



**BELLEVUE
COLLEGE**



Board of Trustees

Community College District VIII

REGULAR MEETING
December 13, 2023



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 13, 2023. The business session will begin at 2:00 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Rich Fukutaki, chair, will preside.

MEETING CALL IN DETAILS

[Join Business Session \[Zoom\]](#)

Dial in by telephone: +1 253 215 8782

Webinar ID: 885 2979 9095

MEETING AGENDA

BUSINESS SESSION

- | | | |
|------|---|-------------------------------|
| I. | Call to Order | Rich Fukutaki |
| | a. Welcome and Introductions | |
| | b. Approval of Agenda and Minutes | |
| | i. Agenda for December 13, 2023 | |
| | ii. Minutes for November 29, 2023 | |
| II. | Constituent Reports | |
| | a. Faculty | Sue Nightingale |
| | b. Foundation | Dana Gray |
| | c. Classified | No report |
| | d. Student | Sean Behl |
| | e. College Assembly | Brandon Lueken |
| III. | Public Comment | |
| | Students, faculty, staff, and community members may provide remarks to the Board during this portion of the meeting. Public comments are limited to 2 minutes. Public comment can also be provided in writing to BoardofTrustees@bellevuecollege.edu . | |
| IV. | Program Spotlight | |
| | a. School of Business & Technology Partnerships | Liz Hollerman |
| | b. Benefits Hub at Bellevue College | Kari Hammond & Ranulfo Molina |
| V. | First Read | |
| | a. Revision of Policy 1550: Formal Hearing Rules | Lori Keller |
| VI. | Quarterly Report | |

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

a. Student Success

Jennie Mayer & Esteban
Maldonado

VII. Reports

- a. Diversity, Equity, and Inclusion Report
- b. President's Report
- c. Board Report

Consuelo Grier
David May
Rich Fukutaki

EXECUTIVE SESSION

The Board will convene in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (b) to consider real estate for sale or lease; and (g) to review the performance of a public employee. No final action will be taken during this executive session.

ADJOURNMENT



**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, was held on Wednesday, November 29, 2023. Rich Fukutaki, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Chair Fukutaki called the business session to order at 2:00 PM.

ROLL CALL

A quorum of the Board was present.

Present: Chair Rich Fukutaki, Vice Chair Richard Leigh, Trustee Merisa Heu-Weller, Trustee Pradnya Desh, Trustee Yana Chubarov, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: Trustee Greg Dietzel

There were 26 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

The meeting agenda was amended to delete the Program Spotlight presentation on School of Business & Technology Partnerships. This presentation will be rescheduled in December 2023.

Trustee Heu-Weller made a motion to approve the agenda as amended (November 29, 2023) and minutes (October 25, 2023). Trustee Leigh seconded.

The motions passed unanimously.

CONSTITUENT REPORTS

A. College Assembly

The College Assembly report was provided by Brandon Leuken, Chair of College Assembly.

- It is significant to have a student, Sean Behl, serving as Vice Chair of College Assembly for the first time and subsequently chairing a College Assembly meeting.
- There is an ongoing challenge of engaging faculty and classified staff due to capacity issues rather than unwillingness. The importance of college governance was emphasized despite the constraints on time. Concerns were expressed about the impact of normal job responsibilities

on participation in governance activities. Efforts are being made to create capacity and find flexibility. The classified staff remains actively involved in various tasks, including developing a professional development day scheduled for March 8, 2024.

- Governance councils are in the process of finalizing their goals, focusing on collaborations across councils, particularly in academic workforce programs. Persistent issues such as enrollment challenges continue to be a concern, with a focus on understanding policy effects and emerging trends. Governance councils are engaged in resources and planning, bringing awareness to the new W Building, and strengthening infrastructure and technologies to support students' and employees' health and success.
- Other topics discussed include campus access, modalities for courses (online, hybrid, in-person), and considerations for evening courses. Academic affairs took the lead in discussions, addressing concerns about AI's impact on student paper writing and its ethical use.
- Excitement is expressed for the positive recognition of Bellevue College in the Newsweek publication for online education rankings.

B. Faculty

The Faculty report was provided by Karrin Peterson, Adjunct Affairs Officer of the Faculty Council.

- There are concerns about faculty being stressed due to non-classroom work. Faculty mental and physical welfare is of particular concern.
- Faculty stress is exacerbated by the heavy governance responsibilities placed on full-time faculty due to the low ratio of full-time to part-time positions. A substantial amount of adjunct governance now goes to the President's days under the collective bargaining agreement. Adjunct governance hours are constrained and cannot be accessed by the campus. Consequently, full-time faculty predominantly shoulder governance responsibilities.
- The Board was urged to advocate for increased full-time faculty positions and equitable adjunct pay. Concern is also expressed for pay delays in adjunct compensation.

C. Foundation

The Bellevue College Foundation (BCF) report was provided by Dana Gray, President of the BCF Board.

- BCF is anticipating the upcoming Forward Together Breakfast, scheduled for December 7th, where Dr. May will be introduced to the broader business community. The event will feature the Founder & CEO of Tutta Bella Neapolitan Pizzeria, Joe Fugere, emphasizing the importance of community and partnership with Bellevue College. Approximately 170 attendees have already signed up.
- BCF is actively focusing on engaging its members in various activities and events, recognizing the significance of community involvement in fostering support for the college. BCF is currently reviewing sponsorships, ensuring pledges for the next year, and aligning personal commitments.
- BCF is preparing for the Gala on March 9, 2024, seeking commitments for sponsorships, filling tables, and item procurement. The emphasis is on encouraging board members to contribute and actively support the college through the Foundation.

D. Classified

There was no report.

E. Student

The Student report was provided by Sean Behl, President of Associated Student Government (ASG.)

- ASG has been working on increasing its presence on campus, improving record-keeping practices, planning for the winter quarter, and establishing a student senate. ASG is collaborating with 42 organizations on campus, aiming to streamline the club training and funding processes.
- Two out of the three events planned by the ASG for this quarter have already been held, each attracting over 250 attendees, and another is scheduled for tomorrow with a similar expected turnout.
- ASG is working on the backend of record-keeping processes and implementing a board bill system in the winter quarter to organize legislation.
- Student senate applications are being processed. Applications for the student senate closed with a record 35 applications for 12 open seats. The roster is expected to be sent next week, with training starting in January 2024 and the first official meeting in early February 2024.
- Efforts are underway to increase legislative initiatives, including developing the WSA legislative agenda. Plans are in progress for ASG lobbying trips starting in January and likely continuing through February.

PUBLIC COMMENT

Ty Saxon, faculty member at Bellevue College, provided public comment on adjunct faculty.

Dellyssa Edinboro, faculty member at Bellevue College, provided public comment on adjunct faculty.

ACTION

A. Northwest Athletic Conference (NWAC) Interlocal Agreement of Participating Colleges

Motion 30.23

Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII approves the Northwest Athletic Conference (NWAC) Interlocal Agreement of Participating Colleges. Trustee Desh seconded.

The motion passed unanimously.

QUARTERLY REPORT

A. Enrollment

Zach Morgan, Executive Director of Effectiveness, Research and Analytics, and Steve Downing, Dean of Student Central, provided a summary of credit enrollment figures from the 2022-2023 academic/fiscal year, Summer 2023, and the interim status of Fall 2023 enrollment.

Bellevue College enrollments for 2022-2023 declined by about 2% from the prior year. Compared to the rest of SBCTC, Bellevue College's broader decline has not been as strong, though other colleges have begun their recovery a year earlier.

For this 2023-2024 academic/fiscal year, summer quarter undergraduate enrollments exceeded projections, largely due to strong Running Start enrollments allowed for by recent legislative changes (as Running Start has historically not been available in summer quarters). For this fall quarter so far, enrollments once again exceeded growth expectations, with strength in dual enrollment programs and international enrollments most ahead, though most categories are ahead as well. Almost a third of undergraduate students are new to the college, at levels not seen since 2018. Projections have been adjusted upwards for the rest of this year and now a 6.4% growth over last year is anticipated. Also anticipated is approximately 2% growth for each of the following two years, with the growth anticipated to be limited due to uncertainty for international students regarding the upcoming presidential elections.

B. Finance

Ty Bergstrom, Executive Director of Finance and Auxilliary Services, provided the Board with an update on the final results for the fiscal year ending June 30, 2023, along with an update on the projections of the current Fiscal Year 2024 budget.

The FY23 year-end net operating margin increased to \$1.6 M from \$211,000, 7.4% higher than budgeted. FY23 revenues were \$3.6 M (2.9%) higher than budgeted, while expenses were \$2.2 M (1.9%) higher. Tuition was \$300,000 (.6%) higher than budgeted for FY23 and is 3.6% higher than the prior fiscal year.

FY24 revenue is projected to have 3.6% (\$4.7M) growth when compared to the adopted budget, but expenses are currently projected to be 3% higher (\$4M). The current projects show FY24 ending with a \$693,489 operating margin surplus.

The FY24 tuition rates increased by 3% and rose an additional 6% based on increased enrollment numbers, overall increasing the tuition revenues by 6.1% moving from \$51.5M to \$54.7M. Additionally, \$1.6 million in carryover remains to bolster the projected operating margins, inclusive of an additional \$450,000 from State Board Reserves.
+d and exempt staff.

2023-24 Expenses reflect increases of:

- +8.9% COLA - Faculty
- +9.5%COLA-Adjunct Faculty
- +4.0% COLA – Staff
- Old Building fund budgeted at 3.5% of operations budget for the year

Further expense assumptions include an 8% unfilled position rate used for lapse salaries and a 7% lapse Goods and Services rate. The FY24 budget assumed a number of expense reductions, most of which were assumed temporary. As the year progresses and enrollment numbers increase, some cuts will likely need to be restored based on demonstrated demand.

Close monitoring of enrollments, especially for international students and state allocations will be key to meeting our budget for tuition revenues. The college will continue to update enrollment projections with each passing quarter, while continuing to keep a close eye on section offerings and fill rates.

REPORTS

A. Diversity, Equity, and Inclusion Report

Consuelo Grier, Vice President of Diversity, Equity, and Inclusion, provided the DEI report:

- Special thanks to Rachel Wellman, Compliance & Title IX Officer, for representing DEI at the Board of Trustees meeting in September.
- Last month, the Faculty and Staff of Color Conference (FSOCC) in Vancouver was well-attended, with participation from Bellevue College's faculty and staff, fostering a sense of community.
- On October 11th, DEI conducted the annual Equity Professional Development Day with over 500 attendees on campus and online. The event featured nine concurrent learning tracks, marking a powerful education day. We successfully tested the new Zoom conference platform with support from Amanda Morris from the Office of the President—special thanks for assistance from various campus partners, events staff, and catering.
- A new inclusive faculty hiring liaison initiative is being piloted in collaboration between ODEI and Academic Affairs. Tony Akhlaghi is the inaugural appointee and will officially begin in this role in the winter quarter, with the aim of enhancing diversity in faculty positions through strategic support.
- Hector Guzman, Puente Program Specialist, attended the Puente Equity Summit at UCLA Lake Arrowhead Lodge, CA, focusing on reaffirming the college's commitment to being a transfer center institution. Efforts are underway to rebrand academic support programs into cultural, academic empowerment programs.
- Zachary Morgan, Elizabeth Harazim, and Abner Pagunuran, presented at the 2023 Assessment Institute in Indianapolis on Diversity Statements: Prompt and Rubric Revision for Faculty and Staff Recruitment in HR processes. Jennifer Pang helped to get this work started and will always be considered part of this team.
- Bellevue College will sponsor the Annual National Conference on Race & Ethnicity in Higher Education (NCORE) in 2024. This will provide access to the mailing list for recruitment purposes. This will position Bellevue College as a leader and viable employer in this space.
- The Campus Climate Survey is set to launch in January 2024 and aims to measure progress on climate issues since the first survey.

B. President's Report

David May, President, provided the President's report:

- President May provided an overview of recent activities and developments at Bellevue College during the past month. A town hall, led by May and Rob Viens, focused on academic affairs, addressing important issues raised during the session.
- President May thanked Karrin Peterson for the Faculty report, assuring the Faculty of an update before the quarter's end.
- The Elected Leaders Breakfast, hosting about 20 elected state and local officials, was noted as a productive event.

- President May attended Trio's quarterly academic awards reception, where 142 certificates were awarded to students. Trio's success in supporting first-generation and low-income students was highlighted, with impressive figures for academic standing, persistence, and graduation rates.
- Bellevue College Discovery Day, held two Saturdays ago, featured over 50 campus programs and departments, attracting over 300 registered students and families.
- Dr. Kristin Estherberg, Chancellor of the University of Washington Bothell, has scheduled an upcoming visit to Bellevue College to discuss partnership opportunities with the UW Bothell.
- The success of Bellevue College's athletics program was acknowledged, with specific recognition for volleyball coach Jocelyn Lawrence and soccer coaches John Buttle and Richard Romain-Dika. Each mentioned Bellevue College coach was named North Region Coaches of the Year, with many players voted onto regional teams.
- Praise given to student-athletes. President May concluded the report by inviting attendance at the men's basketball game at 7 o'clock.

C. Board Report

Vice Chair Richard Leigh and Chair Rich Fukutaki provided the Board report:

- Attending the 2023 ACCT Leadership Congress in Las Vegas provided Trustee Leigh an opportunity to attend a symposium titled "Leveling Up: Realizing Black Learner Excellence at Community Colleges." The symposium introduced the Alliance for Black Learner Excellence, a voluntary cohort of community colleges committed to enhancing institutional capacity for better service to black learners. This alliance, led by Dr. Keith Perry and G. Hanglely, aligns with the broader goal of unapologetically valuing every black learner. Reversing the two-decade decline of black learners in higher education is at the core of the goals of the Alliance for Black Learner Excellence coalition.
- A new Board trustee is set to be introduced at the December Board meeting, bringing a fresh student perspective that the Board of Trustees look forward to incorporating into Board discussions.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 3:26 PM, Chair Fukutaki announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (b) to consider real estate for sale or lease; and (g) to review the performance of a public employee. Chair Fukutaki announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not participate in the executive session.

The executive session ended at 3:46 PM.

BUSINESS SESSION

Chair Fukutaki called the business session back to order at 3:46 PM.

President May provided the Board an update on a potential partnership with a local soccer club.

ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 3:59 PM.

Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



REGULAR MEETING AGENDA ITEM

PROGRAM SPOTLIGHT: SCHOOL OF BUSINESS & TECHNOLOGY PARTNERSHIPS

Information

Description

Program Spotlight presentations are designed to provide a brief overview and key insights about specific programs or initiatives at Bellevue College. One of this month's Program Spotlight presentation (rescheduled from November 2023) will be focused on partnerships supported by the School of Business & Technology.

Liz Hollerman, Dean of the School of Business & Technology, will provide the Board an update on a number of partnerships with external organizations, including Alaska Airlines, Costco Wholesale, PACCAR, Snoqualmie Tribe, among many others.



REGULAR MEETING AGENDA ITEM

PROGRAM SPOTLIGHT: BENEFITS HUB

Information

Description

Program Spotlight presentations are designed to provide a brief overview and key insights about specific programs or initiatives at Bellevue College. Kari Hammond, Director of Workforce Education & Benefits Hub, and Ranulfo Molina, Associate Director of Benefits Hub will present on this month's Program Spotlight, which will be focused on the Benefits Hub at Bellevue College.

When attempting to attain higher education, college students are faced with many challenges; from navigating a work/school/life balance, to also juggling financial hardships that force students to make difficult decisions. Education is a proven pathway out of poverty, and students should not have to choose between paying for school and putting food on the table. The Benefits Hub of Bellevue College is a one-stop coordinate access point for financial resources. We do this by addressing four key areas to ensure students persist in school:

1. Paying for school
2. Housing Support
3. Food Access
4. Financial Grants



REGULAR MEETING AGENDA ITEM

REVISION OF 1550: FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

First Read

Description

An inaccurate mailing address in Procedure 1550P: Formal Hearing Rules for Contested Case Hearings (Procedures), led to a full review of the associated policy (1550) and WAC 132H-108: Practice and Procedure and Formal Hearing Rules for Contested Case Hearings. Hearings referenced in this policy and procedure include areas of appeal related to parking, library, athletics, residency, educational records, debts, and conduct. It was determined that it is best practice to adopt the WAC as Policy 1550. In doing so, this will combine 1550P (Procedures) into Policy 1550.

Analysis

Formal Hearing Rules for Contested Case Hearings policy and procedure 1550 are predominately the same text as Washington Administrative Code (WAC) 132H-108 Practice and Procedure and Formal Hearing Rules for Contested Case Hearings. This revision replaces the current format of the policy with the text of the WAC. The procedure revision (and subsequent deletion) supplements the policy by providing clarifying details (e.g., accurate mailing address and processing language for appeals). This will not change existing policy or practice, other than minor updates.

Summary of revisions:

- Adopt WAC 132H-108 as Policy 1550 and delete Procedure 1550
- WAC 132H-108-420: gendered language update (from “his/her” to “their”)
- WAC 132H-108-440: clarification for application justification and mailing/delivery address
- WAC-132H-108-450: RCW reference and WAC references/links updated.

Comments received during review period:

The 45-day Bellevue College comment period took place Friday October 20, 2023 through Monday December 4, 2023. There were no comments submitted.

Public Comment for WAC: Tuesday December 5, 2023 9:00-10:00 a.m.

Comments: None.

Background/Supplemental Information

[WAC 132H-108 proposed revision](#)

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision to Policy 1550: Formal Hearing Rules for Contested Case Hearings, and WAC 132H-108: Formal Hearing Rules for Contested Case Hearings at their February 14, 2024 meeting.

Prepared by: Lori Keller, Associate Director of Policies & Special Projects,
loreen.keller@bellevuecollege.edu

1550 FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

Original Date: 1/9/1990 * Last Revision Effective:

Policy Contact: President

POLICY

This policy will be adopted as Chapter 132H-108 of the Washington Administrative Code.

Model rules of procedure.

The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

Appointment of presiding officers.

The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or their designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

Method of recording.

Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

Application for adjudicative proceeding.

An application for adjudicative proceeding shall be in writing, and signed by the applicant or the applicant's representative. The application for an adjudicative proceeding should specify the issue to be decided in the proceeding. Applications should be submitted to the Office of the President in person or by mail at the following address: 3000 Landerholm Circle, S.E., Bellevue, Washington, 98007.

(1) Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

Brief adjudicative procedures.

This rule is adopted in accordance with RCW 34.05.482-491, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132H-126 WAC apply to these procedures.
- (4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

Discovery.

Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

Procedure for closing parts of the hearings.

A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

Recording devices.

No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [RCW 34.05.482](#)
- WAC [10-08](#)

REVISION HISTORY

Original 1/9/1990
Revisions 3/22/2005; 5/21/2009; 3/24/2015

APPROVED BY

Board of Trustees

1550 FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

Original Date: 1/9/1990 * Last Revision Effective: ~~3/24/2015~~

Policy Contact: President

POLICY

This policy will be adopted as Chapter 132H-108 of the Washington Administrative Code.

Model rules of procedure.

The model rules of procedure adopted by the chief administrative law judge pursuant to ~~RCW 34.05.250~~, RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at ~~WAC 10-08~~, chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

Appointment of presiding officers.

The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her their designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

Method of recording.

Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

Application for adjudicative proceeding.

An application for adjudicative proceeding shall be in writing, and signed by the applicant or the applicant's representative. The application for an adjudicative proceeding should specify the issue to be decided in the proceeding. Applications should be submitted to the Office of the President in person or by mail ~~forms are available~~ at the following address: 3000 Landerholm Circle, S.E., ~~Room B202~~, Bellevue, Washington, 98007.

(1) Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

Brief adjudicative procedures.

This rule is adopted in accordance with RCW 34.095.482-4914 ~~[34.05.482-494]~~, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

(1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;

(2) Disputes concerning educational records;

(3) Student conduct proceedings. The procedural rules in chapter 132H-126~~200~~ WAC apply to these procedures.

(4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;

(5) Outstanding debts owed by students or employees;

(6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

Discovery.

Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding

officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

Procedure for closing parts of the hearings.

A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

Recording devices.

No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

RELEVANT LAWS AND OTHER RESOURCES

- ~~RCW 34.05.250~~
- ~~WAC 10-08~~
- ~~Bellevue College Procedure #1550P Formal Hearing Rules for Contested Case Hearings~~
- RCW 34.05.482
- WAC 10-08

REVISION HISTORY

Original 1/9/1990

Revisions 3/22/2005; 5/21/2009; 3/24/2015

APPROVED BY

Board of Trustees

~~President's Cabinet~~

Chapter 132H-108 WAC

FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

Last Update:

WAC

132H-108-410 Model rules of procedure.

132H-108-420 Appointment of presiding officers.

132H-108-430 Method of recording.

132H-108-440 Application for adjudicative proceeding.

132H-108-450 Brief adjudicative procedures.

132H-108-460 Discovery.

132H-108-470 Procedure for closing parts of the hearings.

132H-108-480 Recording devices.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-108-005 Formal hearing policy. [Order 42, § 132H-108-005, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-010 Grammatical definition. [Order 42, § 132H-108-010, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-020 Definitions. [Order 42, § 132H-108-020, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-030 Appearance and practice before agency. [Order 42, § 132H-108-030, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-040 Notice and opportunity for hearing in contested cases. [Order 42, § 132H-108-040, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-050 Service of process—By whom served. [Order 42, § 132H-108-050, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-060 Upon whom served. [Order 42, § 132H-108-060, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-070 Service upon parties. [Order 42, § 132H-108-070, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-080 Method of service. [Order 42, § 132H-108-080, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-090 When service complete. [Order 42, § 132H-108-090, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-100 Filing with agency. [Order 42, § 132H-108-100, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-110 Depositions and interrogatories in contested cases—Right to take. [Order 42, § 132H-108-110, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-120 Scope. [Order 42, § 132H-108-120, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-130 Officer before whom taken. [Order 42, § 132H-108-130, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-140 Authorization. [Order 42, § 132H-108-140, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-150 Protection of parties and deponents. [Order 42, § 132H-108-150, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-160 Oral examination and cross-examination. [Order 42, § 132H-108-160, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-170 Recordation. [Order 42, § 132H-108-170, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-180 Signing attestation and return. [Order 42, § 132H-108-180, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-190 Use and effect. [Order 42, § 132H-108-190, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-200 Fees of officers and deponents. [Order 42, § 132H-108-200, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-210 Depositions upon interrogatories—Submission of interrogatories. [Order 42, § 132H-108-210, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-220 Interrogation. [Order 42, § 132H-108-220, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-230 Attestation and return. [Order 42, § 132H-108-230, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-240 Provisions of deposition rule. [Order 42, § 132H-108-240, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-250 Hearing officers. [Order 42, § 132H-108-250, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-260 Hearing procedures. [Order 42, § 132H-108-260, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-270 Duties of hearing officers. [Order 42, § 132H-108-270, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-280 Stipulations and admissions of record. [Order 42, § 132H-108-280, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-290 Definition of issues before hearing. [Order 42, § 132H-108-290, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-300 Continuances. [Order 42, § 132H-108-300, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-310 Rules of evidence—Admissibility criteria. [Order 42, § 132H-108-310, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-320 Tentative admission—Exclusion—Discontinuance—Objections. [Order 42, § 132H-108-320, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102,

Resolution No. 189), filed 4/18/90, effective
5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-330 Form and content of decisions in contested cases.

[Order 42, § 132H-108-330, filed 3/5/76.] Repealed
by WSR 90-09-066 (Order 102, Resolution No. 189),
filed 4/18/90, effective 5/19/90. Statutory
Authority: RCW 28B.50.140.

WAC 132H-108-410 Model rules of procedure. The model
rules of procedure adopted by the chief administrative law judge
pursuant to RCW 34.05.250, as now or hereafter amended, are
hereby adopted for use at this institution. Those rules may be
found at chapter 10-08 WAC. Other procedural rules adopted in
this title are supplementary to the model rules of procedure. In
the case of a conflict between the model rules of procedure and
procedural rules adopted in this title, the procedural rules
adopted by this institution shall govern. Rules adopted at this
institution prior to July 1, 1989, remain in full force and
effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-410, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-420 Appointment of presiding officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or their designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-420, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-430 Method of recording. Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-430, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-440 Application for adjudicative proceeding.

An application for adjudicative proceeding shall be in writing, and signed by the applicant or the applicant's representative. The application for an adjudicative proceeding should specify the issue to be decided in the proceeding. Applications should be submitted to the Office of the President in person or by mail at the following address: 3000 Landerholm Circle, S.E., Bellevue, Washington, 98007.

(1) Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-440, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-450 Brief adjudicative procedures. This rule is adopted in accordance with RCW 34.05.482-491, the provisions

of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132H-126 WAC apply to these procedures.
- (4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-450, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-460 Discovery. Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature

of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-460, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-470 Procedure for closing parts of the hearings. A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-470, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-480 Recording devices. No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed

pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-480, filed 4/18/90, effective 5/19/90.]

Chapter 132H-108 WAC

~~PRACTICE AND PROCEDURE AND~~ FORMAL HEARING RULES FOR

CONTESTED CASE HEARINGS

Last Update: 4/18/90

WAC

132H-108-410 Model rules of procedure.

132H-108-420 Appointment of presiding officers.

132H-108-430 Method of recording.

132H-108-440 Application for adjudicative proceeding.

132H-108-450 Brief adjudicative procedures.

132H-108-460 Discovery.

132H-108-470 Procedure for closing parts of the hearings.

132H-108-480 Recording devices.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-108-005 Formal hearing policy. [Order 42, § 132H-108-005, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-010 Grammatical definition. [Order 42, § 132H-108-010, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-020 Definitions. [Order 42, § 132H-108-020, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-030 Appearance and practice before agency. [Order 42, § 132H-108-030, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-040 Notice and opportunity for hearing in contested cases. [Order 42, § 132H-108-040, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-050 Service of process—By whom served. [Order 42, § 132H-108-050, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-060 Upon whom served. [Order 42, § 132H-108-060, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-070 Service upon parties. [Order 42, § 132H-108-070, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-080 Method of service. [Order 42, § 132H-108-080, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-090 When service complete. [Order 42, § 132H-108-090, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-100 Filing with agency. [Order 42, § 132H-108-100, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-110 Depositions and interrogatories in contested cases—Right to take. [Order 42, § 132H-108-110, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-120 Scope. [Order 42, § 132H-108-120, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-130 Officer before whom taken. [Order 42, § 132H-108-130, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-140 Authorization. [Order 42, § 132H-108-140, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-150 Protection of parties and deponents. [Order 42, § 132H-108-150, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-160 Oral examination and cross-examination. [Order 42, § 132H-108-160, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-170 Recordation. [Order 42, § 132H-108-170, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-180 Signing attestation and return. [Order 42, § 132H-108-180, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-190 Use and effect. [Order 42, § 132H-108-190, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-200 Fees of officers and deponents. [Order 42, § 132H-108-200, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-210 Depositions upon interrogatories—Submission of interrogatories. [Order 42, § 132H-108-210, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-220 Interrogation. [Order 42, § 132H-108-220, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-230 Attestation and return. [Order 42, § 132H-108-230, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-240 Provisions of deposition rule. [Order 42, § 132H-108-240, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-250 Hearing officers. [Order 42, § 132H-108-250, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-260 Hearing procedures. [Order 42, § 132H-108-260, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-270 Duties of hearing officers. [Order 42, § 132H-108-270, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-280 Stipulations and admissions of record. [Order 42, § 132H-108-280, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-290 Definition of issues before hearing. [Order 42, § 132H-108-290, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-300 Continuances. [Order 42, § 132H-108-300, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-310 Rules of evidence—Admissibility criteria. [Order 42, § 132H-108-310, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-320 Tentative admission—Exclusion—Discontinuance—Objections. [Order 42, § 132H-108-320, filed 3/5/76.] Repealed by WSR 90-09-066 (Order 102,

Resolution No. 189), filed 4/18/90, effective
5/19/90. Statutory Authority: RCW 28B.50.140.

132H-108-330 Form and content of decisions in contested cases.

[Order 42, § 132H-108-330, filed 3/5/76.] Repealed
by WSR 90-09-066 (Order 102, Resolution No. 189),
filed 4/18/90, effective 5/19/90. Statutory
Authority: RCW 28B.50.140.

WAC 132H-108-410 Model rules of procedure. The model
rules of procedure adopted by the chief administrative law judge
pursuant to RCW 34.05.250, as now or hereafter amended, are
hereby adopted for use at this institution. Those rules may be
found at chapter 10-08 WAC. Other procedural rules adopted in
this title are supplementary to the model rules of procedure. In
the case of a conflict between the model rules of procedure and
procedural rules adopted in this title, the procedural rules
adopted by this institution shall govern. Rules adopted at this
institution prior to July 1, 1989, remain in full force and
effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-410, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-420 Appointment of presiding officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or ~~his or her~~their designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-420, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-430 Method of recording. Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-430, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-440 Application for adjudicative proceeding.

An application for adjudicative proceeding shall be in writing, and signed by the applicant or the applicant's representative. The application for an adjudicative proceeding should specify the issue to be decided in the proceeding. Applications should be submitted to the Office of the President in person or by mail ~~forms are available~~ at the following address: 3000 Landerholm Circle, S.E., ~~Room B202,~~ Bellevue, Washington, 98007.

(1) Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-440, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-450 Brief adjudicative procedures. This rule is adopted in accordance with RCW 34.095.482-4914 ~~[34.05.482-~~

~~4941~~, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

(1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;

(2) Disputes concerning educational records;

(3) Student conduct proceedings. The procedural rules in chapter 132H-~~126200~~ WAC apply to these procedures.

(4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;

(5) Outstanding debts owed by students or employees;

(6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-450, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-460 Discovery. Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature

of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-460, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-470 Procedure for closing parts of the hearings. A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-470, filed 4/18/90, effective 5/19/90.]

WAC 132H-108-480 Recording devices. No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed

pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-066 (Order 102, Resolution No. 189), § 132H-108-480, filed 4/18/90, effective 5/19/90.]



REGULAR MEETING AGENDA ITEM

STUDENT SUCCESS REPORT

Information

Description

This presentation provides a summary of the process and results of revising Bellevue College' Achieving the Dream/Guided Pathways student success strategies.

Analysis

Bellevue College's Achieving the Dream/Guided Pathways Student Success work is making progress toward a unified Student Success Statement for Bellevue College. Significant progress has been made in Course Maps and Exploratory Pathways as strategies for keeping students on track toward completion. Progress in these areas will be reported along with data to track that progress.

Background/Supplemental Information

Student Success Report Slides

Prepared by: Jacqueline Gapinski, Faculty, BC Pathways co-lead
jacqueline.gapinski@bellevuecollege.edu

Esteban Maldonado, Title III Director, ATD co-lead
esteban.maldonado@bellevuecollege.edu

Jennie Mayer, Faculty, ATD co-lead
jennie.mayer@bellevuecollege.edu

Katherine Medbury-Oleson, Faculty, BC Pathway co-lead
koleson@bellevuecollege.edu

Zach Morgan, Executive Director, Effectiveness, Research, and Analytics
zach.morgan@bellevuecollege.edu



BELLEVUE
COLLEGE

Student Success Report

BC Pathways (formerly ATD/Guided Pathways) | December 13, 2023

Institutional Identity



Guided
Pathways



Achieving
the
Dream

BC
Pathways
Student
Success

Fall-to-Fall Retention Progress Toward Goal

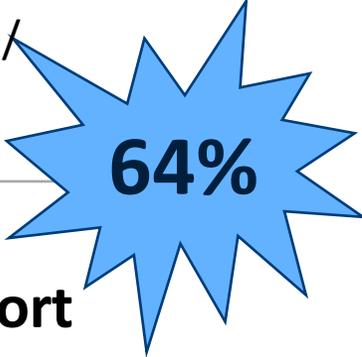
Fall-to-Fall
Retention Goal
Fall 2029 Cohort



Population	Fall 2021 Cohort Actual	Fall 2022 Cohort Target	Fall 2022 Cohort Actual	Cohort Size
Overall	45.0%	48%	52.6%	2,067
Asian	50.5%	54%	57.7%	402
Black, African American, or African	33.0%	38%	39.6%	106
Latina/o/x or Hispanic	45.4%	47%	50.8%	323
Native American	50.0%	52%	20.0%	<10
Pacific Islander	50.0%	50%	50.0%	<10
White	42.4%	45%	50.5%	786
Two or More	44.9%	47%	54.0%	291
Undisclosed	47.0%	—	62.2%	148

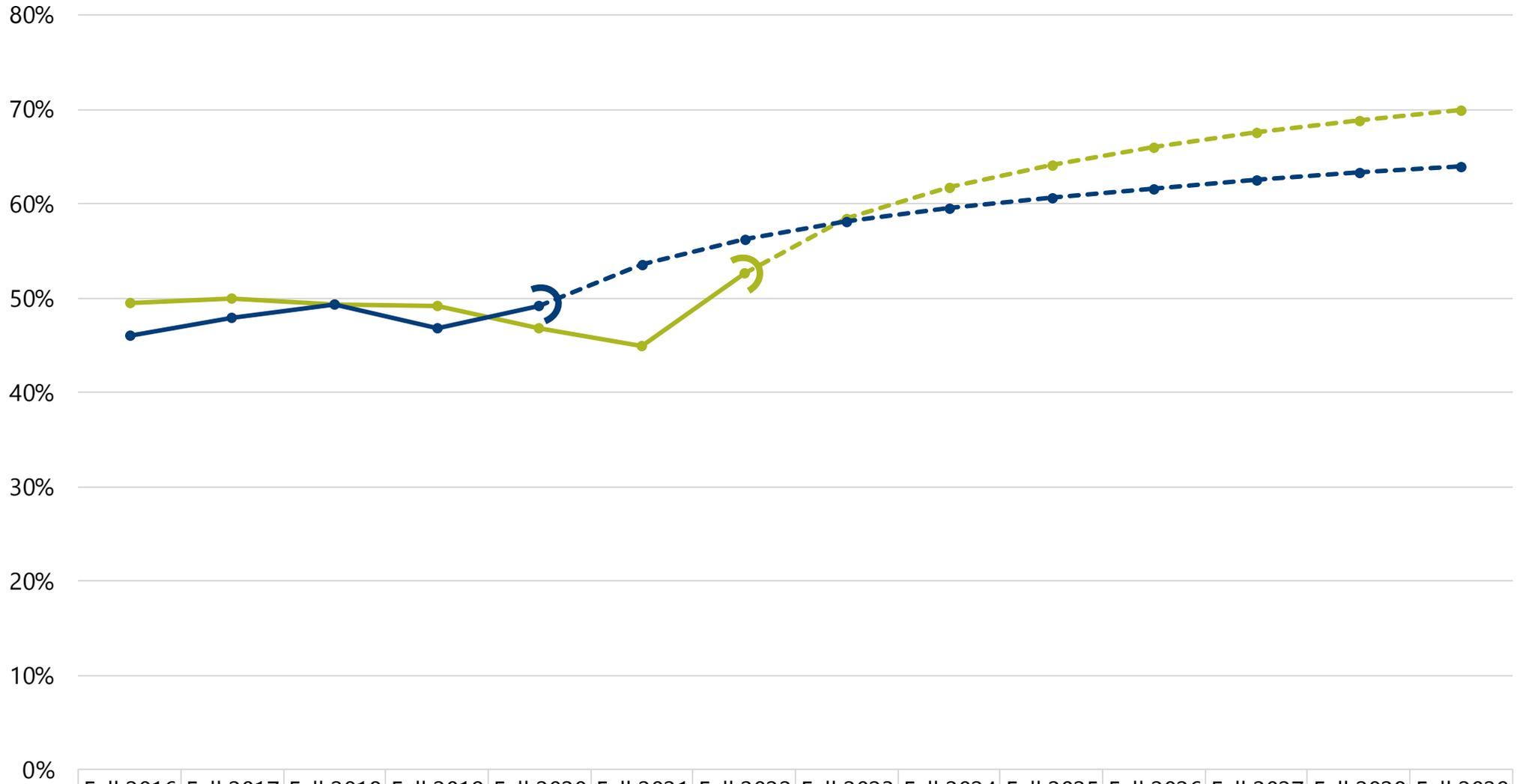
3-Year Completion Progress Toward Goal

3-Year Completion/
Transfer Goal
Fall 2029 Cohort



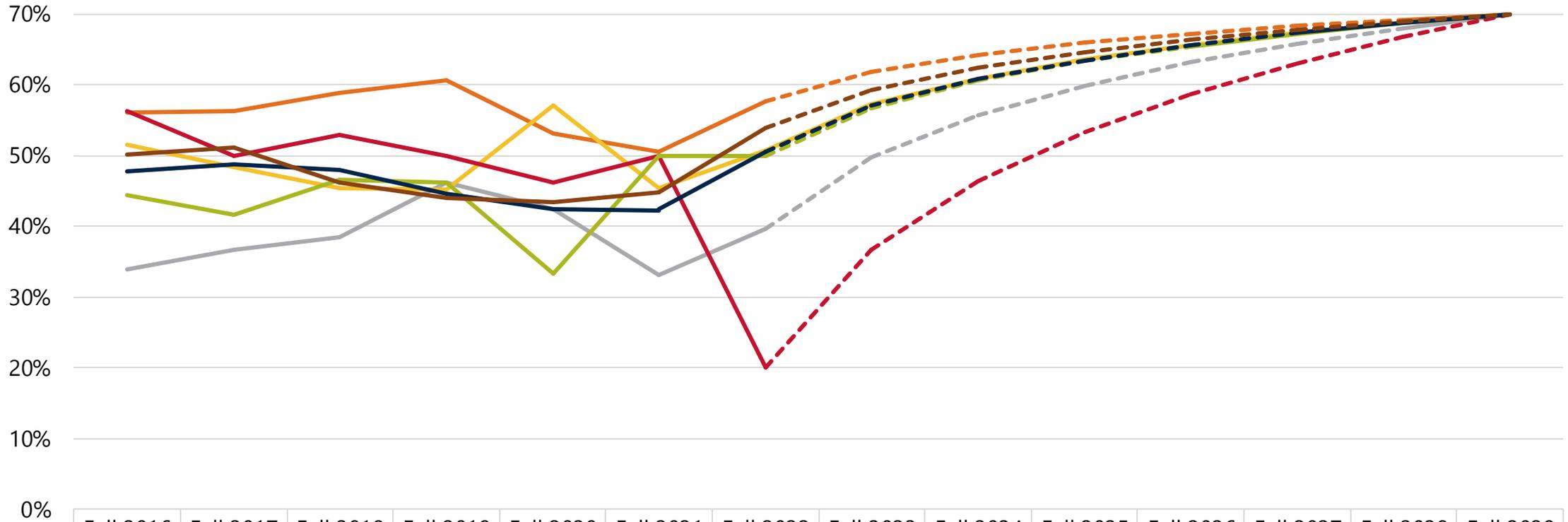
Population	Fall 2019 Cohort Actual	Fall 2020 Cohort Target	Fall 2020 Cohort Actual	Cohort Size
Overall	46.8%	—	49.2%	2,630
Asian	50.7%	—	55.1%	548
Black, African American, or African	28.0%	—	49.6%	125
Latina/o/x or Hispanic	39.5%	—	37.4%	310
Native American	21.4%	—	23.1%	13
Pacific Islander	38.5%	—	33.3%	<10
White	48.8%	—	49.4%	1,096
Two or More	48.4%	—	48.5%	237
Undisclosed	48.0%	—	52.1%	292

Overall Trends and Targets



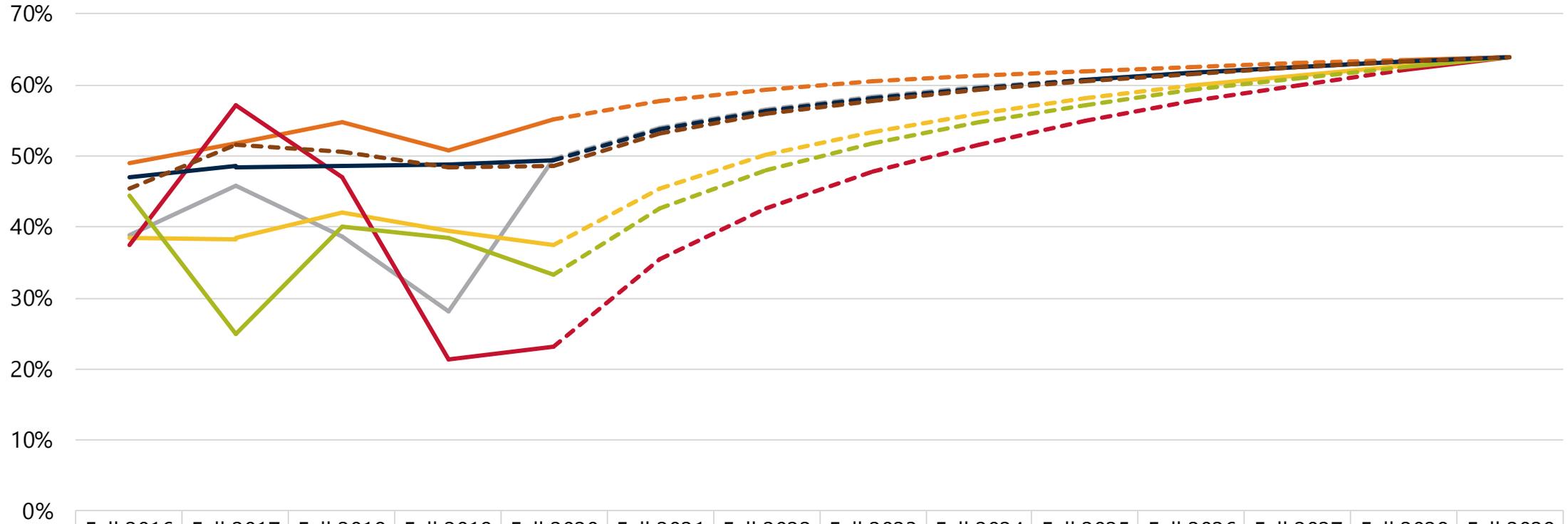
	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029
Fall-to-Fall Retention	49.5%	50.0%	49.3%	49.2%	46.9%	45.0%	52.6%	58.4%	61.8%	64.2%	66.1%	67.6%	68.9%	70.0%
3-Year Completion or Transfer	46.0%	47.9%	49.3%	46.8%	49.2%	53.7%	56.3%	58.1%	59.5%	60.7%	61.7%	62.6%	63.3%	64.0%

Fall-to-Fall Retention, Revised Targets Toward 70% Goal



	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029
Asian	56.1%	56.3%	58.8%	60.6%	53.1%	50.5%	57.7%	61.8%	64.2%	65.9%	67.2%	68.3%	69.2%	70.0%
Black	33.9%	36.7%	38.6%	46.2%	42.4%	33.0%	39.6%	49.7%	55.7%	59.9%	63.1%	65.8%	68.0%	70.0%
Latina/o/x	51.6%	48.3%	45.3%	45.2%	57.1%	45.4%	50.8%	57.2%	60.9%	63.6%	65.7%	67.3%	68.8%	70.0%
Native American	56.3%	50.0%	52.9%	50.0%	46.2%	50.0%	20.0%	36.7%	46.4%	53.3%	58.7%	63.1%	66.8%	70.0%
Pacific Islander	44.4%	41.7%	46.7%	46.2%	33.3%	50.0%	50.0%	56.7%	60.6%	63.3%	65.5%	67.2%	68.7%	70.0%
White	47.8%	48.7%	47.9%	44.7%	42.4%	42.4%	50.5%	57.0%	60.8%	63.5%	65.6%	67.3%	68.7%	70.0%
Two or more	50.2%	51.2%	46.2%	44.0%	43.5%	44.9%	54.0%	59.3%	62.4%	64.7%	66.4%	67.8%	69.0%	70.0%

3-Year Completion, Revised Targets Toward 64% Goal



	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029
	Actual	Actual	Actual	Actual	Actual	Goal								
Asian	49.0%	51.8%	54.8%	50.7%	55.1%	57.8%	59.4%	60.5%	61.3%	62.0%	62.6%	63.1%	63.6%	64.0%
Black	38.8%	45.8%	38.6%	28.0%	49.6%	53.9%	56.5%	58.3%	59.7%	60.8%	61.8%	62.6%	63.3%	64.0%
Latina/o/x	38.5%	38.4%	42.1%	39.5%	37.4%	45.4%	50.1%	53.4%	56.0%	58.1%	59.9%	61.4%	62.8%	64.0%
Native American	37.5%	57.1%	47.1%	21.4%	23.1%	35.4%	42.6%	47.7%	51.7%	54.9%	57.7%	60.0%	62.1%	64.0%
Pacific Islander	44.4%	25.0%	40.0%	38.5%	33.3%	42.6%	48.0%	51.8%	54.8%	57.2%	59.2%	61.0%	62.6%	64.0%
White	46.9%	48.6%	48.6%	48.8%	49.4%	53.8%	56.3%	58.2%	59.6%	60.8%	61.7%	62.6%	63.3%	64.0%
Two or more	45.4%	51.6%	50.7%	48.4%	48.5%	53.2%	55.9%	57.8%	59.3%	60.6%	61.6%	62.5%	63.3%	64.0%



COURSE MAPS & EXPLORING PATHWAYS EVENTS: COLLABORATIVE EFFORTS, PROGRESS, AND UPDATES

BOARD OF TRUSTEES MEETING

13 DECEMBER 2023

COLLABORATIONS

Academic
Advisors

Program
Managers

Faculty

Staff

COURSE MAPS

- Interactive tools to help students:
 - make informed decisions
 - customize and plan educational path in consultation with an advisor or program manager
 - prepare to be career or major-ready



**Explore the Possibilities.
Find your Path.**

COURSE MAPS

The screenshot shows a web browser displaying a course map for the "Radiation & Imaging Science BAS, Diagnostic Medical Sonography Concentration" program. The page title is "Program Map" and the URL is "https://coursemaps.bellevuecollege.edu/academics/interest-clusters/790a730c-f1e0-402e-b211-c0fe27eb7f1a/programs/05cbcb7-585-fa25-86a...". The map is organized by quarter:

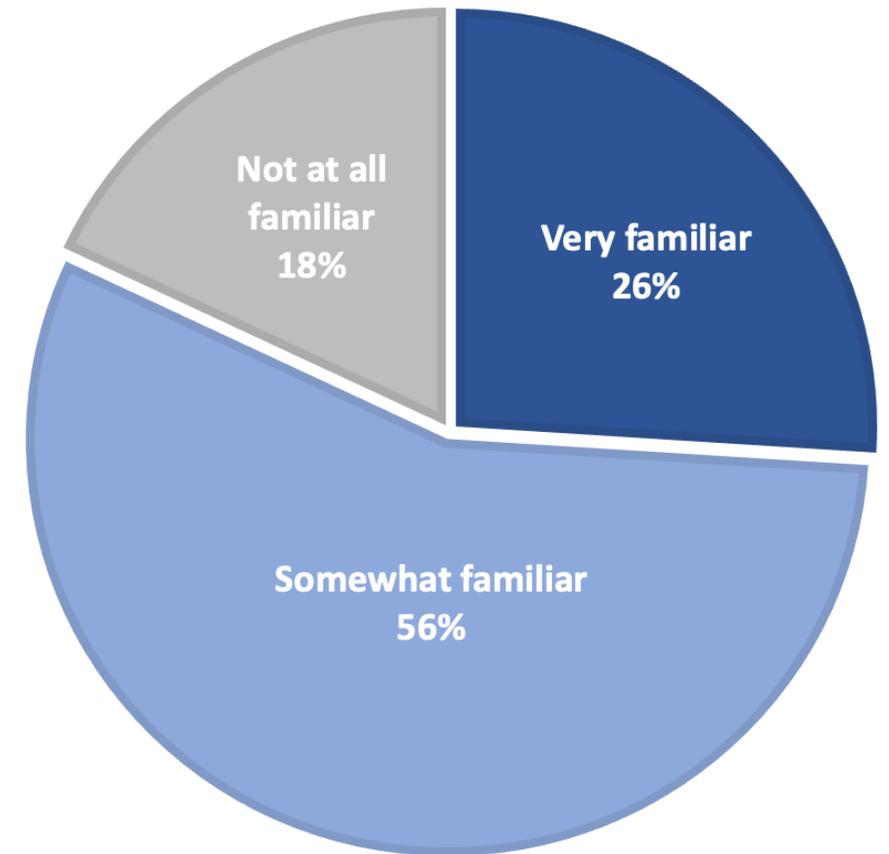
- Fall 2023 (1st Term):** 13.0 - 15.0 UNITS. Courses include HCML 301 (5.0 Units, Essential Foundations of Healthcare Management), HCML 310 (5.0 Units, Health Information Systems for Healthcare Managers), and an Ultrasound Elective (3.0 - 5.0 Units). A "Meet with Program Manager" button is also present.
- Winter 2024 (2nd Term):** 8.0 - 22.0 UNITS. Courses include ECON 315 (5.0 Units, Economics of Healthcare), an Ultrasound Elective (3.0 - 5.0 Units), and an Elective Course (1.0 - 12.0 Units).
- Spring 2024 (3rd Term):** 13.0 - 15.0 UNITS. Courses include RAIM 301 (5.0 Units, Essentials of Imaging & Therapy), CMST 330 (3.0 Units, Intercultural Health Communication), and an Ultrasound Elective (3.0 - 5.0 Units). A "Meet with Program Manager" button is also present.
- Summer:** 6.0 UNITS.

Legend: Major Course (red), General Education Course (green), Elective Course (yellow), Milestone (orange), Offers Microcredential (blue). A "Make Appointment" button is visible in the top right.

- Authored & published 230+ maps on BC website in September
- Full-time, part-time, pre-requisite options
- Quarter-by-quarter course sequences
- ~175 more maps planned

COURSE MAP FAMILIARITY

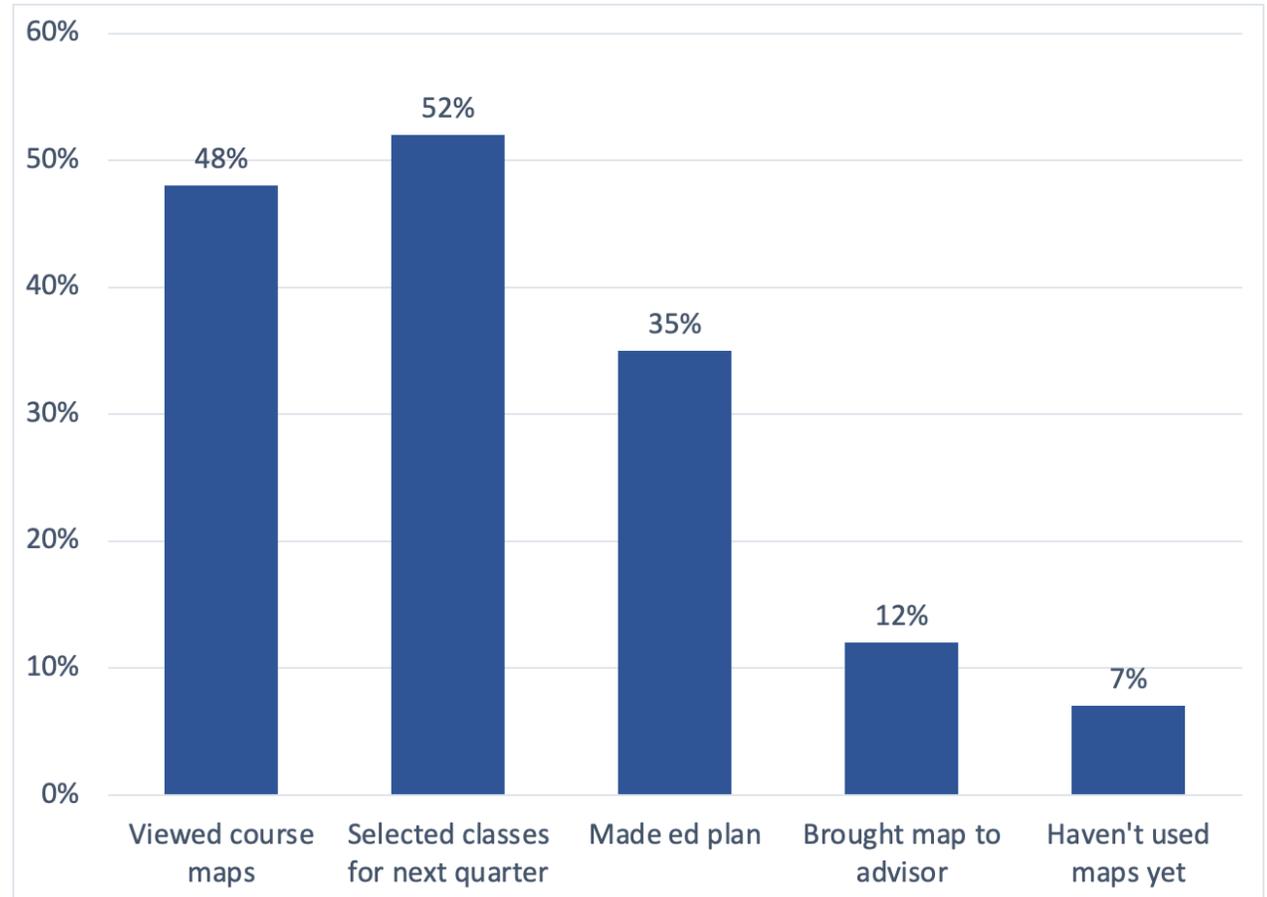
- 211 responses to survey in Fall FYS classes
 - 82% of students reported being at least somewhat or very familiar with maps
 - Students most commonly learned about course maps in FYS (58%) or on BC website (43%)



**Explore the Possibilities.
Find your Path.**

COURSE MAP USE

- 64% of students reported having used the maps in some way
- Students identified how they have used the maps



**Explore the Possibilities.
Find your Path.**

CONTINUED ASSESSMENT OF MAPS

- Also collected information on most helpful features of maps & opportunities for improvement
- Plans to address concerns and further clarify maps
- Assessment in future quarters - how are advisors & faculty using maps?



EXPLORING PATHWAYS EVENTS

- Help **current BC students**:
 - learn more about careers, transfer, and degree options in various pathways
 - learn about courses
 - connect with faculty, advisors, and program managers



**Explore the Possibilities.
Find your Path.**



EXPLORING PATHWAYS EVENTS – OCT. 17 & 18, 2023

COLLABORATIONS

- Over 200 students attended Exploring Pathways Events
 - Majority of attendees learned about events from their professors
- 64 faculty & staff (plus 4 students!) participated in events featuring all 8 Pathways
- Numerous faculty, staff, and administrators supported events
- Shout out to Marketing and Communications Team for promoting events!



**Explore the Possibilities.
Find your Path.**

INVITATION

- Review the maps on the [BC website](#)
- Watch student-created [Fall Exploring Pathways Event video](#)
- Join us for the Winter Exploring Pathways Career Exploration Week Events



**Explore the Possibilities.
Find your Path.**