



Policies & Procedures Advisory Committee
Meeting Minutes – December 12, 2022, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

I. Welcome & Introductions

Kristina Hannon opened the meeting at approximately 3:00 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from November 14, 2022

Christopher Crew made a motion to approve the minutes from November 14, which Rejoice Chavira seconded. The motion passed unanimously.

III. Level 1 | Info Only *(approval of items for BOT 1st Read and constituent FYI with notification to Chancellor's Council)*

There were no items presented for review under this topic.

IV. Level 2 | Minor Review *(approval of items for constituent review and anticipated feedback of no changes or minor edits)*

- 3420 Equal Employment Opportunity
- 3430 Prohibition of Harassment
- 3433 Prohibition of Sexual Harassment Under Title IX
- 3434 Responding to Harassment Based on Sex Under Title IX
- 3435 Discrimination and Harassment Resolution Procedures

Members reviewed and discussed the items presented and the timeline for the approval process.

- *For 3430, Ryan Bartlett requested clarification for the term sex-discrimination. Kristina advised this is could be something that happens to a person who was possibly assigned one sex at birth, who may be transitioning. He also felt that we may want to add a statement that harm to employees is included with the statement regarding harm to students. He advised that these questions also apply to 3433.*
- *Christopher suggested using the term “sex-based discrimination.”*
- *Davena Burns-Peters asked if Academic Senate would be considered a constituent group during the review process for this P&P. Kristina said that there is a reference to academic freedom, which might activate this item for Academic Senate constituent review. Davena advised that the timeline established was not sufficient for such a review. Kristina clarified that any of the P&Ps that turned out to require an Academic Senate motion of support, the*

timeline would be adjusted accordingly. Davena advised she would follow up with these items to determine if that will be necessary.

- *Ray Carlos mentioned that these P&Ps will be coming back as a result of pending sweeping changes being developed under President Biden's administration.*
- *Ryan suggested a more specific interpretation of the phrase "reasonable efforts" in BP 3433.*

Committee members discussed the importance of feedback in balancing the required legal language with the need for P&Ps to be understandable.

Davena made a motion to move the P&Ps forward with the established timeline while recognizing that if the Academic Senates need additional time for any areas that need 10+1, it will be addressed at the next meeting. Christopher seconded the motion, which was approved by a majority vote with Brandi Bailes and Ryan abstaining.

V. Level 2 | Constituent Feedback

- 5030 Fees (with feedback notes)

PPAC members discussed student feedback comments at length, especially regarding the term "at-cost." It was commented that Student Health Services doesn't determine the cost of the TB test, that the suppliers of the test determine cost. In addition, Ray had a comment about the charge for replacement student IDs which he will forward to the PPAC clerical support person to forward to the Chapter Owner for research. He commented that SBVC does not charge replacement fees for the Student ID. This policy will be presented to the BOT for first read.

VI. Level 3 | Extensive Review *(approval of items to be sent to constituent groups for review and 10+1 Academic Senate process)*

- 5035 Withholding of Student Records

It was agreed to by consensus to move this item to a Level 3 review.

VII. Level 3 | Constituent & Academic Senate Feedback

- 4020 Program, Curriculum & Course Development (10+1)

Davena and Brandi shared constituent input. Changes were made to P&P 4020 based on Academic Senate feedback, as attached. Timelines will be adjusted to allow for Academic Senates to review revised P&P. This version will go to the Chapter Owner for review, and then be sent out for additional constituent review and returned to the February PPAC agenda.

VIII. BOT 2nd Read & Final Approval *(no action required; item attached only if changes were made by BOT during 1st Read)*

- 3225 Institutional Effectiveness
- 7700 Whistleblower Protection
- 2712 Conflict of Interest Code
- 2350 Speakers

IX. Future Agenda Items

- A. Updated 2022-23 Review Schedule
- B. Any PPAC member requests for next agenda?

There were no items brought for future agendas.

X. Next Meeting Date & Adjournment

The meeting adjourned at approximately 4:30 p.m. The next meeting is scheduled for February 13, 2023, at 3 p.m.

Not Yet Approved

QUORUM: Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

- yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
- yes 2) One faculty member from each campus
- yes 3) Two persons from each site (CHC, SBVC, DSO)
- yes 4) Three of four constituent groups represented (faculty, classified, student, management)

1	Executive Vice Chancellor, Co-Chair	Jose Torres	
2	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
3	Management, CHC (appointed by college president)	Keith Wurtz	<i>absent</i>
4	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
5	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
6	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
7	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	<i>absent</i>
8	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyea	<i>present</i>
9	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
10	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
11	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>
12	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<i>absent</i>
13	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
14	CSEA (appointed by CSEA President)	Cassie Thomas	<i>present</i>
15	Management Association	Christopher Crew	<i>present</i>
16	Confidential Group	Kelly Goodrich	<i>present</i>
17	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>

Attachment: Revised Version of P&P 4020

NOTICE

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

Reason for Changes

Legal Update 38 | The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

Academic Senate Feedback | [In Turquoise Below](#)

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Review Level:

3 | Extensive Review (Subject to 10+1)

Review Level Approved by PPAC:

11/14/2022

Constituent Review Anticipated:

12/31/2022

Chapter Owner Review of Feedback

1/15/2023

Constituent Response to Feedback:

2/3/2023

PPAC Final Review:

2/13/2023

BOT 1st Read:

3/9/2023

BOT 2nd Read:

4/13/2023

BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

~~*(Replaces current SBCCD BP 4020)*~~

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

~~The Board encourages the development and offering of programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

The Board acknowledges that District discipline/instructional faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X [\[or Mexican American or other term\]](#) people. Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

BP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9

AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

~~The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

District Discipline/instructional faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latin-X [or Mexican American or other term] people. Administrators and classified professionals throughout the District who support the curriculum process must also work with discipline/instructional faculty to support equity-minded practices.

P&P 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT (10+1)

AP 4020 PROGRAM, CURRICULUM AND COURSE DEVELOPMENT

With Changes Redlined

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; 34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard II.A;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

END OF RECOMMENDATION