



Policies & Procedures Advisory Committee  
**Meeting Minutes – December 11, 2023, 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

*Jose Torres brought the meeting to order at approximately 3:02 p.m.*

II. Approval of Minutes

A. Confirmation of Quorum

*Quorum was confirmed.*

- B. Approval of Minutes from October 9, 2023
- C. Approval of Minutes from November 13, 2023

*Keith Wurtz made a motion, which Ryan Bartlett seconded, to approve both sets of minutes. The motion was approved by a majority vote.*

III. **Level 3 - Input from Academic Senate Final Review & Constituent Feedback**

*Committee members reviewed the progress and recommendations for all the P&Ps. Because these recommendations are Level 3, they will return to PPAC for feedback after the Academic Senates have had a second chance to review. It was noted that the Academic Senates would not be meeting anymore in 2023. No feedback on these items was received via Teams.*

- 4222 Remedial Coursework

*Rejoice Chavira was under the impression that this AP specifically mentioned high school students and indicated all student groups (students who were home schooled, dropped out of high school, international students, students who have a GED, or adult education students) should be represented. It was confirmed by Chapter Lead Nohemy Ornelas that the AP no longer refers to specific groups of students and is, therefore, applicable to all students.*

*Davena Burns-Peters commented that the language seems contradictory in that it says, “a need for remedial coursework shall be determined using appropriate assessments,” while requirement for remedial work doesn’t really exist anymore according to language in AB 705. After some discussion, it was determined that the phrase, “and in accordance with state guidelines and regulations,” would be added to the last sentence in Section A to address this issue.*

- 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- 5030 Fees
- 5700 Intercollegiate Athletics

*The recommendations for each of these P&Ps were reviewed with no feedback.*

#### IV. **Items Revisited - Chapter Lead Feedback**

- 2410 Board Policies and Administrative Procedures

*The committee reviewed the recommendation showing Chapter Lead changes in response to Academic Senate feedback. Davena expressed appreciation for the clarification in language.*

- 5050 Student Success and Support Program

##### **Educational Planning:**

*Each student, in establishing an educational plan, will do the following:*

- *Express at least a broad educational intent upon admission*
- *Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework*
- *Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units*
- *Diligently attend class and complete assigned coursework*
- *Complete courses and maintain progress toward an educational goal*

*The committee reviewed the recommendation showing Chapter Lead changes in response to feedback. Nohemy confirmed the changes were discussed with college deans and counseling chairs. The committee questioned the language indicating what each student will do in establishing a plan, and particularly the fourth bullet, "Diligently attend class and complete assigned coursework."*

*Several opinions were expressed dealing with why this section is part of the AP, and the fact that the faculty, who are the content experts, vetted the language. It was decided that Chapter Lead Nohemy will continue to work on this recommendation in conjunction with the stakeholders and bring it back to a future PPAC meeting.*

#### V. **Where Are They Now?**

##### A. December 8 BOT Agenda - Final Read & Approval

- 3560 Alcoholic Beverages
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

*Jose confirmed that these items were approved by the BOT as presented on Friday, December 8.*

#### VI. **See You Next Time**

*The meeting adjourned at approximately 4:15 p.m. The next meeting of the PPAC is scheduled for Monday, February 12, at 3:00 p.m.*

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