



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 0020.1 – DISTRICTWIDE RESEARCH COMMITTEE

The Districtwide Research Committee (DRC – hereinafter referred to as “Committee”) reports to the Chancellor's Cabinet and consists of members who meet to coordinate the research and planning priorities throughout the SDCCD. It shall function as the central coordinating body for SDCCD research and planning priorities and shall provide leadership and guidance on initiatives that systematically promote a stronger culture of evidence. The Committee will help coordinate and prioritize the joint efforts of campus-based and district-based researchers to avoid duplication of effort and enhance the effectiveness of a districtwide community of researchers.

1. FUNCTIONS AND RESPONSIBILITIES

- a. Develop recommendations and initiatives that systematically promote a culture of evidence at the campuses and district level.
- b. Coordinate the development of a districtwide research agenda that strongly complements campus research agendas, avoids duplication of effort and maximizes the effectiveness of all research resources.
- c. Identify and coordinate the use of new technologies to meet research and strategic planning needs.
- d. Ensure that informational reports, studies and research are accessible to the stakeholder community in a user-friendly format via web, e-mail or list serve methods.
- e. Act as an advisory and resource body to assist in creating greater access and coordination of information resources within the colleges/district and among contracting agencies outside the district.
- f. Recommend research and planning priorities to the Chancellor's Cabinet.
- g. Coordinate implementation of SDCCD research and planning priorities through existing campus and Continuing Education committees.
- h. Report to the Chancellor's Cabinet on issues of research, planning and strategic direction.

2. AUTHORITY

- a. Recommends research agenda and planning priorities to the Chancellor's Cabinet.
- b. Initiates special studies and research designs as required for state reporting.

3. MEMBERSHIP

a. Representation will be as follows:

- 1) Institutional Research and Planning Director (Chair)
- 2) ~~Chief Researcher~~ Dean of Institutional Effectiveness, each college N=4
- 3) Student Services Council designee
- 4) Instructional Services, Planning and Technology/Curriculum Instructional Council designee
- 5) Representative, City College N=3
- 6) Representative, Mesa College N=3
- 7) Representative, Miramar College N=3
- 8) Representative, Continuing Education N=3

b. Membership considerations include:

- 1) The Chairperson of the Committee will be the Director of Institutional Research and Planning.
- 2) ~~In the absence of the Chairperson, the Chief Researcher will serve as chair.~~
- 3) Each President shall appoint/approve representatives to the Committee.
- 4) In the absence of an appointed member, he/she will designate an alternate member.
- 5) College and CE representatives shall be determined by each campus.
- 6) At the request of a Committee member, resource persons and other interested parties may attend meetings for informational or discussion purposes.
- 7) Committee meetings are open to faculty, staff, students and the public.
- 8) Committee members will be expected to attend regularly, to do outside preparation for the meetings and to perform liaison duties with their specific sites and departments.

4. OPERATING GUIDELINES

a. Agenda and Minutes

- 1) The agenda and minutes are the responsibility of the Chairperson.
- 2) Items for consideration on the agenda may be proposed by any member.
- 3) The minutes will be distributed to the Committee, members of the Chancellor's Cabinet and all interested parties via posting in the public folders.

b. Meetings

- 1) The Committee shall meet quarterly for the first year and then once each term thereafter.
- 2) Special or as-needed meetings may be called by the Chairperson.
- 3) The first meetings will take place at the district office with future meetings alternating at each campus.

c. Decisions

- 1) Decisions and recommendations will be by consensus of the Committee members present at the meetings.

References: SDCCD Policy 0400
~~SDCCD Policy 3103~~

APPROVED: _____
Constance M. Carroll, Ph.D.
Chancellor

DATE: _____

Supersedes: 10/6/92, 6/12/06



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 3 – GENERAL INSTITUTION

AP 0400.1 PROCEDURES FOR RESEARCH INVOLVING HUMAN SUBJECTS

The Board of Trustees defines, authorizes and regulates the involvement of students and employees in accordance with the stated policies in Board of Trustees Policy *BP 0400, Research Involving Human Subjects*. This policy is operationalized through the procedures and requirements outlined in these procedures. The *Investigator Guidelines for Research Using Human Subjects* are used as a guideline for implementing these procedures.

- 1) All research involving or pertaining to students and employees conducted by individuals or groups outside of SDCCD is subject to review by the District and/or campus designated IRB regardless of approval by an Institutional Review Board from another institution or agency. No proposals will be reviewed prior to IRB approval from the investigator's institution or agency responsible for the research evaluation or study.
- 2) Proposals are to be submitted to the chair of the SDCCD IRB according to the pre-determined submission and review timetable established by the IRB. The IRB will make its recommendation to the campus president or designee.
- 3) SDCCD employees who are seeking to conduct research and/or use existing data and information for publication or public presentation purposes (e.g., doctoral dissertations or master's degree thesis) are considered external investigators and must go through the SDCCD IRB review process in order to gain approval prior to conducting research even if they are SDCCD employees with access to the information as part of their work responsibility.
- 4) Any research that claims exemption will need to be reviewed by the SDCCD designated IRB in order to confirm the assertion.
- 5) The external investigator shall commit to providing the District or College with a copy of the final research report or product.
- 6) The external investigator shall abide by AP 3001.1, *Student Records, Release, Correction and Challenge*. ~~Board Policy 3103, *Student Directory Information*, which denotes that~~ No personally identifiable student information will be released or otherwise used for research, recruitment of research or publication of research.

Approved: _____
 Constance M. Carroll, Ph.D.
 Chancellor

Date: _____

Supersedes: 8/16/13



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3910.1 – GRADING AND ACADEMIC RECORD SYMBOLS

1. EVALUATIVE SYMBOLS

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive no more than four (4.0) points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Grade	Standard	Grade Points per Unit
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing – Less than satisfactory	1.0
F	Fail	0
P	Pass	N/A
NP	No Pass	N/A
<u>SP</u>	<u>Satisfactory Progress towards completion of the course (Used for non-credit courses only and is not supplanted by any other symbol)</u>	<u>N/A</u>

San Diego Community College District does not use plus (+) or minus (-) grades.

Pass/No Pass (P/NP) is a non-punitive grading system where such units earned will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average or academic progress.

2. NON-EVALUATIVE SYMBOLS

a. **"I" Incomplete**

A symbol of "I" Incomplete, may be assigned by an instructor when a student has been unable to complete academic work for unforeseeable emergency and/or justifiable reason at the end of term. A copy of the "Assignment of Incomplete" form will be mailed to the student and the original retained in the District Records Office. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. An "I" must be made up no later than one year following the end of the term in which it was assigned. In the event of unusual, verifiable circumstances beyond the student's control, a petition may be filed in the Office of the Vice President, Student Services for extension of the one-year time limit. Course repetition is not permitted to remove an Incomplete.

b. **"W" Withdrawal**

An official withdrawal from classes may be requested by the student or initiated on his/her behalf by the instructor or Vice President, Student Services.

- 1) No record of the class will be entered on the student's permanent record if the official drop is made by the deadline to drop without a "W" being recorded as published in the schedule of classes.
- 2) If the withdrawal is made after the deadline for dropping without a "W," and prior to the deadline for withdrawal published in the class schedule for that session, a "W" will be recorded on the student's permanent record. No exceptions to this policy will be made.
- 3) A student attending a session after the deadline for withdrawal will not be eligible to receive a "W" and must be assigned an academic grade or other administrative symbol by the instructor. Exceptions to this policy are made only under extreme circumstances beyond the control of the student.
- 4) Withdrawal symbols shall be used in the calculation of lack of progress probation and disqualification status.

c. **"MW" Military Withdrawal**

The "MW" symbol may be used to denote withdrawal from a class based upon orders compelling military service. This withdrawal is not calculated in the determination of academic progress.

d. **"IP" In Progress**

A symbol of "IP" (In Progress) will be assigned when a class extends beyond the normal end of a semester or summer session, that is, when the class "carries over" from one term to the next. The appropriate grade, however, shall be assigned and appear on a student's record of the term during which the course is completed. The "IP" will remain on the academic record. The "IP" shall not be used in the calculation of a student's grade point average.

Reference: Title 5, Section 59410

APPROVED: _____
Constance M. Carroll, Ph.D.
Chancellor

DATE: _____

Supersedes: New Procedure