



**BELLEVUE**  
**COLLEGE**

# BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



REGULAR MEETING  
DECEMBER 11 , 2019





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**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, December 11, 2019. The business session will begin at 2:00 PM in room B201. Richard Fukutaki, Chair, will preside.

**AGENDA**

- |         |   |   |
|---------|---|---|
| 2:00 PM | BUSINESS SESSION<br>I. Call to Order<br>II. Roll Call and Introductions<br>III. Consent Agenda<br>A. Approval of Agenda for December 11, 2019<br>B. Approval of Minutes from November 13, 2019                            |   |
| 2:10 PM | IV. Constituent Reports<br>A. Foundation<br>B. Student<br>C. Classified<br>D. Faculty   | Chesemore<br>Tshimanga<br>Turnbull<br>Nightingale |
| 2:30 PM | V. Information Item<br>A. Policy 101  | MacLean   |
| 2:50 PM | VI. First Read Items<br>A. Policy 2950, Faith or Conscience Accommodations<br>B. Policy 3120, Transfer and Course Substitution Credit<br>C. Policy 3600, Copyright and the Right of Fair Use<br>D. Policy 6720, Bookstore | Reas<br>Reas<br>Hayden<br>Curran                  |
| 3:30 PM | VII. Action Item<br>A. Policy 1280, Commitment to Sustainability  | Viens   |
| 3:40 PM | VIII. President's Report  | Weber   |
| 4:00 PM | IX. Board Reports   |   |
| 4:10 PM | X. Unscheduled Business/Community Testimony   |   |

4:20 PM EXECUTIVE SESSION

The Board will be meeting in executive session to evaluate the performances of public employees, to discuss goals for evaluation of the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining.

5:30 PM Adjournment

*Please note: Time and order are estimates only and are subject to change.*



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

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on November 13, 2019 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

**MINUTES**

The business session was called to order at 2:06 PM.

**I. ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Lisa Chin, Merisa Heu-Weller, Richard Leigh, Jinhua Johnson, Jerry Weber, and Bruce Marvin were present.

**II. CONSENT AGENDA**

Trustee Chin made a motion to approve the consent agenda. Trustee Leigh seconded. The motion passed unanimously. Agenda (November 13, 2019) and meeting minutes (October 2, 2019) approved.

**II. CONSTITUENT REPORTS**

**A. Faculty**

The Faculty report was provided by Sue Nightingale, president of the Bellevue College Association of Higher Education.

- The week of October 28 was Campus Adjunct Equity Week. Nightingale sent out daily FYI emails throughout that week to share information about adjunct faculty at Bellevue College. Regarding the following, Nightingale asserted the following
  - Bellevue College is reliant on adjunct faculty in both headcount and in full time equivalent (FTE) faculty. Bellevue College ranks 33 out of 34 institutions when comparing the percent of FTE adjunct faculty to other community and technical colleges (CTC) in Washington. These numbers are hard to compare within the CTC system as there is a lot of variety between the colleges, but it is still something important to look at. The statewide average percent of FTE adjunct faculty is 49%. In order for Bellevue College to reach the statewide average, the institution would have to hire an additional 70 faculty.
  - There is a substantial job difference between full time faculty and adjunct faculty. Full time faculty are required to hold five office hours per week. Adjunct have a smaller number of required office hours, from 30 minutes a week per class to one hour per week per class depending on their rank.

- Each year there are six days when the entire faculty meets to learn about new initiatives, participate in training, and professional development. College-wide initiatives are discussed in these days, such as Guided Pathways, Achieving the Dream, and climate justice. For full time faculty these are paid and required work days. Adjunct faculty can be paid for one date, two dates, or none depending on their status. The non-attendance of adjunct faculty to these days has an impact at Bellevue College.
- Trustee Chin asked what is an ideal ratio of full time faculty to adjunct faculty. Nightingale said that Bellevue College will always need adjunct faculty as it allows the institution to be nimble and suggested a ratio of 60/40.
- Trustee Chin suggested holding a study session on the topic of adjunct faculty as the trustees would benefit from hearing more about the topic.

## B. Classified

The Classified report was provided by Becky Turnbull, Bellevue College Chief Shop Steward for the Washington Public Employee's Association.

- Jennifer Pritchard from the Science and Math Institute (SAMI) reports that the 8<sup>th</sup> Annual Super Science Day was a huge success. Many families were visiting Bellevue College for the first time.
- The Neurodiversity Navigators held the 4<sup>th</sup> Annual Autistics Present Symposium on October 19 on the Bellevue College campus. This year's symposium focused on autistic youth, with seven speakers aged 13 through 22, an autistic youth Mistress of Ceremonies and an autistic youth closing speaker. The symposium had over 100 attendees.
- Classified staff are excited about the opening of the new Student Success Center, but some have expressed concerns about issues related to the new space, specifically related to the storage of personal stuff, concerns with open offices versus private office, and not being able to select individuals office chairs.
- Trustee Dietzel asked Turnbull to congratulate the event planners from SAMI and Neurodiversity Navigators for their successful events.

## C. Foundation

The Foundation report was provided by Lisa Brock, Chair-Elect of the Bellevue College Foundation.

- Brock thanked Trustees Fukutaki, Dietzel, Heu-Weller, and Johnson for attending the Donor & Scholar Reception.
- The Foundation is in its annual cycle of awarding mini-grants and launching year-end campaigns to raise additional funds.
- Planning continues to be underway for the annual Foundation breakfast. Eight corporate donors have been confirmed. The Foundation would appreciate any connections to other businesses who may be interested in sponsorship.
- The Foundation is working on its strategic plan and will vote on their mission statement in an upcoming meeting.

- The Foundation is working on Board development. Their goal to recruit two or three new Foundation board members and they would appreciate any introductions.
- The Foundation thanked the trustees for participating in their Foundation Board meetings this quarter.
- Trustee Heu-Weller said the Donor & Scholar Reception is her favorite event to attend every year and this year's speaker was wonderful. Trustee Fukutaki added that the Donor & Scholar Reception was the nicest one he has attended.

#### D. Student

The student report was provided by Emmanuel Tshimanga, president of the Associated Student Government (ASG).

- ASG has hired three additional students to serve in positions, which provides ASG enough students to hold public meetings. Public ASG meetings are being held every other Tuesday at 2:30-3:30 PM. Tshimanga has been working on getting the new students up and running in their positions. ASG is still recruiting additional students to serve in the other unfilled positions.
- ASG is planning a meeting for all student organizations to help them be more successful. ASG is also interested in figuring out what issues student organizations are facing and how ASG can help them address those issues.
- Trustee Dietzel asked if the legislative affairs position had been filled as having this position brings value to legislative advocacy. Tshimanga said that the position had not been filled yet.

### III. **ACTION ITEMS**

#### A. 1280 Commitment to Sustainability

The trustees requested that the policy document include the complete language underneath the policy before they will vote on it. Policy 1280 Commitment to Sustainability will be brought back to the Board meeting in December for a vote.

### IV. **INFORMATION ITEMS**

#### A. Program Highlight: Climate Justice in the Curriculum

- Sonya Doucette, Chemistry and Environmental Science Senior Associate Professor, and David Spataro, Political Science Associate Professor, presented on climate justice work in the curriculum at Bellevue College. The Sustainability Curriculum Committee launched the Climate Justice in the Curriculum project in Spring 2019. Collaboration partners includes Provost Jones, President Weber, the Office of Sustainability, and the Faculty Commons. The project focuses on implementing short, but impactful, climate justice lessons across the curriculum. To date, faculty from 14 programs from across Bellevue College have participated.

- Trustee Chin said that it is always amazing to see Bellevue College be a leader. She asked how trustees can be supportive of the college's efforts. Doucette suggested bringing the community into climate justice events, teach-ins with community involvement, steady funding sources, and releasing faculty from duties to focus their work in climate justice.
- Trustee Chin suggested the Board hold a study session on climate justice in a future meeting.
- Trustee Dietzel commended Doucette and Spataro on their framing of this critical issue and asked if they are focusing on solutions, along with awareness. Doucette said that faculty are focused on solutions and they primarily draw from the book *Drawdown*.
- Trustee Heu-Weller asked if Doucette and Spataro were connected with Microsoft Worldwide Sustainability and that she would introduce them.
- Trustee Leigh said it might be interesting to strengthen high school involvement by providing curriculum to local high schools centered on climate justice.

#### B. College Finances: Fund Balance Review

- Jim Craswell, Interim Executive Director of Finance, and Dennis Curran, Vice President of Administrative Services, presented an update on the fund balance. The finance department reorganized the accounts to make it clear that 25% (3-month reserve) is set aside for available reserves. A capital sustainability fund was established with \$9 Million to fund restoration of an aging campus. An innovation fund was established with \$2 Million to provide resources for expenditures that will generate new revenue or reduce current expenses.
- Trustee Fukutaki suggested changing the name of the capital sustainability fund to a renovation or maintenance fund.
- Trustee Chin said the new innovation fund was indicative of innovative thinking and she commended Craswell and Curran on developing creative solutions that benefit the college.
- Trustee Dietzel said we need to insure we are incorporating increased student success in financial modeling as students become more successful, they may be enrolled at Bellevue College for less time overall.

#### C. Academic and Student Affairs Annual Report

- Kristen Jones, Provost; Brenda Ivelisse, Associate Vice President of Student Affairs; and Rob Viens, Associate Vice President of Academic Affairs presented the Academic and Student Affairs Annual Report. Within the framework of Achieving the Dream (ATD), Academic and Student Affairs is focused on advancing the President and Cabinet goal of eliminating achievement gaps and increasing the success of all students.
- The Leadership of Academic and Student Affairs (LASA) provides oversight for joint Academic and Student Affairs initiatives. The presentation provided an overview of their 2018-2019 work and their Objectives and Key Results (OKRs) for 2019-2020.
- Trustee Leigh asked how realistic the timeframe is for annual scheduling? Viens thinks annual scheduling is realistic for 2020-21 as several programs are already thinking this way. Initially, students will be able to see the schedule a year in advance; yet, they will still register quarter by quarter; however, in the future, students may be able to register



a year in advance. Trustee Johnson indicated that having registration a year in advance would be helpful for students.

- Trustees Fukutaki asked how LASA and ATD are connected? The trustees and presenters engaged in a conversation about this topic.
- Trustee Dietzel indicated his concern that there is not an explicit tie between ATD goals and LASA OKRs.
- Trustee Fukutaki appreciated the honest assessment of OKRs from last year.
- Trustee Fukutaki asked if Target X integrates with ctcLink? Rodger Harrison, Vice President of Information Technology Services indicated that the expectation is that the ctcLink and the Target X systems will integrate and cross flow back and forth.

V. **PRESIDENT’S REPORT**

Jerry Weber, President of Bellevue College, provided the President’s Report.

- Several Bellevue College staff, including Gayle Barge, Vice President of Institutional Advancement; Brenda Ivelisse, Associate Vice President of Student Affairs; Jean D’Arc Campbell, Dean of International Education and Global Initiatives; Kathryn Pappas, Assistant Director for International Education and Global Initiatives; and Jerry Weber, President; conducted an international recruitment trip in Congo. Campbell provided an update on the recruiting trip to the trustees.
- Bellevue College will be hosting a luncheon with local legislators on December 11 to share information with the legislators about Bellevue College.

VI. **BOARD REPORTS**

Trustee Fukutaki recognized Gilbert Villalpando and Beabe Akpojovwo for their work in coordinating the Faculty and Staff of Color Conference. Trustee Fukutaki attended and felt it was a terrific experience. Next year, the conference will celebrate its 25<sup>th</sup> anniversary in Vancouver, WA.

VII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business/community testimony.

VIII. **EXECUTIVE SESSION**

At 4:48 PM, Chair Fukutaki announced there would be an executive session for approximately 60 minutes to evaluate the performances of public employees, discuss goals for the evaluation of the President, and discuss matters with legal counsel regarding potential litigation and collective bargaining. At 5:50 PM, Chair Fukutaki announced there would be a 40 minute extension to the executive session. The Board returned to regular session at 6:30 PM.

IX. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:30 PM.

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Richard G. Fukutaki, Chair  
Board of Trustees

ATTEST:

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Alicia Keating Polson  
Secretary, Board of Trustees  
Community College District VIII



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REGULAR MEETING AGENDA ITEM

**POLICY 101**

INFORMATION

FIRST READ

ACTION

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**Description**

Tracy Biga MacLean, Associate Director of Effectiveness & Strategic Planning and Policy Coordinator, will provide the trustees with a brief presentation on policy making at Bellevue College.

**Key Questions**

- \* What is the difference between a policy and a procedure at Bellevue College?
- \* What is the process for creating or revising a policy at Bellevue College?

**Background/Supplemental Information**

A PowerPoint presentation will be included.

**Recommendation/Outcomes**

The Board of Trustees learns about policy, including the process of creation and revision, at Bellevue College.

Prepared by: Alicia Keating Polson, Executive Assistant to the President and Board of Trustees  
[alicia.keatingpolson@bellevuecollege.edu](mailto:alicia.keatingpolson@bellevuecollege.edu)

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REGULAR MEETING AGENDA ITEM

**REVISIONS TO POLICY 2950, FAITH OR CONSCIENCE ACCOMMODATIONS  
(FORMERLY KNOWN AS ACCOMMODATIONS FOR REASONS OF FAITH OR  
CONSCIENCE—STUDENTS)**

INFORMATION

FIRST READ

ACTION

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**Description**

During the 2019 legislative session, the state approved significant changes to the previous rules related to providing accommodations to students for reasons of faith or conscience. The new law went into effect on July 28, 2019. It required that Bellevue College’s policy and procedure be fully implemented for fall quarter 2019 and the new information be included on Fall 2019 syllabi.

Revisions to policy 2950 and associated procedures were adopted on a temporary basis, subject to the regular review process, and faculty were able to include the new information on their syllabi.

The changes to the law included the following:

- Elimination of the two-day limit for approved accommodations.
- An exclusive focus on accommodating student absences related to the observance of religious holidays or religious activities.
- The inclusion of a requirement that faculty reschedule exams or class activities to accommodate absences or decreased participation due to students experiencing undue hardship.
- A requirement that all course syllabi include the policy or a link to the new policy and a link to our complaint process.

The law also states that students must notify their instructors within the first two weeks of class if they need to be absent due to the observance of religious holidays or participation in religious activities. Additionally, students are required to work directly with their instructors when rescheduling exams or activities. Bruce Marvin suggests that we continue to use the Associate Vice President for Student Affairs or their designee to work with faculty, and that students continue to submit the online form asking for an accommodation. This will ensure that the policy is applied consistently across campus and simplifies the process for students.

**Key Questions**

- \* Why were the policy and procedure adopted on a temporary basis?
- \* Does the policy meet the requirements of [RCW 28B.10.039: As amended in Substitute Senate Bill 5166](#)?

**Analysis**

These changes clarify current law, update the process through which students request accommodations, and ensure that students are well informed of accommodations available to them.

**Background/Supplemental Information**

[RCW 28B.10.039: As amended in Substitute Senate Bill 5166](#)

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves revisions to 2950 Faith or Conscience Accommodations.

Prepared by: Kristen Jones, Provost  
[Kristen.jones@bellevuecollege.edu](mailto:Kristen.jones@bellevuecollege.edu)

## 2950 FAITH OR CONSCIENCE ACCOMMODATIONS

Original Date: 4/9/2015 \* Last Revision Effective: 8/27/19 (temporary)  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College reasonably accommodates students with faith or conscience-based beliefs and practices so that students' grades are not adversely impacted.

In accordance with Washington State law, the college allows students to take holidays for reasons of faith or conscience or for organized activities conducted by a religious denomination, church, or religious organization. This policy also applies to students who may endure a significant hardship because of the observance of religious holidays. All course syllabi must include this policy, or a link to the policy, and must provide notice to students about BC Policy 1440P, Discrimination, Harassment and Retaliation (Procedures), which describes the process for making a complaint regarding faith or conscience accommodations.

### DEFINITIONS

(If applicable)

#### Reasonably Accommodate

Coordinating with the student on scheduling or rescheduling examinations or other activities necessary for completion of the course or program.

### RELEVANT LAWS AND OTHER RESOURCES

- [Title VII of the Civil Rights Act of 1964](#)
- [RCW 49.60: Discrimination—Human Rights](#) Commission
- [RCW 28B.10.039: As amended in Substitute Senate Bill 5166](#)
- BC Procedures 1440P Discrimination, Harassment and Retaliation
- [BC Procedures 2950 Faith or Conscience Accommodations](#)

### REVISION HISTORY

Original 4/9/2015  
Revisions 9/6/2015; 8/27/19 (temporary)

### APPROVED BY

Board of Trustees

## 2950 ~~FAITH OR CONSCIENCE ACCOMMODATIONS FOR REASONS OF FAITH OR CONSCIENCE—STUDENTS~~

Original Date: 4/9/2015 \* Last Revision Effective: ~~9/6/2015~~ 8/27/19 (temporary)  
Policy Contact: Provost for Academic and Student Affairs~~Vice President of Student Affairs~~

### **POLICY**

~~Bellevue College is committed to ensuring that students with faith- or conscience-based beliefs have equal opportunity to access and benefit from the College's educational offerings and services. To this end and in compliance with Title VII of the Civil Rights Act of 1964 and Washington's Law Against Discrimination, Bellevue College will adopt procedures for reasonably accommodating the faith or conscience beliefs, observances, and practices of its students.~~

Bellevue College reasonably accommodates students with faith or conscience-based beliefs and practices so that students' grades are not adversely impacted.

In accordance with Washington State law, the college allows students to take holidays for reasons of faith or conscience or for organized activities conducted by a religious denomination, church, or religious organization. This policy also applies to students who may endure a significant hardship because of the observance of religious holidays. All course syllabi must include this policy, or a link to the policy, and must provide notice to students about BC Policy 1440P, Discrimination, Harassment and Retaliation (Procedures), which describes the process for making a complaint regarding faith or conscience accommodations.

### **DEFINITIONS**

(If applicable)

#### **Reasonably Accommodate**

Coordinating with the student on scheduling or rescheduling examinations or other activities necessary for completion of the course or program.

### **RELEVANT LAWS AND OTHER RESOURCES**

- Title VII of the -Civil Rights Act of 1964
- RCW 49.60: Discrimination—Human Rights Commission~~Washington's Law Against Discrimination~~
- RCW 28B.10.039: As amended in Substitute Senate Bill 5166
- BC Procedures 1440P Discrimination, Harassment and Retaliation
- BC Procedures 2950 Faith or Conscience Accommodations

### **REVISION HISTORY**

Original 4/9/2015  
Revisions ~~9/6/2015~~; 8/27/19 (temporary)

### **APPROVED BY**

Board of Trustees  
~~President's Cabinet~~



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REGULAR MEETING AGENDA ITEM

**CREATION OF POLICY 3120, TRANSFER AND COURSE SUBSTITUTION CREDIT**

INFORMATION

FIRST READ

ACTION

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**Description**

This new policy establishes consistent standards for the acceptance of transfer credit and the approval of course substitutions. Much of what is covered here is already in practice, but establishing a policy will provide official documentation for better training and consistent application. It will also ensure that the college community will be notified if changes are proposed or made.

Standardizing these practices in a policy provides the following:

- Preserves the integrity of the degrees and certificates Bellevue College offers by ensuring all students meet the program outcomes and the requirements established at the time the program received approval.
  - Routinely substituting program requirements may jeopardize the accreditation of degrees, or state approval status.
  - Failure to establish consistent course transfer standards often results in misinformation to students and programs working with students, and may jeopardize the ability of a student to graduate on time.
- Provides a course transfer content standard in the evaluation of credit across the campus and within the Evaluations & Graduation Office, which may allow for increased acceptance of course transfer credit.
- Places reasonable limits on the acceptance of course substitutions toward degree or certificate requirements. This does not apply to equivalent courses, which can be accepted as transfer credit versus an actual substitution of a degree or certificate requirement.
- Defines the role of the Evaluations & Graduation Office.

**Key Questions**

- \* How does this new policy help students?
- \* What areas of the college are impacted by this new policy?

**Analysis**

This policy will assist students, the Evaluations & Graduation Office, faculty, and advisors.



**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Policy 3120, Transfer and Course Substitution Credit.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
[Kristen.jones@bellevuecollege.edu](mailto:Kristen.jones@bellevuecollege.edu)

## 3120 TRANSFER AND COURSE SUBSTITUTION CREDIT

Original Date: \* Last Revision Effective:  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College academic standards certify that all students completing a degree or certificate program meet outcomes established by Bellevue College and approved by the WA State Board for Community and Technical Colleges and the Northwest Commission on Colleges and Universities. These standards ensure that students have acquired the skills necessary to transfer to another institution, enter the workforce, or attain other academic and career goals. The college has a process to assess whether to grant credit towards degrees and certificates for transfer or course substitutions.

Regardless of the number of credits accepted for transfer or substitution, students must meet the college residency requirements. For an associate degree or certificate, at least one-third of the required credits must be completed in residence at Bellevue College. For a bachelor's degree, at least 45 of the required credits must be completed in residence at Bellevue College, of which 30 credits must be upper division (300 and 400 level courses).

### Transfer Credit

The Evaluations & Graduation Office uses the following standards for the acceptance of transfer credit:

- The college accepts credits from other regionally accredited colleges and universities based on the graduation requirements for a specific degree or certificate program and the admission requirements for selective-admission programs. Exceptions are indicated in the Bellevue College Course Catalog (available online on the Bellevue College website).
- Credit for military training and coursework is evaluated based on the American Council on Education (ACE) recommendations and is awarded according to 3110P, Prior Learning Credit (Procedures).
- Credit from institutions outside the United States may be accepted if the institution has completed a comparable accreditation process as regionally accredited U.S. institutions.
- Credit for general education transfer coursework is accepted if the course content contains at least 70 percent of the course offered at Bellevue College.
- Conversion of semester credits to quarter credits is done by multiplying the semester credits by 1.5.
  - Acceptance of equivalent semester courses must be within a .5 variance when compared to the college's quarter credit courses.
  - Transfer students from an institution based on semesters must still meet the total number of credits required for their degree program.
- The college accepts college level coursework only (100 level or above). However, students may use below college level courses to meet prerequisite requirements or for English and math placement.
- The college does not accept credits from a course in which the student earned a grade of less than a 1.0 (D).
- The college accepts grades of S (Satisfactory), or P (Pass), or other similar grade designations if there is documentation to show that these grades have a minimum GPA of 1.0 (D).

### Course Substitution Credit to Fulfill Specific Degree or Certificate Requirements

**Transfer Associate Degrees.** Substitutions for coursework or other requirements needed to complete a transfer associate degree are not generally approved due to the Intercollege Relations Commission (ICRC) transfer agreement and other articulation agreements with colleges and universities. However, under rare and extenuating circumstances the college may consider a substitution of a degree requirement on a case by

case basis, and only if the substitution does not fundamentally change the nature of the degree or certificate, or the expected outcomes associated with completion of the degree or certificate.

**Professional Technical Degrees and Certificates.** Substitutions for professional technical program coursework or other requirements are allowed under the following conditions:

- The department's program chair or dean requests the substitution; and
- The substituted course contains at least 51 percent of the content of the required course; and
- The substituted course is in the same discipline or department as the required course; and
- The substituted credits do not exceed 25 percent of the credits needed to complete the degree or certificate program; and
- The substitution is not for coursework typically associated with general education credits or transfer eligible credits.

These procedures apply to substitutions that are considered a rare occurrence and not a standard practice. Program chairs who frequently request a course substitution for a degree or certificate requirement should officially change the completion requirements for their program to reflect the acceptance of the substituted course. Professional technical coursework that is deemed equivalent to courses completed at other institutions are considered under the transfer credit process.

## **RESPONSIBILITIES**

The Evaluations & Graduation Office

- Awards degrees and certificates based on approved program requirements as listed in the Bellevue College Course Catalog.
- Reviews recommendations for course substitutions and waivers of degree or certificate requirements based on the standards listed above.
- Accepts transfer credit and substitution of coursework based on the standards listed above.
- Evaluates and awards credit under the provisions established for Prior Learning Credit.

## **DEFINITIONS**

Transfer

- Refers to the movement of students from one college, university or other post-secondary educational institution to another, and includes the process of evaluating prior credits earned for the purpose of accepting or not accepting those credits towards a degree or certificate program offered by the receiving institution.

## **RELEVANT LAWS AND OTHER RESOURCES**

[Intercollege Relations Commission \(ICRC\) Revised Handbook 2018](#)

[The American Association of Collegiate Registrars and Admissions Officers \(AACRAO\) Joint Statement on the Transfer and Award of Credit](#)

[The American Association of Collegiate Registrars and Admissions Officers \(AACRAO\) A Guide to Best Practices: Awarding Transfer and Prior Learning Credit](#)

[American Council on Education \(ACE\) Guide to the Evaluation of Educational Experiences in the Armed Services](#)

[The Northwest Commission on Colleges and Universities \(NWCCU\) Standards & Policies](#)

[3110 P Academic Credit for Prior Learning \(Procedures\)](#)

**REVISION HISTORY**

**APPROVED BY**

Board of Trustees



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REGULAR MEETING AGENDA ITEM

**REVISIONS TO POLICY 3600, COPYRIGHT AND THE RIGHT OF FAIR USE**

INFORMATION

FIRST READ

ACTION

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**Description**

This policy establishes how the college adheres to copyright law and the circumstances under which copyrighted material may be used for scholarly purposes using the right of fair use. It is being revised for the following reasons:

- Compliance with current practices.
- Eliminate unnecessary language.
- Add references to the four principles of fair use.
- Designate a copyright officer for Bellevue College.

**Key Questions**

- \* Under what circumstances may students and faculty members use copyrighted material?
- \* How does the college preserve the right of fair use?
- \* Who is the copyright officer for Bellevue College?

**Analysis**

This revision eliminates information not related to the use of copyrighted materials and the right of fair use.

**Background/Supplemental Information**

Copyright Law of the United States, Title 17. U.S. Code.

[Fair Use Evaluator](#)

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves revisions to Policy 3600, Copyright and the Right of Fair Use.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
[Kristen.jones@bellevuecollege.edu](mailto:Kristen.jones@bellevuecollege.edu)

## **3600 COPYRIGHT AND THE RIGHT OF FAIR USE**

Original Date: 11/5/1996 \* Last Revision Effective: 10/15/2016  
Policy Contact: Dean, Library Media Center

### **POLICY**

Bellevue College expects all students, faculty, and staff members to comply with applicable federal, state, and local laws governing copyrighted materials, which grant authors, publishers, and creators' control over the copying, distribution, transmission, and performance of their original works (Copyright Law of the United States, Title 17, U.S. Code, Sections 101-122).

The college facilitates the good faith exercise of fair use rights by faculty, staff, and students to further their teaching, research, learning, and service activities. The college will:

- Inform all students and employees about their fair use rights, the application of the four factors governing those rights set forth in Title 17, Section 107, of the U.S. Code, and the allowed exceptions for reproductions and distribution of material in specialized formats for the use of persons with disabilities (Section 121);
- Develop and make available through the Bellevue College Copyright Officer appropriate resources concerning fair use and intellectual property laws generally and the application of fair use in specific situations;
- Avoid, whenever possible, adopting or supporting policies or agreements that would restrict fair use rights.

This policy applies to all Bellevue College employees, students, and non-employees who may be authorized to use state resources at any Bellevue College facility. The principles of this policy extend to, and include, any use of Bellevue College resources, regardless of its location.

### **RESPONSIBILITIES**

Bellevue College designates the chief administrator of the library media center as the copyright officer. The copyright officer exercises general copyright and fair use oversight and assures that information and guidelines are available via the Bellevue College website. The copyright officer serves as the final authority in cases of denials of requests to duplicate or transmit copyrighted materials.

### **RELEVANT LAWS AND OTHER RESOURCES**

[Copyright Law of the United States, Title 17, U.S. Code](#)  
[Bellevue College Library Media Center Copyright and Fair Use Guide](#)  
[Bellevue College Policy #2900, Digital Copyright Safeguards for Students](#)  
[Bellevue College Policy #2900P, Digital Copyright Safeguards for Students \(Procedures\)](#)  
[Bellevue College Policy #5100, Software Licensing Compliance](#)  
[Bellevue College Policy #5100P, Software Licensing Compliance \(Procedures\)](#)

### **REVISION HISTORY**

Original 11/5/1996

Revisions 11/18/2003; 5/10/2005; 5/21/2009; 9/11/2012; 4/7/2015; 10/15/2016

Board of Trustees

**APPROVED BY**

# 3600 COPYRIGHT AND THE RIGHT OF FAIR USE

Original Date: 11/5/1996 \* Last Revision Effective: 10/15/2016  
Policy Contact: Dean, Library Media [Center Services](#)

## POLICY

Bellevue College ~~respects the individual initiative and inventiveness involved in the creation of intellectual property. Though modern technological developments (computers, photocopiers, facsimile machines, digital scanners, etc.) have made infringement of copyrights easy and even common place in our society, Bellevue College~~ expects all students, faculty, and staff members to comply with applicable federal, state, and local laws governing copyrighted materials, which grant authors, publishers, and creators control over the copying, distribution, transmission, and performance of their original works (Copyright Law of the United States, Title 17, U.S. Code, Sections 101-122).

~~This policy is supplemented by the Bellevue College Software Licensing Compliance Policy, and any other applicable Bellevue College policies, procedures and/or standards, together with local, state and/or federal laws which relate to copyright compliance.~~

The college facilitates the good faith exercise of fair use rights by faculty, staff, and students to further their teaching, research, learning, and service activities. The college will:

- Inform all students and employees about their fair use rights, the application of the four factors governing those rights set forth in Title 17, Section 107, of the U.S. Code, and the allowed exceptions for reproductions and distribution of material in specialized formats for the use of persons with disabilities (Section 121);
- Develop and make available through the Bellevue College Copyright Officer appropriate resources concerning fair use and intellectual property laws generally and the application of fair use in specific situations;
- Avoid, whenever possible, adopting or supporting policies or agreements that would restrict fair use rights.

~~This policy applies to all Bellevue College employees, students, and for non-employees who may be authorized to use any state resources at any Bellevue College facility. The principles of this policy extend to, and include, any use of Bellevue College resources, regardless of its location. Access to information resources, the sharing of information, and the security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. The Bellevue College copyright policy is formulated in accordance with the provisions of U.S. Code Title 17 on Copyrights, particularly Section 107 on fair use. The updated policy is posted on the LMC website. All materials used in instruction as well as those used in carrying out the business of the college should be prepared with the awareness of the published Bellevue College copyright policy. This will include materials used in all modes of teaching and document delivery. Request for copyright permission can be initiated by the office of the LMC dean. Whenever applicable, the LMC may use outside agencies to acquire copyright permission. The cost of acquiring copyright permission may be assumed by the LMC or the college. Whenever applicable, the cost may be passed on to the students. The copyright policy extends to honoring site license agreements that are entered into by the college with database vendors providing instructional materials in text, images, or other sound. LMC dean will consult with appropriate information resources staff on copyright issues that involve use of technology. Instructors will include in their syllabus the college policy on plagiarism in order to make students aware of the importance of copyright and intellectual property as part of their learning experience at Bellevue College.~~

## RESPONSIBILITIES

Bellevue College designates the chief administrator of the library media center as the copyright officer. The copyright officer exercises general copyright and fair use oversight and assures that information and guidelines are available via the Bellevue College website. The copyright officer serves as the final authority in cases of denials of requests to duplicate or transmit copyrighted materials. The primary responsibility for maintenance and administration of this policy rests with the dean of the library media center, who is assigned as the campus copyright officer. The dean is responsible for drafting any updates and changes to the policies and procedures with input from the campus. After appropriate campus review and final approval by the



~~college president, the dean will announce the new or revised policy to the campus providing a brief description of the policy, and its implications for employees and other affected individuals or groups.~~

~~The Bellevue College copyright policy is posted on the LMC website.~~

### **RELEVANT LAWS AND OTHER RESOURCES**

[Copyright Law of the United States, Title 17, U.S. Code](#)  
[Bellevue College Library Media Center Copyright and Fair Use Guide](#)  
[Bellevue College Policy #2900, Digital Copyright Safeguards for Students](#)  
[Bellevue College #2900P, Digital Copyright Safeguards for Students \(Procedures\)](#)  
[Bellevue College Policy #5100, Software Licensing Compliance](#)  
[Bellevue College #5100P, Software Licensing Compliance \(Procedures\)](#)

### **REVISION HISTORY**

Original 11/5/1996

Revisions 11/18/2003; 5/10/2005; 5/21/2009; 9/11/2012; 4/7/2015; 10/15/2016

### **APPROVED BY**

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

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**REGULAR MEETING AGENDA ITEM****REVISIONS TO POLICY 6720, BOOKSTORE** **INFORMATION** **FIRST READ** **ACTION**

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**Description**

The revision to Policy 6720, Bookstore, updates language from “textbooks” to “course materials” to reflect current usage and law.

- 28B.10.590 Course Materials – Cost Savings  
(2a) "Materials" means any supplies or texts required or recommended by faculty or staff for a given course.
- 28B.10.916 Supplemental instructional materials for students with print access disability  
(6a) "Instructional material or materials" means textbooks and other materials that are required or essential to a student's success in a postsecondary course of study in which a student with a disability is enrolled. The determination of which materials are "required or essential to student success" shall be made by the instructor of the course in consultation with the official making the request in accordance with guidelines issued pursuant to subsection (10) of this section. The term specifically includes both textual and no textual information.

The revision includes minor changes for clearer language. The associated procedures (6720P) were also updated to reflect more current language.

**Key Questions**

- \* Why does the term “course materials” better reflect the bookstore’s role than the term “textbooks”?

**Analysis**

This revision is a minor change to maintain the currency and relevance of the policy.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves revisions to policy 6720, Bookstore.

Prepared by: Dennis Curran, Vice President, Administrative Services  
[Dennis.curran@bellevuecollege.edu](mailto:Dennis.curran@bellevuecollege.edu)

## **6720 BOOKSTORE**

Original Date: 9/1/1997 \* Last Revision Effective: 10/19/2015  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Operation of the Bellevue College Bookstore is authorized by state law ([RCW 28B.50.140 \(5\)](#)). Its primary purpose is to provide course materials and supplies to support instructional programs at the college. The BC Bookstore offers appropriate general merchandise as well. All retail items for Bellevue College must be sold through the bookstore. Exceptions are food service, vending machines, and cases for which the bookstore manager agrees to exemptions, such as student club activities.

### **RELEVANT LAWS AND OTHER RESOURCES**

- RCW [28B.50.140 \(5\)](#)
- Bellevue College Procedure #6720P Bookstore

### **REVISION HISTORY**

Original 9/1/1997

Revisions 5/10/2005; 8/15/2006; 5/21/2009; 10/19/2015

### **APPROVED BY**

Board of Trustees

## 6720 BOOKSTORE

Original Date: 9/1/1997 \* Last Revision Effective: 10/19/2015  
Policy Contact: Vice President, Administrative Services

### POLICY

Operation of the Bellevue College ~~B~~bookstore is authorized by state law ([RCW 28B.50.140 \(5\)](#)). ~~Its The~~ primary purpose ~~of the Bellevue College bookstore~~ is to provide ~~course material~~textbooks and supplies to support instructional programs at the college. ~~The BC Bookstore offers a~~Appropriate general merchandise ~~is offered~~ as well. All ~~retail~~resale items for Bellevue College must be sold through the bookstore. Exceptions are food service, vending machines, and ~~cases for which if~~the bookstore manager agrees to ~~exemption~~other ~~arrangements,~~ —such as ~~with~~ student club activities.

### RELEVANT LAWS AND OTHER RESOURCES

- RCW [28B.50.140 \(5\)](#)
- Bellevue College Procedure #6720P Bookstore

### REVISION HISTORY

Original 9/1/1997

Revisions 5/10/2005; 8/15/2006; 5/21/2009; 10/19/2015

### APPROVED BY

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



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REGULAR MEETING AGENDA ITEM

**CREATION OF POLICY 1280, COMMITMENT TO SUSTAINABILITY**

INFORMATION

FIRST READ

ACTION

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**Description**

Over the past two decades, Bellevue College has grown to be a leader in both social justice and sustainability. These are a part of our core values as an institution and are fundamental driving forces that will shape the future of our region, our country, and the global community. This new policy, 1280 Commitment to Sustainability, communicates the significance of sustainability and social justice to Bellevue College and recognizes the importance of serving as a leader in addressing the social inequities created by climate disruption – collectively referred to as climate justice.

**Analysis**

Bellevue College students have expressed the importance of sustainability; indeed, they have authorized a student fee to support Bellevue College sustainability initiatives. This policy harkens the College to engage our students in a deeper understanding of the equity issues related to climate disruption. Through our practices, as well as through our teaching, we have a responsibility to prepare our students to address the issues raised by unsustainable practices, climate disruption, and social inequity. This policy would build on strong student interest in addressing these issues and strengthen existing grassroots efforts by adding the support of the College behind these important foundational principles.

This policy, centered on climate resiliency and climate equity, asks that all members of the college community consider the disparate impacts of individual actions on all members of society, future generations, and the global ecosystem. It encourages college employees and students to be good stewards of college resources and the environment. This policy also helps to establish Bellevue College as a leader in addressing climate justice and preparing students for a changing future.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Policy 1280 Commitment to Sustainability.

Prepared by: Rob Viens, Associate Vice President of Academic Affairs  
[rob.viens@bellevuecollege.edu](mailto:rob.viens@bellevuecollege.edu)

## 1280 COMMITMENT TO SUSTAINABILITY

Original Date: \* Last Revision Effective:  
Policy Contact: President

### **POLICY**

Bellevue College is committed to fostering a community that is conscious of safeguarding quality of life, preserving natural resources, maintaining healthy ecosystems, and reducing climate impacts. The College recognizes that students should be aware of and prepared for the challenges created by climate disruption, population growth, and a lack of sustainable resources. By acknowledging that climate impacts fall strongest on those without resources for resiliency, the College prepare our students to be leaders in cultivating a sustainable future and in promoting equity and climate justice. Because sustainable principles are among the fundamental values and priorities of Bellevue College, these principles provide faculty and staff a framework for college planning, operational practices, and curriculum development.

### **REVISION HISTORY**

### **APPROVED BY**

Board of Trustees