

**NOTICE OF POLICIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Policies Committee Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, June 12, 2024**, at 4:30 PM in Room M-202, Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

- AGENDA -

- I. Call to Order**
- II. Certification of Posting Notice of Policies Committee Meeting
- III. Consider Approval of Minutes from May 8, 2024 *(Action Item)* 2
- IV. Citizens Desiring to Appear Before the Committee on Agenda Items
(Please complete a request card prior to the start of the meeting. The Committee Chairperson may limit the time of appearance before the Committee to three minutes.)
- V. Review and Discuss Proposed Revisions to Local Board Policies and Regulations 5
 - Section B – Local Governance (BAA, BBD, BG)
 - Section C – Business and Support Services (CC, CS, CU)
 - Section D – Personnel (DBA, DK)
 - Section E – Instruction (EBA)
 - Section F – Students (FJ)
 - Section G – Community and Government Relations (GK)
- VI. Determine Committee Recommendation to Board of Regents Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations *(Action Item)* 29
- VII. Adjournment

The notice for this meeting was posted on June 6, 2024 in compliance with the Texas Open Meetings Act., in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE BOARD OF REGENTS
POLICIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-202 – Moody Hall
May 8, 2024
4:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, May 8, 2024, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Policies Committee members were present: Ms. Carolyn Sunseri, Chairperson, Mr. Garrik Addison, Mr. Armin Cantini, Mr. Norman Hoffman, and Mr. Raymond Lewis, Jr.. Ms. Mary R. Longoria was excused. Other Regents attending were: Ms. Karen Flowers, Mr. Michael Hughes and Mr. Fred Raschke.

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Breanne Lorefice, and Dr. Conrad Breitbach.

- I. **CALL TO ORDER:** Chairperson Carolyn L. Sunseri opened the meeting at 4:32 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
- II. **CERTIFICATION OF POSTING NOTICE OF POLICIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Policies Committee Meeting had been properly posted on May 3, 2024.
- III. **CONSIDER APPROVAL OF MINUTES FROM JUNE 14, 2023 MEETING:** A reading of the minutes from the June 14, 2023 meeting was waived. Mr. Lewis moved to approve the minutes as presented; Dr. Hoffman seconded. The motion passed unanimously.
- IV. **CITIZENS DESIRING TO APPEAR BEFORE THE COMMITTEE ON AGENDA ITEMS:** There were no citizens desiring to appear before the Committee.
- V. **REVIEW AND DISCUSS NEW POLICIES AND PROPOSED REVISIONS TO LOCAL BOARD POLICIES AND REGULATOINS: SECTION B – LOCAL GOVERNANCE (BBD, BBI, BG), SECTION C – BUSINESS AND SUPPORT SERVICES (CFE, CGC, CS, CU), SECTION D – PERSONNEL (DAA, DIAA, DIAB), SECTION E – INSTRUCTION (ECC), SECTION F – STUDENTS (FAA, FAB, FFDA, FFDB):**

Dr. Shelton presented this item to the Committee. He gave an overview of the new policies and recommended policy changes and informed the Committee that these changes are due to changes in state statues passed in the last legislative session, and other recommendations from TASB.

General discussion was had on some details of the various policies.

Dr. Shelton recommended approval of the new policies and recommended changes to existing policies to the Committee.

VI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF NEW POLICIES AND PROPOSED REVISIONS TO LOCAL BOARD POLICIES AND REGULATIONS: SECTION B – LOCAL GOVERNANCE (BBD, BBI, BG), SECTION C – BUSINESS AND SUPPORT SERVICES (CFE, CGC, CS, CU), SECTION D – PERSONNEL (DAA, DIAA, DIAB), SECTION E – INSTRUCTION (ECC), SECTION F – STUDENTS (FAA, FAB, FFDA, FFDB):

Mr. Lewis moved to recommend approval of the proposed local policies and revisions to the Board of Regents; Mr. Addison seconded. The motion passed unanimously.

VII. DISCUSS UPDATES ON NEW FEDERAL AND STATE RULES AND REGULATIONS: NEW TITLE IX RULES, GOVERNOR ABBOTT’S EXECUTIVE ORDER GA-44 PERTAINING TO HATE SPEECH AND ANITSEMITISM, AND DEPARTMENT OF LABOR’S NEW RULES PERTAINING TO NEW SALARY THRESHOLDS FOR EXEMPT EMPLOYEES: Dr. Shelton went over the fact sheet on the new Title IX regulations and explained that these are in conflict with Senate Bill 15. The College received a letter from Governor Abbott that states that the State of Texas will not comply with the new Title IX regulations. Dr. Shelton added that if a community college is sued, the attorney general will not defend them. The conflict is that the college receives both federal and state money. It is anticipated that in the next 30-90 days TASB will issue new Title IX policies. It is likely that this issue will be fought out in the courts, or that a change in administration could cause these to roll away. If there is not a stay issued by a court of law, the Title IX policies will go into effect August 1, 2024. It will likely be July or August before this comes back to the Board for a decision.

Dr. Shelton continued with an update on Governor Abbott’s Executive Order GA-44 pertaining to hate speech and anti-Semitism. The Governor is asking for colleges to review and update free speech policies, make sure policies are enforced, and make sure that their definition of anti-Semitism is in compliance with Texas Government Code, and that faculty, staff, and students understand what constitutes anti-Semitic speech. TASB believes that our legal and local policies are more than adequate, and we don’t need to change any of our policies. TASB suggested that we review our student handbook and that the designated free speech areas are outlined, and free speech policies are up to date. The College is in the process of doing that and bringing the student hand book up to date. Some discussion was had on what the plan would be if there is any disturbance during commencement. Dr. Shelton stated that disruption of classes or events is prohibited and those individuals would be removed. Dr. Shelton also clarified that our free speech zone is the area from the Student Center to Regents Hall.

Dr. Shelton shared what the new thresholds from the Department of Labor are. The College will not be affected by the new thresholds that take effect in July. The employees that are classified as exempt are above the new threshold. When the threshold changes in January, there will be some employees affected. For those employees, he will not recommend any changes to the salary schedule for those ranges at this time. It will be addressed on an individual basis with a business and industry stipend. There will be some coaches that are in this group that will not be in compliance, and will be brought into compliance by recommending a pay increase. A

salary study will be recommended in the budget for next year and that would be the time to adjust the structure of the salary schedule.

VIII. ADJOURNMENT: There being no further business to come before the Policies Committee, the meeting adjourned at 5:12 p.m.

APPROVED AS CORRECT:

Breanne Lorefice, Clerk

Carolyn L. Sunseri, Chairperson

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

Staff will present proposed revisions to Local Board Policies and regulations in:

- Section B – Local Governance (BAA, BBD, BG)
- Section C – Business and Support Services (CC, CS, CU)
- Section D – Personnel (DBA, DK)
- Section E – Instruction (EBA)
- Section F – Students (FJ)
- Section G – Community and Government Relations (GK)

Following discussion, the Committee will determine a recommendation to the Board of Regents regarding these proposed local policies.

**GALVESTON COLLEGE
PROPOSED BOARD POLICIES**

Policy		Policy Title	Comments
BAA	Local	Powers, Duties, and Responsibilities of the Board of Regents	Adds language at #30 which requires the Board to protect the institution from undue influence by external persons or bodies.
BBD	Local	Board Members Orientation and Training	Updates language removing a TASB parathetical and inserting the title of the college president.
BG	Local	Administrative Organization	Restores language supporting administrative organization and structure that was omitted in TASB's most recent update of policy BG(Local).
CC	Local	Annual Operating Budget	Adds language requiring College budget's to conform to THECB requirements as well as requirements set forth by the College's accreditor.
CS	Local	Information Security	Although recently update, this update adds language to adopt procedures for prohibiting certain applications on College owned devices. This update also adds language the College to submit certain reports to DIR on a biennial basis.
CU	Local	Research	Restores language supporting research rules and regulations that was omitted in TASB's most revision of policy CU(Local).
DBA	Local	Employee Credentials and Records	The proposed policy adds language to prohibit using an employee's social security number as an employee identifier except for certain purposes.
EBA	Local	Alternate Methods of Instruction: Distance Education	This is a proposed new policy provides for distance education courses and programs in accordance with applicable law, as well as the mission, purposes, policies, and guidelines of the College.
FJ	Local	Student Records	The proposed changes to this policy update language at student directory information to reflect current best practices. The changes limit certain information in the "digital age" to better protect the privacy of our students.
GK	Local	Relations with Educational Accreditation Agencies	Proposes to add language that indicates that the college shall maintain other national and/or state approvals or accreditations as required for specific programs.

POWERS, DUTIES, AND RESPONSIBILITIES
OF THE BOARD OF REGENTS

BAA
(LOCAL)

The chief duty of the Board of Regents is to provide for the progress and welfare of the College, and to establish the policies that govern the College's organization and operation.

The Board functions only when it is convened in meetings. An individual Board member speaks for the Board only when the Board has delegated such authority. As the governing body, the Board of Regents chief powers, duties, and responsibilities include:

1. To preserve institutional independence and to defend its right to manage its own affairs through chosen administrators and employees;
2. To work to enhance the public image of the College;
3. To interpret the community to the campus and interpret the campus to the community;
4. To nurture the College such that the College achieves its full potential within the scope of its role and mission;
5. To adopt and periodically review the mission of the College and to insist on a clarity of focus and mission for the College;
6. To act as a policy-making body and to provide policy direction for the College, adopting such policies, rules, regulations, and/or bylaws as the Board deems advisable;
7. To establish goals consistent with the College's role and mission;
8. To appoint a President of the College, to designate the President as the chief executive officer of the College, to invest in that individual all such powers as may be legally delegated to the office, to periodically evaluate the President, and to assist the President in the achievement of the mission and goals of the institution; (Only the College President shall be directly responsible to the Board. All other administrators, faculty members, and other employees shall be responsible to the President.)
9. To adopt the annual operating budget on or before September 1 of each year;
10. To adopt a tax rate each fiscal year as required by the Tax Code 26.05.

POWERS, DUTIES, AND RESPONSIBILITIES
OF THE BOARD OF REGENTS

BAA
(LOCAL)

11. To levy and have collected taxes and to issue bonds, as appropriate;
12. To set and have collected any amount of tuition, fees, rentals, rates, and/or charges the Board considers necessary for the efficient operation of the College District;
13. To receive bequests and donations or other monies or funds legally coming to the College;
14. To select a depository for College District funds;
15. To have the accounts audited in accordance with appropriate accounting standards; to employ an independent auditor responsible to the Board, with the President of the College or his/her designee given authority to call upon the auditor for professional opinions;
16. To employ a professional architect or engineer, as needed, the architect or engineer designated to work with the College President and others to develop appropriate plans for consideration and approval by the Board;
17. To seek legal advice and assistance, as needed, with the President of the College or his/her designee designated agent given authority to call for professional opinions;
18. To sue and be sued;
19. To exercise the right of eminent domain and to acquire property;
20. To set admissions standards for the College consistent with the role and mission of the College;
21. To keep, or cause to be kept, complete and accurate minutes of all meetings;
22. To approve all instructional programs offered by the College District;
23. To consider all recommendations on College District matters presented by the College President;
24. To adopt salary schedules for all employees of the College District;

POWERS, DUTIES, AND RESPONSIBILITIES
OF THE BOARD OF REGENTS

BAA
(LOCAL)

25. To approve faculty contracts upon recommendation of the College President;
26. To act as a body of final appeal in matters that may be appealed from the decision of the College President;
27. To order elections, as required by law;
28. To fill vacancies on the Board, created by death, resignation, or removal, in accordance with the laws of the State of Texas;
29. To promote the College and to cooperate with the President in a program of public relations; to represent the needs of the College to the public;
30. To protect the institution from undue influence by external persons or bodies; and,
31. To carry out all other duties and responsibilities as may be required by law.

To complement and to extend the statements of legal duties and responsibilities, the Board has the responsibility of formulating broad public policy in community college education for the College District. It shall function as the legislative and policy-making body charged with the oversight and control of the College District's activities and assets. The Board shall designate the President the function of implementing policy and of designing the detailed arrangements under which the College District shall be operated.

All authority not vested by the laws of the State of Texas in the Texas Higher Education Coordinating Board shall be reserved and retained locally in the College District or in the Board of Regents, as provided in the applicable laws.

Orientation of New Board Members

The Board and the President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the ~~[G-head-of-district/college/ESC, initial upper case]~~ President and other administrative personnel designated by the ~~[G-head-of-district/college/ESC, initial upper case]~~ President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the ~~[G-head of-district/college/ESC, initial upper case]~~ President deems useful in fulfilling the role of Board member.

Annual Training Plan

The President shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

Cybersecurity Training

The President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Public Information Act Training

The President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012.

Public Information Act (PIA) training is to be completed by newly elected Board members no later than the 90th day after the member takes office.

A Board member who receives written notice from the Attorney General that the member must complete the PIA training described by Section 552.012 following failure to comply with the PIA training requirement shall complete the training within the timelines described by law.

The administrative structure shall be designed to promote responsiveness to changing community needs. The College District shall provide a variety of programs that are consistent with the College's mission, purposes, philosophy, and goals.

The head of the administrative organization shall be the College President, who shall be responsible for administering the policies, procedures, and activities of the College District in accordance with Board policies and applicable law.

The administrative organization and practices ensure that:

1. The College President represents the Board and is responsible for the general administration of the entire College District.
2. The Office of the College President is established to organize and direct all College District operations and activities.
3. The procedures, programs, and practices of the College District are based on the mission, purposes, philosophy, and goals of the College District.

Note: For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FAA for students.

Diversity, Equity, and Inclusion Office

Except as required by federal law, the College District shall not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;

3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

ANNUAL OPERATING BUDGET

CC
(LOCAL)

BUDGET PLAN

The budget shall represent the approved educational plan of the College District for the academic year stated in fiscal terms. When considering budget issues, the Board shall adhere to the following principles:

1. The budget shall reflect the best possible distribution of available funds in accordance with the College District's master plan.
2. The budget shall identify sufficient sources of funds to ensure a fiscally balanced budget.
3. The budget shall provide contingencies adequate to meet reasonable unforeseen demands.
4. The budget shall include, where appropriate, funds from grants where such grants meet the conditions set forth in Board policies concerning the receipt of external funds.
5. The budget shall include, when available, funds for educational and staff development.

BUDGET
DEVELOPMENT

The College President shall develop procedures as necessary to ensure appropriate input from all College District levels of operation in the development of a proposed expenditure plan for all College District funds in the ensuing fiscal year.

The prepared budget shall conform to the Texas Higher Education Coordinating Board's requirements and meet the standards of the College District's accreditor.

BUDGET ADOPTION

Adoption of the budget by the Board shall constitute authority to expend funds for the purposes indicated and in accordance with approved policies of the College District.

BUDGET AMENDMENT

The approved budget may be modified after adoption only by a majority vote of all members of the Board.

INFORMATION
SECURITY PROGRAM

The College President shall approve an information security program designed to address the security of the College District's information resources against unauthorized or accidental modification, destruction, or disclosure. This program shall include procedures for risk assessment and for information security awareness education for employees when hired and ongoing program for all users, as well as compliance with all applicable laws.

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under the law. The College President or designee shall notify the Texas Department of Information Resources (DIR) of the individual designated to serve as the ISO.

The College shall adopt procedures for addressing the privacy and security of information resources, including the College's website and mobile applications and shall submit, as required, the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College must subject the website or application to vulnerability and penetration test before deployment.

The President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from College owned devices.

The College shall submit a biennial information security plan to DIR in accordance with law. In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, to the Office of the Governor, the Lieutenant Governor, and the Speaker of the Texas House of Representatives.

The ISO shall report annually to the President on the effectiveness of the College's information security policies, procedures, and practices in accordance with law and administrative procedures.

SECURITY BREACH
NOTIFICATION

Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The College shall also assess the significance of a security incident and report **urgent incidents** to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's Web site.
4. Publication through broadcast media.

The College District must provide summary reports of security incidents in accordance with DIR guidelines.

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with current law and administrative procedures.

ACCESS BY
INDIVIDUALS WITH
DISABILITIES

The College President or designee shall develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities. The procedures shall include the standards and specifications in accordance with 1 Administrative Code Chapter 213.

SECURITY AND
PRIVACY

The security and integrity of the College District's electronic and technology resources are essential. Therefore, priority shall be given to maintaining system security and integrity, backing up the system, and general maintenance of the system. The following relate to system security, integrity, and privacy:

1. The College President shall appoint an administrator responsible for developing and maintaining College District procedures regarding security and privacy of computer data, software, and hardware.
2. Any student or employee use of College District electronic and technology resources is a privilege that may be revoked for violation of this policy, regardless of the need for such use in performing assigned duties.
3. A student or employee (regardless of employment contract or tenure status) found to be involved in infractions of this policy or civil or criminal laws regarding College District electronic and technology resources security and privacy shall be subject to disciplinary actions including, but not limited to, revocation of user privileges, suspension, dismissal, prosecution,

and restitution for damages. Involvement, as used here, includes, but is not limited to, participating, encouraging, aiding, or failing to report known infractions.

4. Under the authority of the College President, the department of information technology shall have the authority to monitor all electronic and technology resources to protect the integrity of the College District's systems, computing software, workstations, and lab facilities. Designated personnel from the IT department shall have the authority to access files when necessary for the maintenance of the electronic and technology systems. When performing maintenance, every effort shall be made to ensure the privacy of a user's files. However, if violations are discovered, the violation(s) shall be reported immediately to the director of human resources, the appropriate vice president, and the College President.
5. Some jobs or activities of the College District involve access to resources critical to electronic and technology resources security and privacy. The College District may require employees or students involved in these jobs or activities to disclose personal histories, participate in special training, or sign special agreements concerning computer use.
6. All students and employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either College District personnel or College District electronic and technology resources.
7. The College District shall make every effort to ensure the integrity of its various systems. All electronic and technology resources available to users offer some form of dataset protection, which can be modified by an authorized user as needed. However, none of the systems offer absolute security. Therefore, users shall not place sensitive information on a publicly accessible system.
8. The College District shall not be responsible for the safe storage of student-generated files. Each student shall be responsible for maintaining copies of any information and work created on College District equipment. The College District shall not be responsible for any loss of student information or student-generated files from College District electronic and technology resources equipment, regardless of the cause.

IDENTITY THEFT
PREVENTION

The College President or designee shall approve and maintain an Identity Theft Prevention Program designed to prevent the unauthorized distribution or theft of personal/confidential information

pursuant to the Federal Trade Commission's Red Flags Rule (Rule), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. [16 CFR 681.2]

SECURITY AND
PRIVACY

The College District has identified the following areas requiring oversight for the prevention of identity theft:

1. Customer/consumer information submitted to and required by the College District or by a third party;
2. Employee information submitted to and required by the College District or by a third party; and
3. Confidential information of an employee or a student provided to a third party.

OBJECTIVES

The objectives of the Identity Theft Prevention Program shall be:

1. To ensure the security and confidentiality of customer/consumer information;
2. To prevent disclosure of an employee's personal/confidential information;
3. To protect and secure personal/confidential information stored in departmental file cabinets;
4. To protect and secure personal/confidential information stored in the College District's ERP system or other computers owned by the College District;
5. To protect and secure personal/confidential information provided to third parties;
6. To protect against any anticipated threats or hazards to the security or integrity of such information; and
7. To protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any employee or student/customer/consumer.

RESEARCH ~~RULES AND REGULATIONS~~

CU
(LOCAL)

RESEARCH RULES
AND
REGULATIONS

Whereas, the Galveston College Board of Regents encourages research and the development of creative and imaginative educational programs and whereas the President or designee shall from time to time request budget appropriations or seek outside funding for such research and development projects, the President or designee shall be responsible for developing administrative rules and regulations at Galveston College governing such research projects, including rules and regulations governing research activities that involve human subjects.

The President or designee shall create an Institutional Review Board (IRB) to review both internal and external requests for research studies involving human subjects (students, faculty, and/or staff). The purpose and responsibility of the Institutional Review Board (IRB) shall be to protect the rights and welfare of human research subjects. The IRB reviews and oversees research activities involving human subjects and requires that the research complies, as applicable, with Federal regulations at 45 CFR 46, Subparts A, B, C, and D, (or equivalent policies and procedures), the FDA 21 CFR Parts 50, 56, 312, and 812, Texas law, and all other pertinent regulations and guidelines. Compliance with this policy or the procedures set forth herein will in no way render inapplicable pertinent laws of the State of Texas, any local law which may bear upon the proposed activity, or the policies of the Galveston College Board of Regents.

For research that is non-funded, participants are provided the same or equivalent protections.

RESEARCH SECURITY

The College District shall promote the security of the College District's academic research so as to achieve the highest level of compliance with applicable ethical, legal, regulatory, contractual, and College District standards and requirements for securing and protecting the College District's research portfolios.

RESEARCH
SECURITY OFFICER

The Director of Institutional Effectiveness and Research shall serve as the research security officer (RSO) and shall be responsible for administering the College District's research security program consistent with law, this policy, and associated administrative procedures. The RSO shall maintain classified information, maintain controlled unclassified information, conduct foreign influence reporting, maintain the export control program, and coordinate the National Security Presidential Memorandum 33 (NSPM-33) requirements.

RESEARCH ~~RULES AND REGULATIONS~~

CU
(LOCAL)

RESEARCH
SECURITY
PROGRAM

The RSO shall also be the point of contact for communication with federal and state agencies on research security matters.

The RSO shall attend the annual academic security and counter exploitation program seminar offered by Texas A&M University.

The RSO shall develop, administer, and annually review and approve a research security program designed in accordance with law and applicable standards to address the security of College District research against unauthorized disclosure or foreign interference. The program shall include procedures for risk assessment and mitigation, research security awareness education for employees when hired and periodically thereafter, and advising College District employees and officials on research security practices.

EMPLOYEE CREDENTIALS AND RECORDS

DBA
(LOCAL)

CUSTODIAN OF PERSONNEL RECORDS The College District designates the President or designee as the custodian of personnel records with responsibility to maintain all records relating to all present and past employees of the College District.

FACULTY REQUIREMENTS All faculty (full- and part-time) regardless of location or mode of delivery must meet or exceed all required credential and/or licensure and certification requirements and must comply with the guidelines as established by the Texas Higher Education Coordinating Board, the Commission on Colleges of the Southern Association of Colleges and Schools, and other such program credential and/or license and certification requirements as may be stipulated by program specific accreditation bodies.

It is the responsibility of the individual faculty member to submit all required official transcripts along with copies of the appropriate license and/or certification to the custodian of personnel records.

EVALUATION OF FACULTY CREDENTIALS Degrees, credit hours, and certificates shall be evaluated by the Vice President of Instruction or designee and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency. Accredited institutions and nationally recognized accrediting agencies will be determined by utilizing:
 - a. Accredited Institutions of Higher Education;
 - b. The Education Directory, Colleges and Universities;
 - c. The Federation of Regional Accrediting Commissions of Higher Education;
 - d. The Council on Postsecondary Accreditation;
 - e. The U.S. Department of Education;
 - f. The Texas Higher Education Coordinating Board; and
 - g. Such other agencies or publications that will establish national recognition or accreditation.

2. If the degree/certificate is from a college/university/school/institution or association outside the United States, it must be verified through a nationally recognized independent Foreign Transcript Evaluation Service or by a U.S. university qualified to conduct such evaluations.

Social Security
Number

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes or other required state or federal reporting purposes. In accordance with the law, the College District shall keep an employee's social security number confidential.

Each employee shall meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative procedures.

Cybersecurity Training

The President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

ASSISTANCE TO FACULTY WHOSE PRIMARY LANGUAGE IS NOT ENGLISH

In accordance with the Texas Education Code, a candidate for employment shall be asked to identify his or her primary language. Once the selection process is complete and the employment paperwork is processed, any candidate who identified his or her primary language as a language other than English shall be asked to take the "Test of Spoken English" of the Educational Testing Service or other similar test as may be approved by the College District and the Coordinating Board.

A faculty member who does not self-identify or who cannot document proficiency in English as his or her primary language shall be tested with an approved assessment instrument. Any instructor who fails to achieve a satisfactory score on the test shall be required, at his or her own expense, to take one or more appropriate courses until he or she is able to achieve a satisfactory score and demonstrate proficiency.

STUDENT RECORDS

FJ
(LOCAL)

COMPREHENSIVE
SYSTEM

The College President or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College's operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school personnel.

CUSTODIANS OF
RECORDS

The Director of Admissions/Registrar is custodian of all records for currently enrolled and former students and for all official academic records. The Director of Admissions/Registrar shall protect the security, confidentiality, and integrity of all student records (whether students were enrolled in on campus courses or in distance education courses) and shall work with the Department of Information Technology to protect and ensure that all electronic student data is secured and backed up. The Vice President for Administration is custodian of all other records. Address for the custodian of records shall be included in the Annual Notice of Students Rights under 20 U.S.C., 1232g.

PRIVACY RULES FOR
EDUCATION AND NON-
EDUCATIONAL
RECORDS

The Director of Admissions/Registrar working with others as appropriate shall protect the privacy of all student records, including the privacy of students enrolled in distance education courses or programs in a manner consistent with state and federal guidelines.

DIRECTORY
INFORMATION

~~Galveston College is required to give public notice of the categories of information. The College has designated directory information." The categories are as follows: the student's name, address, telephone listing, e-mail address, date and place of birth, number of hours enrolled for the current semester, classification, major and minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.~~

~~After each regularly scheduled registration, a period of five (5) working days will be provided each registrant to indicate~~

~~that any or all of the above information is not to be released to anyone outside of the College. The student may indicate the item(s) not to be released by completing a form in the Director of Admissions/Registrar's Office.~~

Galveston College shall give public notice through the publication of categories of directory information in its catalog. The notice shall be consistent with the following:

Student records are protected under FERPA; however, there is some basic information that the College can share. These details are considered part of your directory information and can be released to the public without notice to or the consent of the student. (This includes dual credit and/ early admission students.) However, a student may request that all or any part of the directory information be withheld from the public by submitting a written request to the Office of Admissions within the first five (5) business days of the start of a new semester. A request to withhold director information is valid only during the period in which the student is enrolled at Galveston College. Directory information includes the following:

- Name
- Address
- Age (but not date or place of birth)
- Degrees earned and dates
- Major field of study
- Classification
- Dates or terms of attendance
- Enrollment Status (Full or part-time)
- Previous educational institutions attended
- Honors and/or awards
- Eligibility for and participation in officially recognized activities and sports
- Weight, height, and sports statistics of members of athletic teams

Directory Information and the Solomon Amendment

The Solomon Amendment is a federal law that authorizes institutions to fulfill military recruitment requests for access to student information on

currently enrolled students age 17 and older. Student recruitment information includes the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

Directory Information and Institutional Articulation Agreements

Galveston College may enter into an articulation agreement with another college or university to ease transfer of student credit. As part of the agreement, the college may release student information to that college or university, including the student's name, address, telephone, age (or year of birth), place of birth, level of education, most recent educational institution attended, and current major.

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Texas Higher Education Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the College District's accreditor [see GK]; and
- College District policies and procedures.

The President or designee shall develop procedures to implement this policy.

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

GK
(LOCAL)

The College District shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). [The College District shall maintain other national and/or state approvals and/or accreditations as required for specific programs.](#)

SUBSTANTIVE
CHANGE

The College District shall comply with all policies and standards established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Further, in accordance with the Substantive Change Policies and Procedures established by SACSCOC, the College District shall notify SACSCOC of any substantive changes, and when required, seek approval prior to initiating the change.

Review and Discuss Proposed Revisions to Local Board Policies and Regulations

Staff will present proposed revisions to Local Board Policies and regulations in:

- Section B – Local Governance (BAA, BBD, BG)
- Section C – Business and Support Services (CC, CS, CU)
- Section D – Personnel (DBA, DK)
- Section E – Instruction (EBA)
- Section F – Students (FJ)
- Section G – Community and Government Relations (GK)

Following discussion, the Committee will determine a recommendation to the Board of Regents regarding these proposed local policies.