Board Policies and Administrative Procedures Committee
Minutes – November 20, 2009
8:30 – 10:00 am

Support staff: J. Crawford

1. Feedback on Progress by policy areas:

**Allison Curtis reported on Student Policies:**
BP 4340 Grading and Academic Record Symbols will be sent to Ignacio for review.

Allison stated that there is not one student policy that does not need to be worked on for formatting or separation into policy and procedures or updating or all of the above.

Atty Garfinkel would like to get the new BP 5025 Adds and Drops to Ignacio ASAP.

**Faculty reported on Faculty Policies:**
Ignacio Alarcon reported that BP 2300 Master Teacher Evaluation and BP 4560 Faculty Professional Development have both cleared the Academic Policy Committee.

Susan Broderick is separating out “administrators” from faculty policies; Sue Ehrlich suggested moving them, when appropriate, to HR policies if they are applicable to all employees.

Susan will send faculty leave policy to Liz for comparison with Rules and Regs.

Karolyn Hanna discussed the changes made to BP 1210 Faculty Definitions. She recommended a title change to Faculty Classification (HANDOUT) and that “certificated” be dropped as it has been replace by MQs. Sue E. and Karolyn will meet to go over changes to the policy. Karolyn reported that BP 1210 Faculty Definitions will go to Study Session in January. Question: What is BP 1311 (old dept chair responsibilities referenced in BP 1210)? Sue will research this.

Karolyn indicated that the goal is to get the faculty policies through the committee groups next semester.

**Classified Staff**
Liz will meet with Pat English to start on Classified Rules and Regs.
Institutional Policies
Sue Ehrlich is reviewing the policies distributed at the Oct. 23 meeting. They may not need to go to consultation groups. Karolyn Hanna suggested taking them to faculty (Academic Policies) as information items.

BPAP committee members are to check Zythos to review recent edits by Sue since these were last distributed.

Ana Jimenez pointed out that there is missing information in emergency protocol. Specific safety phone #s for Sheriff regarding Wake and Cosmetology are needed. Sue Ehrlich will take the concerns to Erik Fricke.

Sue E. will help with the renumbering of policies.

The next meeting: Friday, January 29, 2010 @ 8:30 – 10:00 am, SS-240E (confirmed). This is a departure from the 4th Friday of the month due to faculty flex days. If you have items you would like to add to the Jan. 29th agenda please send to Jodie Crawford, crawford@sbcc.edu