Board Policies and Administrative Procedures Committee
Minutes – October 23, 2009
8:00 – 9:30 am


1. Sue briefly discussed the new BPAP Committee section of the college web and the information and resources available.

The committee discussed the Accreditation recommendation regarding policies and procedures that was based on a planning agenda initiated by the college.

2. Allison gave an overview of her approach to the revision of student policies. She adapted a method of charting and ordering from the revision of academic policies currently in process. The priorities developed for student policy revision are:
   Title 5 changes that necessitate policy revisions
   Revisions currently in process: Admissions
   Dual enrollment
   CCCLModel Policies will be followed as closely as is practical given the extensive range of student policies currently in existence.

   Some policies currently codified as student polices need to be moved to academic policies.

   There was a discussion of the challenges of distinguishing among policies, procedures and protocols. Policies will be Board approved. Procedures will go to the Board at a Board Study Session for input, comment, clarification, but will not be formally Board approved. Protocols are the purview of department and programs and are for internal use within a specific area. There do not need to go through BPAP or to the Board for information or for approval.

   There was discussion about the process for bring changes to policy and procedures forward: When BPAP is first notified of a revision in process, it will be entered into the BPAP tracking system. Strike through versions will accompany proposed revisions where practical, and formatting and codification will be addressed before policies and procedures are sent through consultation.

   Policies and procedures released for consultation will be shepherded by Ignacio Alarcon, President, Academic Senate, Liz Auchincloss, President, CSEA/Classified Consultation Group, Atty Garfinkle, Student Senate representative to the BPAP Committee, Allison Curtis and Marilynn Spaventa, classified and certificated management representatives.

3. Atty Garfinkle described suggested changes to existing student policies and the reasons for the recommended changes:
Allison indicated that she concurred with the proposed revisions and would incorporate the suggestions into her proposed revisions of student policies.

Atty introduced Milochka Tshibingu, a Student Senator, and requested that Milochka attend as a student representative to the committee when she, Atty, is unavailable.

4. Sue distributed a sheet with proposed renumbering and recodification of several policies due to modifications to the overall numbering system assigned to categories of policies at SBCC. She will take this to a Board Study Session.

5. New proposed policies: Sue Ehrlich distributed these proposed new policies, identified as legally required or legally advised by the CCCL Model Policies for discussion and editing for the next meeting. She specifically requested that details be provided regarding SBCC practices for reporting Child Abuse.

The next meeting: Friday, November 20, 2009 @ 8:30 – 10:00 am, SS-240E (confirmed). This is a departure from the 4th Friday of the month due to the Thanksgiving holiday. If you have items you would like to add to the Nov. 20th agenda please send to Jodie Crawford, crawford@sbcc.edu