

## ACADEMIC SENATE AGENDA

**DECEMBER 2, 2025**

**RANCHO CAMPUS, BERZ EXCELLENCE BUILDING, ARDON ALGER CONFERENCE ROOM, BEB-204**

**CHINO CAMPUS, CONFERENCE ROOM, CHMB 102**

**FONTANA CAMPUS, CONFERENCE ROOM, FNAC 210**

Elizabeth “Liz” Encarnacion	President	2025-2027
Terezita Reyes Overduin	Vice-President	2025-2026
Laura Santamaria Brady	Secretary/Treasurer	2025-2026
Angela Burk – Herrick	Curriculum Chair	2025-2027
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026
Henry Leonor	Arts, Communication & Design A	2025-2027
Vacant	Arts, Communication & Design B	2025-2026
Nicole Farrand	Arts, Communication & Design B	2025-2027
Myra Andrade	Academic & Career Counseling	2024-2026
Wendy Whitney	Academic & Career Counseling	2025-2027
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027
Hannah Carter	Chino Campus	2024-2026
Manar Hijaz	Chino Campus	2025-2027
Sean Connelly	Fontana Campus	2024-2026
Anthony Guaracha	Fontana Campus	2025-2027
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026
Vacant	Health & Wellness - Health Sciences	2025-2027
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027
Terezita Reyes Overduin	Instructional Support	2024-2026
Christina Holdiness	Instructional Support	2025-2027
Melanie Bratcher	Public Service, Culture, & Society	2025-2026
Patricia Gomez	Public Service, Culture, & Society	2025-2027
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-2027
Tamari Jenkins	Senator-At-Large	2023-2026
Sarah Chamberlain	Senator-At-Large	2024-2027
Jin Liu	Senator-At-Large	2025-2028
Carolyn Ward	Adjunct Senator-At-Large	2025-2026
Etka Kandhway	Adjunct Senator-At-Large	2025-2027

### ALTERNATES & LIAISONS

Stephen Shelton	Arts, Communication & Design A	2024-2026
Vacant	Arts, Communication & Design B	2025-2027
Melissa Johannsen	Academic & Career Counseling	2024-2026
Fabiola Espitia	Academic & Career Counseling	2025-2027
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027
Vacant	Chino Campus	2025-2027
Vacant	Fontana Campus	2025-2027
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026
Lisa Doget	Health & Wellness - Health Sciences	2025-2027
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027
Rose Ann Osmanian	Instructional Support	2025-2027
Vacant	Public Service, Culture, & Society	2025-2026
Vacant	Science, Technology, Engineering & Mathematics	2025-2027
Vacant	Adjunct Alternate Senator	2025-2027
Sarah Schmidt	Classified Senate Liaison	2025-2027
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027
Nolan Krueger	Chaffey College Student Government	2025-2027

**Guests:**

Lissa Napoli, Administrative Assistant, Academic Senate

**1. PERSONAL EXPRESSION (12:30 P.M.)****2. CALL TO ORDER (12:35 P.M.)****2.1 Land Acknowledgement**

*With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.*

**2.2 Attendee Identification** (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. ADOPTION OF AGENDA**

- December 2, 2025

**5. CONSENT AGENDA****5.1 November 25 Meeting Minutes.** See attachment titled, "ACADEMIC SENATE MINUTES November 25, 2025 DRAFT"**5.2 New Committee: Proposal: Committee for Palestinian Justice and Solidarity.** See attached, "New Committee Proposal."**6. GUEST(S)/PRESENTATION(S)** - None.**7. REPORT(S)****7.1 President****7.2 Vice President****7.3 Secretary/Treasurer****7.4 Curriculum Chair****7.5 Classified Senate Liaison****7.6 Chaffey College Student Government Liaison****8. UNFINISHED BUSINESS** -None.

## 9. NEW BUSINESS

**9.1** Goal Setting for Spring 2025: What have we accomplished based on our "Goal Setting" Activity from the August FLEX/Orientation session? What new or continuing priorities do we need to establish? See attached, *"Role of Academic Senate and Curriculum Committee."*

**9.2** The Academic Senate has been requested to review BP 5030 Fees and AP 5031 Instructional Materials Fees as an expedited review from the Institutional Research Office. Because of this request for expedited review, President Encarnacion and Vice President Overdiun reviewed the documents for Academic Senate review and approval. See attached, *"BP 5030 and AP 5031."*

Reason for Expedited Review: These policies must be revised to meet legal and Chancellor's Office requirements. Pursuant to Chancellor's Office memorandum ESS 25-63 regarding the new regulatory provisions of Title 5 § 54221 Burden-Free Access to Instructional Materials, the Board must align policy with the regulation by January 26, 2026.

When reviewing the drafts, please note that CCLC language is in **red font**. Language added by Chaffey employees is in **blue font**. The blue font mostly addresses the Executive Team's recommendation to revise the health fee language to include non-credit students so that these students have access to student health services.

**10. FLOOR ITEMS** \*10 minutes each (Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda.)

## 11. ANNOUNCEMENTS

### 11.1 Chaffey College

### 11.2 Academic Senate for California Community Colleges (ASCCC) Information

**11.2.1** Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

## 12. ADJOURNMENT (1:50 P.M.)

*The next Academic Senate meeting is scheduled for Tuesday, January 13, 2026.*

## New Committee Proposal

1. **Committee Name:** Committee for Palestinian Justice and Solidarity

2. **Purpose:** The Committee for Palestinian Justice and Solidarity is dedicated to raising awareness, fostering dialogue, and advocating for justice, human rights, and the liberation of the Palestinian people. The committee seeks to educate our campus and community about the historical and ongoing realities of settler colonialism, ethnic cleansing, and the ongoing struggles and oppression of the Palestinian people; we aim to amplify Palestinian voices, strengthen solidarity with the Palestinian cause, and to advocate for accountability and an end to all forms of oppression. The committee is committed to supporting faculty, staff, and students impacted by the ongoing oppression of the Palestinian people. It seeks to provide space, resources, education, and advocacy that foster inclusion and amplify voices that are too often silenced.

3. **Scope:**

The committee will:

- Develop educational programming, events, and dialogues centered on Palestinian history, culture, and current realities.
- Advocate for academic freedom and protect the right of faculty, staff, and students to speak openly about Palestine.
- Collaborate with student groups, staff, faculty, and community organizations to create impactful advocacy campaigns and initiatives that highlight Palestinian liberation.
- Provide resources and support for students, staff, and faculty directly impacted by events in Palestine.
- Create initiatives that promote equity, justice, and solidarity with the Palestinian people.
- Support efforts to educate faculty, staff, and students about issues related to Palestine, genocide, and colonialization.
- In the spirit of shared governance, the committee will regularly report to Senate regarding activities or other offerings.

4. **Meeting day and time:** Last Monday of every month from 9:00am-10:30am.

5. **Chairs:** Ava Nguyen, Megan Keebler, and Manar Hijaz

6. **Members:** Membership is open to faculty, staff, and administrators. The committee may also collaborate with student organizations and invite student representatives for specific projects or events.

Current members: Amanda Admire, Shireen Awad, Nicole Barbari, Monica Carter, Omar Castillo, Cindy Carrasco, Christopher Cotton, Liz Encarnacion, Ryan Falcioni, Christina Holdiness, Manar Hijaz, Phatana Ith, Shelly Jackson, Tamari Jenkins, Tara Johnson, Megan

Keebler, Ava Nguyen, Robert Nazar, Rose Ann Osmanian, Charmaine Phipps, Pak Tang, Taisha McMickens, and Omar Dphrepauzez

# Role of Academic Senate & Curriculum Committee



## Wish or Concern

What is currently happening (or not happening) that needs to be changed?

### Hiring

- Equivalency process - equivalency committee and Academic Senate purview as expressed in Title V
- Making sure the faculty in the area of the hiring have input in the hiring process
- Authentic questions/screening process

### Governance Groups

- Clarity in Governance Process including roles, definitions, and an updated process
- There needs to be a way for committees/advisories/programs to make recommendations
- Process for committees to maintain accurate and transparent information such as meeting minutes

### Credit For Prior Learning

- Can CPL be university transferable?
- Can CPL be used toward major courses for ADT?

### Curriculum Discipline Placement

- Programmatic versus external regulations

### Academic Freedom

- Many faculty do not agree/do not have the same definition on this term.
- How does this term differ for faculty in Instructional Support areas?
- How is academic freedom different from curriculum?
- What are the threats to Academic Freedom (i.e. DEIA, etc.)

### Degrees and Certificates

- Connecting academic degrees to labor market
- How "completion" is defined system-wide (i.e. non-degree/non-credit students are not "counted" in statistics for completion,
- Designing degrees with stackable certificates that are auto-awarded to students
- Faculty support for degree/certificate design

### Student Preparation, Success, and Grading Policies

- Setting AI policies and practices for students
- Equitable and transparent grading and grading expectations

### Professional Development Activities

- PD on new or existing areas of COR (methods, DEIA, Eval specifics, focus on PT faculty)
- Classified staff should be able to take FLEX along with faculty
- Professional Development for students

### Program and Services Review

- Aspects not tied to outcomes and that all spaces need (i.e. chairs) should not be evaluated in PSR but should be automatic updates through the institution
- Budget increases need to respond to the economic changes/realities to be easier to request aspects - especially for programs with unique needs.

### New Program Initiation Processes

- Include/involve instructional support like library in the discussion/creation to talk about needed supporting resources for new programs
- sustainability of investment in any program (looking at future requirements that make it sustainable)



Review Purpose	<input type="checkbox"/> Adoption	<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Cyclical Review
Description	<p>Revise policy to meet legal and Chancellor's Office requirements.</p> <p>Pursuant to the Chancellor's Office memorandum ESS 25-63 regarding the new regulatory provisions of Title 5 § 54221 Burden-Free Access to Instructional Materials, the Board must align policy with the regulation by January 26, 2026.</p> <p>Revisions also include CCLC legal updates to:</p> <ul style="list-style-type: none"> <li>• clarify allowable auditing fees;</li> <li>• add a fee that must be charged for students enrolled in a baccalaureate degree program;</li> <li>• reflect the legal requirement that students be charged a \$2.00 student representation fee, and that students may refuse to pay the fee on a form that is used to collect fees;</li> <li>• revise the reference to the ACCJC Accreditation Standard;</li> <li>• add a legal citation to the revised Title 5 regulations on burden-free access to instructional materials and baccalaureate degree programs;</li> <li>• identify the District's policy to ensure student access to instructional materials.</li> </ul> <p>Additionally, the Executive Team recommends revising the health fee language to include non-credit students so that these students have access to student health services. The Chancellor's Office Student Fee Handbook legal opinion 12-09 states that districts may choose to charge or exempt non-credit students the health fee at their discretion.</p> <p><i>NOTE: This BP was originally scheduled for cyclical review. However, OIRPG was notified of the Chancellor's Office deadline by the President of the Academic Senate and the Office of Instruction and Institutional Effectiveness and requests an expedited revision process. We anticipate further revisions will be necessary and will re-initiate the more comprehensive cyclical review to make those revisions at a future date.</i></p>		

Standard mark-up for any recommendations made during review process:

Red = CCLC legal update | Blue = Administrators, faculty, staff | Insertions | ~~Deletions~~

DRAFT TEXT

## BP 5030 Fees

The Governing Board authorizes the following fees. The specific fee amounts will be included on an official Governing Board Agenda. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from the



fee, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalog.

**Enrollment Fee** [Education Code Section 76300]

~~There shall be an enrollment fee in accordance with state of California regulations for persons who are, according to legal definition, residents of the state of California. Each student shall be charged a fee for enrolling in credit courses as required by law.~~

**Baccalaureate Degree Program Fees** [Title 5 Section 58501]

~~Students enrolled in upper-division coursework in a baccalaureate degree program shall be charged a per-unit fee in addition to the enrollment fee.~~

**Course Auditing Fee** [Education Code Section 76370]

The District shall provide students who otherwise are qualified to enroll in courses at Chaffey Community College with an opportunity to enroll in specified credit courses on a noncredit, non-graded, fee-paying basis. Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Classroom attendance of students auditing a course shall not be included in computing the apportionment due Chaffey College, nor for meeting minimum class size requirements as specified in the Chaffey College Faculty Association/Chaffey Community College District Agreement. The appropriate school dean in consultation with the appropriate faculty member(s) shall determine which courses may be referred for audit basis. (See BP/AP 4070 titled Auditing and Auditing Fees)

The District will not under any circumstances certify completion of any course attained by audit nor will the college provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

**Health Fee** [Education Code Section 76355~~(g)~~]

The Superintendent/President shall determine a fee to be charged to each full-time and part-time student, including students enrolled exclusively in non-credit courses, for health supervision and services based on state guidelines. ~~The Superintendent/President shall present to the Governing Board for approval a fee to be charged to each full time student for student health services.~~

**Parking Fee** [Education Code Section 76360]

Every student or member of the public who wishes to park a vehicle on Chaffey Community College District property shall be required to pay the parking fee. With the exception of vehicles parked in metered stalls, all vehicles parked on District owned or controlled property shall display a valid parking permit. Parking fees are subject to Governing Board approval.



**Transcript Fees** [Education Code Section 76223]

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. All subsequent transcripts shall require a fee as established by the Governing Board. There will be a fee assessed for all hand-carried transcripts.

**Credit-by-Examination Fee**

The District shall charge a fee for credit by examination.

**Instructional Materials** [Education Code Section 76365; Title 5 Sections 54221 and 59400 et seq.]

Students ~~shall~~ may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. The District shall ensure student access to textbooks and supplemental materials on the first day of class and strengthen student access to other instructional materials before their required use.

**Physical Education Facilities** [Education Code Section 76395]

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

**Enrollment Verification Fee** [Education Section Code 76223]

The District shall approve a fee for furnishing copies of student records and will assess this fee after the first two copies.

**Replacement Charge**

Chaffey Community College District assesses a charge for replacement of diplomas, diploma cases, and Certificates of Achievement. A rush processing fee may be assessed for replacement of photo ID cards on days when photo ID card replacement is not scheduled.

**International Students Application Processing Fee** [Education Code Section 76142]

The District ~~may~~ shall charge students who are both citizens and residents of a foreign country a fee to process her/his the application for admission. This processing fee and regulations for determining economic hardship shall be established by the Superintendent/President. The fee shall not exceed the lesser of (1) the actual cost of processing an application and other documentation required by the U.S. Government;

or (2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

**Capital Outlay Fee** [Education Code Sections 76142, and 76300 et. seq.]

The Superintendent/President shall establish administrative procedures to address the addition of capital outlay fees to non-resident tuition charged to students who are both citizens and residents of foreign countries and/or exempt students who demonstrate either economic hardship, or are victims of persecution/discrimination in the country in which the student is a citizen and resident.

**Student Representation Fee** [Education Code Section 76060.5]

Students will be charged a \$2 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

**College Services Fee**

This fee funds [Chaffey College Student Government \(CCSG\)](#) ~~Associated Students of Chaffey College (ASCC)~~ programs and activities throughout the academic term, including (but not limited to):

- Annual scholarships
- Lectures, special cultural events, and a variety of service projects for students and the community
- Discount tickets to major attractions
- Opportunity drawings and giveaways
- Emergency book grants
- Campus improvements
- Department grants

**Student Transportation Costs** [Education Code Section 76361]

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

References: Education Code Sections 76300 et seq.;

[Title 5 Sections 54221 and 58501;](#)

[ACCJC Accreditation Eligibility Requirement 20;](#)

[California Community Colleges Chancellor's Office \(CCCCO\) Student Fee Handbook](#)



Policy

Category: Executive Expectations

Adopted: 4/24/14

*(Replaces former Board Policy 5.3)*

END OF DRAFT TEXT

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*Review information, process notes and legal citations section begins on the next page.*



#### Review information

**General information:** *The Office of Institutional Research, Policy & Grants (“OIRPG”) is the Superintendent/President’s designee with oversight of the review process. Review information is provided for draft review purposes only and will be removed when the BP is approved.*

*Each chapter is under the purview of a primary administrative office. The senior administrator’s review of the BP is required. (Note: Ch. 3 BPs are assigned individually by subject area.) Other administrators and managers whose work should inform BP recommendations provide advisory input. If the BP is designated 10+2, then Academic Senate review is required. If substantive modifications are made to language that is legally required or advised, then CCLC recommends review by District legal counsel. Per AP 2410, non-substantive edits may be made without further institutional review.*

#### Specific information:

Chapter	<input type="checkbox"/> 1-The District <input type="checkbox"/> 2-Governing Board <input type="checkbox"/> 3-General Institution <input type="checkbox"/> 4-Instruction <input checked="" type="checkbox"/> 5-Student Services <input type="checkbox"/> 6-Business and Fiscal Affairs <input type="checkbox"/> 7-Human Resources
BP designation(s)	<input checked="" type="checkbox"/> Legally required <input type="checkbox"/> Legally advised <input checked="" type="checkbox"/> Accreditation Standard/ER <input type="checkbox"/> Suggested as good practice (optional) <input type="checkbox"/> Chaffey specific <input checked="" type="checkbox"/> 10+2
Primary administrative office	<input type="checkbox"/> Superintendent/President (Ch 1, 2, 3) <input type="checkbox"/> AS Administrative Services and Emergency Operations (Ch 3) <input type="checkbox"/> AS Business Services and Economic Development (Ch 3, 6, 7) <input type="checkbox"/> AS Instruction and Institutional Effectiveness (Ch 3, 4) <input checked="" type="checkbox"/> AS Student Services and Strategic Communications (Ch 3, 5)
Advisory office(s)	Admissions & Records; Business Services
CCLC update	Checked for any legally required or advised language issued by the CCLC Policy Subscriber Service through: October 2025 legal update
References	Legal text attached: <input checked="" type="checkbox"/> Yes, <i>in part</i> <input type="checkbox"/> No File: N/A

#### Process notes

**Standard BP review sequence per AP 2410:** *Initial review (by OIRPG) | Administrator | Faculty 10+2 if required | President’s Cabinet (1<sup>st</sup> reading and information; sunshine with participatory governance groups for input; 2<sup>nd</sup> reading and approval) | Governing Board (Policy Liaison; 1<sup>st</sup> reading and information; 2<sup>nd</sup> reading and adoption).*

Date	Review Step
11/14/25	Initial review   OIRPG  Reviewed by Melissa Christian (Exec Dir), Trinity Kealoha (Rsch & Policy Spec). Revisions: CCLC, health fee per Executive Team (see CCCCCO Legal Opinion 12-09 in the legal citations section below), ASCC correction, references.
TBD	Admin review   Student Services



Process notes

	Alisha Rosas (Sr Admin), Tomeika Carter (Exec Dir, Student Support Services), Hugo Flores (Dir, A&R), Andrew Long (Dean, Instructional Support), Patrick Cabildo (Exec Dir, Business Services), Ryan Church (Chief Legal Officer)
TBD	Faculty 10+2 – review required
TBD	Cabinet
TBD	Board

Legal citations

EDC [76300](#) et seq. | Title 5 Sections [54221](#) and [58501](#) | [ACCJC](#) Accreditation Eligibility Requirement 20 | California Community Colleges Chancellor's Office (CCCCO) [Student Fee Handbook](#)

NOTE: The following legal text includes only those sections referenced in the fee type section revised in the BP (enrollment, baccalaureate degree program, course auditing, health, instructional materials, international students application processing, and student representation fees).

## Enrollment Fee

### Education Code Section 76300

76300. (a) The governing board of each community college district shall charge each student a fee pursuant to this section.

(b) (1) The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester, effective with the summer term of the 2012 calendar year.

(2) The board of governors shall proportionately adjust the amount of the fee for term lengths based upon a quarter system, and also shall proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the board of governors may round the per unit fee and the per term or per session fee to the nearest dollar.

(c) For the purposes of computing apportionments to community college districts pursuant to Section 84750.4 or 84750.5, as applicable, the board of governors shall subtract, from the total revenue owed to each district, 98 percent of the revenues received by districts from charging a fee pursuant to this section.

(d) The board of governors shall reduce apportionments by up to 10 percent to any district that does not collect the fees prescribed by this section.

(e) The fee requirement does not apply to any of the following:

(1) Students enrolled in the noncredit courses designated by Section 84757.

(2) California State University or University of California students enrolled in pretransfer classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the district claims an attendance apportionment pursuant to an agreement between the district and the California State University or the University of California.

(3) Students enrolled in credit contract education courses pursuant to Section 78021, if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the district is contracting and if these students are not included in the calculation of the full-time equivalent students (FTES) of that district.

(f) The governing board of a community college district may exempt special part-time students admitted pursuant to Section 76001 from the fee requirement.

(g) (1) The fee requirements of this section shall be waived for any student who meets all of the following requirements:

(A) Meets minimum academic and progress standards adopted by the board of governors that fulfill the requirements outlined in this paragraph and paragraphs (2) to (5), inclusive. Any minimum academic and progress standards adopted pursuant to this section shall be uniform across all community college districts and campuses. These standards shall not include a maximum unit cap, and community college districts and colleges shall not impose requirements for fee waiver eligibility other than the minimum academic and progress standards adopted by the board of governors and the requirements of subparagraph (B).

(B) Meets one of the following criteria:

(i) At the time of enrollment, is a recipient of benefits under the Temporary Assistance for Needy Families program, the Supplemental Security Income/State Supplementary Payment Program, or a general assistance program.

(ii) Demonstrates eligibility according to income standards established by regulations of the board of governors.

(iii) Demonstrates financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

(iv) At the time of enrollment, is a homeless youth or a former homeless youth as defined in subdivision (b) of Section 66025.9.

(2) (A) The board of governors, in consultation with students, faculty, and other key stakeholders, shall consider all of the following in the development and adoption of minimum academic and progress standards pursuant to subparagraph (A) of paragraph (1):

(i) Minimum uniform academic and progress standards that do not unfairly disadvantage financially needy students in pursuing their education.

(ii) Criteria for reviewing extenuating circumstances and granting appeals that, at a minimum, take into account and do not penalize a student for circumstances outside the student's control, such as reductions in student support services or changes to the economic situation of the student.

(iii) A process for reestablishing fee waiver eligibility that provides a student with a reasonable opportunity to continue or resume the student's enrollment at a community college.

(B) To ensure that students are not unfairly impacted by the requirements of subparagraph (A) of paragraph (1), the board of governors shall establish a reasonable implementation period that commences no sooner than one year from adoption of the minimum academic and progress standards, or any subsequent changes to these standards, pursuant to subparagraph (A) of paragraph (1) and that is phased in to provide students adequate notification of this requirement and information about available support resources.

(3) It is the intent of the Legislature that minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) be implemented only as campuses develop and implement the student support services and interventions necessary to ensure no disproportionate impact to students based on ethnicity, gender, disability, or socioeconomic status. The board of governors shall consider the ability of community college districts to meet the requirements of this paragraph before adopting minimum academic and progress standards, or any subsequent changes to these standards, pursuant to subparagraph (A) of paragraph (1).

(4) It is the intent of the Legislature to ensure that a student shall not lose fee waiver eligibility without a community college campus first demonstrating a reasonable effort to provide a student with adequate notification and assistance in maintaining the student's fee waiver eligibility. The board of governors shall adopt regulations to implement this paragraph that ensure all of the following:

(A) Students are provided information about the available student support services to assist them in maintaining fee waiver eligibility.

(B) Community college district policies and course catalogs reflect the minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) and that appropriate notice is provided to students before the policies are put into effect.

(C) A student does not lose fee waiver eligibility unless the student has not met minimum academic and progress standards adopted pursuant to subparagraph (A) of paragraph (1) for a period of no less than two consecutive academic terms.

(5) The board of governors shall provide notification of a proposed action to adopt regulations pursuant to this subdivision to the appropriate policy and fiscal committees of the Legislature in accordance with the requirements of paragraph (1) of subdivision (a) of Section 70901.5. This notification shall include, but not be limited to, all of the following:

(A) The proposed minimum academic and progress standards and information detailing how the requirements of paragraphs (1) to (4), inclusive, have been or will be satisfied.

(B) How many students may lose fee waiver eligibility by ethnicity, gender, disability, and, to the extent relevant data is available, by socioeconomic status.

(C) The criteria for reviewing extenuating circumstances, granting appeals, and reestablishing fee waiver eligibility pursuant to paragraph (2).

(h) The fee requirements of this section shall be waived for any student who, at the time of enrollment, is a dependent or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(i) The fee requirements of this section shall be waived for any student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Section 68120 or 68120.3.

(j) The fee requirements of this section shall be waived for any student in an undergraduate program, including a student who has previously graduated from another undergraduate or graduate program, who is the dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade

Center and the Pentagon or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if that dependent meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following applies:

(1) The dependent was a resident of California on September 11, 2001.

(2) The individual killed in the attacks was a resident of California on September 11, 2001.

(k) A determination of whether a person is a resident of California on September 11, 2001, for purposes of subdivision (j) shall be based on the criteria set forth in Chapter 1 (commencing with Section 68000) of Part 41 of Division 5 for determining nonresident and resident tuition.

(l) (1) "Dependent," for purposes of subdivision (j), is a person who, because of the person's relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1, 2013.

(3) A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under subdivision (j) until that person attains 30 years of age.

(4) A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation Board, is also entitled to the waivers provided in this section until January 1, 2013.

(m) (1) It is the intent of the Legislature that sufficient funds be provided to support the provision of a fee waiver for every student who demonstrates eligibility pursuant to subdivisions (g) to (j), inclusive.

(2) From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to 2 percent of the fees waived pursuant to subdivisions (g) to (j), inclusive. From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to ninety-one cents (\$0.91) per credit unit waived pursuant to subdivisions (g) to (j), inclusive. It is the intent of the Legislature that funds provided pursuant to this subdivision be used to support the determination of financial need and delivery of student financial aid services, on the basis of the number of students for whom fees are waived. It also is the intent of the Legislature that the funds provided pursuant to this subdivision directly offset mandated costs claimed by community college districts pursuant to Commission on State Mandates consolidated Test Claims 99-TC-13 (Enrollment Fee Collection) and 00-TC-15 (Enrollment Fee Waivers). Funds allocated to a community college district for determination of financial need and delivery of student financial aid services shall supplement, and shall not supplant, the level of funds allocated for the administration of student financial aid programs during the 1992–93 fiscal year.

(n) (1) A community college district may use available emergency relief funds provided by the federal government to waive the fee requirements established pursuant to this section for a student who has not paid the fee due to the impacts of the COVID-19 pandemic.

(2) A community college district may use the authorization established pursuant to this subdivision only to waive the fees of students that are unpaid due to the impacts of the COVID-19 pandemic. A participating community college district shall first waive the unpaid fees of low-income students and students from underrepresented communities.





(o) The board of governors shall adopt regulations implementing this section.

(Amended by Stats. 2022, Ch. 465, Sec. 5. (AB 2973) Effective January 1, 2023.)

## Baccalaureate Degree Program Fees

### Title 5 Section 58501

§ 58501. Enrollment Fee.

(a) Semester: The enrollment fee charged of students enrolled in a regular semester shall be a per credit unit rate prescribed by the Legislature.

(b) Quarter: The enrollment fee charged of students enrolled in a regular quarter session shall be two-thirds of the per credit unit rate for a regular semester.

(c) Fractional Units: The enrollment fee charged for courses with fractional unit value shall be computed by multiplying the fraction times the applicable semester or quarter unit rate and rounding off to the nearest dollar.

(d) Baccalaureate Program Fees: The fees charged for students enrolled in upper division coursework in a baccalaureate degree program shall be a per credit unit rate prescribed by the Legislature. Students enrolled in a baccalaureate degree program pay the baccalaureate degree program fee in addition to the enrollment fee.

(e) Enrollment and all related fees shall be published in the college catalogs and on college websites.

Note: Authority cited: Sections 66700, 70901, 76300 and 78042, Education Code. Reference: Sections 70901, 70901.5, 76300, 78040, 78041, 78042 and 78043, Education Code.

New subsections (d)-(e) and amendment of Note filed 7-9-2025; operative 8-8-2025

## Course Auditing Fee

### Education Code Section 76370

76370. The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

(Amended by Stats. 1995, Ch. 758, Sec. 100. Effective January 1, 1996.)

## Health Fee

### Education Code Section 76355

76355. (a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

(d) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986–87 fiscal year shall maintain health services, at the level provided during the 1986–87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

(Amended by Stats. 2005, Ch. 320, Sec. 2. Effective January 1, 2006.)

**Excerpt from CCCC Legal Opinion 12-09**

Generally speaking, the fee may be charged to all students, whether or not they choose to use the health services. Districts may choose to charge or exempt noncredit students at their discretion. Part-time students may be exempted or required to pay a portion of the full fee. Section 76355 provides that if a district requires a fee, “the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay.” We believe this language indicates a legislative intent that governing boards need to specifically determine whether part-time students will be charged a health fee. Making a clear determination concerning part-time students demonstrates clear compliance with the statute and may insulate districts from potential claims from part-time students that health fees were collected from them without appropriate board approval.

## Instructional Materials

**Education Code Section 76365**

76365. The board of governors shall adopt regulations regarding the authority of community college districts to require students to provide various types of instructional materials. These regulations shall reflect the intent of the Legislature that community college districts are not required to provide all materials, textbooks, equipment, and clothing necessary for each course and program. These regulations shall specify the conditions under which districts may require students to provide those materials that are of continuing value to the student outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those materials that are necessary for the student's vocational training and employment. The regulations shall establish a process for monitoring district compliance with these regulations.

(Added by Stats. 1993, Ch. 8, Sec. 34. Effective April 15, 1993.)

**Title 5 Section 54221**

§ 54221. Burden-Free Access to Instructional Materials.

- (a) Governing boards shall adopt policies that ensure student access to textbooks and supplemental materials that are needed on the first day of class. Practices that enable first day access to zero-cost resources include, but are not limited to, the following:
- (1) adapting or adopting open educational resources for some or all textbook and ancillary material, when the option is available and feasible; and
  - (2) copying initial textbook chapters as permissible within copyright.
- (b) Governing boards shall adopt policies that strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.
- (c) District policies shall maintain an instructor's responsibility and academic freedom to choose instructional materials. District policies shall also support student-centered practices that encourage the use of zero-cost instructional materials, and leverage available resources to the maximum extent feasible, including, but not limited to, the following:
- (1) developing and implementing sustainable zero-textbook-cost degrees, consistent with Education Code section 78052;
  - (2) adapting open educational resources to complete degrees and career technical education certificates;
  - (3) adopting open educational resources (OER) for courses in which OER is commonly available and prioritizing courses needed to satisfy general education requirements;
  - (4) establishing lending programs and maintaining college library resources to support immediate access to course materials;
  - (5) developing policies that enable financial aid early disbursements consistent with 34 CFR 668.164(i);

- (6) encouraging and supporting students to complete their financial aid files early to receive timely disbursement; and
- (7) deploying other forms of direct aid and support program resources to strengthen student financial stability.

(d) For the purposes of this section, the following definitions apply:

- (1) "Instructional materials" means all of the required materials for a course including textbooks, supplemental materials and supplies. Instructional materials do not include materials used or designed primarily for administrative purposes, class management, course management or supervision.
- (2) "Textbooks" means the educational resources identified in the syllabus for the course.
- (3) "Supplemental materials" means additional resources that complement the textbook and enhance the learning experience. These can include a variety of materials, such as lab manuals, workbooks, homework systems, required educational software, interactive websites, journal articles, novels, and readers.

Note: Authority cited: Sections 66406 and 70901, Education Code. Reference: Sections 66406, 70901 and 70902, Education Code.

New section filed 7-1-2025; operative 7-31-2025.

#### Title 5 Sections 59400 et seq. [59400, 59402, 59404, 59406, 59406.5, 59408]

##### § 59400. Required Instructional Materials.

- (a) The governing board of a district may, consistent with the provisions of this subchapter, require students to provide instructional materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.
- (b) Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.
- (c) Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
- (d) Except as specifically authorized or required in the Education Code, the governing board of a community college district shall not require a student to pay a fee for any instructional materials required for a credit or noncredit course.
- (e) The Chancellor's Office shall adopt guidelines for districts implementing this subchapter.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

[Amendment of subchapter heading and section filed 8-8-2012; operative 9-7-2012]

##### § 59402. Definitions.

For the purposes of this subchapter the following definitions apply:

- (a) "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

(b) "Solely or exclusively available from the district" means that the instructional material is not available except through the district, or that the district requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and:

- (1) the instructional material is otherwise generally available, but is provided solely or exclusively by the district for health and safety reasons; or
- (2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

(c) "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during the class.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012

#### **§ 59404. District Policies and Regulations for Instructional Materials.**

(a) The governing board of a community college district which requires that students provide instructional materials for a course shall adopt policies or regulations, consistent with the provisions of this subchapter, which specify the conditions under which such materials will be required. These policies and regulations shall direct instructors to take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

(b) The policies or regulations specified in subdivision (a) shall be published in each college catalog developed after the date of adoption.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment of section heading and subsection (a) filed 8-8-2012; operative 9-7-2012.

#### **§ 59406. Report to Chancellor.**

The governing board of a community college district which prescribes required instructional materials for its courses shall respond to periodic surveys or inquiries of the Chancellor on the subject.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012.

#### **§ 59406.5. Reports Re Instructional Materials Used.**

Each district board shall make reports, whenever required, directly to the Board of Governors or Chancellor's Office, concerning the instructional materials used in its colleges.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23).

#### **§ 59408. Violations of Subchapter.**

The governing board of a district which prescribes required instructional materials in violation of this subchapter shall be deemed to have established a student fee not expressly established by law.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012.

## International Students Application Processing Fee

### Education Code Section 76142

76142. (a) A community college district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of: (1) the actual cost of processing an application and other documentation required by the federal government, or (2) one hundred dollars (\$100), which may be deducted from the tuition fee at the time of enrollment.

(b) No processing fee shall be charged to an applicant who would be eligible for an exemption from nonresident tuition pursuant to Section 76140 or who can demonstrate economic hardship. For purposes of this section, the governing board of each community college district that chooses to impose the fee authorized by this section shall adopt a definition of economic hardship that includes the financial circumstances of a person who is a victim of persecution or discrimination in the foreign country in which the applicant is a citizen and resident, or who is a recipient of benefits under the Temporary Assistance for Needy Families program described in Parts A and F of Title IV of the Social Security Act (42 U.S.C. Secs. 601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program.

(Amended by Stats. 2005, Ch. 654, Sec. 11. Effective October 7, 2005.)

## Student Representation Fee

### Education Code Section 76060.5

76060.5. (a) If a student body association has been established at a community college as authorized by Section 76060, a student representation fee of two dollars (\$2) shall be collected by the officials of the community college, together with all other fees, at the time of registration or before registration and shall be deposited in a separate fiduciary fund established per the California Community Colleges Budget and Accounting Manual for student representation fees. The money collected pursuant to this section shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

(b) (1) One dollar (\$1) of every two-dollar (\$2) fee collected shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities.

(2) The underlying goals of a statewide community college student organization shall include, but are not limited to, all of the following:

(A) Establishing a sustainable foundation for statewide community college student representation and advocacy.

(B) Promoting institutional and organizational memory.

(C) Ensuring and maintaining responsible community college student organizational oversight and decisionmaking.

(D) Strengthening regional approaches for community college student representation and coordination.

(E) Promoting and enhancing student opportunities for engagement in community college student issues and affairs.

(F) Providing for open and public transparency and accountability.

(G) Supporting student participation and engagement in statewide higher education policy and advocacy activities.

(c) Fees collected pursuant to subdivision (b) shall be annually distributed to the Board of Governors before February 1. The Board of Governors shall have custody of the moneys and shall, each year by April 15, distribute the moneys to the recognized statewide community college student organization if the recognized statewide community college student organization satisfies all of the following:

(1) Is established as a legal entity registered with the Secretary of State.

(2) Demonstrates compliance with all applicable state and federal laws and reporting requirements.

(3) Exercises prudent fiscal management by establishing generally accepted accounting controls and procedures.

(4) (A) Commencing after the first year it receives funding pursuant to this subdivision, completes an annual independent financial audit, the results of which shall be annually provided to the Board of Governors for review.

(B) (i) Except as provided in clause (ii) and after the first year funding is received, it shall be a condition for funding pursuant to this subdivision that the results of the annual audit identify no significant audit findings.

(ii) In no event shall funds be withheld from the statewide community college student organization unless the statewide community college student organization fails to address and correct any identified exceptions, concerns, errors, or deficiencies contained in the annual audit after being given a reasonable opportunity to do so.

(5) Meets the obligations and addresses the goals described in subdivision (b).

(d) Meetings of the recognized statewide community college student organization shall be open to the public and shall comply with the requirements of the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code) and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

(e) (1) The chief fiscal officer of the community college shall have custody of the money collected pursuant to this section, except as provided in subdivision (c), and the money shall be disbursed for the purposes described in subdivision (a) upon the order of the governing body of the student body association.

(2) The community college district shall annually prepare a summary of all revenue collected from the student representation fee and the expenditures of the proceeds of the student representation fee. The summary shall include the amount distributed to the Board of Governors of the California Community Colleges each year. The summary shall be presented at the community college district board meeting each year and posted to the community college district internet website.



(3) The community college district may retain a portion of the fees collected and deposited pursuant to this section that is equal to the actual cost of administering these fees up to, but not more than, 7 percent.

(f) A student may refuse to pay the student representation fee established under this section. The community college shall provide the student a means to refuse to pay the student representation fee on the same form that is used for collection of fees, which, as determined by the community college, shall be as nearly as practical in the same form as a model form prescribed by regulations of the Board of Governors of the California Community Colleges.

(g) Any costs incurred by the Office of the Chancellor of the California Community Colleges to implement subdivisions (b) and (c) shall be reimbursed by the statewide community college student organization.

(h) If no statewide community college student organization that qualifies for funding in accordance with this section is recognized by the Board of Governors, the funds collected pursuant to this section shall be held by the Office of the Chancellor of the California Community Colleges until a qualifying statewide community college student organization is recognized, or shall be returned to the source of funds.

(Amended by Stats. 2021, Ch. 615, Sec. 79. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)





Review Purpose	<input type="checkbox"/> Adoption	<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Cyclical Review
Description	CCLC Update  The Service updated this procedure to add a legal citation to the revised Title 5 regulations on burden-free access to instructional materials and to identify the District's obligation to ensure student access to instructional materials.		

Standard mark-up for any recommendations made during review process:

**Red** = CCLC legal update | **Blue** = Administrators, faculty, staff | Insertions | ~~Deletions~~

DRAFT TEXT

## AP 5031 Instructional Materials Fees

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Most courses require a material/instructional usage fee. Charges vary and are subject to change. Students should consult the current schedule of classes for fee amounts, which are noted under the appropriate class description.

Material fees are due at the time of registration and are not subject to waiver.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.

Instructors are responsible for selecting instructional materials and shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.



## Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

## Establishing Required Materials and Related Fees

The recommended materials fee shall be reviewed by the Office of Instructional Support to ensure compliance with regulations.

The Office of Budgeting Services will submit the recommended materials fees to the Governing Board for final approval.

The lecture or laboratory faculty member will provide students with the materials covered by the fee.

The schedule of classes, which is updated on a regular basis and available on-line, contains the most recent information regarding instructional materials fees.

References: Education Code Section 76365;  
Title 5 Sections [54221 and](#) 59400 et seq.

Approved: 2/18/14



Reviewed: 1/17/23

END OF DRAFT TEXT

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*Review information, process notes and legal citations section begins on the next page.*



#### Review information

**General information:** *The Office of Institutional Research, Policy & Grants (“OIRPG”) is the Superintendent/President’s designee with oversight of the review process. Review information is provided for draft review purposes only and will be removed when the AP is approved.*

*Each chapter is under the purview of a primary administrative office. The senior administrator’s review of the AP is required. (Note: Ch. 3 APs are assigned individually by subject area.) Other administrators and managers whose work should inform AP recommendations provide advisory input. If the AP is designated 10+2, then Academic Senate review is required. If substantive modifications are made to language that is legally required or advised, then CCLC recommends review by District legal counsel. Per AP 2410, non-substantive edits may be made without further institutional review.*

#### Specific information:

Chapter	<input type="checkbox"/> 1-The District <input type="checkbox"/> 2-Governing Board <input type="checkbox"/> 3-General Institution <input type="checkbox"/> 4-Instruction <input checked="" type="checkbox"/> 5-Student Services <input type="checkbox"/> 6-Business and Fiscal Affairs <input type="checkbox"/> 7-Human Resources
AP designation(s)	<input checked="" type="checkbox"/> Legally required <input type="checkbox"/> Legally advised <input type="checkbox"/> Accreditation Standard/ER <input type="checkbox"/> Suggested as good practice (optional) <input type="checkbox"/> Chaffey specific <input checked="" type="checkbox"/> 10+2
Primary administrative office	<input type="checkbox"/> Superintendent/President (Ch 1, 2, 3) <input type="checkbox"/> AS Administrative Services and Emergency Operations (Ch 3) <input type="checkbox"/> AS Business Services and Economic Development (Ch 3, 6, 7) <input type="checkbox"/> AS Instruction and Institutional Effectiveness (Ch 3, 4) <input checked="" type="checkbox"/> AS Student Services and Strategic Communications (Ch 3, 5)
Advisory office(s)	Admissions & Records, Instructional Support, Business Services
CCLC update	Checked for any legally required or advised language issued by the CCLC Policy Subscriber Service through: October 2025 legal update
References	Legal text attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No File: 5031-AP Legal Citations OIRPG 1130.pdf

#### Process notes

**Standard AP review sequence per AP 2410:** *Initial review (by OIRPG) | Administrator | Faculty 10+2 if required | President’s Cabinet (1<sup>st</sup> reading and information; sunshine with participatory governance groups for input; 2<sup>nd</sup> reading and approval).*

Date	Review Step
11/14/25	Initial review   OIRPG  Reviewed by Melissa Christian (Exec Dir), Trinity Kealoha (Rsch & Policy Spec). Revisions: CCLC.
TBD	Admin review  Alisha Rosas (Sr Admin), Tomeika Carter (Exec Dir, Student Support Services), Hugo Flores (Dir, A&R), Andrew Long (Dean, Instructional Support), Patrick Cabildo (Exec Dir, Business Services), Ryan Church (Chief Legal Officer)



Process notes

TBD	Faculty 10+2 – review required
TBD	Cabinet

Legal citations

EDC [76365](#) | Title 5 [54221](#) and [59400](#) et seq.

## California Education Code

### Section 76365

76365. The board of governors shall adopt regulations regarding the authority of community college districts to require students to provide various types of instructional materials. These regulations shall reflect the intent of the Legislature that community college districts are not required to provide all materials, textbooks, equipment, and clothing necessary for each course and program. These regulations shall specify the conditions under which districts may require students to provide those materials that are of continuing value to the student outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those materials that are necessary for the student's vocational training and employment. The regulations shall establish a process for monitoring district compliance with these regulations.

(Added by Stats. 1993, Ch. 8, Sec. 34. Effective April 15, 1993.)

## California Code of Regulations Title 5. Education

### Section 54221

#### § 54221. Burden-Free Access to Instructional Materials.

(a) Governing boards shall adopt policies that ensure student access to textbooks and supplemental materials that are needed on the first day of class. Practices that enable first day access to zero-cost resources include, but are not limited to, the following:

- (1) adapting or adopting open educational resources for some or all textbook and ancillary material, when the option is available and feasible; and
- (2) copying initial textbook chapters as permissible within copyright.

(b) Governing boards shall adopt policies that strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.

(c) District policies shall maintain an instructor's responsibility and academic freedom to choose instructional materials. District policies shall also support student-centered practices that encourage the use of zero-cost instructional materials, and leverage available resources to the maximum extent feasible, including, but not limited to, the following:

- (1) developing and implementing sustainable zero-textbook-cost degrees, consistent with Education Code section 78052;
- (2) adapting open educational resources to complete degrees and career technical education certificates;
- (3) adopting open educational resources (OER) for courses in which OER is commonly available and prioritizing courses needed to satisfy general education requirements;
- (4) establishing lending programs and maintaining college library resources to support immediate access to course materials;
- (5) developing policies that enable financial aid early disbursements consistent with 34 CFR 668.164(i);



- (6) encouraging and supporting students to complete their financial aid files early to receive timely disbursement; and
- (7) deploying other forms of direct aid and support program resources to strengthen student financial stability.

(d) For the purposes of this section, the following definitions apply:

- (1) "Instructional materials" means all of the required materials for a course including textbooks, supplemental materials and supplies. Instructional materials do not include materials used or designed primarily for administrative purposes, class management, course management or supervision.
- (2) "Textbooks" means the educational resources identified in the syllabus for the course.
- (3) "Supplemental materials" means additional resources that complement the textbook and enhance the learning experience. These can include a variety of materials, such as lab manuals, workbooks, homework systems, required educational software, interactive websites, journal articles, novels, and readers.

Note: Authority cited: Sections 66406 and 70901, Education Code. Reference: Sections 66406, 70901 and 70902, Education Code.

New section filed 7-1-2025; operative 7-31-2025.

### Sections 59400 et seq.

Division 6. California Community Colleges

Chapter 10. Community College Administration

Subchapter 7. Instructional Materials

[Sections: 59400, 59402, 59404, 59406, 59406.5, 59408]

### Section 59400

§ 59400. Required Instructional Materials.

(a) The governing board of a district may, consistent with the provisions of this subchapter, require students to provide instructional materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.

(b) Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

(c) Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

(d) Except as specifically authorized or required in the Education Code, the governing board of a community college district shall not require a student to pay a fee for any instructional materials required for a credit or noncredit course.

(e) The Chancellor's Office shall adopt guidelines for districts implementing this subchapter.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

[Amendment of subchapter heading and section filed 8-8-2012; operative 9-7-2012]



## Section 59402

### § 59402. Definitions.

For the purposes of this subchapter the following definitions apply:

(a) "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

(b) "Solely or exclusively available from the district" means that the instructional material is not available except through the district, or that the district requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and:

(1) the instructional material is otherwise generally available, but is provided solely or exclusively by the district for health and safety reasons; or

(2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

(c) "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during the class.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012

## Section 59404

### § 59404. District Policies and Regulations for Instructional Materials.

(a) The governing board of a community college district which requires that students provide instructional materials for a course shall adopt policies or regulations, consistent with the provisions of this subchapter, which specify the conditions under which such materials will be required. These policies and regulations shall direct instructors to take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

(b) The policies or regulations specified in subdivision (a) shall be published in each college catalog developed after the date of adoption.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment of section heading and subsection (a) filed 8-8-2012; operative 9-7-2012.

## Section 59406

### § 59406. Report to Chancellor.

The governing board of a community college district which prescribes required instructional materials for its courses shall respond to periodic surveys or inquiries of the Chancellor on the subject.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012.

## Section 59406.5

### § 59406.5. Reports Re Instructional Materials Used.



Each district board shall make reports, whenever required, directly to the Board of Governors or Chancellor's Office, concerning the instructional materials used in its colleges.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23).

### **Section 59408**

§ 59408. Violations of Subchapter.

The governing board of a district which prescribes required instructional materials in violation of this subchapter shall be deemed to have established a student fee not expressly established by law.

Note: Authority cited: Sections 66700, 70901 and 76365, Education Code. Reference: Sections 70901, 70902 and 76365, Education Code.

Amendment filed 8-8-2012; operative 9-7-2012.



## ACADEMIC SENATE MINUTES

### NOVEMBER 25, 2025

Elizabeth “Liz” Encarnacion	President	2025-2027	Y
Terezita Reyes Overduin	Vice-President	2025-2026	Y
Laura Santamaria Brady	Secretary/Treasurer	2025-2026	Y
Angela Burk – Herrick	Curriculum Chair	2025-2027	Y
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026	Y
Henry Leonor	Arts, Communication & Design A	2025-2027	Y
Vacant	Arts, Communication & Design B	2025-2026	
Nicole Farrand	Arts, Communication & Design B	2025-2027	Y
Myra Andrade	Academic & Career Counseling	2024-2026	N
Wendy Whitney	Academic & Career Counseling	2025-2027	Y
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026	Y
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	Y
Hannah Carter	Chino Campus	2024-2026	Y
Manar Hijaz	Chino Campus	2025-2027	Y
Sean Connelly	Fontana Campus	2024-2026	Y
Anthony Guaracha	Fontana Campus	2025-2027	Y
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026	Y
Vacant	Health & Wellness - Health Sciences	2025-2027	
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026	Y
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027	Y
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2025-2027	Y
Melanie Bratcher	Public Service, Culture, & Society	2025-2026	Y
Patricia Gomez	Public Service, Culture, & Society	2025-2027	Y
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026	Y
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-2027	Y
Tamari Jenkins	Senator-At-Large	2023-2026	Y
Sarah Chamberlain	Senator-At-Large	2024-2027	N
Jin Liu	Senator-At-Large	2025-2028	Y
Carolyn Ward	Adjunct Senator-At-Large	2025-2026	N
Etka Kandhway	Adjunct Senator-At-Large	2025-2027	Y
<b>Alternates</b>			
Stephen Shelton	Arts, Communication & Design A	2024-2026	Y
Vacant	Arts, Communication & Design B	2025-2027	
Melissa Johannsen	Academic & Career Counseling	2024-2026	N
Fabiola Espitia	Academic & Career Counseling	2025-2027	N
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	N
Vacant	Chino Campus	2025-2027	
Vacant	Fontana Campus	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Lisa Doget	Health & Wellness - Health Sciences	2025-2027	N
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027	N
Rose Ann Osmanian	Instructional Support	2025-2027	Y
Vacant	Public Service, Culture, & Society	2025-2026	
Vacant	Science, Technology, Engineering & Mathematics	2025-2027	
Vacant	Adjunct Alternate Senator	2025-2027	
Sarah Schmidt	Classified Senate Liaison	2025-2027	Y
Nolan Krueger	Chaffey College Student Government	2025-2027	Y
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027	N

**Guests:**

Jackie Boboye, Counselor, Counseling

Andrew Long, Dean, Instructional Support

Michael McClellan, Associate Superintendent, Instruction and Institutional Effectiveness

Mark Vidal, Director, Marketing & Public Relations

**1. PERSONAL EXPRESSION (12:30 P.M.)****2. CALL TO ORDER (12:35 P.M.) 12:39 P.M.****2.1 Land Acknowledgement**

*With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.*

*- Read by Elizabeth Encarnacion, President, Academic Senate*

**2.2 Attendee Identification** (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. ADOPTION OF AGENDA**

- November 25, 2025
- **Motion for Approval** - Senator Lee moved to adopt the agenda. Senator Polidano seconded the motion. The motion was approved. 11.25.25, 20Y/0N/0A.

**5. CONSENT AGENDA****5.1 November 18 Meeting Minutes.** See attachment titled, "ACADEMIC SENATE MINUTES November 18, 2025 DRAFT"**5.2 Curriculum** is asking that the Academic Senate endorse the course modifications that are presented in the packet. See attachment titled "*11-19-25 Curriculum Endorsements*"**5.3 Faculty representatives that have been requested to serve on these selection/hiring committees:** see ["AP 7120 Committee Compositions"](#)**5.3.1 Assistant Manager, Maintenance**

Bryant Dineros, Instructor, Dental Assisting (replacing Thierry Brusselle)

**5.3.2 Program Assistant, Admissions and Records**

Erik Kolb, Biology, STEM

### **5.3.3 Administrative Assistant II, Financial Aid**

Donald Essex, Counselor, DPS

**5.4** Faculty representatives that can no longer serve on these selection/hiring committees:

#### **5.4.1 Assistant Manager, Maintenance**

Thierry Brusselle, BTH

- **Motion for Approval** - Senator Lee moved to approve the Consent Agenda. Senator Polidano seconded the motion. The motion was approved. 11.18.25, 22Y/0N/0A.

**6. GUEST(S)/PRESENTATION(S)** - None.

## **7. REPORT(S)**

### **7.1 President**

### **7.2 Vice President**

- Senators,

The library building here at the Rancho campus is currently open, but inaccessible from the East side of the building. Due to a roofing project, barriers have been erected around the building that block the East entrance. Library staff had not been given any notification of this change in access; instead, we discovered the change yesterday morning and scrambled to make some pen-and-paper signs. The complete closure of the East side is a major (and literal) barrier to access for our students; if they want to access the library from campus, they have to go up past the SS building, through the upper parking lot, and then come back down via a set of stairs to the library parking lot. Or, they can walk down around the new LLC building and up through the BE building to the library parking lot. Either way, there is no signage or wayfinding through these routes. On the West side, the fences have been shifted to route students onto the new LLC pathways, which gives the false impression that the new LLC building is open.

I bring this information to you to let you know that there was no communication from any project managers to let us know about this change to access, and I have seen no communication to students or the wider campus community. Additionally, the library has requested information regarding how long this will be in effect, and we are waiting for an answer. The roofing project has caused a major disruption to student study efforts at a critical time in the semester. The roofers are very loud, and there is no quiet study in the library anymore. This latest change that limits access to the library from the main part of campus has been the latest blow to student access to quiet study space.

I urge our student government representatives to let the student voice be known.

### **7.3 Secretary/Treasurer**

### **7.4 Curriculum Chair**

## 7.5 Classified Senate Liaison

## 7.6 Chaffey College Student Government Liaison

- Student Government will be attending and presenting at the Advocacy Academy.

## 8. UNFINISHED BUSINESS

**8.1 Action Item:** Sabbatical Proposal Review: The subcommittees must communicate any requested revisions to the proposal writers during the five-week review period (10/24-11/25). A completed proposal must be submitted by Tuesday, November 25, 5:00 PM. The subcommittee must present the completed final proposal prior to giving an official report to the Academic Senate.

- Naomi McCool, Sociology, PCS (Requested: Spring 2027) Senators: Kandhway and Whitney
  - The proposal underscores that since adopting Canvas LMS in 2020, the market for student-facing educational and instructional plugins, like Harmonize, Padlet, etc, has grown significantly, in addition to the recent integration of AI in educational tools. The proposal highlights the research is mixed on how the integration of ed tech contributes to student learning, given factors like digital divide and instructional methodology that impacts how students engage with and benefit from these technologies.
  - Naomi proposes qualitative research on how Chaffey College has navigated the structural and market shift in distance education over the past decade. The study will examine institutional decision-making processes around educational technology, the role of data stakeholders, and impact of these decisions on the experiences of diverse online students. She will be conducting a literature review on structural and market changes in distance education within the CCC system, student experiences and learning outcomes in online education, and include in-depth interviews with key stakeholders, including management, key professionals, DE, committee members and faculty. The purpose is to understand each group's role in adopting EdTech or EdTech plugins, and to examine how institutional values and equity initiatives have shaped these decisions.
  - The subcommittee recommended that she create a timeline of her goals, which Naomi included in her revised proposal.
  - The proposal aims to offer recommendations and provide timely insights on responding to AI-driven and Ed tech integrations. She will include workshops in connection with the FSC, and her findings will also inform departmental and committee discussions and workshops on using student data for pedagogy.
  - Senator Osmanian asked for clarification on whether the instructor would be working with the Distance Education department or distance education instructors.
- **Motion for Approval** - Senator Kandhway moved to approve the sabbatical leave application. The application was reviewed and through unanimous vote has been forwarded to the office of Associate Superintendent, Instruction and Institutional Effectiveness. Senator Jenkins seconded the motion. The motion was approved. 11.18.25, 22Y/0N/0A.

**8.2 Discussion Item:** AI and Academic Integrity Workgroup Update led by workgroup members: Rose Ann Osmanian, Patty Gomez, Joseph Lee, Stephen Shelton, Henry Leonor, Justin Keller.

- The workgroup has been in conversation with a lot of instructors, librarians, and distance ed specialists. The group will have a draft of best practices for policies by Spring 2026.
- Senator Bratcher suggested tapping into all faculty feedback through quantitative study, including surveys shared during our service days.
- CCSG Liaison Krueger discussed that some students are having issues with grades after instructors give them zeros for AI-flagged assignments. The students said that they did not use AI, but were being flagged by the AI detector.
- Senator Leonor also added that part of the best practices discussion includes recommendations for what happens when we detect a student uses AI, and how we may approach that conversation.
- CCSG Liaison Krueger also highlighted that there are a lot of restrictions regarding student use of AI, but instructors may not have the same restrictions, like using AI to detect AI-submissions.
- Senator Keller also showed support for Senator Bratcher's suggestion on engaging in quantitative research.
- Senator Farrand also suggested that the workgroup includes a conversation on how to deal with repeated use of AI in the class.
- CCSG Liaison Krueger asked what the process was for students who did not use AI but were being flagged by their instructor. Students are encouraged to reach out to the department coordinator or dean for that course.
- Senator Osmanian shared that students are feeling that their integrity is being attacked after her work was being flagged as AI generated. President Encarnacion added that this may be an opportunity to consider creating sample language for how we can address our students regarding AI and AI checkers.
- Senator Lee suggested having other checks aside from AI detectors to check whether a submission is AI generated.
- Senator Gomez shared that the group already has guidelines on language to discuss AI-flagging with students.
- Senator Liu mentioned that Languages has been working on redesigning assessment methods that focus on process rather than concepts so that students are not just getting answers from AI. She also suggested that the Academic Senate Syllabus checklist include a recommendation on providing information on who is the coordinator or dean for the course.
- Senator Santamaria Brady added that students also need guidance of what tools may still fall under AI use and how to read and understand AI policies in their course syllabus..

**8.3 Discussion Item:** Resolution results from ASCCC Fall 2025 Plenary, See attachment, “2025 Fall Plenary Resolution Debate Order” and “2025 Fall Plenary Session Resolutions”

- President Encarnacion shared that the body will be taking a deep dive into future resolutions for spring so that we can advocate appropriately for what we think is important.

**8.4 Discussion Item:** “Vote Of No Confidence” one year later - where are we with our participatory governance process (an update on the Governance Handbook from President Encarnacion)

- Senator Bratcher suggested that we tap into faculty constituent voices to continue to inform the communication flowchart, through surveys on service days or providing FLEX credit for completing said surveys.
- Senator Osmanian asked for clarification on the role of the CPC in the Institutional Council.. Currently, we have issues with folks not knowing what is happening in their area, committees, advisories, and programs that don't know who they need to talk to in order to express their needs or complaints. With

this structure, CPC will act as a form of checks and balances to help create better communication flow. This will also help build a layer of accountability. CPC also has a reporting committee that will share updates on progress, and subcommittees, one of them is specifically addressing transparency and communication.

- Senator Polidano inquired on how initial reporting to the Institutional Council will look like. President Encarnacion shared that they would be providing public meeting agendas and minutes. Committees will also have more formalized submission of meeting minutes to the Institutional Council.
- Curriculum Chair Burk-Herrick suggested adding a double arrow of communication to/from Curriculum since Senate sometimes directs Curriculum work, or Curriculum brings updates on APs and BPs back to Senate.

**8.5 Discussion/Possible Action Item:** Extend vote on AP 2510 to support changes being made in collaboration with CCSG and Classified Senate as a result of on-going deliberation on the organizational structure and participatory nature of each governance body within the Governance Handbook.

*For reference, on August 19, 2025 the Academic Senate took the following motion: **Motion for Approval** - Senator Lee moved to delay voting on current changes to Administrative Procedure 2510, requesting that all new contributions be gathered and approved by December 2. Senator Shelton seconded the motion. The motion was approved. 8.19.25, 23Y/0N/1A.*

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to extend the deadline to approve changes to Administrative Procedure 2510 until the senate meeting before Spring Break. Senator Gomez seconded the motion. The motion was approved. 11.25.25, 23Y/0N/0A.

## 9. NEW BUSINESS - None.

**10. FLOOR ITEMS** \*10 minutes each (Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda.)

- Senator Holdiness shared concerns about the alarm in the Success Center. This has been an ongoing and periodical issue for the last three years and is having a curriculum impact on students. S
- Senator Bratcher asked what the mechanism was to get feedback from all the constituents, faculty and students. President Encarnacion shared that, in the case of the Governance Handbook, the sunshining process will include a series of town halls for the faculty at large, the classified at large, and the students at large. This will also include a built in survey that they'll be able to input their feedback to. Senator Jenkins added that there are also a lot of surveys sent to faculty, though the return on responses may not be as effective. Senator Bratcher suggested that these surveys be distributed during our service days to increase the response rate.
- VP Overduin highlighted that it is our responsibility as senate representatives to discuss and gather information with our constituents and create that communication.
- Senator Polidano also suggested presenting to our constituents after convocation during our area meetings.

## 11. ANNOUNCEMENTS

### 11.1 Chaffey College



**11.1.1** The FSC Advisory Committee has prepared a very brief survey (3 -5 minutes) to solicit faculty input with regards to our Faculty Summer Institute. All faculty can and should respond to this survey! The FSI is tentatively scheduled to take place on July 28-30, 2026. We are still in the planning stages, but we want to make sure we hit the mark with the topics that interest you most. Thank you for your time and collaboration!

**Please respond to this survey on or before Wednesday, November 26th.**

FA25 FSI Survey: [https://chaffey.qualtrics.com/jfe/form/SV\\_bpctDeFa12Dr4k6](https://chaffey.qualtrics.com/jfe/form/SV_bpctDeFa12Dr4k6)

## **11.2 Academic Senate for California Community Colleges (ASCCC) Information**

**11.2.1** Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

## **12. ADJOURNMENT (1:50 P.M.) 1:51 P.M.**

*The next Academic Senate meeting is scheduled for Tuesday, December 2, 2025.*

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**Lissa A. Napoli, Recording Secretary**

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**Laura Santamaria Brady, Treasurer / Secretary**