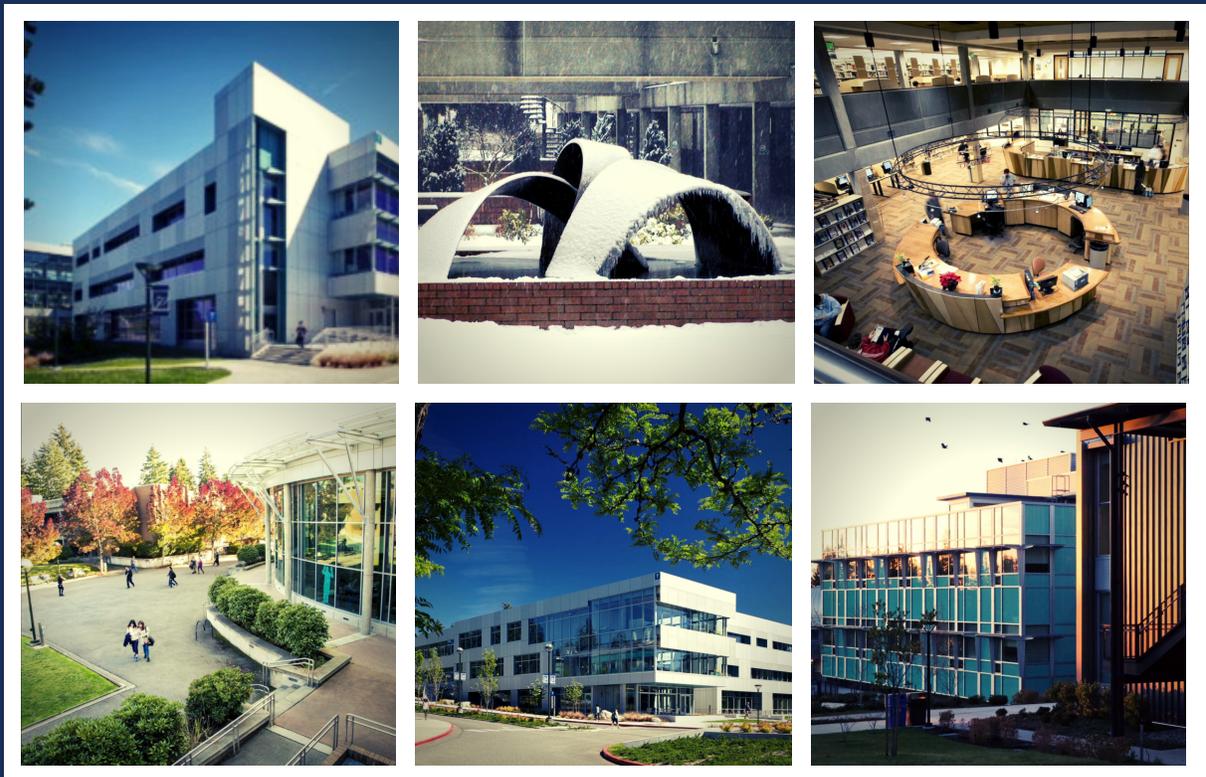




BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT VIII



March 13, 2019
Regular Meeting

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**



A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, March 13, 2019. The business session will begin at 2:30 P.M. in room D106. Merisa Heu-Weller, Chair, will preside.

AGENDA

- | | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1:00 PM | EXECUTIVE SESSION (A201)
The Board will be meeting in executive session to evaluate the performances of public employees, collective bargaining, and to discuss with legal counsel actual or potential litigation. | |
| 2:30 PM | BUSINESS SESSION (D106) | |
| | I. Call to Order | |
| | II. Roll Call and Introductions | |
| | III. Consent Agenda | |
| | A. Approval of Agenda for March 13, 2019 | |
| | B. Meeting Minutes from February 6, 2019 | |
| | IV. Transforming Lives Recognition | Fukutaki |
| 2:40 PM | V. Constituent Reports | |
| | A. Classified | Turnbull |
| | B. Faculty | Nightingale |
| | C. Foundation | Chesemore |
| | D. Student | Hassan |
| 3:00 PM | VI. First Read | |
| | A. Policy 2400, Tuition and Fee Waiver | Jones |
| | B. Policy 3000, Grading | Jones |
| | C. Policy 3210, Academic Forgiveness | Jones |
| | D. Sabbatical Leave Recommendations | Jones |
| 3:30 PM | VII. Action Items | |
| | A. Tenure Recommendations | Jones |
| 4:00 PM | VIII. Information Items | |
| | A. Student Success Report — Transformational Learning | Bangera |
| 4:15 PM | IX. President’s Report | Weber |
| 4:25PM | X. Board Reports | |
| | A. Annual Process for Board Evaluation | |
| | B. Trustee Conference Presentation and Awards | |
| 4:35 PM | XI. Unscheduled Business/Community Testimony | |
| 4:45 PM | XII. Business Meeting Adjournment | |

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**

A meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on February 6, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merissa Heu-Weller, Chair, presided.

EXECUTIVE SESSION

Chair Merisa Heu-Weller announced that there would be an executive session for approximately ninety minutes to evaluate the performances of public employees, to discuss collective bargaining, and to discuss with legal counsel actual or potential litigation. The executive session adjourned at 1:35 pm.

BUSINESS SESSION

The business session was called to order at 1:40 pm.

I. **ROLL CALL**

Ms. Morrow, Mr. Leigh, Mr. Dietzel (via conference line), Ms. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Marvin, and President Weber were present.

II. **CONSENT AGENDA**

Trustee Leigh made a motion and Trustee Chin seconded to approve the consent agenda. The motion passed unanimously. Agenda & minutes approved.

III. **CONSTITUENT REPORTS**

A. Classified Staff Report – Becky Turnbull, representing classified staff, reported on the following items:

- When campus is closed to a snow event, campus safety and campus operations classified staff still come to campus during closures to keep campus safe by clearing snow and allow the rest of college staff to come in once campus opens.
- The classified contract negotiated with the Governor has cost of living (COLA) raises built in, plus an additional 5% increase for employees working in King County. Classified are hoping that the legislature will approve the contract.
- House Bill 1881 protects state employees from public disclosure. House Bill 1692 would allow state employees to file an official sexual harassment complaint that can be made exempt from public disclosure.

- B. Faculty – Tobi Rosenberg, Bellevue College Association for Higher Education reported on the following:
- Liz Hollerman, tenured professor in iBIT and chair of the Digital Media Arts program was praised in 425 Business magazine as one of the heroes who has taken a pay cut from industry job to pursue a job in education for “a different kind of fulfillment”. The college is fortunate to have her on the team.
 - Advocacy: Sue Nightingale and Ms. Rosenberg have been to Olympia to testify before the House Committee on College and Workforce in support of HB1300 - Reinvest in our Colleges policy. They spoke on the challenges in hiring and keeping great faculty. They also attended testimony on HB1355 which aims to bring more student support to the CTCs.
 - Advocacy: Ms. Nightingale is in Olympia today presenting at a work session “Faculty Composition: Full Time to Part Time Faculty Ratios”. The current ratio at Bellevue College is 20% full time to 80% part time which leaves adjunct faculty teaching well over 50% of all courses here at Bellevue College.
 - Student loan relief: the Federal Department of Education offers “Public Service Loan Forgiveness Program” that relieves folks of their student loan debt after ten years of public service, such as teaching at CTCs and after paying on their loans for that ten year period. Most that have applied for this program (99.6% of applicants) have been rejected. One difficulty identified is calculation of faculty working hours. Adjunct applicants are also being denied because their job descriptions contain the words “part time” and the forgiveness program requires them to be full time. Ms. Rosenberg asks the college to support applicants by accurately reflecting what adjunct faculty actually do on their applications.
 - School safety: Ms. Rosenberg attended an NEA conference last week on school safety. She urges the college to address some of the serious safety issues that persist on our campus: lack of access to emergency contacts and training, lack of lighting and safe passageways, insufficient custodial and safety office staff, lack of counselors and medical resources.
- C. Foundation – Jim Chesemore was unable to attend today. The Foundation report is deferred until later in the meeting (see Information Items: Foundation Annual Report).
- D. Associated Student Government (ASG) – ASG President Yasmin Hassan, reported on the following:
- ASG is working on updating the financial code. Service and activity fees collected have not been updated since 2009.

- Also updating Student Technology Fee (STF) agreement. Currently the \$35 fee is charged if a student is taking more than 10 credits, approximately \$35/quarter. This fund is used for adaptive technology for student computer labs.
- Reviewing and updating bylaws. The bylaws were updated last year; there is still some wording that needs to be changed.
- ASG has been visiting classrooms and has scheduled events in various locations to engage with students and to gain recognition for the ASG Elections coming up in April, 2019.
- ASG is working on having a student gala to celebrate students that participate in clubs and events.

IV. **FIRST READ ITEMS**

- A. Tenure Candidate Review – Dr. Kristen Jones, Provost for Academic & Student Affairs reported twenty candidate are seeking tenure this year. One candidates in the tenure system is recommended for a fourth year. Dr. Jones stated she is happy to answer any questions the board may have after they have finished their current review of the documentation made available to them.

V. **ACTION ITEMS**

- A. Policy 1500 and 1500P and associated WAC, Access to Public Records

Motion 02:19

It was moved by Trustee Chin and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII approve the updates to Policy 1500 as well as the deletion of 1500P, Access to Public Records.

The motion passed unanimously.

- B. Policy 3200, Academic Standing

Motion 03:19

It was moved by Trustee Morrow and seconded by Trustee Chin that the Board of Trustees of Community College District VIII approve the changes to Policy 3200, Academic Standing.

The motion passed unanimously.

- C. Policy 3400, Advising

Motion 04:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Community College District VIII approve the deletion of Policy 3400, Advising.

The motion passed unanimously.

D. Policy 5200, Student Network Web Space

Motion 05:19

It was moved by Trustee Chin and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII approve the deletion of Policy 5200, Student Network Web Space.

The motion passed unanimously.

E. Authorization of Indemnification

Motion 06:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Community College District VIII hereby authorize the defense and indemnification of Girard Weber and Aaron Hilliard.

The motion passed unanimously.

F. COLA Addendum to President's Contract

Motion 07:19

It was moved by Trustee Chin and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII authorize the increase in the President's compensation to equal the cost of living increase that exempt staff received effective January 1, 2019, and that this increase become effective January 1, 2019.

The motion passed unanimously.

VI. **INFORMATION ITEMS**

A. Student Success Report:

Dr. Jones introduced Dr. Vivienne McClendon, Dean of the Library and eLearning and James Riggall, recent visiting Fulbright Scholar. They reported on the development of the new VR course for BC and the new space in the Library and Media Center (LMC):

- XR Lab space in LMC was remodeled and is very flexible
 - Large # of students and faculty engaging in this new space
 - VR club very vibrant, now has 100 students
 - Follow-up questions and suggestions can go to xrlab@bellevuecollege.edu

Trustee Heu-Weller asked if they were seeing a differentiator for students to choose to come to BC for the VR lab. James says not yet, but should be seeing more interest shortly. Dr. Weber suggested that the VR lab be promoted to Bellevue School District, such as BOOM. The library seems to be a good location as students who may not have been

exposed have access. Trustee Fukutaki encourages James and Dr. McClendon to dream about what they could build if the funds were available.

B. Foundation Annual Report:

Gayle Barge, Vice President of Institutional Advancement introduced Rebecca Chawgo, Executive Director of the Foundation. Rebecca reported:

- The Bellevue College foundation is committed to:
 - Student Success
 - Working together to build a cultural philanthropy
 - Increasing community-wide impact
- Strategic Direction:
 - Enhancing the college's reputation, visibility, and influence
 - Broadening and deepening constituent engagement
 - Expand philanthropic support
- Upcoming Special Events:
 - Twentieth Annual Become Exceptional Luncheon at Meydenbauer Center on April 24, 2019
 - BC Bingo for Pride Month, June 7, 2019
 - Second State of BC Breakfast, June 19, 2019
 - Homecoming Week, October 7-12, 2019

Trustee Fukutaki requested that calendar invites for Foundation events come through President's Office, the sooner, the better.

VII. **PRESIDENT'S REPORT**

A. President Weber provided his report. Key points included:

- Opportunity to meet with Microsoft and Amazon
 - Dr. Weber, Mary Kay Wegner and Al Lewis invited to Microsoft for Digital Transformation Conference taking place Wednesday and Thursday, February 6th & 7th
 - Also working with Microsoft on Employability Project around personalized learning
 - eSports Team meeting in March with BC Faculty and Microsoft gaming leader
 - Met with Amazon exploring higher education; Dr. Weber was invited to join with other college presidents on an Amazon education committee
 - Amazon AWS education representatives will meet with BC in March

VIII. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

IX. **BOARD REPORTS**

A. Individual Member Reports:

Trustee Fukutaki reported that the Monday edition of the Seattle Times newspaper's cover story was on Transforming Lives, focusing on one of the students that was honored at the Transforming Lives Awards Ceremony. Dr. Weber reported that Bellevue College's Transforming Lives recipient will be at a future Board of Trustees meeting. Trustee Leigh reported that the conference/awards ceremony was powerful.

B. Legislative Advocacy:

Dr. Weber recently attended the Transforming Lives ACT meeting in Olympia, and did some advocacy work with Trustees Dietzel and Leigh. He will be going to Olympia a few times a month for legislative advocacy. The president's group is feeling they are finally being heard regarding compensation issues.

Trustee Leigh reported that he came up with a list of representatives and senators in our district, as well as those on committees of importance to Bellevue College. We will be inviting our representatives on campus.

Dr. Weber reports that Rebecca Chawgo has been introducing him to local mayors. For instance, he met with Issaquah Mayor Mary Lou Pauly. This led to a follow-up meeting with Issaquah's Economic Development team as well as Costco representatives regarding our partnership with the Early Learning Center.

Trustee Dietzel is excited to focus on relationships; investing in relationships will serve Bellevue College well. Trustees Morrow, Fukutaki and Dietzel will be traveling to Washington, D.C. next week working on national-level advocacy.

Chair Heu-Weller called a ten minute recess at 2:50 p.m., and she reconvened the meeting at 3:00 p.m.

C. Accreditation Review for Board: Tana Hasart came to review the accreditation visit with the Board. She stated that exceptional work has been done at Bellevue College for the accreditation study. Tana has been with the accreditation commission since 1993 and said that Bellevue College has one of the best self-study reports she has ever seen in her tenure. This self-study reports sets the stage for first the impression with the accreditation team. The most important thing the team looks for is deep engagement in improvement and transparency.

The team will look for 1) self-study report; 2) documents and exhibits that are available (board minutes); 3) will engage staff, faculty, and students, formally and informally, across campus. If

information from these three items don't match, that will be reflected in the final report. She asked the board members to identify top things that have happened at BC over last two years that demonstrate institutional effectiveness. Responses by board members included the following: 1) metrics across strategies and core themes to measure; 2) adoption of ATD; 3) Governance system instituted 3 years ago; 4) Student Success reports at Board Meetings; 5) reporting format has become consolidated and provides the board with specific goals from each division.

X. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 3:45 p.m.

Merisa Hue-Weller, Chair
Board of Trustees

ATTEST:

Terri Tanino
Acting Secretary, Board of Trustees
Community College District VIII



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 2400, TUITION AND FEE WAIVERS

INFORMATION

FIRST READ

ACTION

Description

Operational information previously included in Policy 2400, Tuition and Fee Waivers, has been moved to the procedures. The policy now contains only the name of each waiver and the amount approved by the board of trustees. A process for appealing a waiver eligibility decision is now included. For the nonresident operating fees waiver, a change to a 100 percent waiver from the current 40 percent waiver has been proposed. A new waiver for students participating in co-curricular activities is also being proposed.

Key Questions

- * Why are these changes to tuition and fee waivers needed now?
- * What is the financial impact of these changes to tuition and fee waivers?
- * What is the impact on students of these changes to tuition and fee waivers?

Analysis

For ease of use, procedural information that previously was included in BC Policy 2400 is now contained in the associated procedures. In addition, an appeal process for waiver eligibility decisions is now included.

To address equity and access issues for low-income students, an increase in the nonresident operating fees only waiver is being proposed. Currently the college waives 40 percent of the nonresident differential for any future quarter once residency is approved. The revision includes an increase in the waiver for students approved for residency within the next three quarters from 60 percent to 100 percent to recognize the barriers that cost differential represents. Standard resident tuition for 15 credits is \$1312, versus \$3118 for nonresidents. Under the 40 percent waiver students paid approximately \$1871 for 15 credits. This change would result in an additional savings to the students of approximately \$560. In the past three years, 117 students have obtained the 40 percent waiver.

A new nonresident waiver which would waive the operating fee differential for students participating in co-curricular activities related to performing arts or officially recognized team sports is also included in

REGULAR MEETING AGENDA ITEM

continued

this revision. Approval of the waiver would be linked to a student's registration for a required class as part of participating specific co-curricular activities. Other SBCTC institutions currently offer this type of a waiver, which puts Bellevue College at a competitive disadvantage in terms of out-of-state talent recruitment.

Background/Supplemental Information

This should be a list of any attachments, recommended websites or links.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII reviews the proposed revisions of Policy 2400 at the March 13, 2019 meeting and approves at the April 24, 2019 meeting.

Prepared by: Kristen Jones, Provost for Academic & Student Affairs
kristen.jones@bellevuecollege.edu

Policy 2400 Tuition and Fee Waivers

Original Date: 9/12/1995 * Last Revision Effective: 1/6/2016

Policy Contact: Vice President, Student Affairs

POLICY

In accordance with state law and regulations, Bellevue College offers tuition and fee waivers for specific categories of students. The State Board for Community and Technical Colleges (SBCTC) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. The Bellevue College Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver and any adjustments deemed appropriate. Students may appeal a determination of tuition and fee waiver eligibility through a brief adjudicative process as described in 2400P Tuition and Fee Waivers (Procedures).

The board of trustees has approved the following list of optional SBCTC tuition and fee waivers and Bellevue College-specific fee waivers.

- **Eligible Veterans or National Guard Members.** Waives 25 percent of tuition.
- **Other Military or Naval Veterans.** Waives 25 percent of tuition for eligible veterans.
- **Building/S&A Fee Waiver for Department of Defense Tuition Assistance Program.** Waives building and services and activities fees not covered by the program.
 - **Higher Education Employees Waiver.** Waives nonresident differential.
- **International Student Exchange.** Waives nonresident differential for foreign students participating with Bellevue College in a student exchange program. Does not apply to contracted international students.
- **Refugee Waiver.** Waives the nonresident tuition differential for eligible refugees and their spouse and dependents.
 - **Nonresident—Operating Fees Only.** Waives the non-resident operating fee differential (excluding building fees) for the following categories of students:
 - Eligible students taking only online classes.
 - Students who have completed residency paperwork and are approved for residency status within three quarters.
 - Eligible students participating in co-curricular activities and registering for a related and required class for at least one quarter during the regular academic year (fall–spring).
- **Senior Citizens Waiver—Audit Only.** Waives tuition for eligible seniors taking classes with space available at the beginning of the quarter. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- **State and Educational Employees Waiver.** Waives tuition for eligible state employees taking classes with space available at the beginning of the quarter. Bellevue College employees receive registration priority over other state employees. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- **Athletic Waiver—Resident/Nonresident.** Waives 25 percent of tuition and fees for eligible students.
- **Financial Need Waiver.** Waives all or a portion of tuition based on student financial aid eligibility.
- **Ungraded Courses—Parent Education.** Waives 85 percent of tuition and all building and services and activities fees.
- **Adult Basic Education (ABE), English as a Second Language (ESL) and GED Preparation Courses.** Waives the \$25 charge for students who demonstrate financial need.
- **Student Transportation Fee.** Waives the college student transportation fee for students who demonstrate financial need and participate in Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services.

DEFINITIONS

- **Tuition** combines operating and building fees.
- **Services and activities (S & A) fees** are collected from students for the purpose of funding student activities and programs.
- **Nonresident differential** is the difference between resident tuition and nonresident tuition.
- **Co-curricular activities** link a required and related class to participation in the activity.

RELEVANT LAWS AND OTHER RESOURCES

- [WAC 132H-160-052](#): Tuition and Fee Waivers
- RCW [28B:15](#): College and University Fees
- WAC [131-28-026\(4\)\(a\)](#): Tuition charges for certain ungraded courses
- [State Board for Community & Technical Colleges Tuition Waivers and Residency Classification](#)
- [RCW 28B.15.915](#): Waiver of Operating Fees
- Bellevue College Procedure [#2400P Tuition and Fee Waivers](#)

REVISION HISTORY

Original 9/12/1995

Revisions 10/22/1997; 3/22/2005; 12/13/2005; 9/12/2007; 5/21/2009; 9/11/2012; 4/6/2015; 6/24/2015; 1/6/2016

APPROVED BY

Board of Trustees
President's Cabinet

Policy 2400 Tuition and Fee Waivers

Original Date: 9/12/1995 * Last Revision Effective: 1/6/2016

Policy Contact: Vice President, Student Affairs

POLICY

In accordance with state law and regulations, Bellevue College offers ~~both mandatory and optional~~ tuition and fee waivers for specific categories of students. The State Board for Community and Technical Colleges (SBCTC) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. The Bellevue College Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver and any adjustments deemed appropriate. Students may appeal a determination of tuition and fee waiver eligibility through a brief adjudicative process as described in 2400P Tuition and Fee Waivers (Procedures).

~~The college has developed procedures and detailed information advising students of the availability, the amount, and how to access all mandatory and optional tuition and fee waivers.~~

The board of trustees has approved the following list of optional SBCTC tuition and fee waivers: and Bellevue College-specific fee waivers.

- Eligible Veterans or National Guard Members. Waives 25 percent of tuition.
- Other Military or Naval Veterans. Waives 25 percent of tuition for eligible veterans.
- Building/S&A Fee Waiver for Department of Defense Tuition Assistance Program. Waives building and services and activities fees not covered by the program.
 - Higher Education Employees Waiver. Waives nonresident differential.
- International Student Exchange. Waives nonresident differential for foreign students participating with Bellevue College in a student exchange program. Does not apply to contracted international students.
- Refugee Waiver. Waives the nonresident tuition differential for eligible refugees and their spouse and dependents.
 - Nonresident—Operating Fees Only. Waives the non-resident operating fee differential (excluding building fees) for the following categories of students:
 - Eligible students taking only online classes.
 - Students who have completed residency paperwork and are approved for residency status within three quarters.
 - Eligible students participating in co-curricular activities and registering for a related and required class for at least one quarter during the regular academic year (fall–spring).
- Senior Citizens Waiver—Audit Only. Waives tuition for eligible seniors taking classes with space available at the beginning of the quarter. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- State and Educational Employees Waiver. Waives tuition for eligible state employees taking classes with space available at the beginning of the quarter. Bellevue College employees receive registration priority over other state employees. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- Athletic Waiver—Resident/Nonresident. Waives 25 percent of tuition and fees for eligible students.
- Financial Need Waiver. Waives all or a portion of tuition based on student financial aid eligibility.
- Ungraded Courses—Parent Education. Waives 85 percent of tuition and all building and services and activities fees.
- Adult Basic Education (ABE), English as a Second Language (ESL) and GED Preparation Courses. Waives the \$25 charge for students who demonstrate financial need.

- **Student Transportation Fee.** Waives the college student transportation fee for students who demonstrate financial need and participate in Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services.
- ~~Financially needy students who are eligible to pay resident tuition: tuition waiver — state support classes only (eligibility determined by the financial aid office)~~
- ~~Eligible veterans or National Guard members: 25 percent waiver of tuition — state support classes only~~
- ~~Other eligible military or naval veterans: 25 percent waiver of tuition — state support classes only~~
- ~~Military service members eligible to participate in the Department of Defense Tuition Assistance Program: waives building fees, and services and activities fees~~
- ~~Athletic waiver — resident and nonresident: 25 percent waiver of tuition and fees for eligible students (up to 15 credits per quarter)~~
- ~~Ungraded courses: parent education — waives 85 percent of tuition and all building and S & A fees~~
- ~~Nonresident — waives operating fee differential for specific student groups

 - ~~Students taking only online classes~~
 - ~~Eligible students who have completed the residency paperwork and been approved for a future quarter — limited to 40 percent waiver~~~~
- ~~Nonresident higher education employees: waives nonresident tuition differential~~
- ~~International student exchange: waives nonresident tuition differential

 - ~~Limited to 100 foreign exchange students per year, with an equal number of Bellevue College domestic students placed in exchange country~~~~
- ~~Refugees: waives nonresident tuition differential~~
- ~~Senior citizens (audit only): five (5) dollar fee charged — state support classes only (enrollment on space available basis and limited to two course per quarter)~~
- ~~State employees with enrollment preference given to Bellevue College employees: five (5) dollar fee plus all classroom related fees charged — state support classes only (enrollment on a space available basis; and limited to 12 credit per quarter)~~
- ~~Waiver of 25 dollar fee for ABE, ESL, GED preparation classes for financially needy students (eligibility determined by appropriate department)~~
- ~~Transportation fees for Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services financially needy students (eligibility determined by appropriate departments)~~

RESPONSIBILITIES

Student Central: Enrollment Services has responsibility for implementation of this policy

DEFINITIONS

- **Tuition** combines operating and building fees.
- **Services and activities (S & A) fees** are collected from students for the purpose of funding student activities and programs.
- **Nonresident differential** is the difference between resident tuition and nonresident tuition.
- **Co-curricular activities** link a required and related class to participation in the activity.

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-160-052: Tuition and Fee Waivers
- RCW 28B:15: College and University Fees
- WAC 131-28-026(4)(a): Tuition charges for certain ungraded courses
- State Board for Community & Technical Colleges Tuition Waivers and Residency Classification
- RCW 28B.15.915: Waiver of Operating Fees
- Bellevue College Procedure #2400P Tuition and Fee Waivers



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 3000, GRADING

INFORMATION

FIRST READ

ACTION

Description

Policy 3000, Grading, has been revised to reflect the adoption of the Satisfactory/Unsatisfactory (S/U) option. In coordination with the development of the S/U option, the Pass/Fail (P/F) option has been removed for both faculty and students. The Hardship Withdrawal (HW) option has also been removed. To ensure a clearer and more robust transfer process for students and transfer institutions, a decimal range for each letter grade has been established. Grade dispute and course repeat processes were removed from this policy and are being addressed in separate policies and procedures.

Overall, this policy's format has been simplified to better convey grading information.

Key Questions

- * What is the impact on students and faculty of these changes?
- * What is the impact on transfer-in and transfer-out?
- * What is the administrative burden of these changes?

Analysis

The new policy assigns a range of decimal values to convert transfer-in grades, where applicable, into Bellevue College letter grades. This helps students understand that rationale for assigning a specific letter grade.

The S/U option replaces the P/F option, which created several problems. The previous "pass" grade could range from a "D" to an "A" (1.0 – 4.0). Since transfer institution would only see the "P," they might only accept it as a "D." Some institutions don't accept a "D" grade to transfer-in in any case. Some students also encountered problems because BC's financial aid office treats "P" grades as a 1.0 for eligibility and quarterly GPA calculations, which is below the 2.0 eligibility requirement.

The HW option has been eliminated because it may create problems for students transferring because some institutions may transfer it as a "0.0." Financial aid also treats the HW as a "0.0," which may cause some students to lose their eligibility. Students who have missed the deadline for an official withdrawal

REGULAR MEETING AGENDA ITEM

continued

may petition for an exception. In this way, they will not be penalized because of the elimination of this grade designation. In the past, the HW option has been utilized inconsistently by faculty. The title implies a hardship withdrawal, but it has been awarded for different reasons. Students may also not realize that the HW option does not provide a pathway to a medical refund.

Changes to the grading policy were intended to remove these problems.

Background/Supplemental Information

This should be a list of any attachments, recommended websites or links.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII reviews the proposed revisions of Policy 3000 at the March 13, 2019 meeting and approves at the April 24, 2019 meeting.

Prepared by: Kristen Jones, Provost for Academic & Student Affairs
kristen.jones@bellevuecollege.edu

3000 Grading

Original Date: 6/2/1989 * Last Revision Effective: 1/10/2018
Policy Contact: Provost for Academic and Student Affairs

POLICY

Bellevue College uses a letter grading system to reflect student achievement. Letter grades factor into a student's Bellevue College grade point average (GPA), as indicated below. Generally, all courses are graded A-F unless an alternative grade is indicated in the course catalog.

Grading Criteria

BC Letter Grades A-F with assigned decimal values and decimal equivalents for transfer-in calculations. The college rounds transfer-in decimal grades to the nearest tenth.

A grades indicate outstanding achievement

- A = 4.0 points per credit hour
Decimal equivalent for transfer-in calculations = 4.0
- A- = 3.7 points per credit hour
Transfer-in grades of 3.7-3.9 are calculated as an A-

B grades indicate high achievement

- B+ = 3.3 points per credit hour
Transfer-in grades of 3.3-3.6 are calculated as a B+
- B = 3.0 points per credit hour
Transfer-in grades of 3.0-3.2 are calculated as a B
- B- = 2.7 points per credit hour
Transfer-in grades of 2.7-2.9 are calculated as a B-

C grades indicate adequate achievement

- C+ = 2.3 points per credit hour
Transfer-in grades of 2.3-2.6 are calculated as a C+
- C = 2.0 points per credit hour
Transfer-in grades of 2.0-2.2 are calculated as a C
- C- = 1.7 points per credit hour
Transfer-in grades of 1.7-1.9 are calculated as a C-

D grades indicate poor achievement

- D+ = 1.3 points per credit hour
Transfer-in grades of 1.3-1.6 are calculated as a D+
- D = 1.0 points per credit hour
Transfer-in grades of 1.0-1.2 are calculated as a D

F grades indicate inadequate achievement

- F = 0.0
The college does not transfer-in grades below a D

Other Grades

Satisfactory

- S = 2.0 points per credit hour or higher
- Indicates a grade of C or higher
 - Students earn credit
 - No points calculated into the Bellevue College GPA

- Use is determined by the college

Unsatisfactory

U = less than 2.0 points per credit hour

- Indicates a grade of less than a C
- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

Credit

CR = no decimal value

- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

No Credit

NC = no decimal value

- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

Other Designations

Official Withdrawal

W = no decimal value

- Students initiate an official withdrawal during the established deadlines as listed on the academic calendar
- Does not calculate into the Bellevue College GPA
- See Policy 2450, Official Withdrawal from a Course, for details

Audit

N = no decimal value

- Students receive instruction, but do not earn grades or points.
- Available option for all students.
- Does not calculate into the Bellevue College GPA

Incomplete

I = no decimal value

- Students did not fulfill the requirements needed to complete the class.
- Issued at instructor's discretion.
- Students must have completed 85 percent of the required work and have a grade of C or better at the time the incomplete is issued.
- Does not calculate into the Bellevue College GPA

Academic Renewal

X = no decimal value

- Issued retrospectively to students approved for academic renewal
- Does not calculate into the Bellevue College GPA
- See Policy 3210, Academic Renewal, for details

REVISION HISTORY

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018

3000 Grading

Original Date: 6/2/1989 * Last Revision Effective: 1/10/2018

Policy Contact: Vice President, Instruction

3000 Grading

Original Date: 6/2/1989 * Last Revision Effective: 1/10/2018

Policy Contact: Provost for Academic and Student Affairs

Policy

~~Bellevue College utilizes a consistent, published letter grading system to reflect a student's achievement. For students who do not wish to take a course for a letter grade, an optional pass/fail grading system is available, as is the option to audit a course. The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes to be incorrect. Students have the right to repeat a course as described in this policy.~~

POLICY

Bellevue College uses a letter grading system to reflect student achievement. Letter grades factor into a student's Bellevue College grade point average (GPA), as indicated below. Generally, all courses are graded A-F unless an alternative grade is indicated in the course catalog.

Grading Criteria

Letter A-F Grades

"A" grades indicate "outstanding" achievement

A = 4.0 points per credit hour

A- = 3.7 points per credit hour

The "A" student:

demonstrates consistent mastery of learning outcomes for the course;

demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;

completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;

demonstrates consistent leadership in class participation activities.

Grading Criteria

BC Letter Grades A-F with assigned decimal values and decimal equivalents for transfer-in calculations. The college rounds transfer-in decimal grades to the nearest tenth.

A grades indicate outstanding achievement

- A = 4.0 points per credit hour
Decimal equivalent for transfer-in calculations = 4.0
- A- = 3.7 points per credit hour
Transfer-in grades of 3.7-3.9 are calculated as an A-

"B" grades indicate "high" achievement

B+ = 3.3 points per credit hour

B = 3.0 points per credit hour

B- = 2.7 points per credit hour

The "B" student:

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;

- completes work assignments that consistently meet most requirements;
- contributes regularly to class-participation activities.

B grades indicate high achievement

- B+ = 3.3 points per credit hour
Transfer-in grades of 3.3-3.6 are calculated as a B+
- B = 3.0 points per credit hour
Transfer-in grades of 3.0-3.2 are calculated as a B
- B- = 2.7 points per credit hour
Transfer-in grades of 2.7-2.9 are calculated as a B-

"C" grades indicate "adequate" achievement

C+ = 2.3 points per credit hour

C = 2.0 points per credit hour

C- = 1.7 points per credit hour

The "C" student:

- demonstrates an adequate level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class-participation activities.

C grades indicate adequate achievement

- C+ = 2.3 points per credit hour
Transfer-in grades of 2.3-2.6 are calculated as a C+
- C = 2.0 points per credit hour
Transfer-in grades of 2.0-2.2 are calculated as a C
- C- = 1.7 points per credit hour
Transfer-in grades of 1.7-1.9 are calculated as a C-

"D" grades indicate "poor" achievement

D+ = 1.3 points per credit hour

D = 1.0 point per credit hour

The "D" student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class-participation activities.

"F" grades indicate "inadequate" achievement

F = 0 points per credit hour

The "F" student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities.

Students should be aware that the instructor determines whether the class will be evaluated using the "F" grade.

D grades indicate poor achievement

- D+ = 1.3 points per credit hour
Transfer-in grades of 1.3-1.6 are calculated as a D+
- D = 1.0 points per credit hour
Transfer-in grades of 1.0-1.2 are calculated as a D

F grades indicate inadequate achievement

- F = 0.0
The college does not transfer-in grades below a D

Other Grades

Satisfactory/Unsatisfactory ("S/U") Grades

Satisfactory/Unsatisfactory ("S/U") is a grade granted for specific courses as determined by the college. Students may not choose this grading option. An "S" grade indicates a letter grade of at least a "C." A grade of "U" indicates a letter grade of less than a "C." No points are calculated into the GPA for either grade.

"S" grades indicate "satisfactory" achievement

- an "S" grade indicates a letter grade of "C" or better;
- students earn credit, but no points are calculated into the GPA;
- the use of the "S" grade is determined by the college;
- students may not choose the "S" grade as an option.

"U" grades indicate "unsatisfactory" achievement

- a "U" grade indicates a letter grade lower than a "C";
- no points are calculated into the GPA;
- the use of the "U" grade is determined by the college.

Satisfactory

S = 2.0 points per credit hour or higher

- Indicates a grade of C or higher
- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

Unsatisfactory

U = less than 2.0 points per credit hour

- Indicates a grade of less than a C
- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes

Use is determined by the college

-

Credit/Non-credit – CR/NC

Credit/non-credit ("CR/NC") grades are granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade-point average.

Credit

CR = no decimal value

- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

No Credit

NC = no decimal value

- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

Pass/Fail – P/F

No points are calculated for a "P" grade, which is issued in two separate instances: for those courses institutionally recognized as using the "P" grade and for courses graded using "A" through "F" in which a student elects to be evaluated "pass/fail." In the latter instance, all "P" grades must be supported with traditional letter grades, and when the student fails to receive a grade of "A" through "D," a grade of "F" will be assigned and calculated in the grade-point average.

Courses which a student elects to take "pass/fail" may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a "P/F" grade within the first ten (10) days of the quarter by filing the request in the student service center.

Pass/Fail Grading System

Students may ask to be graded on a "pass/fail" basis in a course by filing a request form at the registration office by the tenth instructional day of the quarter (for fall, winter, and spring; summer quarter has an alternate schedule). "Pass/fail" may also be determined at the time the student enrolls for the course.

- A "pass/fail" option cannot be used for a course for which a student has already received a letter grade.
- Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the "pass/fail" option, except in those courses which have been approved by the institution for "pass/fail" grading; e.g., physical education activity, clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized agencies who may request it, but will print "pass" or "fail" on the student grade report and permanent record.
- No more than fifteen (15) credits may be taken "pass/fail" in satisfying requirements for an Associate Degree. Courses requiring a "P" grade are not included in the fifteen (15) credits.
- A grade of "P" earned in a course taken "pass/fail" will not be factored into the student's grade-point average, but a grade of "F" will be calculated as "0" points for GPA purposes.

Other Designations

Official Withdrawal – W

Official withdrawals are accepted and recorded on one schedule for fall, winter, and spring quarters, and on a different schedule for summer quarter.

During fall, winter, and spring quarters withdrawals are recorded as follows:

- Through the tenth day of the quarter, the dropped course does not become part of the transcript.
- After the tenth school day and through the end of the seventh week of the quarter, the "W" grade will become part of the student's transcript record, regardless of grade status at the time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During summer quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the "W" grade will become part of the student's transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a summer quarter.

Official Withdrawal

W = no decimal value

- Students initiate an official withdrawal during the established deadlines as listed on the academic calendar
- Does not calculate into the Bellevue College GPA
- See Policy 2450, Official Withdrawal from a Course, for details

Hardship Withdrawal – HW

"HW" indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

Course in Progress – Y

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

Incomplete – I

No points are calculated for this grade. An "I" grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student's control. The student is responsible for requesting the assignment of an "I" grade and for demonstrating why the "I" is appropriate. Granting the request and assigning the "I" grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an "I" grade at the course instructor's discretion. The nature of the deficiency must be such that removal of an "I" grade is not contingent on subsequent enrollment in the same course by the student.

An "I" will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which

the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the "I" is given in the spring term), and an extension can be granted only with the instructor's approval. If the student fails to complete the designated assignment(s), an "F" grade will be posted.

Removal of an incomplete grade

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

-

Audit – "N"

Not counted for credit or grade-point average. A student must declare an intention to audit a course within the first ten (10) days of a quarter by filing the request in the registration office.

Auditing a course

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

- Students may ask to audit a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). The intent to audit may also be determined at the time the student enrolls for the course.
- Any person may enroll in a credit course as an auditor upon payment of the required enrollment fees.
- Auditors in a course are required to participate in all activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. Instructors are not required to transmit a traditional letter grade for an auditor.
- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of "N" earned in an audited course will not be factored into the student's grade-point average.

Audit

N = no decimal value

- Students receive instruction, but do not earn grades or points.
- Available option for all students.
- Does not calculate into the Bellevue College GPA

Incomplete

I = no decimal value

- Students did not fulfill the requirements needed to complete the class.
- Issued at instructor's discretion.
- Students must have completed 85 percent of the required work and have a grade of C or better at the time the incomplete is issued.
- Does not calculate into the Bellevue College GPA

Academic Renewal

X = no decimal value

- Issued retrospectively to students approved for academic renewal
- Does not calculate into the Bellevue College GPA
- See Policy 3210, Academic Renewal, for details

Correcting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

Instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time,

students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

Repeating a Course

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (that is, taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the Bellevue College Catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student's transcript; the Registrar will place an "R" next to other grade(s) received for that course.
- Courses must be repeated for a letter grade unless the course is only offered only as "satisfactory/unsatisfactory," "credit/non-credit," or "pass/fail."
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

Revision History

REVISION HISTORY

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018

Approved By

Board of Trustees

APPROVED BY

Board of Trustees



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 3210, ACADEMIC RENEWAL

INFORMATION

FIRST READ

ACTION

Description

Policy 3210, Academic Renewal (previously called “Academic Forgiveness”) has been revised to remove systemic barriers, which created inequities for students who need access to financial aid. An example of a barrier is that the current policy requires students to wait until they are ready to submit a graduation application before they can access this option. Without access to financial aid, for students below a 2.0, they won’t get to that point. Students who wish to access a selective admission program have a similar barrier if their GPA is too low.

An additional barrier is related to the requirement that students must pick a quarter in which they seek academic forgiveness, and all preceding quarters are included in the removal of the grades. Many students do well for a quarter or two, and then experience a difficulty or an extenuating circumstance. These students do not need to erase prior quarters in which they did well. The name has been changed to reflect a more positive and less punitive attitude.

Key Questions

- * Why is it important to revise this policy at this time?
- * Does this revision have any financial impact?
- * How are students helped with this revision?

Analysis

Not being able to overcome a low GPA creates problems for students that could prevent them from achieving their educational goals. As the college moves towards a proactive approach to supporting students and their success, academic renewal provides an important element and conveys the message that the college cares about each individual student’s success.

Background/Supplemental Information

This should be a list of any attachments, recommended websites or links.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII reviews the proposed revisions of Policy 3210 at the March 13, 2019 meeting and approves at the April 24, 2019 meeting.

Prepared by: Kristen Jones, Provost for Academic & Student Affairs
Kristen.jones@bellevuecollege.edu

3210 ACADEMIC RENEWAL

Original Date: 2/28/2006 * Last Revision Effective: 4/7/2015

Policy Contact: Provost for Academic and Student Affairs

POLICY

Students returning to Bellevue College after a break in taking credit classes or those who have completed all of the coursework and requirements for a degree or certificate may petition for academic renewal. Academic renewal replaces all original grades students earned in select quarters with a grade of "X," which is not included in the calculation of their Bellevue College grade point average (GPA). By enabling returning students to improve their GPA, academic renewal supports student success and completion of students' academic goals. The college allows this as a one-time irreversible option for students who meet the following criteria:

- The student took a minimum one-year (four consecutive quarters) break in taking classes and earns at least a "B-" quarterly and cumulative GPA in three (3) consecutive quarters starting immediately upon the student's return to the college; or
- The student has completed all coursework and requirements necessary for degree or certificate completions, and has applied for graduation.

Students may designate any quarter or quarters for academic renewal under the following conditions:

- In the case of students returning after a minimum one-year break, the quarter or quarters selected must predate their return to the college.
- If multiple quarters are selected, they must be consecutive.
- The quarter or quarters selected may not include classes previously used to meet the requirements of an awarded degree or certificate.

Academic renewal permanently removes the original grades from a student's transcript; the college does not keep a record of those original grades. Students cannot choose individual class grades for academic renewal as it is implemented on a quarter basis only. Students planning to transfer to other institutions should note that the original class names and associated credits remain on the transcript after academic renewal and may be considered as attempted credits or they may be assigned a default grade by the receiving institution.

REVISION HISTORY

Original 02/28/2006

Revision 5/21/2009; 4/7/2015

APPROVED BY

President's Cabinet
Board of Trustees

3210 ACADEMIC ~~FORGIVENESS~~ RENEWAL

Original Date: 2/28/2006 * Last Revision Effective: 4/7/2015

Policy Contact: ~~Vice President of~~ Provost for Academic and Student Affairs

POLICY

Students returning to Bellevue College after a break in taking credit classes or those who have completed all of the coursework and requirements for a degree or certificate may petition for academic renewal. Academic renewal replaces all original grades students earned in select quarters with a grade of "X," which is not included in the calculation of their Bellevue College grade point average (GPA). By enabling returning students to improve their GPA, academic renewal supports student success and completion of students' academic goals. The college allows this as a one-time irreversible option for students who meet the following criteria:

~~Bellevue College allows enrolled students pursuing a degree or certificate to petition for academic forgiveness as a one-time irreversible option for which students petition at the time of graduation. Students select a quarter on their transcript at which point any quarter(s) preceding the selected quarter, course grades will be forgiven and excluded from their BC transcript cumulative GPA.~~

- ~~—The student took a minimum one-year (four consecutive quarters) break in taking classes and t.~~
- The student earns at least a "B-" quarterly and cumulative GPA in three (3) consecutive quarters starting immediately upon the student's return to the college; or
- The student has completed all coursework and requirements necessary for degree or certificate completions, and has applied for graduation.

Students may designate any quarter or quarters for academic renewal under the following conditions:

- In the case of students returning after a minimum one-year break, t~~The quarter or quarters selected must predate their return to the college. after the minimum one-year break in taking classes.~~
- If multiple quarters are selected, they must be consecutive.
- The quarter or quarters selected may not include classes previously used to meet the requirements of an awarded degree or certificate.

~~Course(s) which are forgiven cannot be used to meet pre-requisites, degree or certificate requirements. Students should be aware that other colleges and universities may include forgiven course(s) and/or grades in their eligibility for admission or graduation.~~

Academic renewal permanently removes the original grades from a student's transcript; the college does not keep a record of those original grades. Students cannot choose individual class grades for academic renewal as it is implemented on a quarter basis only. Students planning to transfer to other institutions should note that the original class names and associated credits remain on the transcript after academic renewal and may be considered as attempted credits or they may be assigned a default grade by the receiving institution.

DEFINITIONS

Academic forgiveness

~~Designated courses will not count in the calculation of the student's Bellevue College cumulative grade point average for the purposes of graduation; however, other colleges and universities may include forgiven course(s) and/or grades in their eligibility for admission or graduation.~~

RELEVANT LAWS AND OTHER RESOURCES

~~Bellevue College Procedure #3210P Academic Forgiveness~~

REVISION HISTORY

Original 02/28/2006

Revision 5/21/2009; 4/7/2015

APPROVED BY

President's Cabinet
[Board of Trustees](#)



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

SABBATICAL LEAVE AUTHORIZATION FOR THE 2019–20 ACADEMIC YEAR

INFORMATION

FIRST READ

ACTION

Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

Key Questions

- * What is the purpose of sabbatical leave?
- * How many faculty have applied for sabbatical leave for the 2019–20 year?
- * What is the Board of Trustees' role in the sabbatical leave process?
- * How have sabbatical leaves been affected by ongoing budget constraints?

Analysis

The Sabbatical Leave Committee received requests from eight (8) faculty members for sabbatical leave, to occur during the 2019–20 academic year. The Sabbatical Leave Committee met in February to review and rank the proposals, and is recommending the requested leaves for all eight (8) individuals totaling 6.00 FTEF. The Office of Human Resources has provided the committee with the FTE replacement cost for these sabbaticals. This information, along with the committee's recommendation, has been forwarded to the President.

The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least five (5) FTE Sabbatical Leaves annually; provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article 22, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Last year seven (7) faculty members submitted applications for sabbatical leaves during the 2018–19 academic year. The President recommended that the Board of Trustees grant sabbatical leaves for these seven (7) individuals for a total number of quarters equivalent to 3.67 FTEF. The replacement cost was \$137,107 for the 2018–19 academic year.

The President's recommendation on sabbatical leave requests will be presented to the Board of Trustees as an action item in April.

Background/Supplemental Information

Summary of Sabbatical Leave Requests for 2019–20.

REGULAR MEETING AGENDA ITEM

continued

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII receives information about sabbatical leave requests as a future action item.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
kristen.jones@bellevuecollege.edu

SUMMARY OF SABBATICAL LEAVE REQUESTS FOR 2019–20

JENNIFER LAVEGLIA, Senior Associate Professor (Science — Math)

Jennifer has been at Bellevue College for 25 years. Last year she applied for three quarters of leave over the course of two academic years; she was granted two quarters of leave in 2018–19, and this application is for the third quarter of sabbatical leave for 2019–20. During her time at BC, Jennifer has been increasingly involved in program leadership; the associated released time for five years as Developmental Math Coordinator and two terms as Program Chair has decreased the sections she has taught. Jennifer plans to re-dedicate herself to the craft of teaching by learning newer strategies for engaging students, such as active learning strategies, UDL frameworks, and accessibility in STEM classes. Specifically, she expects to revise her own teaching methods, to research effective co-requisite course models for pre-calculus, to complete the Accessibility 101 training, and to attend some conferences.

WINNIE LI, Senior Associate Professor (iBIT — BAS Data Analytics)

Winnie joined Bellevue College in 2007 as full-time faculty in the Business Administration Transfer and Computer Science Transfer programs. She initially focused on teaching *Statistical Analysis*, *Management Information Systems*, and *Fundamentals of Computer Science*, but then five years ago she led the curriculum development efforts in the BAS in Data Analytics program and later helped to develop the BS in Computer Science program. Winnie hopes to catch up with the latest industry advancements and to refresh her knowledge in applied data and computer science, since these are among the most rapidly evolving fields in recent years. Winnie plans to participate in building new data pipelines and storage and analysis platforms with two industry leading tech-startups: Outreach.io and Placements.io. She believes her new experience and skills will greatly enhance existing program curriculum so that students will be better prepared to enter the workforce upon graduation.

LESLIE LUM, Senior Associate Professor (Social Sciences — Business Transfer)

Leslie has been faculty in the Business Transfer Program for 23 years. During her time at the college, Leslie has worked on initiatives involving government, university, business, and community partners. As a member of the Advisory Board of the UW Foster Consulting and Business Development Center, Leslie has contributed research for the development of its curriculum. Leslie is one of the co-authors of *Business Consulting in a Multicultural America*, a publication of the Foster School. The book lays out the framework, knowledge base, and actions for student teams to provide consulting for underserved businesses, reducing the wealth gap. A new edition of the book is needed, and Leslie plans to use her leave to research and update this book, as well as to co-author a companion book. She also plans to develop a mentorship platform to tie industry professionals with student efforts.

HYESU PARK, Associate Professor (Arts & Humanities — English)

Hyesu joined Bellevue College in 2013 while working on the final chapter of her doctoral dissertation from Ohio State University. Hyesu has been a visiting professor at a university in India for two summers, and her academic teaching has been complemented by international conferences and published articles. Hyesu is the editor of a volume to be published by Rutgers University Press in May 2019. Her application for a two-quarter sabbatical leave in 2019–20 is so that Hyesu can work on publishing her second book, *Media Trends in South Korea: Mukbang TV, Webcomics, and Literature*. Hyesu is the sole author of this second book and she has signed a contract with Routledge, a British multinational publisher focusing on academic books and journals. During the sabbatical, Hyesu will conduct her research for the book and complete a majority of the writing to meet the manuscript delivery date of August 2020.

ANNE MATSUMOTO STEWART, Senior Associate Professor (Arts & Humanities — World Languages)

Anne joined Bellevue College in 2008 as an adjunct instructor of Japanese and obtained tenure in 2011. During her first sabbatical leave in Fall 2018, Anne listed many tasks, some of which she wishes to continue to pursue during the requested Winter and Spring quarters sabbatical next year. Anne's goal is to study existing digital learning tools to help Japanese-language learners, and perhaps develop some new tools, to make studying more efficient and effective. Learning a foreign language takes both time and continual practice. Daily review outside of class is essential. This can be frustrating, especially for busy adult learners. During this two-quarter sabbatical, Anne wishes to create online exercises and study tools, enabling students to achieve better time management. When students are motivated to learn and realize they are making progress, learning becomes fun and satisfying.

LISA TEDESCHI, Senior Associate Professor (HSEWI — Nursing)

Lisa has been teaching full-time in the nursing program since September 2001. In 2009, she became Program Chair of the nursing department. During her tenure as chair, Lisa successfully launched a Part-Time Associate Degree program for working students as well as led a team of faculty to create a CCNE-accredited RN-BSN program. Although the Commission of Collegiate Nursing Education (CCNE) accrediting body only required a Mastered-prepared nurse to be chief nurse administrator of the program, the Washington State Nursing Commission requires a Doctorate-prepared RN and so Lisa had to step down as the director of the nursing programs. Thus Lisa will be using her sabbatical leave to complete her Doctorate Scholarly Project to acquire her Doctorate in Nursing. She will be collaborating with clinical partners to see if a home assessment and education visit by BC RN-BSN students will reduce the rate of heart failure readmissions.

JEFFERY WHITE, Senior Associate Professor (Arts & Humanities — English)

Jeffery has taught at Bellevue College for 25 years. He applied for and received a one-quarter sabbatical leave for the 2018–19 academic year. In that application he explained that he would be applying for a second leave to finish as much of the original project as possible. The second quarter of sabbatical leave will involve continued research as well as revising and reworking the manuscript chapters that he produced during the previous leave. He will also follow up with agents, editors and publishers contacted during the Association of Writers and Writing Programs Conference. His goal is to bring greater awareness to the ways in which the story-telling impulse constructs our experience and our perception of reality. In the classroom, Jeffery hopes this work will help him show students how certain fictions and narratives shape their lives and influence their decisions.

JUN XU, Tenure-Track Assistant Professor (Arts & Humanities – English)

Jun started at Bellevue College in September 2014 and has been full-time faculty since January 2016. Jun teaches writing courses at all levels, and she has been developing STEM-focused writing courses because she holds a second doctorate in chemistry. Jun is applying for a three-quarter leave in the 2019–20 academic year with two main goals. The first is to complete her first-person narrative book, *Tell Me What I Am: A Memoir of Fire*. The title focuses on the histories of human interaction with fire, both in utilization and understanding of fire. The second goal is to build a Project-Based Learning course with the driving question, "How do we understand what fire is?" The course aims to understand fire through chemical, geological, biological, and anthropological lenses and to aid students in working out their answers through hands-on research and experiments, as well as through discussions and writing.

REGULAR MEETING AGENDA ITEM



BELLEVUE
COLLEGE

TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2019–20 ACADEMIC YEAR

INFORMATION

FIRST READ

ACTION

Description

A recommendation from the Tenure Review Committee concerning 21 tenure candidates has been submitted to the Board of Trustees, in accordance with the [“Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education.”](#) On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President and the Tenure Review Committee that 20 of the faculty candidates listed below be granted tenure and one be granted a three-quarter extension of the probationary period.

Key Questions

- * Have the third-year probationary tenure candidates fulfilled all the necessary responsibilities as described in Article 24 of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of each probationary candidate?
- * As a result of their deliberations, has the Tenure Review Committee recommended an extension of probationary status for any of the candidates?
- * Has the pertinent documentation for all 21 candidates been made available for review by the Board of Trustees?
- * What are the recommendations of the Tenure Review Committee regarding the tenure status for the 21 probationary candidates for the 2019–20 academic year?

Analysis

The reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and

TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2019–20 ACADEMIC YEAR

continued

expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.

- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

Background/Supplemental Information

An electronic notebook in .pdf format has been assembled regarding the tenure candidates, and all pertinent documents for each case has been included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommendation/Outcomes

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to John Lott, Health Sciences, Education & Wellness Institute (Neurodiagnostic Technology).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Yancy Chow, Social Sciences (Business Administration Transfer).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Shana Chung, Health Sciences, Education & Wellness Institute (Health Management and Leadership).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Gwynne Crowder, Science (Physics).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Carl Freeberg, Institute for Business & Information Technology (Business Intelligence).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Trevor Gamble, Science (Physics).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Heath Hayden, Library Media Center (Library).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Ariane Hayes-Kouadio, Health Sciences, Education & Wellness Institute (Allied Health).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Ron Holland, Arts & Humanities (English).

TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2019–20 ACADEMIC YEAR

continued

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Lisa Lapointe, Library Media Center (Library).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Elena Maans, Library Media Center (Library).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to John Passmore, Art & Humanities (Interior Design).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Luke Rawlings, Science (Mathematics).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Sharon Romppanen, Health Sciences, Education & Wellness Institute (Early Childhood Education).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Donald Rowe, Institute for Business & Information Technology (Accounting).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Fatma Serce, Science (Computer Science).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Sajonna Sletten, Arts & Humanities (Basic and Transitional Studies).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Yu-ting Su, Counseling Center (Counseling).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Amy Swanson, Health Sciences, Education & Wellness Institute (Health & Physical Education).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Jun Xu, Arts & Humanities (English).

Recommendation: that the Board of Trustees of Bellevue College hereby takes no action on Rachel Rosenthal, Health Sciences, Education & Wellness Institute (Health Promotion and Management) until the candidate returns from leave in winter 2020.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
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REGULAR MEETING AGENDA ITEM



**BELLEVUE
COLLEGE**

**STUDENT SUCCESS — HARNESSING SYNERGIES FOR
TRANSFORMATIVE LEARNING**

INFORMATION

FIRST READ

ACTION

Description

Key Points

- Dean of the RISE Learning Institute Dr. Gita Bangera and members of the RISE team will present on student success work.
- The presentation will describe how the RISE Learning Institute helps students identify, articulate, build, and apply their strengths throughout the student life cycle.

Our vision: Transformative learning for every BC student

Research. Innovation. Service. Experiential Learning. Our name indicates our mission—to ensure that these high-impact experiences are at the heart of a BC education. At RISE, we build the cross-campus collaborations, innovative programs, and community connections that power transformative learning.

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