Board Policies and Administrative Procedures Committee
Minutes – February 26, 2010
8:30 – 10:00 am

Support staff:  J. Crawford

1. Reports by policy areas:

**Student Policies:**
BP/AP Catalog Rights & BP/AP Course Adds & Drops will be discussed at the next BPAP meeting

**Faculty Policies:**
*IA & KH reported:*
AP 4170A Instructional Program Review - is not clear; needs to be spelled out. Does Operational Program Review need to go through the same process? AP 4071Z may need similar processing. It is ready to go to Study Session. **SE** will take AP 4170Z to EC for review. **IA** will send track changes version to **SE.** **SE** will email changes to Committee (return emails will be sufficient for Committee “OK”).

BP/AP 4560 Faculty Professional Development – paragraph added regarding faculty unable to attend Pro Dev - READY TO GO TO THE BOARD.

BP 4501 – counselors unable to attend flex days programs – must make them up. Verbiage of “mandatory” needs to be changed; use word “fulfill” instead. **MS** will send track changes to **SE.**

BP 1600 Faculty Work Schedule – discussed edits and format. Overload & Underload should be separate; cross-referencing would be fine. Give Overload & Underload new number. Discussion on teaching days (3 day minimum work week); are there some teaching only two days? Faculty must be available 5 days a week. **SEND IT TO ACADEMIC POLICY COMMITTEE** – renumber BP 1600 and 1900 to BP 4600 and 4900.

BP 1200 Faculty Classification – Discussion on use of “Temporary”; temporary contract and/or adjunct? Change wording – **KH** will do the edits and send to **SE.** **IA** suggested changing titles of positions referenced in the policy. **KH** will review EC27356.

BP 2420 Faculty Personnel Files – move to HR policies – edits needed – **KH** will make edits.
Institutional Policies

SE reported:
Titles of Site Managers in AP 6800 Safety Injury & Illness Prevention policy were updated. Existing law is included throughout AP 6801 Safety Driving and AP 6802 Safety & Transportation. The Committee is encouraged to review these procedures. SE will wait to hear back from Committee.

AP 3518 Child Abuse Reporting & Elder Abuse Policy – Needs:
Define who “reporters” are. SE will find definitions and send via email to the Committee.
Follow-up on signed statements procedure – make sure it is being followed.
Work on form – could include elder abuse, also.
Construct Elder Abuse policy using Child Abuse policy as template. SE will get info regarding elder abuse to the Committee. It may be possible to place information on SBCC website’s informational page.

SE will work on getting an “under construction” message on the web for Faculty policies.

The next meeting: Friday, March 19, 2010 @ 8:30 – 10:00 am, A218C (confirmed). If you have items you would like to add to the March 19 agenda please send to Jodie Crawford, crawford@sbcc.edu