Board Policies and Administrative Procedures Committee
Minutes – April 23, 2010
8:30 – 10:00 am

Absent: L. Auchincloss
Support staff: J. Crawford

Reports by policy areas:

Student Policies:
- **BP/AP Catalog Rights** – AC will take to Keith and report back to BPAP Committee if any changes are suggested. Then the BP/AP can proceed through committee groups: Dean’s Council; Academic Senate; Student Senate. AC will look for proper numbering of policy with cross references to related BPs.

- **BP/AP 5075 Course Adds & Drops and Withdrawals** – Replaces current policy, BP 5025 and portions of BP 5043; Withdrawals added to the title, as it is a legal requirement. BP 5025 will be stricken and portions of BP 5043 will be included in BP 5075. References to BP 5025, BP 5043, and degree requirements are to be added to the policy.

Faculty Policies:
- **BP/AP 4800 Faculty Compensation** will be left as is. Reference to the policy will be noted on BP 7130 Compensation and BP 7140 Collective Bargaining. Replace “established” with approved by the Board on BP 7130. Ready to go to BSS after edit is completed. BP 4170, AP4170A, AP 4170B referred by Academic Senate to DTC.

- **BP/AP 4022 Sabbatical Leaves** – IA will take to AS.

- **AP 2490 Academic Title Procedure**

Human Resources Policies:
- **BP 7145 Personnel Files** – Suggestion was made to remove the word “complete” from the policy (SE will check ED Code and email committee of her findings). Change reference from R&R1615 to R&R1610. SE will develop procedures as to the process and the location of personnel records.

- **BP 7350 Resignations** – SE will send Faculty & Ed Admin. 8610 and R&R5120 to committee for reference.

- **BP 7330 Communicable Disease** – SB will look at Title V. BP 7330 is current practice. SB will revise TB language.

- **BP 7345 Catastrophic Leave Program** – SE will work on referencing.

- **BP 7360 Discipline and Dismissal - Academic Employees** – Brought to committee’s attention.
General Institution Policies:

BP 3300 Public Records – SE will complete & distribute via email.

Renumbering of previously approved policies:
SE will try to get them on the BSS agenda. KH will update faculty policy spreadsheet.

The next meeting:  Friday, May 14, 2010 @ 9:00 – 10:00 am, A218C (confirmed). If you have items you would like to add to the April 23 agenda please send to Jodie Crawford, crawford@sbcc.edu