

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 16, 2011 3:00 – 4:00pm Room L238S

SWC Mission Statement

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

Membership

Denise Whittaker, Co-Chair, Interim Sup./President	Luis Bohorquez, Arts & Communications
Angelina Stuart, Co-Chair, Academic Senate President	Vacant, Continuing Ed., Economic & Workforce Dev.
Mark Meadows, VP for Academic Affairs	Scott Finn, Counseling & Personal Development
Vacant, VP for Business & Financial Affairs	Jennifer Harper, Health, Exercise & Athletics
Michael Kerns, VP for Human Resources	Randy Beach (for Leslie Yoder), Language & Literature
Angelica Suarez, VP for Student Affairs	Karen Cliffe (for Lukas Buehler), MSE
Manuel Lopez, ASO President	Vacant, Social Sciences & Humanities
Victoria Lopez*, Presiding Chair, Council of Chairs	Diane Gustafson, Instructional Support Services
Trish Axson, Academic Affairs at Large	Terry Davis, SCCDAA Rep.
Irma Alvarez, Center Rep., (HEC, SY, OM, NC)	Andy MacNeill, SCEA Rep.
Bea Zamora-Aguilar, Student Services at Large	Bruce MacNintch, CSEA Rep.
Patti Blevins, Confidential Rep.	Corey Breininger, Bus., Professional & Tech. Ed.
Mink Stavenga, IPRC Co-Chair / AOC Co-Chair	Debbie Trujillo, Classified Administrator Rep.
Linda Hensley, IPRC Co-chair	Patricia Flores-Charter, SLO Coordinator
Ron Vess, AOC Co-Chair	Linda Gilstrap*, Director Office/ Research & Planning
Recorder: Rosalva Garcia	Mary Wylie, Strategic Planning Consultant

* non voting members

AGENDA

AB 1725 Authority

AB 1725 assigns a major role to the Academic Senate in the development of policies and procedures dealing with academic and professional matters. Applicable to SCC, the areas required for consultation are:

<ol style="list-style-type: none"> 1. Curriculum. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards of policies regarding student preparation/success. 6. District and college governance structures, as related to faculty roles. 	<ol style="list-style-type: none"> 7. Processes for institutional planning and budget development 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports. 9. Policies for faculty professional development activities. 10. Processes for program review. <p>+ 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.</p>
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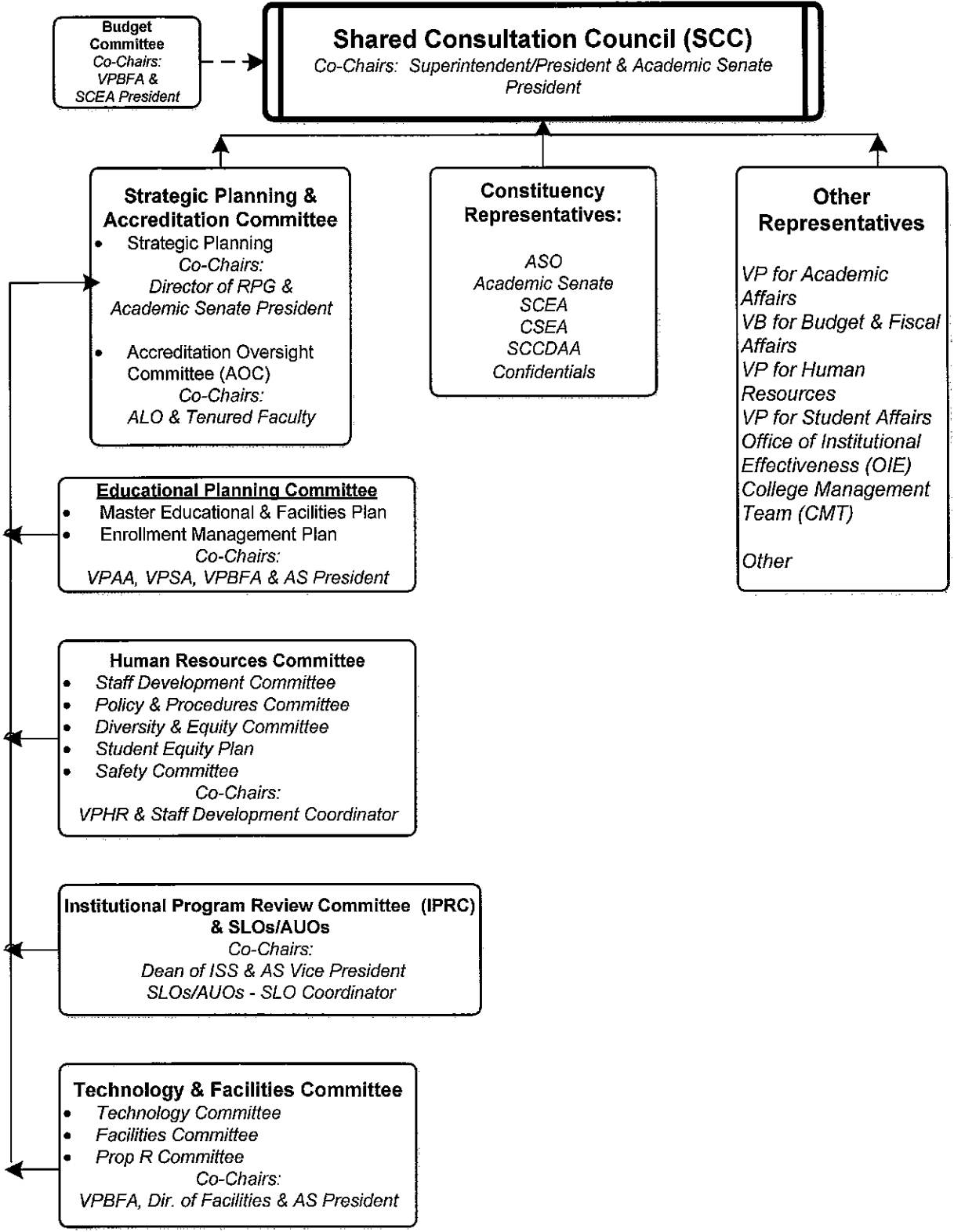
AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order /Approval of Agenda	Co-Chair Stuart	
2. Approval of the Minutes, 03/09/11	Co-Chairs: Whittaker/ Stuart	
3. BUSINESS ITEMS		(* = 10 + 1 items)
I. Strategic Planning Update		
A. Strategic Planning:		
<ul style="list-style-type: none"> • Internal & External Data - ARCC Report • Institutional Technology & Facilities/Planning Committee 	Meadows/Gilstrap Temple/Brown	
B. SCC Organizational Chart	Co-Chairs Whittaker/Stuart	Action / Handout
C. Accreditation: Update		
<ul style="list-style-type: none"> • April 11 – Visit • ACCJC Letter • Summit II - March 24 	Stavenga Co-Chairs Whittaker/Stuart	Handout

D. Naming of the Library	Co-Chairs Whittaker/Stuart	Handout
E. Budget Committee Update:	Co-Chairs Temple/MacNeill	Action
II. Policy / Procedures Development		
A. Constituent Feedback: District Policy 1100 (revised)	Kerns	Action
B. Human Resources Report	Kerns/Whittaker	
III. Issue Management		
A. Constituency Feedback: Parking Fines	Temple	Action
B. Comprehensive Emergency Management Program Development	Temple	
C. Smoking in No Smoking areas	Co-Chair Stuart	
F. Constituency Feedback: Establish College Song: <i>Branscomb's Phoenix</i>	Co-Chair Stuart	
G. Other Items for Future Agenda •	Co-Chair Stuart	
IV. Campus Communication		
A. Office of Communications • Fox News • Development/Launch of SWC Web Site	Bender	
V: TQM Debriefing • Other items?	Co-Chairs Whittaker/ Stuart	
<u>Pending Items</u> • Safety Representative on SCC • March 23 - Technology Plan Integration • April 13 - Prioritization • Status of Rifle Request / Emergency Plan Efforts • Parking Issues as follow-up • College Police "Campus Relations"	Co-Chair Whittaker Kerns Whittaker	

Summary/Adjournment

Next SCC meeting: Wednesday, March 23, 2011

Approved by Co-Chairs
Approved by SCC on _____
DW:AES:RG



March 11, 2011



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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Ms. Denise Whittaker
Interim Superintendent/President
Southwestern College
900 Otay Lakes Road
Chula Vista, CA 91910

Dear President Whittaker:

I am writing to you about new federal regulations which require that accrediting bodies recognized by the U.S. Department of Education must provide to the public a brief statement summarizing the reasons that the accreditor has placed an institution on Probation, Show Cause, or taken action to terminate accreditation. The regulations also require the accreditor to provide to the public the institution's official comments in response to the Commission's action if it wishes to provide one. The notice must be provided regardless of whether the public, or any member thereof, requests the information. These new regulations went into effect July 1, 2010, and apply to the Commission's January 2011 actions. (34 CFR§602.26).

The Commission is using a Public Disclosure Notice that has been designed in collaboration with the other regional accrediting commissions and will be relatively consistent across all accrediting regions. The Commission has decided to make the **Public Disclosure Notice** available to the public in pdf. on the institution's entry in the ACCJC's **Directory of Accredited Institutions**. A hotlink to the institution's website where the response is posted will also be available at the institution's entry in the Directory. All links will be removed when an institution is removed from Probation or Show Cause or one year after the institution's accreditation has been terminated.

Southwestern College was continued on Probation at the Commission's January 2011 meeting. Consequently the Commission has created the attached Public Disclosure Notice for Southwestern College. If you wish to make an official institutional response to the Disclosure Notice to be placed on ACCJC's Directory of Accredited Institutions, please send the statement and an appropriate hotlink to your institutional website to accjc@accjc.org, and the Commission will post the link.

Please feel free to call me if you have any questions. I'll be traveling next week and can be reached on my cell phone at 510-812-5447. Be sure to leave a number for a return call.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Beno".

Barbara A. Beno, Ph.D.
President

BAB/tl

Public Disclosure Notice

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges



Public Disclosure Statement for Southwestern College

March 11, 2011

This Statement has been developed for use in responding to public inquiries about accreditation status, consistent with the Commission's policies on public disclosure. It should be read in conjunction with the Statement of Accredited Status for Southwestern College. (This Statement has been reviewed by Southwestern College. The institution's response to this statement can be found at: www.swccd.edu and will be uploaded when received.)

Accreditation by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (the Commission or ACCJC) certifies that a college has been found to meet rigorous requirements for quality and that there are reasonable grounds for believing it will continue to meet them. The Commission's requirements can be found in the Standards of Accreditation on the ACCJC website at (http://www.accjc.org/wp-content/uploads/2011/01/ACCJC_WASC_ACCREDITATION_STANDARDS2011.pdf). The accreditation process requires an institution to open itself to examination by a group of professionals who evaluate the degree to which an institution meets the Standards. The Standards set requirements for quality that cover many aspects of the college, including: instruction, student support services, library and learning resources, physical environment, technology services, financial management, institutional governance, institutional integrity and honesty, and achievement of institutional mission. Accreditation is awarded only after an institution demonstrates that it meets requirements. The Commission reviews the overall quality of each institution every six years. If an institution is found to need improvements, it may be required to undergo additional reviews and monitoring by the Commission.

Summary of Recent Commission Actions

Southwestern College was continued on Probation when the Commission, at its January 2011 meeting, reviewed the institution's adherence to the Accreditation Standards and policies as part of a Follow-Up review. The institution remains accredited during this period and is required to make improvements to address the Commission's findings of non-compliance.

The Commission took this action because it determined that Southwestern College is out of compliance with the following standards or policies:

Standard I.A.3, 4. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary. The institution's mission is central to institutional planning and decision making.

Standard I.B.1, 3, 4, 6-7. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts. The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.

Standard II.A.1. The institution demonstrates that all instructional programs, regardless of location or means of delivery, address and meet the mission of the institution and uphold its integrity.

Standard III.A.6. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

Standard III.B.2.a, b. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis of improvement.

Standard III.C.1.c, d. The institution systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet institutional needs. The distribution and utilization of technology resources support the development, maintenance, and enhancement of its programs and services.

Standard III.D.1.c. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.

Standard III.D.2.a, e. Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and

services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately. All financial resources, including those from auxiliary activities, fundraising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.

Standard III.D.3. The institution systematically assesses the effectiveness use of financial resources and uses the results of the evaluation as the basis of improvement.

Standard IV.B.1.a, h, i, j. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code. The governing board is informed about and involved in the accreditation process. The governing board has the responsibility for selecting and evaluating...the college chief administrator (most often known as the president). The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the...college.

Eligibility Requirement 5. The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Eligibility Requirement 19. The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes.

The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

Current Status and Expected Activities

Southwestern College will be monitored by the Commission and required to submit a Follow-Up Report to the Commission in March 2011. The Commission will conduct a team visit to assess the institution's compliance with standards, and the Commission will review both reports at its meeting in June 2011. If the Commission determines that Southwestern College has demonstrated sufficient compliance with standards/policies, the Commission may act to remove Probation. If the Commission determines that sufficient progress to demonstrate compliance with standards and policies has not been made, the Commission may take further action as permitted under the Commission's Policy on Commission Actions on Institutions, (available on the ACCJC website at <http://www.accjc.org/wp-content/uploads/2011/03/Accreditation-Reference-Handbook-August-2010.pdf>)

Additional Information

All institutions accredited by ACCJC are required to make external evaluation team reports and Commission action letters available to the public. This is usually accomplished by placing these documents on the college website. Colleges are invited to prepare a response to this notice, and this too may be posted on the website.

Helpful Resources for Understanding this Notice

The following resources provide additional information that may be helpful in understanding the Commission's actions and the accreditation status of Southwestern College:

- *Statement of Accreditation Status* for Southwestern College is available upon request from the Commission office.
- Commission's Standards are available on the ACCJC web site at http://www.accjc.org/wp-content/uploads/2011/01/ACCJC_WASC_ACCREDITATION_STANDARDS2011.pdf.
- *Informing the Public About Accreditation*, published by the Council for Higher Education Accreditation, provides additional information on the nature and value of accreditation. It is available at (http://www.chea.org/public_info/index.asp),
- Policy on Commission Actions on Institutions lists the actions the Commission may apply to institutions under review. It is available in the Accreditation Reference Handbook at <http://www.accjc.org/wp-content/uploads/2011/03/Accreditation-Reference-Handbook-August-2010.pdf>.

Memorandum

To: Valerie Goodwin, Academic Senate President
Angelina Stuart, Academic Senate President Elect

From: Heidi Newhouse

Date: 11/24/2009

Re: Naming of College Library/LRC

It would be an honor to have the Library/LRC named after John Newhouse. He worked tirelessly during his illness to make sure that every aspect of the new building was taken care of. I know that having the building named after John, would bring such joy and appreciation to his brother and sisters, as well as our family.

Thank you for your support in this request. You have my full permission to name the building "John W. Newhouse Library/LRC."



Naming of College Facilities and Properties Application

Contact and Naming Information

Name: Senate President Valerie Goodwin-Colbert

Address: 900 Otay Lakes Road, Chula Vista, CA 91910

Phone: (619) 482-6437 Email: vgoodwin@swccd.edu

Proposed Name of Facility or Property: The John W. Newhouse Memorial Library/LRC

Desired Location: Southwestern College Library/Learning Resource Center

Narrative – not to exceed 500 words

- A. Rationale
- B. Brief description regarding the connection of the person/organization/corporation's connection with Southwestern College.

Selection Criterion – please ✓ all the apply

- The honoree has achieved unique distinction in higher education and /or other significant contributions to the public good.
- The honoree has served the Southwestern Community College District and has earned a national or international reputation, or made such extraordinary contributions to the District or to the community college system which warrants special recognition.
- The honoree was an employee of the District (must be retired or deceased for at least two years, and if deceased, the approval of the family or estate is required.)
- The honoree makes a substantial monetary gift to the District:
 - Southwestern Community College may name facilities and properties in honor of significant contributions of funds to the District. It is expected that each naming

opportunity will recognize the donor according to the level of gift and size of facility.

- The Governing Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization, completion or enhancement of a facility or property.
- The donor gift shall be in the amount which will either fund the total cost of the project to be named or provide the funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, bond uses, etc). The latter to constitute a significant portion of the total cost of the project to the named, as determined on the merit of each individual case.

Additional Information – Please ✓ the information that is attached with the application

- Biography
- If deceased, permission of estate or family for use of nominee's name.
- Materials of broad-based support (i.e. letters of internal/external support)

Requestor(s) Name: Valerie Goodwin-Colbert Title: Academic Senate President

Signature: Valerie Goodwin-Colbert Date: November 24, 2009

ACADEMIC SENATE RESOLUTION

Date: 23 October 2009

Approved by Senate: 10 November 2009

Authored by: Academic Senate

Title: **Renaming of the Southwestern College Library/LRC**

WHEREAS, Southwestern Community College District Governing Board Policy No. 2007 states, "It is within the legal purview of the Southwestern Community College District Governing Board to name campus buildings and other facilities based upon the information provided by the Superintendent/President, following an appropriate nomination and review process", and

WHEREAS, in accordance with the said policy "the naming of facilities can have philosophical and practical value to the institution from the standpoint of identity and community and regional pride", and

WHEREAS, Item 6 in said policy states, "Extraordinary and/or longstanding service by an individual member of the faculty, staff, student body, administration or Governing Board to the students and programs of Southwestern College, and

WHEREAS, Professor John William Newhouse, Ph.D., was and still is the barometer of integrity and honesty for everyone that knew him, and while his leadership and compassion served all of us well, and his humility stands as a model for all who choose to lead, and

WHEREAS, Professor John William Newhouse, Ph.D., as a theater artist, teacher, a colleague and an administrator, infused his work with an aesthetic that crossed artist boundaries, challenged his audiences and instilled in his students a passion for the arts, and

WHEREAS, Professor John William Newhouse, Ph.D., worked as a Theater/TeleMedia professor at Southwestern College from 1972, and became Academic Senate President in 1998, and became the Dean of Academic Information Services in 1999, and

WHEREAS, Professor John William Newhouse, Ph.D., was instrumental in the design and development of the new Library/Learning Resource Center, and worked tirelessly to insure maximum benefit to the students, and

WHEREAS, the SCEA & the CSEA both proudly support this proposal with its Academic Senate Colleagues, now therefore,

BE IT RESOLVED that the Academic Senate most strongly recommends that the Library/LRC be named the John W. Newhouse Memorial Library/LRC.



Naming of College Facilities and Properties

Guidelines and Procedures



Naming of College Facilities, and Properties

Overview

The purpose of this procedure is to outline the process for naming college facilities and properties in accordance with Southwestern Community College District Policy 2007 (Naming of College Facilities). In general, the naming of facilities and properties falls into one of the following categories:

1. It should designate the function of a property, program, or facility (i.e. Voc-Ed Building, Student Services One-Stop Center).
2. It should reflect natural or geographic features.
3. It should honor an individual or an organization.

Those or/The facilities and properties requiring Governing Board approval prior to naming designation include all buildings, major portions of buildings, college roads and access routes, athletic fields, and other major areas of assembly or activity, plazas, dining commons, and other areas of campus circulation, and all other highly visible facilities and properties. The Governing Board may choose to delegate naming authority to the Superintendent/President for minor properties and facilities such as individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas and other minor properties.

Governance and Protocol

- ✓ Final approval for the naming of college buildings, facilities, and properties lies with the Governing Board of Southwestern Community College District.
- ✓ The Superintendent/President will bring forward naming recommendations to the Governing Board for review and action. The review procedure will require a first and second reading prior to Governing Board action being taken.
- ✓ Applications are due to the Office of the Superintendent/President.
- ✓ The Superintendent/President shall convene a committee to review naming applications. The committee will consist of members of the Executive Leadership Team (ELT) (Other members may be added to the committee as appropriate).
- ✓ The committee shall review naming applications on an ongoing basis and will make recommendations to the Superintendent/President.
- ✓ No facility or property shall be named after any seated official whether elected or appointed.
- ✓ No more than one facility or property in the District shall be named after any one individual and the name shall remain in effect at least ten years.

Application Process

All requests should be in writing and submitted to the Office of the Superintendent/President.

The application should include:

1. A rationale for the request to name the college building/facility/real property.
2. If appropriate, a biography of the person or a history of the organization for whom the District building/facility real property is to be named.
3. The person/organization/corporation's connection with the college or association with education.
4. The approval of the nominee, organization, family or estate, if applicable.
5. All applications should include evidence for a broad base of support (internal and/or external support should be demonstrated in writing).
6. Individuals or groups making applications should be prepared to make a presentation to the President's committee with supporting materials and additional information.

Selection Criteria

Decisions to name facilities or properties after an individual shall be made under circumstances free from emotion and transitory pressures. Generally, a facility would be named for a person or persons, an organization, or a corporation only if:

- ✓ The honoree has achieved unique distinction in higher education and/or other significant contributions to the public good;
- ✓ The honoree has served the Southwestern Community College District and has earned a national or international reputation, or made such extraordinary contributions to the District or to the community college system which warrant special recognition;
- ✓ The honoree was an employee of the District (must be retired or deceased for at least two years, and if deceased, the approval of the family or estate is required);
- ✓ The honoree makes a substantial monetary gift to the District.
 - Southwestern Community College District may name facilities and properties in honor of significant contributions of funds to the District. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.
 - The Governing Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization, completion or enhancement of a facility or property.
 - The donor gift shall be in the amount which will either fund the total cost of the project to be named or provide the funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, bond uses, etc.), the latter to constitute a significant portion of the total cost of the project to be named, as determined on the merit of each individual case.



Naming of College Facilities and Properties Application

Contact and Naming Information

Name: _____

Address: _____

Phone: _____ Email: _____

Proposed Name of Facility or Property: _____

Desired Location: _____

Narrative – not to exceed 500 words

- A. Rationale
- B. Brief description regarding the connection of the person/organization/corporation's connection with Southwestern College.

Selection Criterion – please ✓ all the apply

- The honoree has achieved unique distinction in higher education and /or other significant contributions to the public good.
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- The donor gift shall be in the amount which will either fund the total cost of the project to be named or provide the funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, bond uses, etc). The latter to constitute a significant portion of the total cost of the project to the named, as determined on the merit of each individual case.

Additional Information – Please ✓ the information that is attached with the application

- Biography
- If deceased, permission of estate or family for use of nominee's name.
- Materials of broad-based support (i.e. letters of internal/external support)

Requestor(s) Name: _____ Title: _____

Signature: _____ Date: _____

NAMING OF COLLEGE FACILITIES

It is within the legal purview of the Governing Board to name campus buildings and other facilities based upon information provided by the Superintendent/President, following an appropriate nomination and review process. The naming of facilities can have philosophical and practical value to the institution from the standpoint of identity and community and regional pride.

Procedures shall be established to assure that the name of campus buildings and other facilities will be consistent in style and application. General guidelines to be applied to the process of naming campus buildings including the following:

1. Consideration of geographic location of facilities, including prominent landmarks and geographical features or community names.
2. Consideration of names with historic or cultural significance in the region.
3. Extraordinary financial support of the college to further its programs, activities or capital construction.
4. Extraordinary contribution to the college and its students by an individual, group or organization other than college staff.
5. Extraordinary individual or organizational service to the community served by the college, not necessarily the college alone.
6. Extraordinary and/or longstanding service by an individual member of the faculty, staff, student body, administration or Governing Board to the students and programs of Southwestern College.
7. Other extraordinary reasons as determined by the Governing Board.

