A.   Welcome & Introductions

Jose Torres started the meeting shortly after 3:00 p.m. No introductions were necessary.

B.   Approval of Minutes

1.   Confirmation of Quorum

Quorum was confirmed.

2.   09/19/2024

It was noted that the minutes showed an incorrect start time for the next meeting. This will be corrected. Christopher Crew made a motion to approve the 9/19/2024 minutes with the correction, which Keith Wurtz seconded. The minutes were approved by a majority vote with Christopher C. and Andrea Hecht abstaining.

C.   Review of Final Input from Academic Senate – Level 3

1.   5075 Course Adds, Drops, and Withdrawals
Andrea and Christopher Olivera confirmed that their Academic Senates had approved this item in the Spring. It was clarified by Chapter Lead Nohemy Ornelas that the FW grade already exists, and this change is to codify it into procedure. Keith made a motion to approve it for a BOT first read, which Kelly Goodrich seconded. The motion was unanimously passed.

D.   Review of Feedback from Constituents and Initial Input from Academic Senate – Level 3

1.   4300 Field Trips and Excursions
Andrea shared concern from the SBVC Academic Senate regarding the requirement for advance approval by an administrator and/or adherence to AP 7400 possibly discouraging fieldtrips. After some discussion, it was determined that the AP did not require dates to be posted in the syllabus, but only that the student and instructor agree upon the dates. Committee members discussed differing campus processes requiring signatures, as well as the differences between required field trips and travel/activities subject to AP 7400. Nohemy will meet with Carmen Rodriguez to further discuss these observations and report back at the 11/21/2024 PPAC meeting.

E.   Feedback from Constituents and Academic Senate - Level 2

1.   Family of IT P&Ps

i.   3725 Information and Communications Technology Accessibility
The SBVC Academic Senate wanted to know if all materials must be accessible. They're concerned about related workload and potential punitive action upon a mistake or an oversight in accessible materials. Ray commented that the Student Accessibility Services (SAS) has support systems to make sure any student that has a registered disability will be accommodated as best they can. Christopher O. agreed and added that it's based on notification. Once a notification is received, they work with SAS to make sure to fill the needs. Nohemy advised that PPAC was not a good space to discuss workload.

Kelly Goodrich, Recorder

      ii.   3726 Information Security Data Classification

Andrea asked for clarification that faculty can only use the District-approved cloud storage. Luke confirmed this measure is to safeguard data and avoid a security breech. Stephanie Lewis commented there needs to be greater messaging. Luke advised that communication of this rollout will be made in conjunction with Rania Hamdy.

    iii.   3727 Information Security Access Control
    iv.   3728 Information Security Physical Security
     v.   3729 Information Security Logging and Monitoring
    vi.   3730 Information Security Remote Access
   vii.   3731 Information Security Internally Developed Systems Change Control
  viii.   3732 Information Security - Security Incident Response
    ix.   3733 Information Security Secure Operations
     x.   3734 Information Security Network Security
    xi.   3735 Information Security Disaster Recovery
   xii.   3736 Information Security Cloud Storage

Andrea requested a change in language to 4.b. The committee members and Nohemy were fine with this adjustment.

    a.   The district will provide support and opportunities for ~~users~~ faculty, staff, and students to familiarize themselves with the security requirements of the data in their custody to make appropriate, informed decisions about data storage.

   xiii.   3737 Information Security Payment Card Industry Requirements

    2.   5030 Fees with Minor5500 Standards of Student Conduct

Andrea asked if the $20 BookSaver fee indicated permanency. Nohemy advised that if there are changes in the future, the AP will be modified. The ability for students to have their financial aid pay this and all fees is still being worked on.

    3.   6925 Refreshments or Meals

Keith made a motion to move all items in E. forward with the changes to 3736. Christopher C. seconded the motion which was passed by a unanimous vote.

F.   New Chapter Lead Recommendations

    1.   Level 1 (information only)
       None

    2.   Level 2 (minor review)

     i.   3250 Institutional Planning

    3.   Level 3 (extensive review)

     i.   4010 Academic Calendar
    ii.   4020 Program, Curriculum, and Course Development
   iii.   4100 Graduation Requirements
   iv.   4230 Grading and Academic Record Symbols
    v.   5012 International Students
   vi.   5035 Withholding of Student Records
  vii.   5055 Enrollment Priorities

Kelly Goodrich, Recorder

       viii.   5530 Student Rights and Grievances

Keith made a motion to move all items in F. forward which Christopher C. seconded.

Regarding 4230, Keith questioned the need for the SP grade which isn't being used. Joe Cabrales thought this was possibly mandated language; he will research and bring back to the 11/21/2024 PPAC.

The motion passed unanimously.

G.   Adjournment & Next Meeting

The next PPAC meeting is scheduled for Thursday, 11/21/2024 at 3:00 p.m. The meeting adjourned at around 4:00 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	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	*present*
2	CSEA (appointed by CSEA President)	| Ernest Guillen	*present*
3	Faculty, CHC (appointed by Academic Senate President)	Chis Olivera	*present*
4	Management Association	Christopher Crew	*present*
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez	
6	Police Officer's Association	James Quigley	
7	CTA (appointed by CTA)	Jeff Demsky	*present*
8	Faculty, SBVC (appointed by Academic Senate President)	Andrea Hecht (proxy)	*present*
9	Executive Vice Chancellor, Co-Chair	Jose Torres	*present*
10	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	*present*
11	Management, CHC (appointed by college president)	Keith Wurtz	*present*
12	Confidential Group	Kelly Goodrich	*present*
13	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	
14	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean | Sarah Yearyean	*present*
15	Management, SBVC (appointed by college president)	Ray Carlos	*present*
16	Asian Pacific Islanders Association	Rejoice Chavira	
17	Black Faculty & Staff Association	Stephanie Lewis | Veada Benjamin	*present*
18	ASG President or designee, CHC	Thalia Radillo	

Kelly Goodrich, Recorder