of Instruction and Workforce Education will coordinate the processing of the formal grade appeal and will designate a person to facilitate the process. After a formal grade appeal is filed, a copy of the *Student Appeal of a Final Course Grade Petition* will be sent to the student, the instructor, and the instructor's immediate administrative supervisor.
- C. A Grade Appeal Committee consisting of a voting faculty chairperson, two other voting faculty members, and two voting students will be appointed by the Vice President of Instruction and Workforce Education to consider all grade appeals occurring during the academic year. A pool of instructors and students will be formed to ensure that no conflict of interest occurs. An orientation session will be held for new members of the Grade Appeal Committee.
- D. The Dean/Director that is responsible for the course will request written information about the situation from the instructor involved and will provide all relevant documentation to the Vice President of Instruction and Workforce Education, who will forward the information to the Grade Appeal Committee, the student, and the instructor. This documentation will be made available in a time frame that will allow sufficient time for all parties to review the documents prior to the convening of the Grade Appeal Committee.
- E. The Grade Appeal Committee will examine the evidence and conduct the necessary meetings to make a recommendation about the matter. The student (and one representative, if applicable) and the instructor are required to meet with the committee separately. Other involved parties related to an individual student's grade appeal may be invited to attend the meetings. The Grade Appeal Committee requires that a faculty member involved in a grade appeal must meet with the committee to clarify issues related to the grade appeal, the course syllabus and the manner in which the student's grade was determined.
- F. The Grade Appeal Committee will provide the Vice President of Instruction and Workforce Education a written recommendation which includes the following:
 - 1. Whether the final course grade should/should not be changed. If the grade is to be changed, state what the final grade should be.
 - 2. Provide any recommendations that it deems advisable in the disposition of the grade appeal.
 - 3. A list of supporting documentation reviewed, and the names of individuals interviewed.
 - 4. Committee members who voted in favor of the committee's decision must sign the recommendation. Any dissenting member must also sign and state the rationale for his/her dissenting vote.

- G. Based upon the recommendation(s) of the Grade Appeal Committee, the Vice President of Instruction and Workforce Education will make a final decision on the grade appeal. The Vice President of Instruction and Workforce Education will send notice of the decision in writing, along with supporting justification and a copy of the appeal options, if appropriate, to the student, the instructor, the instructor's immediate administrative supervisor, and the Vice President of Student and Enrollment Services. If the decision is that the grade should be changed, the Vice President of Student and Enrollment Services will take appropriate action to revise the student's record.
- H. Either the student or the instructor may appeal the decision of the Vice President of Instruction and Workforce Education to the President, but only on the basis that procedures were not properly observed or if the Vice President of Instruction and Workforce Education does not accept the committee's recommendation. All other decisions rendered by the Vice President of Instruction and Workforce Education based on academics are final. In the event that the President determines that the procedures were not properly observed or that the committee's decision should have been accepted, the President will ask the Vice President of Instruction and Workforce Education to revisit the issue.
 - 1. Any member of the committee who believes that his/her professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment or a conflict of interest must be excused, and a replacement for that member will be chosen by the Vice President of Instruction and Workforce Education.
 - 2. The facilitator from the Office of the Vice President of Instruction and Workforce Education will be available as a resource during the meetings of the committee. The Vice President of Instruction and Workforce Education may request presentations of evidence but will not be present during the committee's deliberation of its final recommendation.

IV. Guidelines for the Non-Credit Education Student Appeal for a Final Course Grade

- A. The responsibility for determining all grades in a non-credit course rests with the instructor assigned to the course.
- B. The course syllabus is considered a formal agreement between instructor and student.
- C. If a student claims that he/she received a final grade in error, he or she can formally appeal the grade.
- D. A student who believes that the final grade received is incorrect should discuss the grade with the instructor first, if the student is not satisfied with the instructor's justification, then will meet with the instructor's supervisor (CE Director/Manager). If the decision cannot be rendered by CE Director/Manager, it will then be appealed to the Associate Vice President of Workforce and Continuing Education.
- E. A meeting with the student, instructor, Director/Manager, and Associate Vice President of Workforce and Continuing Education will be scheduled. The Associate Vice President, based on the meeting and all the findings, will make the final decision on the grade appeal.



For College procedure 7.04.04.10: *Student Appeal of a Final Course Grade*

EL PASO COMMUNITY COLLEGE

STUDENT APPEAL OF A FINAL COURSE GRADE PETITION FORM

Date _____

Student ID _____

Print Student Name _____

Semester _____ Year _____

Address _____

Course _____ CRN # _____

City _____ State _____ Zip Code _____

Instructor _____

Grade received _____

Phone Number (home) _____

Phone Number (cell) _____

Student Email Address, PRINT clearly.
If you do not check email, leave blank.

On a separate paper include reason for grade appeal and the desired outcome. Attach all relevant documentation.

Student Signature _____ Date _____

(The formal grade appeal should be initiated within 45 days from the end of the course.)

Instructor Signature _____
(Program Coordinator may sign for instructor)

Print Instructor Name _____

Date _____

Counselor Signature _____

Print Counselor Name _____

Date _____

Dean/Director Signature _____

Print Dean/Director Name _____

Date _____

Comments: _____



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.04.18 Student Grievance Procedure Regarding the Behavior of a Faculty Status Employee

APPROVED: February 20, 2001 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To provide the student a process to follow when the student has a non-discriminatory grievance regarding the behavior of a faculty* status employee (i.e., a counselor, instructor, or librarian).

Note: This procedure does not address a student grievance regarding the discriminatory behavior of an employee, including a faculty member, against the student. For this type of grievance, refer to College Procedure 3.43.01.10, *Discrimination Grievances*.

PROCEDURE: To appropriately address a student's concern regarding a faculty status employee's (herein referred to as faculty employee) behavior.

- I. A student who has a concern regarding a faculty employee's behavior should first discuss that behavior with the faculty employee. The faculty employee and student should make every effort to resolve the issue without going beyond this level.
- II. If the student contacts a counselor or the faculty employee's immediate administrative supervisor prior to discussing the issue with the faculty employee, that individual will initially refer the student to the faculty employee. (See Section I, above.)
- III. If the student feels that it is inappropriate for him/her to discuss the faculty employee's behavior with the faculty employee, the counselor or the faculty employee's immediate administrative supervisor will discuss the matter with the student and seek to resolve the issue with the assistance of the faculty employee.
- IV. If the issue cannot be resolved informally by the same counselor or immediate supervisor, the student will be assisted by a counselor to complete a student petition form to include back-up documentation. The petition should address the type of relief/resolution the student is seeking. The student will be referred to the faculty employee's immediate supervisor for review of the petition. Both the immediate supervisor and faculty employee will have received a copy of the petition by the time the referral is completed.
- V. The faculty employee's immediate administrative supervisor will review the student's concern and take such action as is felt necessary in accordance with the appropriate College procedure(s). The immediate administrative supervisor will notify the student, in writing, of administrative action(s) to be taken in regards to the students concerns (i.e., move to a different class, refund of tuition, etc.)
- VI. If the student is not satisfied with the action taken by the faculty employee's immediate administrative supervisor, he/she may appeal to the faculty employee's second-line administrative supervisor. The final decision will be determined by the Vice President of Instruction and Workforce Education.
- VII. The decision may be appealed to the President but only on the basis that correct procedures were not followed.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.04.22 Student Appeal of Dismissal from a Program

APPROVED: March 30, 2009 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of Program

OBJECTIVE: To establish a process for students to appeal being dismissed from a program.

PROCEDURE:

I. General Provisions

- A. In rare instances, the College administration may make a determination, usually upon the recommendation of an appropriate College employee (e.g. instructor, counselor, police officer), that a student must be dismissed from a program or course of study. Such decisions are made on a case-by-case basis and usually involve the consideration of numerous factors. This procedure outlines the process a student should follow in order to appeal an administrative decision to permanently dismiss him/her from a program. It applies only to students dismissed from a program that does not already have an appeal process in place. This procedure does not supersede existing program policies and procedures regarding such an appeal or reentry into a program. This procedure does not cover student disciplinary actions taken in accordance with the *Student Code of Conduct* or students dropped from courses in accordance with Board Policy 7.04.05: *Course Pursuit*.
- B. Students dismissed from a program may appeal their dismissal in writing to the Vice President responsible for the program from which the student has been removed. The student bears the burden of proof that the decision to dismiss him/her was unwarranted. The appeal must include a narrative review from the student's perspective of the circumstances that led to his/her dismissal.

II. Appeal Process

- A. Once a student is notified of his/her removal from a program, he/she has 15 calendar days, not to include winter and spring breaks, to submit an appeal to the Vice President. The appeal must include:
 1. A narrative description of the events which led to the student's dismissal.
 2. All relevant supporting documentation of extenuating or unusual circumstances related to the student's dismissal.
 3. A description of the student's desired outcome(s) of the appeal.
- B. The Vice President has 21 calendar days from the receipt of an appeal to review the supplied documentation, gather additional information related to the student's circumstances from other relevant parties and to make a decision regarding the student's appeal. If additional time is needed for the Vice President to reach a decision, the student will be notified and will be given a date by which a decision is expected.
- C. The Vice President may take the following actions:
 1. Uphold the permanent dismissal of the student from the program.
 2. Reinstate the student to the program.
 3. Allow the student to be readmitted to the program after a specific length of time.
- D. The Vice President's decision will be provided to the student in writing. Copies of the Vice President's notice to the student will be given to appropriate individuals involved in the student's situation.
- E. The Vice President's decision is final.

Note: For College hours of operation, phone 915-831-3722.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

7.04.04.26 Non-Academic Student Dispute Procedure

APPROVED: January 27, 1993 REVISIED: September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Vice President of Student and Enrollment Services

OBJECTIVE: To establish guidelines for students to dispute non-academic actions and/or decisions which are non-discriminatory.

Note: Discrimination complaints are to be addressed according to College Procedure 3.43.01.10, *Discrimination Grievance*.

PROCEDURE:

I. Student Responsibility to Be Knowledgeable of Rights

It is the responsibility of the student to be knowledgeable of his/her rights in the non-academic area. This procedure will assist the student in resolving issues and actions of a non-academic nature.

II. Process

The student has a total of 30 days from the date of the initial action to notify the faculty*, staff member or administrator's immediate supervisor in writing with a statement regarding the area of concern.

Students having a concern are encouraged to work through the issue(s) directly with the faculty, staff member or administrator involved. Initial contact may be verbal or written; however, if a mutually satisfactory understanding has not been reached between the student and the faculty, staff member or administrator, the student, prior to the 30-day deadline, will provide the individual's immediate supervisor with a clear and accurate written statement of the concern(s).

III. Chain of Command:

Step 1: Upon receipt of the student's written request/inquiry/concern, the immediate supervisor will have 10 (ten) working days from the date of initial contact to respond to the student in writing.

Step 2: The immediate supervisor will send a copy of the request/inquiry/concern to the appropriate faculty, staff member or administrator involved, who, in turn, will respond in writing to the supervisor within 5 (five) working days. Within the aforementioned time frame, the supervisor will send the student a copy of the response.

Step 3: If the student is dissatisfied with the response, the student may continue to the next administrator in the chain of command, for example: Director, Instructional Dean, Executive Director, and/or Associate Vice President.

Step 4: At each step, the previous College official will provide the next College official with all of the documentation submitted by the student and any information uncovered as a result of any and all investigations conducted by the previous College official(s).

*Note: The word "faculty" denotes instructors, counselors and librarians.

Step 5: If, after progressing through the chain of command, the student is still dissatisfied with the response. A final written request/inquiry/concern may be submitted to the appropriate Vice President where the action occurred. This will only be allowed on the basis that procedures described herein were not properly observed. The appropriate Vice President will have 30 (thirty) working days to review the written statement explaining which procedures were not observed by College officials. The appropriate Vice President will be provided with all of the documentation which has been submitted and taken into consideration prior to rendering a decision. Once rendered, the decision of the appropriate Vice President is considered final.

Note: In the event that the direct supervisor is either an Associate Vice President or Vice President of a Division, the student will submit a clear and accurate written statement of the concern(s) to the President of the College. Upon receipt and review of the documentation, the President will have 30 (thirty) working days from the date of initial contact to respond. The response by the President is final.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.04.05

COURSE PURSUIT

The Board of Trustees directs the President of the College to develop procedures which establish the criteria for measurement of a student's pursuit of the stated course objectives during the semester.

Adopted: Mar. 22, 1979
Year of Last Review: 2019

Amended: Oct. 8, 2012

7.04.05 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.05.14 Criteria for Determining Course Pursuit

APPROVED: May 28, 1985 **REVISED:** July 7, 2008
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.05

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the guidelines for determining when a student has ceased to pursue the course objectives as stated in the course syllabus.

PROCEDURE:

I. A student is considered enrolled once he/she has completed registration and paid the required tuition and fees.

II. Determining Course Pursuit

Each instructor will prepare and distribute to students a course syllabus which states the objectives of the course. Included in the objectives will be the instructor's requirements for class attendance and the grading criteria for the course. The criteria stated in the course syllabus will serve as the basis for determining course pursuit.

III. Absences Affecting Course Pursuit

A. A student has the right to make up missed assignments and exams without penalty due to:

1. Military duty or emergency service (e.g. EMS, Fire Department, Police Department)
2. College-sponsored activities (Note: A *Class Attendance EPCC Sponsored Activity(ies)* form (attached to this procedure) must be completed with student's signature and faculty* member's signature and returned to Activity Advisor/Employer.)

B. Missed assignments and exams due to other absences affecting course pursuit will be at the discretion of the instructor as per the course syllabus.

IV. Withdrawal Authorization Process

A. The instructor is responsible for informing students of their academic course progress. If students cease attending class, the instructor is responsible for informing them of their academic course progress only if the students have provided to the College their phone number, email address, post office box or home address. When the instructor determines that the student is no longer pursuing the objectives of the course, he/she may initiate a Withdrawal Authorization. The Withdrawal Authorization is to be submitted to the Office of Admissions and Registration at any campus.

B. The instructor initiated withdrawal authorization must be received by the Office of Admissions and Registration up to the:

- 11th week for sessions of 16 weeks
- 10th week for sessions of 14 and 15 weeks
- 9th week for sessions of 13 weeks
- 8th week for sessions of 11 and 12 weeks
- 7th week for sessions of 10 weeks
- 6th week for sessions of 8 and 9 weeks
- 5th week for sessions of 7 weeks
- 4th week for sessions of 5 and 6 weeks
- 3rd week for sessions of 4 weeks

*Note: The word "faculty" denotes instructors, counselors and librarians.

V. Appeal Process

- A. A student who is withdrawn for not maintaining course pursuit may appeal to the appropriate Dean for reinstatement after consultation with the instructor. The appeal must be initiated, via a student petition form, within ten (10) days from the date of notification from the Office of Admissions and Registration.
- B. Where the Dean determines that the student was maintaining course pursuit, he/she may, with the instructor's concurrence, reinstate the student. In such cases, he/she will submit a *Reinstatement Authorization* to the Office of Admissions and Registration and advise the instructor of the action taken.
- C. If the student is not satisfied with the Dean's decision, the student may initiate a student appeal of the final course grade per the procedure titled *Student Appeal of a Final Course Grade (7.04.04.10)*.



For College Procedure 7.04.05.14:
Criteria for Determining Course Pursuit

CLASS ATTENDANCE EPCC SPONSORED ACTIVITY(IES)

I, _____ will be missing class for the period covering _____ to _____ due to:
(circle one) college sponsored activity(ies); military duty; or emergency service. (If military, attach copy of official orders)

Signature of Participant

Approved by: _____
Activity Advisor/Employer

Faculty

Date

This form must be submitted with Faculty signature to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure 7.04.05.14, Section III. A-2.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.05.18 **Withdrawal and Reinstatement of Students**

APPROVED: May 28, 1985
Year of last review: 2018

REVISED: March 11, 2005

AUTHORIZING BOARD POLICY: 7.04.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the guidelines for student withdrawal from and/or reinstatement to a class.

PROCEDURE:

I. **Withdrawal Actions**

A. **Student Withdrawals**

1. After a student has completed registration and paid the required tuition and fees, he/she is considered enrolled until an official drop action has been received and processed through the Office of Admissions and Registration. When the student decides to drop a course or withdraw from the College, i.e., drop all courses, it is his/her responsibility to obtain the appropriate form from the Office of Admissions and Registration, secure the appropriate signatures and return the completed form to the Office of Admissions and Registration. Forms received after the deadline each semester for withdrawal, will not be accepted.
2. Courses will be dropped by the student, in person. However, if the student is unable to appear, he/she may submit a written request to the Office of Admissions and Registration. Such drops become effective on the date the letter is postmarked.
3. Students who cease to attend non-remedial courses without officially withdrawing from his/her courses will receive a grade of "F" unless withdrawal has been authorized within the timeliness of this procedure.

B. **Faculty* Withdrawals**

Faculty may initiate withdrawal actions for non-pursuit of course objectives as specified in College procedure - Criteria for Determining Course Pursuit by Students 7.04.05.14 (Formerly 2.02.03).

C. **Administrative Withdrawals**

Withdrawal of a student may be initiated by a designated member of the administrative staff of the District under the following conditions:

1. The student has an outstanding financial obligation which is due to the District
2. The student has been placed on academic suspension,
3. The student has been placed on disciplinary suspension; and/or
4. The student has not attended at least one (1) class session during the census period.

NOTE: Administrative withdrawals must be submitted to the Office of Admissions and Registration for processing. Withdrawals for non-attendance will be effective the date of roster certification by the instructor.

D. **General Considerations Concerning Withdrawals**

1. **Timelines**

- a. After completing his/her registration, a student may withdraw from any or all classes from that point up to the twelfth week for sessions of sixteen (16) weeks, and half the time for shorter periods of time.

- b. The student will receive no grade for any withdrawal occurring prior to the census date of the semester for which he/she is enrolled.
 - c. After the census date, the student will receive a grade of "W".
 - d. Following the deadline for withdrawals, the student will receive a final grade, as determined by the instructor.
2. Administrative withdrawal actions may be initiated at any time and will be effective on the date of initiation by the Administrative Officer.
3. Students dropped by either their own action or by administrative actions will not be permitted to remain in class and will not be allowed to receive a final grade other than a "W" unless officially reinstated.

II. Reinstatement Actions

A. Reinstatement Conditions And Process

1. A student may not be reinstated to a course from which he/she officially withdrew.
2. Students will not be reinstated into a course they did not attend during the census period.
3. A student may not be reinstated into a course from which he/she was dropped for course pursuit considerations, except on appeal to the Dean and with concurrence of the instructor.
4. Except for a Dean reinstatement on appeal of a withdrawal for non-pursuit of course objectives, a student may not be administratively reinstated to courses for which final exams have begun.
5. A student may not be administratively reinstated on a retroactive basis for a semester/session that has officially ended.

B. Administrative Reinstatements

1. Students administratively withdrawn may be reinstated only through actions by the administrative area initiating the withdrawal.
2. Students may be administratively reinstated only once in a semester/session in any one course.
3. Exceptions to the reinstatement provisions of this procedure may be authorized through the office of the Vice President of Student Services.

III. Reporting Withdrawals/Reinstatements

A. The Office of Admissions and Registration has the responsibility to report withdrawals/reinstatements that have been received and processed. Reports of these actions will be forwarded to:

1. Instructors
2. Veterans' Affairs Office
3. Financial Aid Office
4. Business Office

B. The reports are to be distributed at least once a week.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.05.22 Certification of Class Rosters

APPROVED: June 21, 1985 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the process and requirements for the faculty* to certify class rosters.

PROCEDURE:

I. Class Roster Certification Background

The requirement for a class roster certification process is established by the Texas Higher Education Coordinating Board, Texas College and University System. The Office of Admissions and Registration has the responsibility to provide faculty with the class roster for certification. Upon receipt of this material, the individual faculty member accurately completes the certification and returns the roster(s) to the Office of Admissions and Registration within the timeliness established.

II. Certified Class Roster Information:

A. Course Information:

1. Course prefix/number/section
2. Course title
3. Semester beginning date
4. Semester ending date
5. Year and semester the course is being offered
6. Certification date
7. An enrollment summary

B. Instructor Information:

1. Instructor name
2. Instructor social security number

C. Student Information:

1. Student ID number
2. Student name
3. Date of registration
4. Date of withdrawal

***Note: The word "faculty" denotes instructors, counselors and librarians.**

III. Certification Process for Faculty

- A. Verify the course information to determine that the correct roster is being certified. If any of the information is incorrect, inform the Office of Admissions and Registration immediately.
- B. Verify the instructor information to determine that the information shown is correct. If the information is incorrect, make the appropriate corrections on the certified class roster.
- C. Verify the student information as follows:

- 1. Student ID Number/Student Name

- a. The names and ID numbers shown on the roster represent those individuals who have officially registered by the census date for the section indicated. The column headed "Date Registered" will show the date on which each individual officially registered and/or added the section. Additionally, if a student has withdrawn from the section during the certification period, this will be noted by a date appearing in the column headed "Date Withdrew."

Verify the names and ID numbers of the individuals on the certified class roster with the information on the enrollment record. If a student shown on the enrollment record does not appear on the certified class roster, the student is to be immediately referred to the Office of Admissions and Registration. He/she is not to be certified without written authorization from the Executive Director of Admissions and Registrar to indicate official enrollment for the section being certified.

- 2. Attendance Information

- a. Information provided in the column headed "Attended on Certification Date and Attended Prior to Certification Date" will be used by instructors in determining if a student is withdrawn as never attending or once attended.
- b. If the student has attended at least one (1) class session prior to or on the certification date, check "Yes".
- c. If the student has not attended class at all during the census period, check "No".

- 3. The column headed "Instructor Authorization" will be used to withdraw students.

- a. Instructors will write the date the student last attended or "NA" in the column "Last Day Attended".
- b. If the student never attended prior to or on the certification date, and the date of drop will be written in the column headed "Date of Drop".
- c. The Office of Admissions and Registration will complete the Instructor Initiated Withdrawal form.

- 4. Completion of the Certification Process

- a. Sign each page of the certified class roster and enter the date on which the roster is being signed.
- b. Return the original copy of each page of the roster as directed in the certification instructions. A second copy of each page is provided for retention by the faculty member.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.05.26 Student Absences for the Observation of Religious Holy Days

APPROVED: October 13, 1986 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the mechanism for students to receive excused absences for the purpose of observing religious holy days.

PROCEDURE:

I. Application Procedure For Excused Absence

Pursuant to Section 51.911 of the Texas Education Code, a student who is a member of a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code will be granted excused absences from class for the purpose of observing religious holy days. In order to receive excused absences, the student must submit to the instructor for each class to be missed a Notification of Intent to be Absent for the Observation of Religious Holy Days Form.

This form may be obtained from the Student Services Coordinator at any campus, and must be submitted to the instructors no later than 15 calendar days from the beginning date of the semester in which the absence(s) will occur. When the Notification of Intent is submitted to the instructor after this deadline, the absence may be treated as either excused or unexcused at the discretion of the instructor.

II. Student Responsibility For Completion Of Course Work.

In those instances where the Notification of Intent is submitted prior to the deadline, the student will be permitted to complete examinations or other class work missed as a result of such absences. At the time the form is submitted. The instructor will indicate the types of assignments to be completed by the student on the Notification of Intent Form and will establish reasonable deadlines to be indicated on the form. for the completion of any work missed.

III. Instructor Responsibility

Each instructor will have the capability to determine penalties, as appropriate, to be imposed if the student fails to complete the assigned class work by the established deadline. This information is to be noted on the Notification of Intent Form at the time the form is submitted. After signing the form, the instructor will return one copy to the student and retain one copy for his/her files.

IV. Student Appeal Process

Where the student perceives the conditions of this procedure have not been fulfilled, he/she will have the right to appeal. The appeal is to be initiated, in writing, using a Student Petition Form with a copy of the Notification of Intent Form attached. The Student Petition Form must be submitted to the appropriate Dean(s) within five calendar days from the date the Notification of Intent is signed by the instructor.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.04.05.30 Student Initiated Credit Course Drop or Withdrawal from College

APPROVED: June 5, 2008 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.04.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To formalize the purpose, responsibilities and process concerning student initiated dropping of credit courses or withdrawing from the College.

PROCEDURE:

- I. Students are responsible for dropping themselves from courses or withdrawing completely from the College when they no longer intend to remain enrolled. Dropping courses or withdrawing from the College may impact academic standing and/or financial aid status. Students considering dropping or withdrawing should notify the instructor and contact Counseling Services, as well as the Financial Aid Office, if on financial aid or loan.
- II. The Texas Education Code and the Texas Higher Education Coordinating Board restrict the number of drops a student may have resulting in a "W." Institutions have the authority, based upon a specific set of circumstances, to waive drops from counting toward the state-imposed limit. Both waived drops and drops prior to reaching the limit will be recorded as a drop on academic records. Drops exceeding the limit that are not eligible for a waiver will be recorded as letter grade of "F."
- III. Students with academic history at a Texas institution of higher education prior to Fall 2007 are exempt from the drop limit rules. Developmental courses and English as a Second Language (ESL) courses do not count toward the drop limit totals. Additionally, any lab or co-requisite that must be dropped due to dropping a course that is impacted by the drop limit will not count toward the limit total.
- IV. Students will initiate the drop/withdrawal process by completing and submitting a *Student Initiated Drop Form*, which is attached to this procedure.
 - A. Students dropping or withdrawing from ESL, developmental courses, and health career field courses under Specialized Admissions will require a counselor's signature for those courses. International Counselor signatures are needed for each course that F-1 students are dropping.
 - B. Students must indicate on the drop form whether or not they are subject to the drop limit and if so, whether they are seeking a waiver from the limit, in which case they must obtain appropriate counselor approval. Students dropping without requesting a waiver may not later request that those drops be waived from the limit. A denied request for waivers from a drop limit may be appealed by students directly to appropriate Deans.
 - C. Students not subject to the drop limit and not requiring Counselor approval for dropping or withdrawing will submit the *Student Initiated Drop Form* directly to the Office of Admissions and Registration.
 - D. Students are responsible for the payment of applicable drop fees.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- V. Counselors will review drop/withdrawal requests based on each student's statement of their eligibility for exemption, approving or disapproving any requests for waivers to drops limits as appropriate.
- A. Counselors may approve drop waiver requests for:
1. Student illness.
 2. Illness or death of an immediate family member.
 3. Military service.
 4. Employment.
 5. Complete withdrawal from the College for the current semester.
 6. Developmental courses and English as a Second Language (ESL) courses.
- B. Requests for "other reasons" will be forwarded to the appropriate Dean for decision along with counselor comments recommending either approval or disapproval.
- VI. Deans will review all requests for waiver from the drop limit for "other reasons" and appeals for waivers that were not approved by Counseling Services. The Dean's decision is final.
- VII. The Office of Admissions and Registration will receive the completed *Student Initiated Drop Form* from the student and process the drop/withdrawal action, updating the student information system as appropriate.
- VIII. Applicable refunds will be made to the student or other payment source(s) (e.g., scholarship fund, PELL or student loan), as appropriate.



EL PASO COMMUNITY COLLEGE

For College Procedure
7.04.05.30: Student Initiated
Credit Course Drop or
Withdrawal from College

STUDENT INITIATED CREDIT DROP FORM

NAME: _____ ID#: _____ TERM: _____

CRN	COURSE #	COURSE NAME	LAST DATE ATTENDED	ADVISOR SIGNATURE (IF NEEDED)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

The Texas Education Code and the Texas Higher Education Coordinating Board have imposed Drop Limits impacting certain students enrolled in Texas Institutions of Higher Education.

- _____ (Initial) I am not subject to the drop limit (Enrolled in a Texas College/University prior to Fall 2007)
- _____ (Initial) I am subject to the drop limit, but do not request waiver of the above drop(s) and understand that I cannot appeal this request.
- _____ (Initial) I am subject to the drop limit and request waiver of the above drop(s) based upon:

- Personal Illness
- Employment
- Military Service
- Developmental courses or ESL Courses
- Illness or death of immediate family member
- I am withdrawing from the semester
- *Other Reason _____
(*Requires Dean approval)

I understand that I cannot reverse this request, that if I am on Financial Aid, drops may result in debt or ineligibility for further financial assistance, and that if I have a student loan I must complete an Exit Interview. I verify the requested reason(s) for waiver from the drop limit are truthful. I further attest that I fully understand the academic implications of my drop as explained by the faculty counselor.

Student Signature: _____ Date: _____

Counselor:

- Approve waiver
- Disapprove waiver (Student may appeal directly to appropriate Deans)

Comments: _____

Counselor Signature _____
Date: _____

* FOR OTHER reasons and for appeal of Counselor disapproval:

- Approved
- Not Approved
- Dean's Name: _____

Dean Signature: _____
Date: _____

Office of Admissions and Registration Use:

- Verified subject to Rule Yes No
- Coded to count toward limit Yes No
- Coded past limit and grade posted Yes No by: _____ date: _____

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STUDENT CONDUCT



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.05.01

STUDENT CODE OF CONDUCT

The Board directs the President to develop a student code of conduct. The Board further directs the President to establish procedures which shall define the disciplinary responsibilities of College officials and establish appropriate channels of appeal for disciplinary actions resulting from enforcement of the Student Code of Conduct.

Adopted: May 21, 1980
Year of Last Review: 2019

Amended: Aug. 15, 2012

7.05.01 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.05.01.10 Student Disciplinary Procedure

APPROVED: July 20, 1981 **REVISED:** March 3, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.05.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services

Designated Contact: Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services

OBJECTIVE: To provide a process for student disciplinary actions. Activities that may result in disciplinary action are listed in the *Student Code of Conduct*.

PROCEDURE:

I. Authority of the Vice President

- A. All Non-Academic Student related issues should be forwarded to the Vice President of Student and Enrollment Services.
- B. All Academic Student related issues should be forwarded to the Vice President of Instruction and Workforce Education.

II. Discipline Process

When the appropriate Vice President receives information that a student has allegedly violated a District policy, or the *Student Code of Conduct*, the appropriate Vice President shall investigate the alleged violation of student misconduct. Alleged violations of student misconduct may be submitted by any member of the campus community, including faculty*, staff or students, or from a third-party, such as the Police Department. The information should be submitted in writing with supporting documentation that supports the allegation.

Students shall be given a fair opportunity to demonstrate innocence before College officials, as outlined in Section III of this procedure. Students are entitled to a disciplinary hearing, including being given adequate notice of the hearing and allegations in advance. Students with disabilities may request special accommodations, such as sign language interpreting services and visual aids, during the student discipline process.

After completing a preliminary investigation, the appropriate Vice President may:

- A. Dismiss the allegation;
- B. Summon the student for a conference. After conferring with the student, the appropriate Vice President may:
 - 1. Dismiss the allegation.
 - 2. Proceed with the disposition of the violation described herein;
 - 3. Impose the appropriate sanction(s). In any case, where the accused student does not dispute the allegations and that student executes a written waiver of the hearing procedure, the appropriate Vice President shall assess a sanction, and shall inform the student of such action in writing. The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential. The decision of the appropriate Vice President shall be final; OR
 - 4. Prepare a complaint and proceed with a discipline hearing when the facts of the allegation(s) are disputed.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

C. Interim Suspension

Interim Suspension - The appropriate Vice President may take immediate disciplinary action and suspend a student, pending a hearing for policy violations. If the continuing presence of the student poses a danger to persons or property, or an on-going threat of disrupting the academic process, a student who has been suspended from the District for disciplinary reasons shall not be permitted on any of the College properties, or other facilities of the District during the period of suspension without the prior written approval of the appropriate Vice President.

D. Definition Of Disciplinary Action — Penalties shall be Defined as Follows:

1. A written reprimand from the appropriate Vice President or President shall be sent to the student.
2. Warning probation shall indicate that further violations of regulations will result in more severe disciplinary action. The appropriate Vice President shall impose warning probation for a period of not more than one (1) calendar year, and the student shall be removed automatically from probation when the imposed period expires.
3. Disciplinary probation shall indicate that further violations may result in suspension. Disciplinary probation may not be imposed for more than one calendar year.
4. A hold on a student's records occurs when a student has failed to make an appointment by his/her allotted time, has failed to keep his/her appointment or has failed to pay restitution. The hold will be lifted once the student has complied with the directives from the office of the appropriate Vice President.
5. Restitution shall be reimbursement for damages to, or misappropriation of, property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
6. Suspension of rights and privileges is an elastic penalty. The appropriate Vice President or President may impose limitations on rights and privileges to fit the particular case.

E. Actions may be imposed upon the student as follows:

1. Failing grade or a grade of W (Withdrawal) may be assigned to a student for a course in which the student was found guilty of scholastic dishonesty.
2. A student found guilty of scholastic dishonesty may be denied a degree, certificate, or course credit.
3. Suspension from the District prohibits, during the period of suspension, the suspended student from entering a District campus or facility under the control or jurisdiction of the District without prior written approval of the appropriate Vice President (charges of criminal trespass may be filed).
4. A student may be denied initiation into an honorary or service organization.
5. A student may be denied from receiving credit at a component of the District system for scholastic work done in residence or by correspondence or extension.
6. Except when suspension is imposed for scholastic dishonesty, the appropriate Vice President may permit the receipt of credit for scholastic work done during the period of suspension.
7. The decision of the appropriate Vice President is final.

F. Procedural Appeal:

1. The decision of the appropriate Vice President may be appealed to the President, but only on the basis that Procedures described herein were not properly observed.
2. The decision of the President is final.

III. Discipline Hearings Procedure

Hearings will be conducted for offenses related to behavior misconduct identified in Procedure 7.05.01.18, *Student Code of Conduct*.

A. Hearing Committee

In cases where the accused student disputes the facts upon which the charge(s) are based, such charge(s) shall be heard and determined by a Hearing Committee appointed by the appropriate Vice President. The Hearing Committee shall be composed of six members who are not directly or indirectly involved with the charge(s) against the student.

1. Three students chosen by the Student Government Association (when the SGA member is the “accused” student, the appropriate Vice President shall recommend the students).
2. A counselor (recommended by a Dean who supervises counselors).
3. A faculty member (recommended by the appropriate Vice President).
4. An administrative officer, non-voting hearing officer (recommended by the appropriate Vice President).

B. Notice

1. The appropriate Vice President shall notify the student concerned by certified letter and regular mail or personal delivery, of the date, time, and place for the hearing, which shall take place no fewer than ten (10) working days after the date of notification.
2. If, however, the student has been suspended, the hearing shall take place as soon as possible. If after a reasonable amount of time has passed and a hearing has not taken place, the student has the right to return to class.
3. An extension of time may be granted by the hearing officer “upon request for reasonable cause” by either the student or by the representative of the College.

C. Contents of Notice – The notice shall:

1. Direct the student, by certified letter and regular mail or personal delivery sent to the student's address of record, to appear on the date, time, and place specified.
2. Advise the student of his/her rights as outlined below:
 - a. To a private hearing.
 - b. To appear in person and to have a representative at the hearing. The student shall present his or her defense. The student may elect to have a representative present who is not an Attorney or legal representative. The representative may not actively participate in the process by posing questions or responding to information presented. The Hearing Officer may request that the representative leave if the representative does not abide by the rules of the process.
 - c. An exchange of evidence and a list of witnesses expected to testify will be made available by both parties, five (5) working days prior to the hearing.
 - d. To call witnesses, to receive copies of evidence in the District's possession, and to argue in his or her own behalf.
 - e. To have the hearing electronically recorded and receive a copy of the tape.
 - f. To cross-examine each witness who testifies against the student.
 - g. To appeal.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Include a copy of the complaint.
5. Notify the student that the District may be represented by counsel, who may cross-examine any witness testifying on the student defendant's behalf or the student defendant if the student testifies in his/her own behalf.

D. Failure to Comply with Notice

The appropriate Vice President may suspend or impose other appropriate penalties upon a student who fails, without good cause, to comply with a letter of notice, or, at the discretion of the appropriate Vice President, may proceed with the hearing in the student's absence.

E. Hearing Procedure

The hearing shall be held according to the following:

1. The non-voting administrator shall serve as the Chairperson of the Hearing Committee.
2. The hearing shall be informal, and the Hearing Committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed unless the student requests an open hearing.
3. The hearing shall proceed as follows:
 - a. The appropriate Vice President shall read the complaint.
 - b. The Administrator shall inform the student of his/her rights.
 - c. The appropriate Vice President shall present the District's case.
 - d. The student shall present his or her defense.
 - e. The appropriate Vice President shall present rebuttal evidence.
 - f. The appropriate Vice President shall summarize and argue the District's case.
 - g. The student shall summarize and argue his or her case.
 - h. The appropriate Vice President shall have an opportunity for rebuttal argument.
 - i. On the question of guilt and punishment, the Hearing Committee shall decide by majority vote.
 - j. If the Hearing Committee finds the student guilty, the appropriate Vice President and the student defendant may present evidence and argument for an appropriate penalty.
 - k. The Chairperson of the Hearing Committee shall inform the appropriate Vice President and the student in writing of the decision and penalty, if any.
 - l. If less than a majority finds the student guilty, the complaint shall be dismissed with no further action taken against the student.

F. Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy. The hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing officer shall exclude irrelevant, immaterial, and unduly repetitious evidence. The hearing officer shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing, the District shall prove that the evidence supports the charges.
3. A student may not be compelled to testify.
4. The Hearing Committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence.
5. A student defendant may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

G. Decision

The Hearing Committee shall render a written decision as to the accused student's guilt or innocence of the charge(s) and shall set forth findings of facts in support of the charge(s). The penalty shall also be stated in the decision. The appropriate Vice President shall administer the penalty, if any.

H. Appeal

The decision of the Hearing Committee may be appealed to the President, but only on the basis that procedures described herein were not properly observed.

I. Hearing Records

The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential.

J. Types of Penalties

The appropriate Vice President and/or Hearing Committee may impose one or more of the penalties for offenses listed in the *Student Code of Conduct*, for violation of District rules and regulations:

1. Reprimand
2. Warning Probation
3. Disciplinary Probation
4. Placing an administrative hold and/or dropping current enrollment
5. Restitution
6. Suspension of rights and privileges
7. Assignment of failing grade(s)
8. Denial of degree
9. Suspension from the District for less than one (1) calendar year
10. Permanent Expulsion

Permanent Expulsion from the District prohibits the student from entering a District campus or facilities under the control or jurisdiction of the District without prior written approval of the appropriate Vice President (charges of criminal trespass may be filed).

IV. Disposition of Academic Dishonesty.

When there is sufficient evidence of academic misconduct, the instructor should meet with the student to present the evidence and get an explanation/response to the allegation from the student. After presenting the evidence to the student, then the faculty member may take corrective action.

A. If the student does not deny the allegation, the instructor should get the admission of the violation in writing from the student and can then take any or all of the following actions:

1. Provide a warning to the student and explain the consequence of another infraction.
2. Take any corrective action as deemed appropriate. For example, in the case of plagiarism, the student could be given an opportunity to redo the paper in question, but receive a lower grade.
3. Give the student a zero/failing grade for the test/quiz/paper in question.
4. In addition to the above, the instructor can give the student an "I" (Incomplete) for the course and refer the issue through the responsible Instructional Dean/Director to the appropriate Vice President for administrative disposition. The instructor should include his/her recommendation of the administrative disposition to be taken. A list of sanctions that can be imposed can be found in the *Student Code of Conduct*. However, it is advised that instructors not give an "F" for the course to the alleged student, since this places any challenges to the allegations directly on the instructor and bypasses the student's right to due process. If, upon notification by the instructor of the allegation of academic misconduct, the student drops the class, the instructor's final course failing grade does not override the drop. Nevertheless, if the issue is referred to the appropriate Vice President, the student will go through the administrative process and, if found responsible, can be administratively reinstated and receive the failing grade for the course, if that is the administrative disposition of the case.

B. Examples of Administrative Disposition

Following is the administrative disposition (penalty) normally applied in cases of academic misconduct. The following examples represent the "normal" administrative disposition of cases; however, each case is

reviewed on an individual basis. Mitigating circumstances are taken into account, and the outcome may vary case by case.

1. First Offense: Receive a failing grade for the course and be placed on Disciplinary Probation. Record of disciplinary action becomes a permanent record of the student.
2. Second Offense: Receive a failing grade for the course, and administrative withdrawal from all current semester courses (without refund), and suspension.
3. Third Offense: Receive a failing grade for the course, administrative withdrawal from all current semester courses (without refund), and suspension for one (1) year or expulsion.

V. Non-Academic Misconduct in the Classroom

- A. The faculty member must use his/her own judgment as to what constitutes disruptive behavior, which is any activity that interrupts or causes the faculty member or a student to stop a class activity to respond to another student who is behaving in an unacceptable manner.
- B. These disciplinary actions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Student Code of Conduct*, including harassment and other discriminatory behavior, also may violate local, state, and federal laws and may subject the student to additional penalties.

VI. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

- A. Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.
 1. Written warning: A formal notice that the *Code* has been violated and that future violations will be dealt with more severely.
 2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
 3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
 4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
 5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
 6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
 7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
 8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
 9. Counseling
 10. Failing grade for a test, assignment, or course.

11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

B. These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Code*, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

VII. Records

A. Records of Disciplinary Actions:

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file maintained through Banner. The file will consist of the following: a statement of charges, a summary of the information presented at the disciplinary hearing as outlined in College Procedure 7.05.01.10, and findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure 7.05.01.10, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College *Catalog* contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.05.01.18 Student Code of Conduct

APPROVED: February 20, 2001 **REVISED:** March 3, 2017
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.05.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To provide guidelines for appropriate student behavior and conduct while attending El Paso Community College.

PROCEDURE:

I. Appropriate Student Behavior

All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College's function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.

II. Acts That Constitute Misconduct: The following behaviors are examples of actions or activities that violate the El Paso Community College *Student Code of Conduct* with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following.

A. Academic Dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat:

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize:

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate:

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

4. Collusion is prohibited:

Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

B. Offenses against Persons:

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.
2. Possession or use of firearms on District-controlled property except as stated in College Procedure 5.01.07.10.
3. Threatening or causing physical harm or abuse to one's self or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
4. Verbal Abuse in the form of "fighting words," abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.
5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.
8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/or may disrupt the campus environment.
9. Gambling, this includes bookmaking, pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

13. Endangering the health or safety of members of the District, community or visitors to the College's facilities.
14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this *Code*. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

C. Property Offenses:

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.
2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College's public, or private, property, including library materials, computer equipment, software, vending machines and vehicles.
3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.
4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities or their roofs.
5. Unauthorized or inappropriate use of EPCC property or the property of others.
6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.
7. Theft or unauthorized possession of property or services.
8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.
9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.
10. Any willful or malicious burning of any property of another.

D. Public/College Order Offenses

1. Creating a fire, safety, or health hazard.
2. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm or pre-alarm cover when there is no reasonably perceived emergency.
3. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.
4. Having an animal on campus, except as permitted by EPCC policies and procedures.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.

8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.
9. Impersonating any EPCC official.
10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.
11. Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others or in a public place.
12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.
13. Failure to evacuate any building during a fire alarm.

E. Misuse of Computing Resources and Technology:

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.
2. Unauthorized copying or distribution of computer software or data.
3. Use of computing facilities and resources that interferes with the work of another student, faculty member, or College official.
4. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.
5. Use of computing facilities and resources to send obscene or defamatory messages.
6. Unauthorized accessing of College telephones to change a voice mail greeting.
7. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
8. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

III. Emergency Suspension

If a student's actions pose an immediate danger to any member of the EPCC community, the appropriate Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the appropriate Vice President shall notify the student concerned by certified letter or personal delivery of the date, time and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

IV. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the *Code* has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.
10. Failing grade for a test, assignment, or course.
11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Code*, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

V. Records

A. Records of Disciplinary Actions:

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and

Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.

2. Disciplinary records will be filed in the student's or student organization's disciplinary file in the office of the appropriate Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure 7.05.01.10, findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure 7.05.01.10, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College *Catalog* contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.05.02

SCHOLASTIC INTEGRITY

The Board of Trustees expects students to maintain a high standard of honesty in their scholastic work. To assure scholastic integrity at El Paso Community College, the Board of Trustees directs the College President to establish appropriate procedures which shall include responsibilities of students and faculty* or faculty representatives for maintaining scholastic honesty, due process, and actions necessary to support scholastic integrity.

Adopted: May 23, 1979
Year of Last Review: 2019

Amended: Jan. 20, 1988

7.05.02 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education

* Note: The word “faculty” denotes instructors, counselors and librarians.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

GRADUATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.06.02

COMMENCEMENT

The President of the College shall develop procedures for commencement ceremonies that publicly recognize those students who have earned their Associate degrees or program certificates. Such ceremonies shall also recognize students who have achieved academic excellence in receiving their degrees.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended:

7.06.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STUDENT SERVICES



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.01

RECRUITMENT

The President of the College shall develop procedures for a student recruitment program designed to extend the services of the El Paso Community College to prospective students. The program shall assist the student in making the transition to College.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended:

7.07.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.07.01.10 Recruitment Guidelines for Intercollegiate Athletes **APPROVED:** September 5, 2003 **REVISED:** Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.07.01

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Director of Athletics

OBJECTIVE: To provide guidelines regarding recruitment of Intercollegiate Athletes at El Paso Community College.

PROCEDURE: El Paso County Community College District is aware of the need to recruit student-athletes to participate in the El Paso Community College (EPCC) Intercollegiate Athletics Program. In order to ensure that student-athletes recruited to the Intercollegiate Athletics Program will be successful at EPCC, the following standards will govern the recruitment process.

I. Background and Philosophy

EPCC coaches are responsible for conducting recruiting activities for the Intercollegiate Athletics Program. The coaches adhere to the philosophy of the Intercollegiate Athletics Program that focuses on attracting student-athletes who are compatible with the EPCC Intercollegiate Athletics Program expectations of attitude, attendance, grades, and team success that results in cohesiveness among the student-athletes in all of the programs. The criteria guiding coaches in recruitment include the following standards.

- A. Ability: EPCC coaches are expected to seek student-athletes who have talent in the sport and will be available to compete.
- B. Skill Level: EPCC coaches are expected to seek student-athletes who have reached a high level of skill because of competitiveness, desire, or work habits.
- C. Attitude: EPCC coaches are expected to seek student-athletes who possess an attitude that allows for hard work while adjusting to their college life, coaches, and teammates.
- D. Academic Achievement: EPCC coaches are expected to seek student-athletes who have the ability to maintain the required hours and National Junior College Athletic Association (NJCAA) GPA standards while progressing toward a degree.

II. Potential Student-Athletes

EPCC coaches employ various methods for locating and recruiting potential student-athletes. These methods may include the following.

- A. Local high school students and coaches: EPCC coaches maintain contact with area high school coaches to learn about and observe potential student-athletes in the region.
- B. Summer and fall leagues: Various local teams of high school age athletes participate in summer and fall leagues in the El Paso area. EPCC coaches observe high school age students participating in the leagues to locate potential student-athletes.
- C. State tournaments: EPCC coaches travel to state tournaments to observe high school athletes who might be potential EPCC student-athletes.
- D. Professional contacts: EPCC coaches maintain contact with peer professional colleagues nationally and internationally to learn of potential student-athletes.
- E. Publications: EPCC coaches review publications including newspapers, magazines, and newsletters that highlight student-athletes in different sports.

- F. Referrals: On occasion university or college coaches may refer a student-athlete to EPCC in the hope to recruit the student after the student-athlete completes two years at EPCC.

III. Recruiting guidelines

EPCC coaches are guided and limited in recruiting practices by the NJCAA, the Western Junior College Athletic Conference (WJCAC), and EPCC rules. The NJCAA and WJCAC set standards that guide the content of the “National Letter of Intent and Scholarship Agreement Form” and determine the timelines when potential student-athletes may sign this form. In addition, campus visits are regulated by NJCAA guidelines. EPCC coaches also abide by EPCC Board Policies and College Procedures guiding recruitment and admissions of students to the College. EPCC coaches must be familiar with all regulating agencies that impact student-athlete recruitment.

IV. Recruitment materials

EPCC coaches use College produced materials when recruiting student-athletes. The materials include Office of Admissions and Registration publications, the College *Catalog*, and the media guide produced by the Intercollegiate Athletics Program.

V. Coordination of EPCC Departments

Successful recruiting of student-athletes requires the coordination of many EPCC departments. The primary responsibility of recruiting rests on the coaches. Other departments involved in assisting with the recruiting process include the following.

- A. The Athletic Director’s Office coordinates the travel and recruiting schedule.
- B. College Relations sends pamphlets and information to potential student-athletes.
- C. The Office of Admissions and Registration oversees admissions and transcripts.
- D. The Counseling Center and the Athletic Counselors schedule pre-registration, testing, and individual counseling.
- E. The Financial Aid Office manages grant applications, student loans, and other related financial aid matters.
- F. The Visitor’s Center organizes campus visits for student-athletes.
- G. Administrators visit with potential student-athletes.
- H. The Director of Intercollegiate Athletics visits with student-athletes and parents during campus visits.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.02

ORIENTATION

The President of the College shall develop procedures for a student orientation program designed to acquaint new students with the operation of the El Paso Community College and with educational services available to them through the College.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended:

7.07.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.03

COUNSELING

A counseling program for students and potential students shall be operated by the College to provide the following:

1. Educational planning and academic advisement that facilitates completion of each student's program of study to include personal enrichment, transfer education, occupational-technical education, and continuing education.
2. Career counseling services that span the continuum from career awareness to employment readiness thereby assisting the student in pursuit of career objectives.
3. Personal counseling services that strive to improve the student's skills in life-planning, decision making, problem solving, and interpersonal communications.
4. Resource and consultative assistance to faculty, staff and administrators in support of the College's educational mission.
5. Information and support services to community groups and special populations that may be interested in utilizing College programs and services.
6. Specialized instructional services that facilitate the personal, academic and vocational growth of the student.

Adopted: May 23, 1979
Year of Last Review: 2019

Amended:

7.07.03 - 1 of 1

Designated Contact: Vice President of Instruction and Workforce Education



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.04

FINANCIAL AID

The El Paso Community College offers financial aid to its students. The Board directs the President to establish procedures for advertising, updating, and operating student financial aid opportunities.

Adopted: Mar. 22, 1979
Year of Last Review: 2018

Amended: Nov. 9, 1994

7.07.04 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.07.04.10 Financial Aid Guidelines for Intercollegiate Athletics **APPROVED:** September 5, 2003 **REVISED:** Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.07.04

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Student Financial Aid

OBJECTIVE: To establish the process for determining financial aid and scholarship eligibility for Intercollegiate Athletics Program students.

PROCEDURE: Students participating in the El Paso Community College Intercollegiate Athletics Program may qualify for athletic scholarships, other scholarships, or financial aid.

I. Athletic Scholarships

- A. **Types:** El Paso Community College (EPCC) has Athletic Aid/Scholarships in Baseball, Softball, and Cross Country. Athletic Aid money may cover some or all of the tuition, fees, room, board, and books.
- B. **Eligibility Criteria:** Criteria for Athletic Aid at EPCC include the National Junior College Athletic Association (NJCAA) rules, the Western Junior College Athletic Conference (WJCAC) rules, EPCC rules of a GPA of 2.00 or better with an accumulation of 12 semester hours per each full-time semester, and athletic skill ability as determined by the coach of the sport. In addition, national and conference standards limit the number of scholarships per sport that any institution is allowed to award. EPCC follows those standards.
- C. **Deadlines:** The EPCC Intercollegiate Athletics Program follows the NJCAA guidelines for timelines regulating the dates when the “National Letter of Intent and Scholarship Agreement Form” may be signed.
- D. **Awarding:** The Athletic Aid/Scholarships are awarded by the EPCC coach of the sport with authorization also given by the EPCC Director of Athletics and the President of the College or the President’s designated representative. Athletic Aid/Scholarships are administered through the EPCC Financial Aid Office.

II. Institutional and External Scholarships

- A. **Types:** There are a variety of scholarships available from various funding sources that recognize academic skills, fields of study, merit, participation in extra-curricular activities and community service, and financial need.
- B. **Eligibility Criteria:** Each scholarship has unique and specialized eligibility criteria established by the scholarship funding source. Information and applications are available in the EPCC Financial Aid Office and from the EPCC counselors.
- C. **Deadlines:** The various funding sources have varying deadlines for the scholarships.
- D. **Awarding:** The scholarships are awarded according to criteria established by the various funding sources.

III. Financial Aid

- A. **Types:** EPCC student-athletes may apply for financial assistance from several funding sources. The sources include the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant, the Texas Public Educational Grant, the State Student Incentive Grant, and the Federal College Work-Study Grant. In addition, money may be made available through emergency loans. Information on the various funding sources is available at Financial Aid Office, EPCC’s College catalog, and the class schedules.
- B. **Eligibility Criteria:**

1. To qualify for financial aid assistance, EPCC student-athletes must demonstrate a financial need.
 2. EPCC student-athletes must have either a high school diploma or a GED certificate. (If a student has neither document, then the “Ability-to-Benefit” test must be taken in order to be considered for financial aid.)
 3. Student-athletes must be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in eligible programs.
 4. Student-athletes must be U.S. citizens or eligible non-citizens.
 5. Student-athletes must have valid social security numbers.
 6. Student-athletes must register for the Selective Service, if required.
 7. Student-athletes must maintain satisfactory academic progress as required by the various funding sources of financial aid.
- C. Deadlines: The EPCC Financial Aid Office maintains a calendar of prior dates for applying for the various sources of financial aid.
- D. Awarding: The financial aid funding is awarded according to criteria established by the various funding sources.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.05

ELIGIBILITY FOR FINANCIAL AID

El Paso Community College recognizes that many students are dependent upon the receipt of financial assistance through various state and federal programs to pursue and complete their educational objectives. Therefore, the Board of Trustees directs the President of the College to establish criteria for maintaining eligibility to participate in such programs. These criteria shall be consistent with the regulations of the various programs and shall be disseminated through appropriate publications of the College including, but not limited to, the College Catalog.

Adopted: Mar. 20, 1985
Year of Last review: 2018

Amended:

7.07.05 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.06

BOOKSTORE

Bookstore services shall be maintained at each of the El Paso Community College campus sites which will stock textbooks and supplies required for courses and laboratories of those sites.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended:

7.07.06 - 1 of 1

Designated Contact: Vice President of Financial and Administrative Operations

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

GRADUATION



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.07

PLACEMENT

The President of the College shall ensure that a Career Placement Service is provided for students of El Paso County Community College District's degree and certificate programs. The service is to provide placement services for:

- A. Students seeking part-time or full-time employment.
- B. Students who require work experience related to their El Paso Community College program of study.
- C. Former students seeking placement opportunities.

The District shall provide placement services for students to assist them in the pursuit of their work careers.

Adopted: May 23, 1979
Year of Last Review: 2018

Amended:

7.07.07 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.08

STUDENT EXCHANGE PROGRAM

The College recognizes its responsibility for making broad ranges of educational opportunities available to students within the District, including opportunities for foreign cultural and educational exchange activities. Therefore, the President of the College is encouraged to develop student exchange programs with other area colleges to increase the opportunities available to our students; and upon the recommendation of the President and approval of the Board of Trustees, such programs shall be implemented.

The President is directed to develop procedures for these programs.

Adopted: July 18, 1979
Year of Last Year: 2018

Amended:

7.07.08 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.09

STUDENT ACTIVITIES

The College is committed to the concept of providing vital co-curricular activities and intramural athletics for its students. Therefore, the Board of Trustees directs the President to develop procedures for the conduct of these activities which will enhance individual development, promote desired social interaction, and provide social and recreational activities.

Adopted: July 18, 1979
Year of Last Review: 2018

Amended:

7.07.09 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.07.09.10 Academic Recognition

APPROVED: April 20, 1994 **REVISED:** September 1, 1995
Year of last review: 2018

AUTHORIZING BOARD POLICY: 7.07.09

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish guidelines to be used to recognize students at El Paso County Community College District (EPCCCD) for academic excellence.

PROCEDURE:

I. Criteria For Academic Recognition

Students at EPCCCD taking a minimum of 12 hours per semester are nominated to the President's Honor List if they attain a 4.0 grade point average (GPA) and to the Dean's Honor List if they attain a 3.25 GPA.

II. Academic Recognition Process

- A. A review will be made by the Office of Admissions and Registration to determine if the student's directory information may be released.
- B. The listings will be forwarded to the National Dean's List Office.
- C. Students placed on the President's List or the Dean's List will have the appropriate notation of this honor placed on their transcript.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.11

STUDENT I.D. CARDS

The President of the College shall develop procedures to ensure that students taking credit courses are provided the opportunity to obtain a valid student I.D. card free of charge. A valid student I.D. card will be required of students for identification purposes for check cashing, checking out of Library books and materials, checking out of other items such as physical education equipment, and entry to college-sponsored student activities (some activities may require an additional fee for admission).

The President shall establish a reasonable fee to cover the cost of providing replacement I.D. cards for students who lose their I.D.'s.

In addition, students taking Community Services/Continuing Education courses and who desire to participate in activities or services requiring a valid I.D. card shall be charged a reasonable student services fee.

Adopted: May 21, 1980
Year of Last Review: 2018

Amended:

7.07.11 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.07.12

TESTING, REMEDIATION AND ADVISING

The President of the College shall develop testing, remediation and advising procedures in conformance with mandated requirements of the Texas Higher Education Coordinating Board and House Bill 2182 (Texas Academic Skills Program - TASP).

Adopted: Aug. 28, 1978
Year of Last Review: 2018

Amended: July 27, 1989

7.07.12 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.07.12.10 El Paso County Community College District Testing Services

APPROVED: September 14, 1979 **REVISED:** March 9, 2007
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.07.12

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Director of College Readiness and Assessment

OBJECTIVE: To outline the variety of testing services provided by the El Paso County Community College District (EPCCCD) Testing Services. These services include General Educational Development (GED) testing, assessment testing for new and returning students, ability to benefit (ATB) testing for financial aid purposes, make up and retesting for credit courses, instructional television course testing, Proficiency Examination testing, national standardized testing, and contractual testing. Operational procedures for all testing related services are maintained in the appropriate area office providing the services.

PROCEDURE: Testing Services operates testing centers at the Valle Verde, Rio Grande, Transmountain, Mission del Paso and Northwest Campuses. The Valle Verde component is a full-service center that offers all testing services listed above. The other testing centers provide primarily new student assessment/placement testing, make-up and retests for on-campus courses, instructional television/distance education course testing, and limited proficiency challenge examinations.

I. GED Testing

- A. Testing Services operates an official GED testing center. The testing center provides comprehensive GED testing services for all eligible adult Texas residents who wish to obtain a Texas Certificate of High School Equivalency.
- B. The testing center will be operated in accordance with the rules and requirements established by the GED Testing Service (GEDTS), Washington, D.C. and the Texas Education Agency (TEA), Austin, Texas. These procedural manuals/guidelines are available for information and review at the GED testing center or online from GEDTS and TEA.
- C. Testing is available on a scheduled basis. Test fees charged will be reasonable and designed to cover the administrative cost of providing these services.
- D. The testing center maintains GED testing records for:
 - 1. All GED testing conducted by EPCCCD since the GED testing center was established in 1974.
 - 2. The University of Texas at El Paso GED testing center (1971 - 1989).
 - 3. The Fort Bliss GED testing center (1977 - 1989).
- E. Since June 1, 1994 the EPCCCD GED Testing Center has utilized the centralized scoring services provided by the University of Texas at Austin Scoring Center (per GEDTS and TEA mandates). The Scoring Center reports test scores to TEA. TEA issues all official Texas Certificates of High School Equivalency upon receipt of passing scores. Once GED test scores are reported to TEA, that office becomes the official record agency for GED tests administered by EPCCCD.

II. Assessment/Placement Testing for New and Returning Students

- A. Testing Services administers academic assessment/placement tests to determine the college readiness skills of students. Test results are used by the student and academic counselors/advisors to determine the most appropriate level of course(s) for the student to begin college studies.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

1. All new students who have no previous college credit must complete assessment testing in reading, writing and math, using standardized test instruments as approved by federal/state/EPCCCD requirements.
 2. Students enrolling in English as a Second Language (ESOL) courses will take an assessment test to determine appropriate placement into ESOL credit courses.
 3. Transfer students who plan to enroll in an EPCCCD reading, writing, math, or Spanish courses must provide documented proof (i.e. transcript or grade slip showing passing grades) that they meet the prerequisites for the courses. Those who cannot provide this information will be required to take the appropriate EPCCCD assessment test(s).
 4. Testing Services may administer other placement tests when determined to be needed and appropriate by EPCCCD academic disciplines or required by federal or state mandates.
- B. Assessment/placement testing is available at all EPCCCD campuses. New students will receive information about what tests are needed during the normal admissions process. Returning students may request testing referrals through the counseling or admissions offices at each campus.
1. Testing fees may apply for specified assessment/placement tests. When a test fee is charged, the fee must be paid prior to receiving a test appointment. Cancellations and rescheduling will be permitted if the student cancels/reschedules prior to the original test date. Test fees are valid for four months from the payment date. Requests for fee refunds for tests not taken within the four months period will be accepted provided the request is made within the four month time period. In the event an individual does not arrive for a scheduled test appointment, the test fee will be forfeited and no refunds will be made.
 2. By receiving a testing appointment, students agree to comply with current testing procedures and policies in effect at the time they come in for testing. Tests will not be administered to any person who does not provide appropriate photo identification prior to testing.
- C. Retests for placement purposes are permitted according to current EPCCCD policy established based upon test publisher requirements, federal/state mandates and/or local EPCCCD guidelines. Information regarding retest policies and procedures will be made readily available to students.
- D. Assessment/placement test scores are valid for two years from test date (unless course pre-requisite scores change). Individuals who do not enroll in, and successfully complete, college courses (at EPCC or another institution) in reading, writing, and math areas within two years of their initial college assessment test will be required to retest using the current EPCCCD college assessment test to ensure an accurate course placement and student success. Older scores should not be used as they may not provide an accurate assessment of the individual's current academic skills.

III. Ability to Benefit (ATB) Testing

- A. Students who wish to apply for Federal Title IV Student Financial Aid, and who do not have a high school diploma, GED or a two year associate degree may take a Department of Education (DOE) approved "ability to benefit" test to facilitate their application for financial aid.
- B. ATB test instruments, passing test scores and actual test administration procedures will be according to federal DOE mandates and test publisher requirements. Retesting policies will be set according to DOE requirements and test publisher guidelines.
- C. ATB testing will be provided only to prospective EPCCCD students. Requests from other educational or service agencies for ATB testing support will be declined due to contractual agreements with test publishers.

IV. Make-up and Re-testing for Credit Courses Meeting On Campus

- A. The Instructor's Testing component of Testing Services provides make-up and retesting on a walk-in basis for on-campus credit courses. Regularly scheduled classroom exams and final exams for entire classes will not be administered in the testing centers. Instructors who are not able to be present for regularly scheduled class/final exams must make arrangements through their Instructional Dean for an alternate instructor to administer the tests to their class during regularly scheduled class time.

- B. Instructors and students using this service agree to comply with current departmental operational procedures in effect District wide. Testing centers do not collect homework, class projects, or issue and receive take-home tests.
- C. Only tests requiring written responses will be administered in the testing centers. No facilities are available for computerized or hands-on testing. Only tests answered on forms that can be machine scored will be scored by testing staff if the instructor provides an answer key. Testing center staff (at the request of the instructor) may score make up and retests and provide the grade to the student if time allows. Testing staff are under no obligation to provide test grade reports to students when doing so would delay service to other students waiting to test during peak times.
- D. Scanning machines are available at the testing center and other designated areas at each campus for instructors' use to scan/grade their course tests. Testing centers do not provide grade scoring services for tests administered in the classroom by the instructor. A variety of scannable answer forms are available for issue to instructors for classroom testing purposes. Answer forms issued to instructors are to be used only for EPCCCD courses (not other institutions).
- E. All testing is on a first-come, first-served basis during published operational hours. No tests will be administered to students who do not present a valid photo identification. To ensure adequate seating for all students who need to take a test, no more than five (5) students per class will be permitted inside the test room at any one time and a single student may not take more than three (3) tests in any one day.
- F. Students should not bring excess personal belongings to the testing center. Cell phones and other communication devices are not permitted in testing rooms. Other personal items brought into the testing center are subject to inspection by testing staff to ensure a secure test environment. A student's refusal of inspection of personal belongings, when requested by testing staff, will result in denial of testing services, and a report made to the instructor of action taken.
- G. Individuals suspected of cheating, using unauthorized materials, or causing a disruption in the testing center will be asked to leave the center, and a report will be made to the instructor and to the EPCCCD Police Department, if appropriate.

V. Alternative Delivery Course Testing

- A. All testing centers provide testing for instructional television and distance education courses. Testing is on a walk-in, first-come, first-served basis during published operational hours at each campus testing center.
- B. Requirements for faculty* and student use are the same as described above for make-up and retesting.

VI. Proficiency Examination Testing

- A. Only Proficiency Examinations requiring written responses can be administered at the testing centers.
- B. Exams are administered on an appointment basis when the student presents an approved application form, photo identification, and proof of payment of the Proficiency Examination fee.

VII. State and National Testing

- A. EPCCCD Testing Services is an approved testing center for a variety of national standardized tests and state/national certification exams. Registration information, test dates, and fee information can be obtained by contacting any testing center.
- B. All national/state certification tests are conducted at the Valle Verde Campus.

VIII. Contracted Testing Services

Testing Services may provide specialized testing support on a contract basis to agencies with specific testing needs. All contracts for specialized testing will comply with current EPCCCD Board policies and College procedures and any state/federal requirements.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STUDENT RECORDS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.01

CONTENTS

The El Paso Community College shall have adequate and accurate student records for both credit and non-credit courses.

The President of the College shall ensure the security of these records.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.02

ACCESS TO EDUCATION RECORDS

A student who is or has been in attendance at El Paso Community College shall be granted access to their education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Adopted: March 26, 1980
Year of Last Review: 2018

Amended: February 27, 2018

7.08.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.02.10 Release of Educational Records by the Student

APPROVED: July 7, 1981 **REVISED:** May 10, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, in the review and release of education records.

PROCEDURE:

I. Access by the Student

Students have the right to review their academic record within 45 days of requesting access. Written requests must be submitted to the Office of Admissions and Registration. A photo identification must be presented at the time of review.

II. Access by Third Party

- A. Third party access to the record or to copies of the documents therein will be permitted with the expressed, written consent of the student.
- B. Under certain circumstances, FERPA allows access to records by third parties without student consent.

III. Records not Accessed

- A. Records containing other students' information will have that information removed/blocked prior to student review of the record.
- B. The Office of Admissions and Registration will not provide copies of transcripts from high schools and other colleges. The student must request official copies from those respective institutions.

IV. Payment

A processing fee for the retrieval and reproduction of files from the El Paso County Community College District Student Educational Records will be charged.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.02.14 Internal Access to Student Records

APPROVED: May 10, 1985 **REVISED:** June 18, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To establish the guidelines and controls for internal use and security of information in the Student Information System (SIS).

PROCEDURE:

- I. Only those individuals designated with responsibilities requiring official duties pertaining to student records will be trained and given access to SIS.
- II. Limited Access
 - A. The individuals trained will be given SIS access for purposes of creating, maintaining, and extracting information on students and limited to information pertaining to performance of official duties.
 - B. Any requests for reports or information which cannot be produced through use of the report software must be submitted to the Vice President of Research, Accreditation and Planning on a *Data Processing Project Request Form*. (Reports for internal and routine use will require initial approval only.)
 - C. Requests for Directory information must be forwarded to the Director of Institutional Research for processing and return.

*Note: The word "faculty" denotes instructors, counselors and librarians.



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.02.26 Retention Schedule for Student Educational Records

APPROVED: September 14, 2004 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the responsibility for maintaining and retirement of student educational records.

PROCEDURE: For the purposes of this procedure, the term “Student Educational Records” is defined as those records related to an individual’s application for admission, enrollment and graduation from the College. Exceptions to this definition will be consistent with provisions of the *Family Educational Rights and Privacy Act*.

The record will be classified, maintained and retired in accordance with the following schedules:

I. Admissions Records--Students Who Do Not Enroll

Admission records will contain the individual’s application for admission, transcripts, test records, correspondence and other materials, as may be required to satisfy the admissions requirements of the College. The hard copy of the record will be maintained by the Office of Admissions and Registration and in the student data base for a period of three (3) years from the initial semester of intended enrollment as declared by the applicant. If the applicant has not enrolled by the end of this three (3) year period, the hard copy record will be destroyed, and the information in the student data base will be purged from the system.

II. Student Records

A. Upon initial enrollment, an individual’s admissions file will be transferred to the Records Office and will become a permanent part of the student record.

B. Continuing Education

Continuing Education (C.E.) student names, identification numbers, birth dates and demographic information obtained from the C.E. registration form are entered into the Banner Information Management System and maintained in the same manner as credit/academic student information.

C. The content of the student records, the retention period, and the storage mode for academic records are as follows. In all cases, except as noted, the retention period is from the end of the last period of enrollment.

Type of Record	Mode of Storage	Retention Period
Admissions Application	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
Petitions for Admissions	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent
High School/College Transcripts and/or GED Record	Hard Copy	Three Years
	Microfilm	Permanent
	Imaging	Permanent

***Note: The word “faculty” denotes instructors, counselors and librarians.**

Residency Classification Forms	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
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Type of Record	Mode of Storage	Retention Period
Pre-Entry Assessment Information	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
Foreign Student Financial Responsibility Statements	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
Foreign Student Forms (I-20, etc.)	Hard Copy Microfilm	Three Years Permanent
Physical Examination Forms and Immunization Records	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
Admissions Correspondence	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
Student Record System Directory and Controlled Information	Hard Copy Microfilm Imaging	Three Years Permanent Permanent
Academic Record	Computer Microfilm Imaging	Permanent Permanent Permanent
Change of Grade Forms	Computer Microfilm Imaging	Permanent Permanent Permanent
Transfer Credit Evaluations	Computer Hard Copy Microfilm	Three Years Three Years Permanent
Credit by Examination Records	Computer Microfilm Imaging	Permanent Permanent Permanent
Course Substitution/Waiver Records	Computer Microfilm Imaging	Permanent Permanent Permanent
Graduation Application	Computer Microfilm Application	Three Years Permanent Permanent
FERPA Documents	Computer Microfilm Imaging	Three Years Permanent Permanent
Enrollment Certification	Microfilm Imaging	Permanent Permanent

Imaging Permanent

Type of Record	Mode of Storage	Retention Period
Correspondence	Hard Copy Microfilm	Three Years Permanent
Change of Name/Social Security Number/Date of Birth	Hard Copy Microfilm	Three Years Permanent
Records	Imaging	Permanent
Student Information Forms	Microfilm Imaging	Permanent Permanent
Academic Status Record	Computer Microfilm Imaging	Permanent Permanent Permanent

III. Institutional Records

Certain records regarding a student's enrollment are considered to be institutional records and will be maintained separately from the record for the individual student. Institutional records will include the following. In all cases, the period of retention is from the end of the semester associated with the record specified.

Continuing Education (C.E.) records are minimal in number and consist only of those required to support State and SACSCOC mandated transcript/reporting requirements. Retained C.E. records are maintained in the same manner as credit/academic records.

Type of Record	Mode of Storage	Retention Period
Registration Records Including Add/Drop Forms	Computer Microfilm Imaging	Permanent Permanent Permanent See Note 2
Certified Rosters	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Attendance Records	Hard Copy Microfilm	Permanent Permanent
Grade Records	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Graduation Reports	Hard Copy Microfilm Imaging	Permanent Permanent Permanent
Catalogs	Hard Copy Microfilm	Permanent Permanent
Class Schedules	Computer	Permanent
State Reports	Computer Microfilm Imaging	One Year Permanent Permanent

NOTE: Continuing Education

1. “The institution can issue to each individual who qualifies for CEU a record of his/her CEU activities. This cumulative record or transcript represents an official verification of one’s CEU participation. The institution maintains records for a period of at least seven years from the date an individual received CEU for an activity.”
2. Continuing Education Records for Non-Funded/Non-CEU Courses are maintained for a period of two (2) years.
3. As per SACSCOC, one copy of the official record is maintained in the Office of Admissions and Registration, and a duplicate, electronic back-up copy is maintained at a different location by the IT Records Management Office.

Policy(ies) Providing Authority:

7.08.02 Access to Education Records

The Family Educational Rights and Privacy Act (FERPA)

Texas State Library, Local Government-Records Control Schedule (Code 203.041, 205.0003(a).

Criteria and Guidelines for quality Continuing Education and Training Programs, and the CEU and other Measurement Unity by the International Association for Continuing Education and Training (IAET).



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.02.30 Use of Personal Identification Information (PII) in External Reporting

APPROVED: May 10, 1985 **REVISED:** June 18, 2012
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.02

Classification: Administrative

Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To establish the guidelines and controls for access to and use of Personal Identification Information (PII) in external reporting.

PROCEDURE:

I. External Use of Student PII

Various offices within the District prepare reports to external agencies. Such reports generally require the compilation of aggregate data contained in the Student Information System, but some reports require the release of PII on individual students.

II. Guidelines for Use:

- A. All aggregate data regarding information such as sex, ethnicity, major, etc., is to be obtained through the Vice President of Research, Accreditation and Planning in order to maintain consistency of the data reported.
- B. All requests for individual PII to be used in external reporting must be submitted to the Vice President of Research, Accreditation and Planning. For standing reports, separate approval of the data for each report is not required.
- C. A record of all external reports will be maintained within the College Digital Records Repository.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.03

EDUCATION RECORDS DEFINED

For the purposes of this Policy the term "education records" means, except as may be provided otherwise below, those records, files, documents, and other material which contain information directly related to a student and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.03 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.04

REQUEST PROCEDURE

Access to the education record of a student shall, upon request of a properly qualified individual, be granted within a reasonable period of time, not to exceed forty-five (45) days.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.04 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.05

HEARING ON CONTENTS OF EDUCATION RECORD

A student who is or has been in attendance at the El Paso Community College shall, upon request, be provided an opportunity for a hearing to challenge the contents of the student's education records. Such hearing will ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or rights of students; provide an opportunity to correct or delete any inaccurate, misleading or otherwise inappropriate data contained in the records; and insert into the records a written explanation by the student regarding the content of the records.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.05 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.05.10 Request for Hearings on the Content of Student Educational Records

APPROVED: July 7, 1991 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.05

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish guidelines for a student requesting a hearing on the content of his/her student educational record.

PROCEDURE:

I. Request for a Hearing by Student

- A. Any student who has attended or who is presently attending El Paso County Community College District may request a hearing to challenge the content of his/her educational record. The purpose of such hearing is to permit the student an opportunity to correct or delete any inaccurate, misleading or otherwise inappropriate data contained in the records and to insert a written explanation regarding the content of the records.
- B. Request for a hearing must be submitted on a Student Petition Form to the Executive Director of Admissions and Registrar and must include specific information on the nature of the material within the student's educational record that is being challenged. Depending on the nature of the challenge, the Office of Admissions and Registration may elect to hear the challenge individually, or to convene a hearing committee composed of other members of the administrative staff. The Executive Director of Admissions and Registrar will chair the hearing committee.

II. Scheduled Appointment for the Hearing

Within ten (10) working days from receipt of the Student Petition requesting the hearing, the Executive Director of Admissions and Registrar or a designated representative will contact the student to schedule a date, time, and location for the hearing. Unless otherwise requested by the student, the hearing will be closed to the public. The student may have a representative present at the hearing and may submit any documentation and/or testimony appropriate to his/her challenge on the content of the educational record.

III. Hearing Committee Evaluation

- A. The hearing committee may evaluate copies of the official record of the District or require testimony from representatives of the District in relation to the challenge.

In such instances, the student and/or his representative will also be permitted to hear testimony given and to raise questions to the individual(s) providing testimony. The hearing committee may also question any individual providing testimony before it, and a record of the hearing will be maintained.
- B. Within ten (10) working days from the date of the hearing, the student will be advised, in writing, of the determination of the hearing panel. If appropriate, changes and/or deletions will be made in the student's educational record, and the student may review the content of his/her record and insert any written comments appropriate to the clarification of its content. Such comments will be considered a permanent part of the student record.

IV. Request for Appeal

- A. The student may appeal the determination of the hearing committee to the Associate Vice President of Student Services.
- B. The request for an appeal must be submitted, in writing, to the office of the Associate Vice President of Student Services within fifteen (15) calendar days from the date the issuance of the written determination of the hearing panel.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.06

ACCESS BY OTHER PERSONS

Personally identifiable information in education records (including Directory information as described below) may be released to the following:

1. School officials, including instructors, who have legitimate educational interests;
2. Officials of other schools, colleges or universities in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the contents of the record;
3. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, or state educational authorities who require access to student or other records necessary in connection with the audit and evaluation of a federally-supported program or in connection with the enforcement of the federal legal requirements which relate to such programs;
4. Personnel involved with a student's application for, or receipt of, financial aid;
5. State and local officials to whom such information is specifically required to be reported or disclosed by state statute adopted prior to November 19, 1974;
6. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies. Such information must be destroyed when no longer needed for the original purposes of the studies;
7. Accrediting organizations which require the information for purposes of accreditation;
8. Parents of a dependent student as defined in Section 152 of Title 26 of the United States Code;
9. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other persons.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.06 - 1 of 2

Designated Contact: Vice President of Student and Enrollment Services

In order for personally identifiable information in educational records to be released to any individual, agency, or organization other than those listed above, written consent must be obtained from the student. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released. Such information may also be released in compliance with a judicial order or subpoena provided that the student is notified in advance of compliance.

Adopted: March 26, 1980

Amended:

7.08.06 - 2 of 2



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.07

TRANSFER NOT PERMITTED

Personal information from student education records shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without written consent of the student.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.07 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.08

RECORD OF ACCESS TO STUDENT RECORDS

The College shall maintain a record, kept with the education records of each student, which will indicate all individuals (other than local College officials determined to have legitimate educational interests), agencies, or organizations which have requested or obtained access to a student's education records. The record of access shall indicate specifically the legitimate interest that each person, agency, or organization had in obtaining information from the student's records. The record of access shall be available only to students, College officials responsible for custody of the records, and those state and federal officials authorized to audit the operation of the District.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.08 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.08.10 Access to Student Educational Records by Non-District Individuals and/or Agencies

APPROVED: July 7, 1981 **REVISED:** September 1, 1995
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.08

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the mechanism for accessing Student Educational Records.

PROCEDURE:

I. Access to Student Records

Under federal and state law, various individuals, agencies and/or organizations may be permitted access to the educational records of individual students. In some instances this access may be authorized in writing, by the student. In other instances, this access may be required by an agency or organization charged with the responsibility for auditing various operations of the District or by court order.

II. Student Access Record

In order that students may be aware of the use of their educational records and the reasons for such use by individuals, agencies and/or organizations outside the District, a record is to be maintained as part of the student's file. This record is to include the date of the access, the name of the individual(s) to whom the access was provided, the agency organization represented and a statement of the reason permitting this use. Only District officials responsible for custody of the Student Educational Records, the student and any state or federal officials auditing the operations of the College are to be permitted access to this record.

III. Entry Exception

No entry is to be made on this record if the information provided to the individual agency, and/or organization is Directory information as defined by the District. The exception to this will be in instances where the individual student has specifically requested that Directory information not be released.

***Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.08.14 Health Information Privacy for Instructional Programs

APPROVED: June 8, 2012 **REVISED:**
Year of last review: 2018
AUTHORIZING BOARD POLICY: 7.08.08

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated contact: Dean or Director of the Program

OBJECTIVE: To provide guidelines for control of health information about students, faculty*/staff, and clients obtained by instructional programs in order to be compliant with the Health Information Portability and Accountability Act (HIPAA).

PROCEDURE:

I. General Provisions

- A. Definition: The Health Information Portability and Accountability Act (HIPAA) protects an individual's identifiable information and also sets standards regarding electronic transmission of health information. HIPAA limits the ability of healthcare entities, students enrolled in clinical courses, and faculty/staff to share an individual's protected health information without the individual's permission. There are three components to health privacy for consideration.
 - 1. Privacy rules include comprehensive compliance programs within privacy policies and procedures, identification of a privacy officer and privacy training.
 - 2. Transaction rules cover the transfer of information whether electronic, facsimile, paper copy or verbal transmission of information.
 - 3. Security rules dictate standards for securing the transmission of protected health information.
- B. El Paso Community College, while remaining accountable under the Family Education Rights and Privacy Act (FERPA), which governs student privacy, must also adhere to HIPAA to protect health information of its students and clients, whether on-campus clients or off-campus clients in clinical affiliates. This makes EPCC a hybrid entity under HIPAA, both an institution of higher education and a healthcare agency.

II. Process

- A. An individual will be appointed as the HIPAA Compliance Officer. Contact information will be posted in a public location at all sites where clinical training and health information is maintained: Rio Grande Border Health Clinic, Cosmetology, Massage Therapy, etc.
- B. Guidelines for students, staff, and faculty to deal with private health information of patients and clients.
 - 1. Students, faculty, and staff, who are handling patient/client records, whether paper or electronic medical records (EMR) which contain private health information, must complete an on-line HIPAA training program annually.
 - a. A copy of the certificate of training must be provided by students to the Program Coordinator annually.
 - b. A copy of the certificate of training must be provided by faculty and staff to the immediate supervisor annually.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

2. Students, faculty, and staff are allowed to discuss private health information of assigned patients/clients among themselves if in a controlled area.
 3. Students, faculty, and staff are allowed to access health records of assigned patients/clients and to add appropriate documentation to those records in accordance with course requirements.
 4. Students, faculty, and staff are NOT allowed to discuss private health information outside of class/clinical assignments. Violation will result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer.
 5. Students, faculty, and staff are NOT allowed to remove health records from the secure premises of the clinical site. Violation will result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer.
 6. On-campus clinic records of patients/clients will be maintained in a secure room with a locked filing system.
 7. Students and faculty assigned to an off-campus clinical or externship site will adhere to the policies and procedures of the assigned facility.
- C. Guidelines for faculty and staff to deal with private health information of students and staff.
1. Student or staff health records must be maintained in a locked file separate from other instructional records. Violation will result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer.
 2. Faculty and staff may discuss individual student or staff health records with appropriate faculty or staff of the College in consultation in order to interpret specific items within the record as it applies to program requirements. Any other sharing of health information is considered a violation and may result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer.
 3. Records may not be transmitted to an entity or individual outside the College without student permission. Violation will result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer.
 4. Students, faculty, and staff are NOT allowed to remove health records from the campus. Violation will result in disciplinary action as appropriate to the situation upon review and recommendation to the supervisor by the HIPAA Compliance Officer. Any intentional violation could be also punishable by law dependent on its severity. Legal consequences could include jail time and/or financial fine.

III. Violations and consequences

- A. Any complaint regarding handling of health information will be investigated by the HIPAA Compliance Officer. The written recommendation of the HIPAA Compliance Officer will be forwarded to the appropriate Dean/Director for further action.
- B. Accidental violations are usually resolved by a review of the incorrect action, retraining, and implementation of any appropriate corrective action. If the violation recurs, additional disciplinary action may be required.
- C. Intentional violation. Failure to protect personal health information will result in severe disciplinary action, to include possible written reprimand, suspension or termination of students, faculty, or staff.



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.09

DIRECTORY INFORMATION

The President of the College may release the following Directory information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by the student.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.09 - 1 of 1

Designated Contact: Vice President of Research, Accreditation and Planning



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

7.08.09.10 Student Directory Information and Student Texas Public Information Act External Requests

APPROVED: March 3, 2009 **REVISED:** October 31, 2019
Year of last review: 2019
AUTHORIZING BOARD POLICY: 7.08.09

Classification: Administrative
Vice President or Associate Vice President: Vice President of Research, Accreditation and Planning
Designated Contact: Director of Institutional Research

OBJECTIVE: To outline requirements for requesting student directory information by individuals or agencies external to the College.

PROCEDURE:

I. General

The College provides Directory Information for individual, enrolled students or former students to agencies outside of the College following the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act. The Office of Institutional Research is the sole respondent to External Requests for Student Directory Information.

II. Terminology

Student Directory Information	Student name (last name, first name, middle initial) Student address (street address, city, state, zip code) EPCC student email address Telephone listing (Area code and phone number) Dates of attendance Major field of study, awards, and degrees received at EPCC Most recent/previous institution attended Date of birth Participation in officially recognized activities/sports Weight and height (for members of athletic teams) Academic level Enrollment status
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Non-Directory Information – Any information about a student not listed above as Directory Information.

Non-Disclosure of Directory Information Flag – A coded indicator in the student information system which indicates a student’s request to restrict the release of Directory Information to the public.

Family Educational Rights and Privacy Act (FERPA) - 20 U.S.C. § 1232g; 34 CFR Part 99 - A federal law that protects the privacy of student education records. The list of Student Directory Information and rules for distribution of Directory Information are contained within the law.

Texas Public Information Act - Texas Government Code, Chapter 552, gives citizens the right to access government records. An officer for public information and the officer's agent may not ask why the information is requested. Available information does not include Student Non-Directory information.

III. Process

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

- A. An individual or agency requesting Student Directory Information must submit an ***External Request for Research Assistance/Information*** form (attached to this procedure) to the Office of Institutional Research. Fill in the form completely, indicating the specific information requested and time frames. Include the date by which the information is needed. Frequently used terms, such as those listed on page 4 of this procedure, must be used and understood as they are defined on page 4.
1. Persons or agencies outside of the College may request Student Directory Information for groups of individual students, following this procedure.
 2. Non-Directory Information for individual students may not be requested following this procedure. To obtain Non-Directory Information for individual students, refer to College Procedure 2.03.01.22, *Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs*.
 3. Requestors, other than public educational institutions, are charged a fee for receiving Student Directory Information. The fee is \$100 for the first 500 records and 1 penny for each additional record. When charges exceed \$40, the Texas Public Information Act requires that a written statement of estimated charges be provided to the requestor before a project is begun. The requestor must have an opportunity to modify a request in response to the itemized statement of charges. All modifications must be submitted in writing to the Office of Institutional Research.
 4. For recurring projects, a new request form must be completed each time Student Directory Information is requested.
 5. Student Directory Information will not be released for students with a Non-Disclosure of Directory Information Flag.
 6. No information concerning attendance at another educational institution will be released.

B. Review

Upon receipt of a completed ***External Request for Research Assistance/Information*** form, the Director of Institutional Research reviews the request to ensure that only Student Directory Information is requested. If Non-Directory Information is requested, the requestor is given the option of (1) receiving only Student Directory Information about individual students, (2) receiving aggregate information pertaining to requested Non-Directory Information or (3) being referred to College Procedure 2.03.01.22, *Procedure for the Protection of Human Subjects Participating in El Paso Community College Research Programs*. Following College procedure 2.03.01.22, the requestor may, in some cases, receive Non-Directory Information for individual students if a research project is approved by the Institutional Review Board. All modifications to the request must be received before the request can be completed.

1. The Director of Institutional Research assigns the request to a member of the Institutional Research staff for completion following the time-lines indicated on the request.
2. If a request cannot be completed by the date on the request form, the requestor is contacted to assign a new completion date.
3. A copy of the original form is returned to the requestor with the "For Office Use Only" section completed by the Administrative Associate in the Office of Institutional Research.
4. The staff member assigned to complete the request coordinates with the requestor to clarify information on the request form, as needed.

C. Completion of Request

1. Upon completion, the Student Directory Information is reviewed by the Director of Institutional Research and then forwarded to the requestor along with a ***Customer Satisfaction Survey/Evaluation of Research Assistance/Information*** form (attached to this procedure).
2. A record of the completed request is maintained by the Office of Institutional Research, and the Vice President of Research, Accreditation & Planning is informed of the completion of the request.



EXTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION

You are invited to visit the College web site on the Internet at www.epcc.edu. The information you need may be found there.

Requestor: _____ Title: _____ Organization: _____

Mailing Address: _____ Phone: _____ Date: _____

Research Requested/Information Needed: (specify report format, if appropriate, and intervals of time for the information needed--i.e. specific semester(s) or academic year(s); attach additional sheets, if necessary. Please refer to definitions on next page.):

If recurring, indicate month needed (✓): ___Jan ___Feb ___Mar ___Apr ___May ___June ___July ___Aug ___Sept ___Oct ___Nov ___Dec If one time only, indicate date needed (Day and Month, not ASAP) _____

Purpose and Audience for the Information:

THE OFFICE OF INSTITUTIONAL RESEARCH (IR) provides research and information services to support the mission of El Paso Community College.

REQUEST PROCEDURE: It is recommended that the requestor contact IR when a project is first contemplated. This form must be completed to initiate the process of requesting assistance/information. Time, personnel, and equipment requirements necessitate that each request be addressed on a case-by-case basis.

In signing below, the requestor understands that information concerning any individual student is to be held in strictest confidence and he/she assures that procedures are in place for monitoring and protecting confidentiality of student information.

The requestor understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CRF Part 99.

In addition, I understand that any data sets or output reports that the requestor, or his/her representative, may generate with individual student data are confidential. The requestor will not disclose to any unauthorized person any data sets or reports with individual student data which he/she is given or devise.

The requestor also understands that failure to observe these restrictions may constitute a 'Breach of Computer Security' as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and as such, the offense constitutes a criminal offense.

Received by: _____ (Signature) _____ (Date) Project #: _____

FOR OFFICE USE ONLY

Project Team Leader: _____ Team Leader Phone #: _____
Target Completion Date: _____
Comments: _____

Reviewed by: _____ Director's Signature: _____

Complete this form and return via:

Fax: (915) 831-6751 email: institutionalresearch@epcc.edu
U.S. Mail: Office of Institutional Research
El Paso Community College
P.O. Box 20500
El Paso, Texas 79998

DEFINITIONS OF FREQUENTLY USED TERMS

If the requestor uses the following terms, they must be used and understood as defined below:

- **Baseline:** A performance level or status that is the basis for establishing a planning objective and/or standard.
- **Cohort:** A group of individuals who meet a set of criteria (e.g. a group of students who register during the same semester).
- **Contact Hour:** An hour that a student spends in a classroom and/or laboratory during a specified time (e.g. 48 total contract hours for a 3-credit hour course taken during a regular semester with no laboratory). One student sitting in 1 class for 1 hour generates 1 contact hour. EPCC receives State funds for each contact hour in credit courses and in funded continuing education courses.
- **Developmental Student:** A student who takes a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Fall-to-Spring Persistence:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following spring semester.
- **Fall-to-Fall Retention:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate, following fall semester.
- **Full-time, first time in college student (FT FTIC):** A student who registers for 12 or more credit hours during his or her first semester of college attendance.
- **Non-Developmental Student:** A student who does not take a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Placement:** The State defines placement as a student's employment or education status after graduation. The State recognizes three types of placement: employment, military service and/or continued education. A student may fall into all three categories at the same time.
- **Professional development activity:** Any activity beyond an employee's normal job activities that promotes the employee's success on the job.
- **Program Completion:** A student successfully completes a program if he or she receives an associates' degree or a certificate.
- **Revenue:** College revenue consists of tuition, fees paid by students, reimbursement by the State for contact hours, and local property taxes. Grants and financial aid are often included when calculating revenue.
- **Seat Count:** The number of seats occupied in all classes during a specified period of time at a specified College site. The seat count will exceed the unduplicated enrollment if students enroll in more than one class.
- **Successful Course Completion:** A student successfully completes a course if he or she receives one of the following grades: A, B, C, D, Cr (Credit).
- **Unduplicated Enrollment:** The number of individual students registered during a specified period of time.



CUSTOMER SATISFACTION SURVEY

EVALUATION OF RESEARCH ASSISTANCE/INFORMATION

To satisfy a requirement of our accreditation agency, the Southern Association of Colleges and Schools, and to help us better serve the College, please complete and return this anonymous survey. Return the survey by campus mail to the Office of the Vice President of Research, Accreditation and Planning at the Administrative Services Center (ASC) as soon as possible.

Please Mark One Response to Each Statement Below:

	Satisfied	Dissatisfied
1. Project completed to my specifications.	<input type="radio"/>	<input type="radio"/>
2. Project completed by projected completion date.	<input type="radio"/>	<input type="radio"/>
3. Communications during Project	<input type="radio"/>	<input type="radio"/>

Comment: _____

Please Return this Questionnaire to: **Vice President of Research, Accreditation and Planning**
El Paso Community College
P.O. Box 20500
El Paso, TX 79998



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.08.10

CONSENT MAY BE REQUIRED

The District shall give public notice of the categories of information designated as Directory information. Students shall be allowed a reasonable period of time to inform the District that any or all the Directory information may not be released without the student's prior consent.

Adopted: March 26, 1980
Year of Last Review: 2018

Amended:

7.08.10 - 1 of 1

Designated Contact: Vice President of Research, Accreditation and Planning

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STUDENT GOVERNMENT



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.09.01

MEMBERSHIP

All persons enrolled in college courses offered by the El Paso County Community College area automatically members of the Student Association, with full voting right to elect officers and Senators.

Adopted: July 16, 1980
Year of Last Review: 2018

Amended:

7.09.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.09.02

GOVERNANCE

The student body shall be represented by the Student's Association. The Student's Association shall be organized according to a constitution and bylaws approved by the Student Body and the President of the College. The Student Body shall elect appropriate officers as specified in their Constitution.

Adopted: July 16, 1980
Year of Last Review: 2018

Amended:

7.09.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.09.03

PARTICIPATION IN INSTITUTIONAL GOVERNANCE

The President of the Student's Association shall be a member of the College Council.

Adopted: July 16, 1980
Year of Last Review: 2018

Amended:

7.09.03 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICIES

STUDENT PUBLICATIONS



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.10.01

STUDENT PUBLICATIONS

The Board of Trustees recognizes that student publications promote cultural, social, and recreational activities which enhance the education of students and therefore directs the President of the College to adopt procedures which ensure independence and financial support of student publications. To ensure free, responsible expression, the President shall create and delegate publishing authority to a Student Publications council composed of students, faculty*, classified staff, and administrative representatives. Council members shall be recommended for appointment by his or her constituency group. The council, in turn, delegates to students editors and staff members sufficient autonomy for student publication to maintain their integrity of purpose as vehicles of free inquiry and free expression in an academic community.

Adopted: May 23, 1979
Year of Last Review: 2019

Amended:

7.10.01 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.10.02

FACULTY ADVISOR

Each student publication approved by the Student Publications Council shall have a faculty* advisory appointed by the President of the College. While the faculty advisor may not censor the student publication, he or she shall be responsible for the publication's lawful operation.

Adopted: May 23, 1979
Year of Last Review: 2019

Amended:

7.10.02 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services

*** Note: The word "faculty" denotes instructors, counselors and librarians.**



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.10.03

NEED FOR RESTRICTIONS

Distribution of newspapers and other written materials may be restricted, subject to the following guidelines:

1. Evidence Which Supports Forecast of Disruption

Distribution may be limited in circumstances where there is evidence which reasonably supports a forecast that "disruption" will likely result directly from the distribution. "Bare allegations" of disruption or unsubstantiated speculations as to what "might" happen or "could result" are not sufficient to support a reasonable forecast of disruption of the normal operations of the College. Moreover, material which is merely offensive or unpopular, or which stimulates controversy, shall not be restricted or forbidden.

Tinker, v. Des Moines ISD, 393, U.S. 503 (1979); Shanley v. Northeast ISD, 462 F. 2d 960 (1972).

2. Reasonable Regulations As To Time, Place, Manner

Reasonable procedures of the President of the College as to the time, place and manner of distribution may be prescribed. Procedures shall be narrowly drawn to promote orderly administration of College activities by preventing disruption and may not be designed to stifle expression.

Shanley v. Northeast ISD, supra: Papish v. Board of Curators, 410 U.S. 667 (1973).

3. Underground and Out-Or-School Publications

Reasonable procedures of the President of the College for the distribution of underground newspapers and other unofficial publications may be prescribed in order to prevent material and substantial interference with normal College operations that may reasonably be forecast to result from the distribution.

Sullivan v. Houston ISD, 475 F. 2d 1071 (1973); Shanley v. Northeast ISD, supra.

4. Limitations on Content

Content of the materials to be distributed must conform to the following standards:

Adopted: May 23, 1979
Year of Last Year: 2019

Amended:

7.10.03 - 1 of 3

Designated Contact: Vice President of Student and Enrollment Services

- a. Obscenity - Procedures developed by the President of the College shall limit the distribution of materials which are considered to be obscene to minors, taking into account the age and maturity of the students affected. The procedures shall be narrowly drawn, shall specifically define what may not be depicted or described and shall be premised on a rational finding of harmfulness to the particular group in question.
- Shanley v. Northeast ISD*, 462 F. 2d 960 (1972).
- b. Inconsistency Doctrine - Material may not be forbidden if the portions or specific language objected may also be found in material which is made available to students through College facilities, i.e., the College library or readings assigned by instructors.
- Sullivan v. Houston ISD*, 475 F. 2d 1071 (1973); *Channing Club v. Board of Regents*, 317 F. Supp. 689 (1970).
- c. Libel - Libelous material may be prohibited from distribution. Procedures of the President of the College shall contain a legal definition of libel which can be understood by students or reasonable intelligence.
- Shanley v. Northeast ISD supra*.
- Libelous material shall be defined to include defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard for truth.
- Gertz v. Robert Welch, Inc.* 418 U.S. 323 (1974).
- d. Criticism of School Officials and Advocacy of Violation of School Rules - Publications which criticize Board members or College officials or which advocate violation of College rules may be prohibited when there is evidence which reasonably supports a forecast that material and substantial disruption of normal College operations will result from the publication in question.
- Regulations must distinguish between mere advocacy and advocacy which is directed towards inciting or producing imminent lawless or disruptive action and which is likely to incite or produce such action.
- Tinker v. Des Moines ISD*, 393 U.S. 503 (1969); *Healy v. James* 408 U.S. 169 (1972); *Brandenburg v. Ohio* 395 U.S. 444 (1969); *Shanley v. Northeast ISD, supra*.

Insulting or "Fighting" Words - Hate literature which scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publications which are aimed at creating hostility and violence, may be banned.

Procedures of the President of the College controlling such material shall be narrowly drawn to ensure that only material which could reasonably support a forecast of material and substantial disruption of normal College operations is affected.

Chaplinsky v. New Hampshire 313 U.S. 568 (1972); Tinker v. Des Moines ISD, 393 U.S. 503 (1969); Shanley v. Northeast ISD, *supra*.

Adopted: May 23, 1979

Amended:

7.10.03- 3 of 3



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

7.10.04

PRIOR REVIEW

The need to maintain order and discipline in the College justifies a system of prior review of student publications and other written material intended for distribution to students. The President of the College shall promulgate procedures governing the review by the faculty* advisor of the content of publications or the time, place, and manner of their distribution. Such procedures shall be narrowly drawn and shall conform with the following guidelines:

1. Reasonable Forecast of Disruption or Unprotected Subject Matter

Prior restraints are justified by the need to limit the distribution of material which would substantially disrupt or materially interfere with normal College operations, or by the need to prevent the distribution of subject matter which is constitutionally unprotected. In the former instance there must be evidence which reasonably supports a forecast of the disruption or interference before prior restraints can be imposed.

Shanley v. Northeast ISD 462 F. 2d 960 (1972).

2. Procedures

The Procedures allowing prior review shall contain precise criteria which sufficiently spell out what is forbidden in terms clear enough that a reasonably intelligent student will know what may or may not be written.

Shanley v. Northeast ISD, 462 F. 2d 960 (1972), *Baughman v. Freienmeth*, 478 F. 2d 1345 478 F. 2d 1345 (4th Cir. 1973).

3. Procedural Safeguards

In order to meet minimum procedural safeguards the procedures shall at least:

- a. Contain a definition of "Distribution" and its application to different kinds of material;
- b. Designate the individual(s) who shall conduct the review;
- c. Provide for prompt approval or disapproval of submitted material by establishing a specific time limit for review;
- d. Specify the effect of a failure to act promptly; and,
- e. Contain an adequate and prompt appeals procedure.

Shanley v. Northeast ISD, supra; Baughman v. Freienmeth, supra, based on Freedom v. Maryland, 380 U.S. 51 (1965).

* Note: The word "faculty" denotes instructors, counselors and librarians.

Adopted: May 23, 1979
Year of Last Review: 2019

Amended:

7.10.04 - 1 of 1

Designated Contact: Vice President of Student and Enrollment Services