Board Policies and Administrative Procedures Committee
Minutes – September 25, 2009
8:30 – 10:00 am

Support Staff: J. Crawford

1. Sue introduced Dean Marilynn Spaventa - to replace Erika Endrijonas.

2. Sue described work to date on new BPAP webpage so that BPAP will be listed and get coverage consistent with other college –wide committees. –Discussed content of the site – Sue or Jodie will notify committee when site is active. Access reports will be posted on BPAP webpage. Liz and Jodie developed an Access data base of all approved policies. Policies can be sorted by number or by date of Board approval. There is also a cross-reference table from older numbering to new numbering. Jodie will maintain this.

3. There was a discussion of the need to have a general schedule of review and revision for each existing grouping of policies in order for the committee to meet its commitment for full review by spring 2012.

   Academic Senate – Credit Faculty – Ignacio and Karolyn will work on revising these policies and develop a tentative schedule.

   General – Rules & Regs - Liz will confer with Pat and Sue - May have to start from scratch as many existing Rules and Regulations are out of date statements of the law or are topics that can be covered under general institutional policies

   Discussion on routing of Rules & Regs.

   Non Credit Faculty – Sue will meet with Ofelia Arellano, Vice President of Continuing Education, to develop a tentative timeline for revising non-credit Continuing Education policies. Ofelia will be the liaison from CE to work with the BPAP committee.

   Student – Allison: All program managers need to be involved in the discussion to develop a general timeline for this complex area of policies. Marilynn will introduce BPAP issues as appropriate at the Dean’s Council. Allison and Marilynn will report back to Sue on their progress. Atty asked how to have input on student policies. In addition to the consultation process, as appropriate for student policies and procedures, students may have some preferences for “where to start.” Atty shared that the Student Senate will be revising its By-Laws, in addition. Allison will send recommendations for the timeline for review of student policies to the Student Senate.

   Board of Trustees – This group of policies is legally complete.

Discussion involving specific policies and procedures on today’s agenda:
The next meeting:  Friday, October 23, 2009 @ 8:30 – 10:00 am, SS-240E (confirmed).