

TRANSMITTAL OF RULES ADOPTED

FROM: STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
(Name of Agency)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98501

The enclosed Permanent rules  , being order No. 5  
Emergency rules

relating to (Name of rules or description of subject matter)

- (1) Minimum standards of qualification for community college instructional and administrative personnel; and
- (2) Guidelines governing the adoption by community college districts of rules regarding the rights, responsibilities and conduct of students.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 2474 <sup>①</sup> filed with the code reviser on 11/20/69 <sup>②</sup> were regularly adopted as permanent rules of this (date) Edmonds Community College, agency at Lynnwood, Wash. on 12/11/69 and are herewith (place) (date) filed in the office of the code reviser pursuant to chapter 34.04 RCW. The effective date of such rules shall be 1/11/70 <sup>③</sup>.

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this agency at \_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in (place) (date) the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 12th day of December 1969.

STATE OF WASHINGTON  
**FILED**  
DEC 18 1969  
CODE REVISER'S OFFICE  
KET # 2712 FILE # 1

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

(AGENCY)

*Robert E. Patterson*

By ROBERT E. PATTERSON  
Assistant Attorney General

Title

- ① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE NO. OF LAST NOTICE)
- ② STAMPED DATE AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE DATE OF LAST NOTICE)
- ③ UNLESS A LATER DATE IS SPECIFIED IN THIS ORDER OR IS PRESCRIBED IN ANOTHER STATUTE, RULES ARE EFFECTIVE 30 DAYS AFTER FILING: RCW 34.04.040. LEAVE THIS SPACE BLANK EXCEPT IN SUCH SPECIAL CASES.

RESOLUTION NO. 69-  
ADMINISTRATIVE ORDER NO. 5

A resolution relating to permanent rules of the State Board for Community College Education.

BE IT RESOLVED by a majority of the State Board for Community College Education that WAC 131-08-003 and 131-08-004 are each hereby repealed and that the annexed regulations, to-wit:

A. WAC 131-16-070, 131-16-080 and 131-16-090 concerning minimum qualifications for community college non-classified service personnel; and

B. WAC 131-12-050, 131-12-060 and 131-12-070 concerning the adoption by districts of rules defining and establishing student rights and responsibilities; are hereby approved and adopted as permanent rules of the State Board for Community College Education.

APPROVED AND ADOPTED December  
11, 1969

ATTEST:

  
VICE-CHAIRMAN

NEW

WAC 131-16-070 ADOPTION AND PUBLICATION OF DISTRICT PERSONNEL SELECTION PRACTICES AND STANDARDS REQUIRED. Each community college district board of trustees shall adopt and publish a statement of personnel selection practices and standards governing all nonclassified service personnel which are designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, and provide for a professional staff representing a wide range of educational and professional experience. Such personnel practices and standards shall be consistent with WAC 131-16-080 and WAC 131-16-090.

NEW

WAC 131-16-080 GENERAL STANDARDS OF QUALIFICATION FOR COMMUNITY COLLEGE PERSONNEL. Prior to employment of candidates for appointment to instructional, instructional support, or administrative positions in Washington community colleges, the district board of trustees shall establish that the candidate possesses:

- (1) Scholarship or technical skill that represents appropriate study or training in the proposed area of assignment;
- (2) Expertise as a practitioner as evidenced by reports of former associates and supervisors;
- (3) A demonstrable understanding and acceptance of the role he is to play as a partner in an educational enterprise serving the best interests of the students;
- (4) A demonstrable understanding and acceptance of the mission and character of the community college;
- (5) The ability to perform his assigned duties in a manner consistent with the goals of the institution and the community college system; and
- (6) Personal characteristics that contribute to his ability to promote the welfare of the students, the institution and the state of Washington.

NEW

WAC 131-16-090 ADDITIONAL QUALIFICATION IN AREAS OF SPECIALIZATION. In addition to the general standards required by WAC 131-16-080, the district board of trustees shall establish that candidates for appointment possess qualification in their areas of specialization as follows:

- (1) Instructors in academic disciplines for which advanced degrees are normally available, and instructional support personnel, including student personnel service, library and learning resource center specialists, shall hold the equivalent of a master's degree from an accredited college or university, or a bachelor's degree and extensive professional experience in their area of specialization;
- (2) Instructors in the vocational field for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience which particularly qualifies them to provide instruction in their area of specialization;
- (3) Administrative officers shall have advanced training or experience relevant to their assigned duties. The chief administrative officer shall hold an earned doctoral degree from an accredited university or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities.

NEW

WAC 131-12-050 RULES DEFINING STUDENT RIGHTS AND RESPONSIBILITIES REQUIRED TO BE ADOPTED. In order that each student attending a community college is assured of substantive and procedural due process of the law, each community college district shall promulgate, adopt and publish rules defining and establishing student rights and responsibilities, including but not limited to the following subject areas:

- (1) Admission requirements;
- (2) Freedom of expression, petition, press, assembly and association;
- (3) Use and maintenance of records and campus facilities;
- (4) Disciplinary hearing and appeal procedures; and
- (5) Disciplinary sanctions.

NEW

WAC 131-12-060 STUDENT INVOLVEMENT IN THE PROMULGATION, AMENDMENT AND REVOCATION OF RULES. Each community college district shall involve students in the promulgation, amendment and revocation of rules defining and establishing student rights and responsibilities. The minimum involvement which shall be afforded students, except in emergencies, shall consist of a reasonable opportunity to review and express opinions regarding the proposed exercise of the community college's rule-making authority.

NEW

WAC 131-12-070 DEADLINE FOR COMPLIANCE AND FILING WITH DIRECTOR. Each community college district shall comply with WAC 131-12-050 no later than the last day of the 1970 spring quarter and file all rules defining and establishing student rights and responsibilities, including all amendments and revocations thereof, with the director of the state board for community college education.

REP

WAC 131-08-003 and 131-08-004 are each hereby repealed.