



Policies & Procedures Advisory Committee  
Meeting Minutes – May 13, 2024, 3:00 p.m.

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

**A. Welcome & Introductions**

*Jose Torres started the meeting shortly after 3:00 p.m.*

**B. PPAC Self-Evaluation Survey**

*Members were asked to take the self-evaluation survey.*

**C. Approval of Minutes**

- 1. Confirmation of Quorum

*Quorum was confirmed.*

- 2. Approval of Minutes from 4/8/2024

*Lisa Henkle made a motion which Christopher Crew seconded to approve the minutes. The motion was passed by a majority vote with Carmen Rodriguez abstaining.*

**D. Legal Update 44 Overview**

*CCLC has published its 44th Legal Update, the bulk of which updates P&Ps to reflect revised ACCJC citations based on the new standards and eligibility requirements released in January 2024. This Legal Update, and the previous ones, are always available to the PPAC members in Teams.*

**E. Legal Update 44 | Citation | Minor Edit Only | Level 1**

1. 1200	<del>7. 2510*</del>	13. 3410	19. 4050	25. 5030	30. 5700
2. 2010	<del>8. 2712*</del>	14. 3420	20. 4102	26. 5050	31. 6300
3. 2200	9. 2745	15. 4021	<del>21. 4015**</del>	27. 5110	32. 6340
4. 2410	10. 3050	16. 4025	<del>22. 4105*</del>	<del>28. 5500***</del>	33. 6400
5. 2431	11. 3200	17. 4030	23. 5010	29. 5530	34. 6535
6. 2435	12. 3225	18. 4040	24. 5011		

*Table Corrections (these do not impact PPAC action)*

*\*Included under PPAC Agenda Item J. Change in Recommendation from BOT First Reading to Final Approval due to Legal Update 44.*

*\*\*Not affected by Legal Update 44.*

*\*\*\*Part of PPAC Agenda Item F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024*

*It was confirmed by Kelly Goodrich that items 1-34 are policies and procedures that contain only citation changes and/or minor clerical edits. Committee members reviewed a few of the items to see the type of revisions. Ray Carlos made a motion to approve the Level 1 review on all the items which Lisa seconded. The motion was approved by a majority vote.*

**F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024**

1. 4100 Graduation Requirements for Degrees and Certificates

*Joe Cabrales reported that he had worked Janice [Wilkins] and Troy Dial from Counseling in response to concerns from SBVC Academic Senate. Kelly reported that Legal Update 44 changes, which were substantial, had been incorporated into the Chapter Lead Recommendation which, due to timing issues, had not yet been communicated to Joe or the Chapter Lead. After some discussion, it was decided to table this item and bring it back in the Fall as a new recommendation.*

2. 5075 Course Adds, Drops, and Withdrawals

*Lisa advised that SBVC had questions about this recommendation, namely the use of FW (Failed Withdrawal as opposed to EW or Excused Withdrawal). Committee members discussed the FW issue at length.*

- *The proposed changes allow for either an EW or FW grade.*
- *Kristina Hannon shared her understanding that an FW is an actual grade that gives students a point 0 which is weighted into their grade point average.*
- *An FW would have the same weight as an F vs. an EW which does not have weight.*
- *AP 4230 Grading and Academic Record Symbols was shared onscreen. FW is not currently listed.*
- *Davena shared that FW as an evaluative symbol just recently passed through both senates – CHC a couple months ago, and SBVC even more recently.*
- *Prior to this grade going into effect:*
  - *Determination needs to be made on how FW will affect course repeatability.*
  - *FW needs to be implemented in the system so that faculty can access it.*
  - *FW needs to be made part of the course catalog and syllabi.*
  - *Professional Development should be conducted so faculty can gain understanding of why and when FW should be utilized, and best practices for how to be good stewards of this grade.*
  - *Training needs to occur so students and faculty can be made aware of the ramifications of an FW, particularly in terms of Financial Aid and for the Veteran students.*
  - *The final piece of that process would be adding it to AP 4230.*

*Christopher made a motion to approve 5075 to the next level, and also to request formal review of 4230 upon return in the fall, which Karen Peterson seconded.*

*Lisa advised that the SBVC Academic Senate has also asked for clarification on what an Intervention Program would look like and who would monitor it. Joe advised he would work to get an answer to this question and incorporate it into the Chapter Lead Recommendation.*

*The motion passed by a majority vote.*

3. 5500 Standards of Student Conduct

*On behalf of the SBVC Academic Senate Lisa asked if the definitions listed in 5500 are open to editing or if they are legally mandated, specifically, the terms under Disruptive Behavior. Ray commented that we need to be very specific on how these terms are defined; some language is legally mandated. After a brief discussion, Lisa made a motion to move 5500 through the process, which Ray seconded. The motion was approved by a majority vote.*

**G. 7250 Educational Administrators and 7340 Leaves – Remove 10+1 Designation**

*Kristina addressed the PPAC, advising that although 7250 and 7340 were designated 10+1 [this is reflected in the minutes from May 2022], in reviewing these, it appears this designation may not be appropriate. 7250 outlines HR guidelines about the hiring, recruitment, and retention of educational administrators. We have educational administrators and classified administrators, and there's only slight differences in in those designations. Regarding 7340, there are various reasons why, as an employer, SBCCD can and can't grant leaves, therefore, this does not appear to be something the senates would have purview over. She advised that this is a conversation that we can have when we get together in the fall to develop the Annual Review List.*

*Lisa asked on behalf of SBVC Academic Senate who designates 10+1. Kelly advised that, as a rule, Chapters 4000 and 5000, as well as 2410 and 2510 addressing participation in decision making, are designated 10+1.*

**H. Review of Final Input from Academic Senate of Level 3 Items**

1. 4225 Course Repetition
2. 4232 Pass/No Pass
3. 4235 Credit for Prior Learning
4. 4236 Advanced Placement Credit
5. 5015 Residence Determination
6. 6200 Budget Preparation

*The committee decided to vote on these recommendations as a group. They went through each item one by one. The only additional feedback from the first Academic Senate review was to correct a clerical error on 4236, which was already reflected in today's agenda. Lisa made a motion to approve all items to the BOT First Reading, which Christopher seconded. The motion was approved by a majority vote.*

**I. New Chapter Lead Recommendations - Level 1**

1. 3226 Awards
2. 3430 Prohibition of Harassment
3. 3433 Prohibition of Harassment Under Title IX
4. 7310 Nepotism

*PPAC members reviewed each of these items which, if approved, would appear on the 6/14/2024 BOT agenda for First Reading. Kristina cautioned that new Title IX changes would likely require another review of 3433 next year. Kelly commented that it is important for clarity and efficiency to approve the existing changes through now, so that future changes could be more easily deciphered and processed. Carmen made a motion to approve these items as a Level 1, which Lisa seconded. The motion was approved by a majority vote.*

**J. Change in Recommendation from BOT First Reading to Final Approval**

1. 2510 Participation in Local Decision-Making
2. 2712 Conflict of Interest Code
3. 4105 Distance Education
4. 7120 Recruitment & Hiring

*Committee members reviewed the Legal Update 44 minor statutory citation changes made to these items, which were part of the BOT First Reading on May 9, and which will be submitted for BOT Final Approval on June 14. There were no comments.*

**K. Adjournment & Next Meeting**

*The meeting adjourned at approximately 4:20 p.m. The next meeting of the PPAC is scheduled for August 2024. The day and time are pending a new advisory committee meeting schedule for the Fall.*

**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.

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

  

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

NOT A