

STATEMENT OF PURPOSE FOR MISSION COLLEGE

Mission College is an institution of higher learning that is open to all. The mission and purpose of the college is to:

- Identify and anticipate students' needs
- Provide opportunities for lifelong learning in a supportive environment
- Be responsive to the unique cultural and demographic diversity of a changing community
- Serve those seeking vocational skills, associate and baccalaureate degrees, a vocational education, and special needs

The Mission College community supports the three goals of the West Valley-Mission Community College Governing Board:

- Enhancing Learning – through provision of a targeted curriculum that emphasizes an interdisciplinary approach to learning and prepares students for careers in an information-based society
- Building Community – through recognition of the rich cultural diversity of the student body, students will experience opportunities that will prepare them for success in a global society
- Strengthening Resources – through growth and development in the innovative application of technology to the academic environment

Expectations for Faculty

The primary expectation for faculty at Mission College is teaching so that the student learns. This requires expertise in the teaching field and a plan for maintaining currency in the subject matter. Creative use of instructional materials includes the innovative application of technology to the academic environment. Interactions with the student demand that the instructor have an astute interest in the students' welfare; exercise mature judgment; and maintain an open, nonjudgmental attitude.

The provision of quality learning experiences is our priority. The reputation of Mission College is based on the ability of the faculty to fulfill these teaching responsibilities with integrity, energy, concern for the student, and good humor. The major responsibilities for each faculty member are to follow State, District, and College policies and provide appropriate educational opportunities for the students. This includes:

- Being available to students through maintenance of office hours
- Informing students, in writing, at the beginning, about course requirements, grading standards, and policies
- Providing a classroom environment conducive to learning that will stimulate intellectual curiosity and foster respect for others
- Providing instruction in accordance with the statement of purpose of Mission College, established course outlines, and with the college catalog description

- Conferring with individual students regarding their progress toward course goals
- Helping students solve study problems and evaluating their potential achievement in fields familiar to the instructor, especially those in specific career and vocational areas
- Knowing the services available at mission college and referring students with physical, emotional, learning, or other problems outside the instructor's area of expertise to resources on campus
- Providing students with job placement information, where appropriate
- Meeting each class at the regularly scheduled time for the full time allotted
- Maintaining accurate attendance and scholastic records of students and submitting required reports according to identified deadlines
- Communicating appropriately with students, peers, department and division chair, staff, and administration
- Maintaining professional, ethical standards of behavior
- Protecting district property from unauthorized use, theft, or abuse
- Observing safety rules, using good judgment to prevent accidents and reporting potential safety hazards to the department or division chair

Governance Model

General Principles:

1. Shared governance is a method of collegial interaction by the Board of Trustees, administration, faculty, classified staff, and students participate in the decision-making process. The paramount goal is consensual agreement on specific issues.
2. The Board of Trustees receives input from all appropriate constituencies through the shared governance model. The Board establishes District goals, adopts policies, authorizes the annual budget, awards bids and contracts, appoints and terminates personnel, and serves as an avenue of final appeal within the District for unresolved issues.
3. The Academic Council is composed of representatives of all appropriate College constituencies. This group is the primary advisory body to the President.
4. College committees, composed of all appropriate constituencies, continually review and analyze relevant issues, prepare alternate courses of action, and make recommendations to the appropriate administrator.
5. Faculty members perform duties as instructors, librarians, or counselors. They assess, develop, recommend, and implement activities related to District/College goals. They participate actively on College committees through the Academic Senate. They perform other contractually identified professional responsibilities.
6. Classified staff performs a variety of support services for which they possess appropriate training and experience. They participate actively on College committees to provide advice and counsel regarding relevant policies and procedures.

7. Students learn through completing in approved courses and other college activities. They participate actively on college committees and through ASB Senate and clubs to provide advice and counsel regarding relevant policies and procedures.
8. Administrators execute District/College policies and procedures. They receive recommendations from college committees and make appropriate decisions within their area of jurisdiction. They assume responsibility for ensuring implementation of activities based on District/College goals, and evaluate the effectiveness of the activities to support and facilitate the educational process.
9. The Academic Senate expresses the formal position of the Mission College faculty regarding academic and professional matters. They are responsible for selecting faculty to serve on College committees. They review and respond to changes in College regulations, administrative rules and procedures recommended by College committees. The Senate makes recommendations to the President regarding academic and professional regulations and procedures. They make appropriate operational decisions consistent with approved Constitution and by-laws.
10. The Associated Student Body (ASB) Senate is the official voice of the Mission College student body. They are responsible for nominating students to the President for service on college committees. The ASB Senate makes recommendations to the Dean of Student Services regarding academic and extra-curricular student concerns. They make appropriate operational decisions consistent with approved Constitution and by-laws.
11. Collective Bargaining units negotiate for their membership with the Board of Trustees through the Administration regarding salaries, wages, and working conditions. They work with Administration to fairly implement all aspects of negotiated collective bargaining contracts.
12. The Confidential Staff are represented by their administrative supervisors regarding salaries, wages, and working conditions.

Governance Process

1. In the domain of instructional and student services, shared governance is reflected in the relationships faculty have among themselves and with their Division and Department Chairs. Faculty teaches counsel students, plan and implement curriculum, prepare instructional materials, and assist in the hiring and evaluating of their colleagues.
2. Faculty and Staff concerns with compensation, load, and others aspects of working conditions are handled through the collective bargaining unit and formalized through binding contracts.

3. Policies and procedures of the college are determined by the educational philosophy of the institution, admission standards, degree requirements, curriculum, professional standards, teaching methods, staff development, and long range planning. Faculty expresses their opinion on academic issues through their elected representatives to the Academic Senate and the committees established by the Senate.

Governance Plan

West Valley-Mission Community College District strongly advocates a shared governance model that complies with AB 1725 and the California Administrative Code Title 5, Sections 51023 and 53200. The District policy is one of implementing a process of collegial participation between administration, faculty, students, and classified staff with regard to decision-making and policy recommendations.

Mission College Shared Governance Plan is based on the following concepts:

1. To provide a mechanism that empowers committees to contribute fully and effectively in the operations and policy decisions of the college.
2. To utilize fully the skills, talents, and interests of the staff through a process that encourages decision-making at the most appropriate level of the system structure.
3. To complement and support the college administrative structure.
4. To function efficiently through the establishment of committees based on functional activities.

Sexual Harassment Grievance Policy

It is the policy of The District to maintain a work and learning environment that is free of sexual harassment. In accordance with District policy, employee complaints of sexual harassment are referred to the Director of Labor Relations. For more information, the District Officer at Mission College is the Vice President of Student Services.

Student complaints of sexual harassment are defined in this section of the Discipline/Grievance Policy. Sexual harassment, as defined by Title VII of Civil Rights Act, Title IX of Educational Amendments of 1972, Office of Civil Rights, and current District Policies is defined as:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, when made by a student to another student, or when made by a student to a staff member.
 1. Submission of such conduct is made, either explicitly or implicitly a term of condition of an individual's employment or education; or
 2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting such individual; or
 3. Such conduct has the purpose or effect of substantially interfering with an

individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

B. Sexual harassment may include, but is not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Implying or withholding support for an appointment, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denial.
4. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence or affect the educational opportunity, grades and/or learning environment of a student
5. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Complaints against College Employees

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality.

The State Education Code, Title 5, Section 59334, requires that a single person investigate and report formal sexual harassment (and discrimination) complaints. That person for the District is the Director of Human Resources and Employee Relations.

The CSSO is designated as the Title IX responsible office for Mission College. The CSSO will assist students at both the formal and informal grievance levels and answer any questions or concerns.

Many complaints may be resolved at the informal level. Often discussion with the College employee will successfully change the behavior to the student's satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contact with the individual or their supervisor is possible. In those situations the student should immediately report the incident directly to the CSSO or the Director of Human Resources and Employee Relations.

A. Informal Level

1. The Step 1 level encourages the student to approach the person who has caused the complaint. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.
2. At the Step 2 level, the student approaches a third party, either the Department chair or the immediate supervisor of the employee. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

B. Formal Level

1. The Step 3 level is directly with the CSSO or the Director of Human Resources and Employee Relations. Appeal procedures beyond this level are determined by the District Personnel Policies. The student begins the formal discrimination procedure at this level if he or she believes it is necessary.

C. Timeline

1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor's Office within 90 days of receipt of a complaint. (Title 5, Section 59336).

Complaints against Other Students

Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanction for this behavior. Complaints are filed with the CSSO at each campus.

Discrimination Grievance Procedures

It is the policy of the District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical or mental handicap.

Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources and Employee Relations at any time.

A. Informal Level

The lowest level of complaint is informal (Step 1), which is with the individual who caused the complaint. The student informally attempts to resolve the situation to his or her satisfaction. At this level, the student may meet with the supervisor of the employee who has created the complaint. The student may also meet with the CSSO for information or assistance at any time.

B. Formal Level

1. Formal complaints are filed with the Director of Human Resources and Employee Relations and must be filed in writing within 60 days of occurrence.
2. Investigation will be completed within a 90-day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations, will report all formal complaints to the State Chancellor's Office within 90 days of receipt of a complaint. (Title 5, Section 59336).
4. A student may appeal the decision of the Director of Human Resources and Employee Relations to the Chancellor and then to the Board of Trustees.

C. Timeline

1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor's Office within 90 days of receipt of a complaint. (Title 5, Section 59336)
4. Appeal procedures are defined in the District policy.

Free Speech and Discriminatory Harassment

The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.