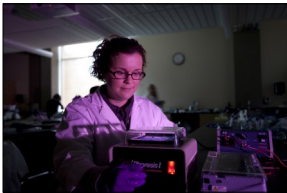




BELLEVUE
COLLEGE

BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



REGULAR MEETING

JANUARY 8, 2020



**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, January 8, 2020. The business session will begin at 2:00 PM in room B201. Richard Fukutaki, Chair, will preside.

AGENDA

- | | | |
|---------|---|---------------|
| 2:00 PM | BUSINESS SESSION | |
| | I. Call to Order | |
| | II. Roll Call and Introductions | |
| | III. Consent Agenda | |
| | A. Approval of Agenda for January 8, 2020 | |
| | B. Approval of Minutes from December 11, 2019 | |
| 2:10 PM | IV. Constituent Reports | |
| | A. Student | Tshimanga |
| | B. Classified | Turnbull |
| | C. Faculty | Nightingale |
| | D. Foundation | Chesemore |
| 2:25 PM | V. Action Items | |
| | A. Policy 2950, Faith or Conscience Accommodations | Reas |
| | B. Policy 3120, Transfer and Course Substitution Credit | Reas |
| | C. Policy 3600, Copyright and the Right of Fair Use | Hayden |
| | D. Policy 6720, Bookstore | Curran |
| | E. Indemnification Authorization | Weber |
| 2:40 PM | VI. Information Item | |
| | A. Program Highlight: The Bulldog Trail | Ivelisse |
| | B. BC Enterprises | Lewis/Sohonie |
| 3:30 PM | VII. President's Report | Weber |
| 3:40 PM | VIII. Board Reports | |
| 3:50 PM | IX. Unscheduled Business or Public Comment | |
| 4:00 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.



**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 December 11, 2019 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

MINUTES

The business session was called to order at 2:03 PM.

I. ROLL CALL

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Lisa Chin, Richard Leigh, Jerry Weber, and Bruce Marvin were present.

II. CONSENT AGENDA

Trustee Dietzel made a motion to approve the consent agenda. Trustee Leigh seconded. The motion passed unanimously. Agenda (December 11, 2019) and meeting minutes (November 13, 2019) approved.

II. CONSTITUENT REPORTS

A. Foundation

The Foundation report was provided by Jim Chesemore, Chair of the Bellevue College Foundation.

- Applications for the Foundation mini grants are now closed. These grants are designed to award innovation projects on the campus. The mini grants will be awarded in January.
- The Foundation is seeking leads on corporate sponsors.
- The Excellence awards for faculty and staff have now closed.
- Chesemore thanked Trustee Fukutaki for coming to the most recent Foundation meeting.
- Trustee Fukutaki asked Chesemore to discuss the Foundation's innovation grant with Dennis Curran, Vice President of Administrative Services, to see if there was potential coordination with Bellevue College's new innovation fund.

B. Faculty

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

- Part-time faculty promotion applications were due in the fall. Approximately 70 adjunct faculty received a promotion to Lecturer 1 or Lecturer 2 status, which comes with more responsibilities.
- There are approximately ten new faculty positions. Job descriptions are being written up currently. Nightingale has heard good things about the new Human Resources training as there is greater attention paid to recognizing our own biases in the hiring process.
- Nightingale provided the trustees with an editorial from the *Journal of Developmental Education* regarding implementation of guided pathways.

III. **INFORMATION ITEMS**

A. Policy 101

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

- Trustee Fukutaki asked about the Washington Administrative Code (WAC). Marvin provided an explanation of the WAC related to Board policies.
- Trustee Dietzel asked about the use of policy versus resolution. MacLean responded that resolutions can be used in a variety of ways, including a demonstration of Board support for a policy, a statement of the Board's principles, or as a ceremonial acknowledgement, such as recognizing an employee. In the past, resolutions have not been recorded very well, so it has not been easy to locate them.
- Trustee Dietzel asked what a well written policy would look like. MacLean said her preference is that policies be on the shorter side, time sensitive information be kept out of policies, and policies be stylistically consistent with existing policies.
- Trustee Dietzel asked if there were things that should be included in every policy? MacLean explained the categories listed down at the bottom of each policy, which provide consistency from policy to policy; however, not every policy would include the same categories.
- Trustee Dietzel asked what the process would be for the Board to revise a policy. MacLean answered that it would go through President Weber.

IV. **FIRST READ**

A. Policy 2950, Faith or Conscience Accommodations

Rae Ellen Reas, Dean of Student Central, presented the revisions to Policy 2950.

- 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.
- There were no questions from the trustees on Policy 2950.

B. Policy 3120, Transfer and Course Substitution Credit

Reas also presented Policy 3120.

- This new policy establishes consistent standards for the acceptance of transfer credit and the approval of course substitutions. 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.
- Trustee Leigh asked if the policy's standard of 51 percent is an arbitrary percentage. MacLean responded that the 51 percent only applies to Professional Technical Degrees and Certificates and does not apply to any other programs.
- Trustee Dietzel asked if faculty can make recommendations. Reas answered that faculty can make recommendations, but the Evaluation office still makes the determination.

C. Policy 3600, Copyright and the Right of Fair Use

Heath Hayden, Interim Dean of Library and eLearning, presented the revisions to Policy 6720.

- Policy 3600 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.
- Trustee Dietzel asked how Bellevue College knows the institution is being compliant. Hayden responded there is no formal structure and the institution provides education. The library team and eLearning have access to instructor's course, so if they see a violation, they will address it. The library is the copyright and free use hub on campus. Hayden is the copyright officer and frequently gets questions from faculty and staff.

D. Policy 6720, Bookstore

Curran and Kristen Connely, Bookstore Director, presented the revisions to Policy 6720.

- The revision to Policy 6720 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.
- Trustee Dietzel expressed concern about the use of the word "All" in the policy as he sees it may limit the bookstore. Curran and Connely will address this question when it comes up for a vote in January.

V. **ACTION ITEM**

Policy 1280, Commitment to Sustainability

Motion 49.19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Community College District VII hereby authorizes Policy 1280 Commitment to Sustainability.

The motion passed unanimously.

VI. **PRESIDENT'S REPORT**

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

- Bellevue College passed the peer review process for ctcLink. President Weber thanked Alec Campbell for his leadership in organizing the college's successful peer review.
- The budget development process is beginning.
- Weber will be speaking on a workforce disruption panel discussing the ethical use of artificial intelligence at the Technology Alliance conference
- Jones and Weber are holding dialogue circles with faculty and staff from across the institution asking the questions: how should we be preparing students for the future, and how can we best prepare the college for the future?
- Gilbert Villalpando, Interim Vice President of Diversity, Equity, and Inclusion (DEI) provided a status report on DEI.
 - Trustee Chin said it is great we are doing this work in DEI. One of the things the Board talked about in retreat is that DEI is more than just a class; it is changing the fabric of the institution. Trustee Chin would like to see a study session on the long term approach to DEI at Bellevue College. In the information presented so far, she sees the college taking a very traditional approach and she would like to see the college taking a more innovative, progressive approach similar to how they spoke about DEI in the Board retreat.
 - President Weber shared that the goals of the DEI plan will be brought to the January or February Board meeting with specific outcomes, measures, and strategies included.
 - Trustee Leigh is very interested in the unintended consequences of policies and hiring processes as it relates to DEI.
 - Trustee Dietzel asked how are we going to make the plan for DEI real? How are we going to get there?

VII. **BOARD REPORTS**

Trustee Dietzel shared that we are heading into the legislative session and himself and Richard Leigh are the legislative representatives for the Board. Trustee Dietzel also complemented the whole college on the legislator luncheon.

Trustee Fukutaki thanked Alec Campbell, Associate Vice President of Effectiveness and Strategic Planning, for all that he has done to provide data, so trustees can be more data driven as a Board.

VIII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

IX. **EXECUTIVE SESSION**

At 3:31 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 4:18 PM, Chair Fukutaki announced there would be a 15 minute extension to the executive session. The Board returned to regular session at 4:33 PM.

X. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 4:33 PM.

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

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



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

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 Policy 2950: Faith or Conscience Accommodations.

Prepared by: Kristen Jones, Provost
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.~~

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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.

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- 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~~



REGULAR MEETING AGENDA ITEM

CREATION OF POLICY 3120, TRANSFER AND COURSE SUBSTITUTION CREDIT

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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

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



REGULAR MEETING AGENDA ITEM

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

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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

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 #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

Board of Trustees

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



REGULAR MEETING AGENDA ITEM

REVISIONS TO POLICY 6720, BOOKSTORE

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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

After a first read before the Board in December 2019, some small changes were made to the language of Policy 6720 to address questions raised by the trustees.

Original proposed language from first read of Policy 6720:

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.

Updated language for Policy 6720:

All retail items for Bellevue College must be sold through the bookstore or under the authority of the bookstore's retail permit. Exceptions are food service and vending machines. The Director of the Bookstore may approve requests by other entities, such as student clubs, to sell items under the authority of the retail permit for specific activities.

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

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 or under the authority of the bookstore's retail permit. Exceptions are food service and vending machines. The Director of the Bookstore may approve requests by other entities, such as student clubs, to sell items under the authority of the retail permit for specific 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 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 or under the authority of the bookstore's retail permit. Exceptions are food service, ~~and~~ vending machines, ~~and cases for which if the bookstore manager agrees to exemption other arrangements, such as with student club activities.~~ The director of the bookstore may approve requests by other entities, such as student clubs, to sell items under the authority of the retail permit for specific 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



REGULAR MEETING AGENDA ITEM

INDEMNIFICATION AUTHORIZATION

☐ INFORMATION

☐ FIRST READ

☒ ACTION

Description

Bellevue Colleges employees have been named as defendants in a lawsuit and request approval for indemnification to be defended by the State Attorney General's Office. The lawsuit is *Tardif v. Bellevue College*. Leni Karr and Terri Hatcher have requested indemnification.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII hereby authorizes the defense and indemnification of Leni Karr and Terri Hatcher.

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



REGULAR MEETING AGENDA ITEM

PROGRAM HIGHLIGHT – THE BULLDOG TRAIL

☒ INFORMATION

☐ FIRST READ

☐ ACTION

Description

Associate Vice President, Student Affairs, Dr. Brenda Ivelisse will present on Student Success and the Bulldog Trail framework.

The presentation will provide an overview of the Bulldog Trail, demonstrating how the model provides a clear and structured framework that guides students from their initial connection to Bellevue College to graduation, transfer and a career.

Key Questions

- What is the Bulldog Trail?
- How does it align with the AtD work that currently exists?

Analysis

During the spring and summer of 2019, the Achieving a Dream (AtD) Core team and Dr. Ivelisse worked on developing a framework for the work associated with AtD. In the fall of 2019, Dr. Ivelisse presented the concept of the Bulldog Trail to the campus community during the Fall College Issues Day. It is a visual representation of the work that is currently underway for Achieving the Dream. Influenced, in part, by the Bill and Melinda Gates Foundation, Achieving the Dream and Complete College America frameworks, the Bulldog Trail was developed to mimic the experiences of various student types and help faculty and staff align their work to it. The Bulldog Trail framework is based on intentionally designed, clear and structured educational experiences, which guide students from their connection to Bellevue College to graduation, transfer, and a career beyond Bellevue College. It reveals the resources (i.e., people, funding, tools, technology, etc.) that are needed and should be leveraged and maximized to support student success. The Bulldog Trail framework pays attention to the entire student experience, rather than to just one segment of it. *Explore. Connect. Engage. Learn. Achieve. Thrive.* - are the six core phases of the Bulldog Trail. It is focused on equity and closing the achievement gaps, and purposefully supporting initiatives that aid in doing so.

Background/Supplemental Information

A PowerPoint presentation will be shared as part of the presentation.

Recommendation/Outcomes

The Board of Trustees will learn about the Bulldog Trail model and how its focus on equity and closing the achievement gaps purposefully supports initiatives that aid in doing so.

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



REGULAR MEETING AGENDA ITEM

BC ENTERPRISES (WORKING NAME)

☒ INFORMATION

☐ FIRST READ

☐ ACTION

Description

Albert Lewis, Vice President of Economic and Workforce Development, and Jennifer Sohonie, Executive Director of Continuing Education, will present information regarding a new unit of Continuing Education Professional and Technology Education that consolidates and rebrands training for growth industries and high demand jobs and unveiling of the new name.

Key Questions

- * Why did the college decide to rebrand?
- * What is the timeline for implementation?
- * What are the expected benefits of the rebrand?

Background/Supplemental Information

A PowerPoint presentation will be included.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII provides feedback and learns about the rebranding journey of Continuing Education's Professional and Technology Education and the intended business impact on business needs and workforce training.

Prepared by: Terri Tanino, Administrative Assistant to the Vice President of Economic & Workforce Development
terri.tanino@bellevuecollege.edu