

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 25, 2017
3:00 PM Study Session – Board Room (#1010M), Bldg 1000
4:30 PM Regular Session – Board Room (#1010M), Bldg 1000

A G E N D A

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000) → 5200 LEVEL (BLDG 5000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	•Student Success Division Factoids: <ul style="list-style-type: none"> • Information Sessions & Orientation • Advising • Running Start • Student Success Coaches 	•Jennifer Coogan	
4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Douglass Jackson</i>	
2.	Report: Chair, Board of Trustees	<i>Douglass Jackson</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of September 27, 2017 b. College Policies &/or Rules <u>Revised</u> <ul style="list-style-type: none"> • Policy 4726 [Retirement Medical Expense Plan (VEBA)] c. Board of Trustees 2017 – 2018 Professional Learning Goals	<i>Douglass Jackson & Trustees</i> <i>Veronica Zura</i>	 1
		<i>Douglass Jackson & Trustees</i>	2
4.	Communication from the Public	<i>Douglass Jackson</i>	
5.	College Update(s)		
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Enrollment Update	<i>Bayta Maring</i>	
8.	Report: College Policies &/or Rules <ul style="list-style-type: none"> • Updated Policy Website 	<i>Veronica Zura</i>	

9.	First Reading: College Policies &/or Rules <u>New</u> <ul style="list-style-type: none"> • Policy 1003 (Communicable Disease) For Elimination <ul style="list-style-type: none"> • Policy 5033 (Dishonesty in Academics) 	<i>Veronica Zura</i>	3A 3B
10.	Discussion: Board of Trustees 2018 Regular Meeting Schedule	<i>Douglass Jackson & Trustees</i>	4
11.	Action: Board of Trustees 2018 Regular Meeting Schedule	<i>Douglass Jackson & Trustees</i>	5
12.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
13.	Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
14.	Report: Shoreline Associated Student Government	<i>Yorin Anggari</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary	<i>Douglass Jackson</i>	
17.	Action: Adjournment	<i>Douglass Jackson</i>	
	Next Regular Meeting: Wednesday, December 6, 2017		

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 3:00 PM in the Board Room of the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

Student Success Initiative Overview

A team from Student Learning & Success and Communications & Marketing walked through the entire student experience, from recruitment → onboarding → completion.

Recruitment (Recent Work • Looking Ahead • Focus on Equity)

- Increased multi-modal recruitment and outreach
- Targeted marketing and outreach strategies
- Build on college identity
- Extend hours for some student support services
- Academic planning
- Developing and maintaining staff/faculty enrichment opportunities
- Creation of multicultural outreach teams and ambassadors

Onboarding (Recent Work • Looking Ahead • Focus on Equity)

- Promise of no cancelled classes
- Evening New Student Orientation
- Joint orientation, with International Education
- Standardizing orientation
- Mandatory orientation
- Expansion of Diversity & Inclusion programming during orientation
- Diversity & Inclusion retreat for first year students.
- Mentoring Programming

Completion (Recent Work • Looking Ahead • Focus on Equity)

- First Year Experience Seminar
- Reminders to register
- Altered calendar
- Recognition of success milestones
- Communication with close-to-completers

- Early alert systems, First Year Experience and Learning cohorts

SHORELINE COMMUNITY COLLEGE
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- Development of a cohort based support system that will holistically promote the academic, personal, and leadership development of underrepresented students of color at Shoreline.
- Inform research and policy by conducting interdisciplinary research on factors that promote the success of first generation and low-income students of color within the educational system.

From the Trustees:

- “Very impressed with the breadth and depth.”
- “The College’s responsiveness has had positive impacts in many intangibles ways.”

CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 4:35 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D’Ambrosio, Douglass Jackson, Tom Lux and Clara Pellham were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Jackson shared that he was thrilled to begin the new academic year by attending the convocation and noted “the College’s preferred future is coming together.”

CONSENT AGENDA

Chair Jackson asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a) Minutes from the Regular Meeting of June 28, 2017, 2017 and the Special Meetings of July 24, 2017 and September 5, 2017.
- b) College Policies
 - Revised
 - Policy 5329 (Use of Human Subjects)

Motion 17:50: A motion was made by Trustee Barrett to approve the consent agenda.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

COMMUNICATION FROM THE PUBLIC

None.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *College & Community Engagement* report (July 5 – September 26, 2017) and shared information related to increases in enrollment and retention. The following videos were shown:

- Preferred Future: <https://www.youtube.com/watch?v=b0HrFHytF-U&feature=youtu.be>
- College Identity: <https://www.youtube.com/watch?v=Z1HclZPgVzU&feature=youtu.be>
- Commencement Highlights: <https://youtu.be/AJINOWc2CmM>

REPORT: SHORELINE 101 OVERVIEW

Executive Vice President Alison Stevens provided an overview of the study session and regular meeting topics for 2017–2018.

COLLEGE UPDATE(S)

DACA Primer

Vice President Marisa Herrera shared information on resources available to students seeking to apply for a Deferred Action for Childhood Arrivals (DACA) renewal.

REPORT: LEARNING OUTCOMES 101

Executive Director Bayta Maring spoke about the accreditation mid-cycle report and that:

- The institution will provide two representative examples of how it has operationalized its mission and core themes progressing from objectives to indicators to outcomes to mission fulfillment.
 - These examples should be regarding student learning either at the institutional, program or course level. They should illustrate how you are “closing the loop” on student learning assessment.

REPORT: ACCREDITATION

Executive Director Bayta Maring provided background on regional accreditation, the Northwest Commission on Colleges and Universities (NWCCU) accreditation cycle, Shoreline's accreditation cycle and the College's ad hoc report that is due to the NWCCU in the fall of 2018.

REPORT: FISCAL YEAR-END (2016–2017)

Senior Executive Director & CFO Stuart Trippel went over the year-end financial summary for fiscal year 2016–2017.

REPORT: COLLEGE POLICIES

Director Veronica Zura explained the rule-making process and informed that Trustees that the College's policies page is in the midst of being updated and moved from the intranet, to the College website.

FIRST READING: COLLEGE POLICIES AND/OR RULES

Revised – Policy 4726 [Retirement Medical Expense Plan (VEBA)]

Director Veronica Zura provided an overview of a revised policy contained in TAB 2 (College Policies &/or Rules–Revised): Policy 4726 [Retirement Medical Expense Plan (VEBA)].

ACTION: POLICY 5030/WAC 132G-121 (STUDENT CONDUCT)

Director Veronica Zura provided an overview of the action item contained in TAB 3 [Policy 5030/WAC 132G-121 (Student Conduct)]. She noted that Policy 5030/WAC 132G-121 has gone through internal and external review and is in the midst of the state's final review process.

Motion 17:51: A motion was made by Trustee D'Ambrosio to approve Policy 5030/WAC 132G-121 (Student Conduct).

Trustee Barrett seconded the motion.

The Trustees requested that Policy 5030/WAC 132G-121 be monitored closely in order to ensure that it remains up-to-date.

The motion was unanimously approved by the Board.

ACTION: ACT TRANSFORMING LIVES AWARDS

Trustees Barrett and Pellham volunteered to serve as the two members of the Board to review the nominations received and recommend the Board's nominee for the 2018 ACT Transforming Lives Awards.

Motion 17:52: A motion was made by Trustee Lux for Trustees Barrett and Pellham to serve as the two members of the Board to review the nominations and to recommend the College's nominee for the 2018 ACT Transforming Lives Awards.

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

FIRST READING: BOARD OF TRUSTEES 2017–2018 PROFESSIONAL LEARNING GOALS

Chair Jackson read the Board's 2017–2018 Professional Learning Goals which were developed at the September 5, 2017 Board of Trustees Retreat ("Special Meeting"). No changes were made to the Board's 2017–2018 Professional Learning Goals.

REPORT: SHORELINE FACULTY

Professor DuValle Daniel read a prepared statement, a memorandum addressed to the Board of Trustees. (Memorandum attached.)

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens spoke about the negotiation and subsequent funding of the Washington Federation of State Employees (WFSE) contract. He referred to a two-year old salary study, noted that the salaries of classified employees are significantly "behind" and in regard to salaries, mentioned that structural constraints are "far beyond what the Board and the Administration can do."

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Yorin Anggari distributed the *Campus Survival Guide 2017* and shared that the ASG's goal is to increase access to information via newsletters and events.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees expressed appreciation for the “well done” Study Session, as well as optimism for the future of the College.

EXECUTIVE SESSION

At 6:45 PM, Chair Jackson announced that the Board would convene in Executive Session for ten minutes for the purpose of discussing the application of a labor agreement.

The Executive Session commenced at 6:47 PM.

At 6:57 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 7:07 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 7:17 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

ADJOURNMENT

Motion 17:53: A motion was made by Trustee Lux to adjourn the Regular Meeting of September 27, 2017.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 7:23 PM.

Signed _____
Douglass Jackson, Chair

Attest: October 25, 2017

Lori Y. Yonemitsu, Secretary



September 27, 2017

TO: THE BOARD OF TRUSTEES AT SHORELINE COMMUNITY COLLEGE

FROM: DUVALLE DANIEL, PRESIDENT OF THE SHORLINE COMMUNITY COLLEGE FEDERATION OF
TEACHERS LOCAL 1950

As the President of the Federation, representing over 350 full and part-time faculty, I must express my disappointment with you, the Board of Trustees, that you did not insist that your representatives at the bargaining table adhere to the agreements that were made at the table; that you allowed them to reduce our agreed upon pool of money allocated for faculty; and that you allowed them to deny the Federation the right to determine or even participate in how the pool of money was to be allocated, even though it was stated on more than one occasion at the Bargaining table that “the administration has no interest in how the money is allocated, once we agree upon the amount. The faculty can allocate the amount however they want.” This statement was repeated by both Stuart Trippel and Alison Stevens in the presence of Dr. Roberts. Caveats were added. Explanations were added. None of which were ever expressed at the bargaining table when they knew we bargained based on the mutual agreements we’d made regarding compensation.

We relied on this. We bargained in good faith. Fulltime faculty gave up Sabbatical funds, permanent dollars in the budget, to help fund the amount and methodology for the allocations to faculty. Since you would not allow us to all be re-placed on the salary scale according to our experience, our methodology was the best effort we had to try to make sure that all faculty received salary increases, and that the longer term full and part-time faculty would receive proportionally more to make up for the missed 8 years of increments.

The very faculty that you depend on every day to observe classes, assist with scheduling, serve on committees, to support, assist and educate your students, to attend division meetings, department meetings, to help meet accreditation, to promote the college and in the communities internally and externally. These are the people you have said, “You don’t matter. Your good will doesn’t matter. Your cooperation doesn’t matter. Your trust doesn’t matter. Your participation doesn’t matter. Your time, your commitment, your day in and day out blood, sweat and tears don’t matter.” What matters is that you save a few dollars.

However, what you’ve lost is much more costly. You’ve lost the trust of faculty. Your integrity as a Board of Trustees, and the integrity of this Administration is now questionable. The trust and working relationship I’ve spent on behalf of faculty, sometimes at the frustration of faculty, are now in question as we move forward.

But, you have the ability to start the rebuilding of the relationship and trust of the faculty. All we ask is what you promised at the table, and that no one is harmed in the process:

- Follow the methodology provided by the faculty, before the CBA was ratified, in good faith, which is based on the clear, agreed upon intent established at the bargaining table.
- Fund the entire amount promised at the bargaining table, which we used to make decisions and agreements for compensation, and other issues bargained.

- Do not take money out of the pockets of our faculty who received paychecks prematurely, despite our request to not disperse the checks until we had a chance to fix the problems we clearly saw and brought to the attention of the Administration before faculty received the checks. Or, at the very least they could have communicated to faculty that there were possible miscalculations of the funds before they received the funds and possibly spent the money.

The Federation is prepared to present you with the same evidence we presented to Dr. Roberts in our hopes that she would intervene and require that the administrative representatives would come back to the table and complete the work we began last spring. I prefer that we don't go into this academic year at odds when our goal is to promote the new "brand" the college has spent more to create than the few thousands of dollars you kept in your budget instead of giving to faculty as promised. We want to be proud of our College. We want to say that our administrators and BOT are supportive of us, that they treat us with respect, and when they make promises, they keep them.

It is up to you what message you want to send us, your faculty. We are not going away. Whether we prevail in our attempts or not, the message we want to send to you and to all other faculty bargaining in good faith at various colleges around the state, is that we will do everything we can to ensure that all parties involved in the bargaining process follow the fair labor practices established by the state of Washington. We intend to adhere to our promises and agreements, whether itemized in the CBA or not. We will hold you to the same standards as we hold ourselves.

Sincerely,

DuValle Daniel, President
SCCFT Local 1950

In solidarity with my AFTWA union brothers and sisters at Shoreline CC and across the state of WA.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 25, 2017**

TAB 1

CONSENT AGENDA

Subject: College Policies &/or Rules

Background

The Board of Trustees conducted a first reading at its Regular Meeting of September 27, 2017 of revised College Policy 4726 (Retirement Medical Expense Plan, VEBA).

Recommendation

It is recommended that the Board of Trustees approve:

- Revised Policy 4726 (Retirement Medical Expense Plan, VEBA)

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
October 19, 2017

To Follow

- Revised Policy 4726 (Retirement Medical Expense Plan, VEBA)



Policy Name:	Retirement Medical Expense Plan (VEBA)
Policy Number:	4726
Applicable Code/Law:	RCW 28B.50.553, RCW 41.04.340

Policy:

This policy of Shoreline Community College District Number Seven (7) is to administer a post-retirement medical benefits plan for eligible faculty, administrative/exempt, and classified employees using funds from sick leave buyouts at retirement. These plans are commonly referred to as a "VEBA" (Voluntary Employees' Beneficiary Association) plan, and the College shall participate in such a plan.

This policy applies to employees who accrue compensable sick leave and who belong to one of the following groups: a) Faculty (Full-Time and Associate), b) Administrative/Exempt Staff, and c) Classified Staff.

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TAB 2

CONSENT AGENDA

Subject: Board of Trustees Professional Learning Goals 2017 – 2018

Background

The Trustees conducted a first reading of its 2017 – 2018 Professional Learning Goals at the September 27, 2017 regular meeting of the Board of Trustees. The goals presented on September 27 were developed at the September 5, 2017 Board of Trustees Retreat (“Special Meeting”) and there were no subsequent changes to the Board’s 2017 – 2018 Professional Learning Goals.

BOARD OF TRUSTEES PROFESSIONAL LEARNING GOALS 2017 – 2018

- Continue with Shoreline 101.
- Participate in the Board Winter Retreat and add to its agenda a report out by Board members on their involvement in College activities and events, and external relationships.
- Participate in meetings with local partners (e.g. City of Lake Forest Park and Shoreline School Board).
- Attend a Board meeting of one of the Five Star Consortium colleges.
- Engage in more College events (e.g. SIFF, NW SolarFest, Convocation, Jazz Fest, athletics).
- Use the annual calendar of recommended local and national events to attend.
- In anticipation of the upcoming capital campaign, meet with the College Foundation Board.
- Participate in individual meetings with the College President.

Recommendation

It is recommended that the Board of Trustees take action on its 2017 – 2018 Professional Learning Goals.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
October 19, 2017

**SHORELINE COMMUNITY COLLEGE
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TAB 3A

FIRST READING

Subject: College Policies &/or Rules - New

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The new following rules and/or policies have been created during the policy review process:

Policy 1003 – Communicable Disease

To Follow

- Policy 1003 – Communicable Disease

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
October 19, 2017



Policy Name:	COMMUNICABLE DISEASE
Policy Number:	1003
Applicable Code/Law:	WAC 246-100

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a safe environment for students, employees and the public; therefore care will be taken to ensure that individuals on campus are not exposed to unreasonable risk and those affected with illness are assisted.

Shoreline Community College recognizes that students and employees with communicable disease, as defined by WAC 246-101-010(8) and within [Washington Department of Health list of notifiable conditions](#), may wish to continue to engage in their normal pursuits, including work, as their condition allows. Students and employees who are able to meet acceptable performance standards and provide medical evidence that attendance at Shoreline is not a threat to themselves or others, will be provided with reasonable accommodation to do so.

Shoreline will provide educational resources and referral to agencies and organizations offering supportive services for communicable diseases to impacted employees and students. Shoreline will make reasonable attempts to ensure that all information remains confidential concerning a specific person with a communicable disease.

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TAB 3B

FIRST READING

Subject: College Policies &/or Rules – Recommended for Elimination

Background

As Shoreline continues to review and update policies, certain policies have been identified as no longer applicable to the operation of the College.

Recommendation

The following policies were recommended for elimination by the appropriate College administrative and/or governance bodies and approved for elimination by the Executive Team during the policy review process:

- Policy 5033 – Dishonesty in Academics

To Follow

- Policy 5033 – Dishonesty in Academics

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
October 19, 2017



POLICY 5033

DISHONESTY IN ACADEMICS

POLICY

Shoreline Community College is dedicated to providing an excellent learning environment for all students. In accord with this, we strive to create an atmosphere of the highest academic standards, and each student is expected to exhibit academic integrity. Shoreline Community College reserves the right to take disciplinary action for any form of academic dishonesty, such as cheating or plagiarism.

Approved by:
Board of Trustees 10/20/00
Revisions reviewed and recommended by:
College Council 10/07/14
Revisions approved by:
Executive Leadership Team 10/21/14

The President hereby revises Policy 5033.

Shoreline Community College

By: _____

A handwritten signature in black ink, appearing to read "Cheryl Roberts", is written over a horizontal line. Below the line, the word "President" is printed.

President

Date: January 5, 2015

DISHONESTY IN ACADEMICS

PROCEDURAL GUIDELINES

1. Purpose

The purpose of the procedure is two-fold:

- a. to define academic dishonesty, and
- b. to provide a process for reporting and/or implementing penalties when academic dishonesty occurs.

2. Definitions

- a. Academic dishonesty occurs when a student provides or receives unauthorized academic benefits not earned through his/her own efforts by cheating or plagiarizing.
- b. Cheating includes, but is not limited to doing another student's work for him or her, copying another's work on an exam, preparing for an exam by using test questions from a stolen exam, accessing unauthorized materials, or turning in another person's work as one's own. Other examples include the use of unauthorized materials, unapproved collaboration, falsification of research, scientific misconduct, multiple submissions of the same work without the instructor's knowledge, or sabotage of the work of others.
- c. Plagiarism occurs when one intentionally or unintentionally represents someone else's words, or ideas or any form of artistic or intellectual expression as one's own. Plagiarism includes but is not limited to: quoting, paraphrasing, or summarizing portions of another's work from a published, unpublished or electronic source without documenting or acknowledging that source; using assignments from previous classes (the student's or someone else's) without the permission of the instructor; receiving extraordinary help from someone while writing or revising a paper without informing the instructor or the audience of the extent of the assistance; or acquiring through purchase or any other means whole or partial papers written by others and submitting them as one's original work.

Unintentional plagiarism and intentional plagiarism are often assessed differently in terms of the resulting consequences. It is up to the instructor to determine if the plagiarism is intentional or not and to determine the

DISHONESTY IN ACADEMICS

consequences accordingly within the guidelines provided in the plagiarism policy written in the syllabus for the class.

- d. Plagiarism and cheating in online classes includes copying material off the internet during an online test and presenting it as one's own work; copying another student's answers and presenting them as one's own work; and sharing questions and answers with another student while taking an online test.

3. Consequences of Academic Dishonesty

Consequences of any breach of academic integrity shall be clearly defined in a course syllabus and may include withholding of credit, lowering of grade, and/or failure (0.0) for the assignment and/or course, or lesser sanctions, such as completing a tutorial on plagiarism (http://www.clark.edu/Library/iris/use/use_home.shtml) or cheating. If a student plagiarizes and/or cheats three times or more, he/she will be called in or contacted directly by the Dean of Students or designee for additional disciplinary actions up to and including dismissal from the college.

4. Procedure

- a. Upon discovery of material facts of an alleged violation of academic dishonesty, the instructor will inform the student within five instructional days of discovery. The instructor will present the assertion of dishonesty and a plan of corrective action or a statement of consequences to the student. If there is an agreement, no further action is necessary. It is recommended that the instructor file a record of each academic integrity violation as described in Step 4d. If such a report is filed, the student will be told by the instructor that the Dean of Students will be notified of this breach of academic integrity.
- b. If an agreement is not reached as a result of Step 4a, for example, in the event that the student disputes the alleged violation of academic integrity, the plan of corrective action or the statement of consequences, a meeting of the instructor, student and the division dean or his/her designee will be scheduled within three instructional days. The division dean or his/her designee will act as mediator.
- c. If an agreement is not reached as a result of Step 4b, the matter may be pursued no later than the end of the next regular academic quarter, excluding Summer quarter, under Policy 5030 (Student Conduct and Discipline). The student shall be advised in writing of his/her right to challenge the grade sanction and the time constraints for filing such a challenge. (See Policy 5035 under Student Grievance Procedures – Academic Evaluation).

DISHONESTY IN ACADEMICS

- d. In cases of academic dishonesty where the penalty includes failure of the course, the instructor must file a record with the Dean of Students using the approved form. When the report is filed, the student will be told by the instructor that the Dean of Students has been notified of this breach of academic integrity. This information can then be monitored for multiple violations. Upon discovery of three violations of academic dishonesty, the Dean of Students will request a meeting with the student to review these multiple violations. This process can lead to additional disciplinary action(s) including suspension and expulsion.

Approved by:
President's Staff 10/09/00
Revisions reviewed and recommended by:
College Council10/07/14
Revisions reviewed and recommended by:
Executive Leadership Team.....10/21/14
Revisions approved by:
President 01/05/15

DISHONESTY IN ACADEMICS

Shoreline Community College

PLAGIARISM & CHEATING REPORTING FORM

This form may be completed and submitted to the Dean of Students for cases of plagiarism and cheating, with a copy sent to the student. Please attach all relevant information, including the course syllabus.

Quarter and Year of Violation: _____

Name of Student: _____

Student identification number _____

Section Number & Name of Course: _____

Description of Violation:

On a separate sheet of paper please provide the relevant factual information, including, but not limited to:

- *Specific violation and date;*
- *Specific project, exam, or paper involved;*
- *Your reasons for determining that the work is plagiarized;*
- *Student response (e-mail correspondence), if any;*
- *Anything else you feel relevant to the case.*

Is there supporting documentation to substantiate the violation? ___ Yes ___ No

If yes, please attach.

Consequence of Violation:

___ Failure for the Course

___ Failure for the Assignment

___ Other (please explain): _____

Has the student been informed of the violation?

___ Yes, I have had a conversation with the student (Date: _____)

___ Yes, I have had an email exchange with the student.

___ Yes, I sent the student an email.

___ No. (Please explain):

___ The student has already left for the quarter.

___ Other reason: _____

Instructor's Signature Date

Department/Division

**SHORELINE COMMUNITY COLLEGE
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TAB 4

DISCUSSION

Subject: Board of Trustees 2018 Regular Meeting Schedule

Background

At every October regular meeting of the Board of Trustees, the Board takes action on its regular meeting dates and times for the ensuing calendar year. In regard to calendar year 2018, the Board will consider holding a regular meeting at such time and place as it may designate approximately every month between January through July and from October through December.

Proposed regular meeting dates and start times for calendar year 2018

<u>WINTER</u>		
• <u>January 24, 2018</u> 4:30 PM	• <u>February 28, 2018</u> 4:30 PM	• <u>March 21, 2018</u> ¹ 4:30 PM
<u>SPRING</u>		
• <u>April 25, 2018</u> 4:30 PM	• <u>May 23, 2018</u> 4:00 PM	• <u>June 27, 2018</u> 4:00 PM
<u>SUMMER</u>		
• <u>July 18, 2018</u> 4:00 PM		
<u>FALL</u>		
• <u>October 17, 2018</u> ¹ 4:30 PM		• <u>December 5, 2018</u> ² 4:30 PM

¹Third Wednesday of the month.

²First Wednesday of the month.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
October 19, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 25, 2017**

TAB 5

ACTION

Subject: Board of Trustees 2018 Regular Meeting Schedule

Proposed regular meeting dates and start times for calendar year 2018

<u>WINTER</u>		
<u>•January 24, 2018</u> 4:30 PM	<u>•February 28, 2018</u> 4:30 PM	<u>•March 21, 2018¹</u> 4:30 PM
<u>SPRING</u>		
<u>•April 25, 2018</u> 4:30 PM	<u>•May 23, 2018</u> 4:00 PM	<u>•June 27, 2018</u> 4:00 PM
<u>SUMMER</u>		
<u>•July 18, 2018</u> 4:00 PM		
<u>FALL</u>		
<u>•October 17, 2018¹</u> 4:30 PM		<u>•December 5, 2018²</u> 4:30 PM

¹Third Wednesday of the month.

²First Wednesday of the month.

Recommendation

It is recommended that the Board of Trustees take action on the regular meeting dates and times proposed for calendar year 2018.

Prepared by: Lori Yonemitsu
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Shoreline Community College
October 19, 2017