I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:08 PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – April 7, 2008
Ms. Laughon made a motion to approve the April 7th minutes; Ms. Higdon seconded the motion. The minutes were approved as presented; Dr. Vela and Ms. DeFrance abstained.

IV. SET BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Board Policy and Administrative Procedure Service Update #14
Dr. Wright led the committee in the review of revisions made to several policies and administrative procedures during the recent CCLC’s Board Policy and Administrative Procedure Service Update. Dr. Vela reminded the committee that all changes made to Board policies shall be presented to the Board for their review and adoption, and that revised administrative procedures will be sent to the Board for information.

A number of Board policies and administrative procedures were revised due to changes in legal citations only; the contexts of these documents remain unchanged. The committee had no additional recommended revisions to BP & AP 3518 – Child Abuse Reporting, BP & AP 4025 – Philosophy and Criteria for Associate Degree and General Education, BP 4100 – Graduation Requirements for Degrees and Certificates of Achievement, BP 4220 – Standards of Scholarship, AP 4222 – Remedial Coursework, BP & AP 4235 – Credit by Examination, BP & AP 4240 – Academic Renewal, AP 4255 – Dismissal and Reinstatement, BP 4260 – Prerequisites and Co-requisites, AP 4610 – Instructional Service Agreements, and BP & AP 5050 – Matriculation.
The following Board policies and administrative procedures were included as part of the Update #14 but are not applicable to the college as the recommended changes have already been incorporated: BP 3550 – Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, AP 4105 – Distance Education, AP 4232 – Pass/No Pass, AP 5045 – Student Records - Challenging Content and Access Log, AP 6550 – Disposal of Property, AP 7212 – Temporary Faculty, AP 7337 – Fingerprinting, AP 7380 – Retiree Health Benefits, and BP & AP 7700 – Whistleblower Protection.

AP 4100 – Graduation Requirements for Degrees and Certificates of Achievement was revised to reflect changes in Title 5 references and to add a statement that indicates students may petition to have a noncredit course counted toward the requirements for an associate degree. There was some discussion regarding how Distance Education courses are applied towards degrees and certificates of achievements but it was determined that this issue is more applicable to AP 4105 – Distance Education. BP 4106 – Nursing Programs is a new policy that was recommended by the CCLC to address the critical shortage of nurses in California and discuss that the District is prohibited from requiring a student who has already earned a baccalaureate degree or higher from an accredited institution of higher education to complete any general education requirements. This policy was previously reviewed by Ms. Jenine Nolan for accuracy and the committee had no recommended revisions. AP 4227 – Course Repetition Absent Substandard Academic Work is a new procedure that was recommended by the CCLC to reflect new provisions in Title 5 related to course repeatability. Minor language revisions were suggested by the committee. AP 3300 – Public Records was revised to add a statement requiring local agencies to redact social security numbers from public records before disclosing them to the public. The committee had no recommended changes. AP 3310 – Records Retention and Destruction was revised to address “Electronically Stored Information” (ESI). The committee suggested revisions to clarify the language in this procedure. AP 3560 – Alcoholic Beverages was revised to reflect changes based on AB 1598 which allows the acquisition, possession, use, sale, and consumption of alcoholic beverages under specific circumstances specified in the Business and Professions Code Section 25608, at the discretion of the President/Superintendent. The committee had no recommended revisions. AP 3600 – Auxiliary Organizations was revised to specify references within the procedure to Education Code Section 72678 and also to replace the term “handicapped” to “disabled.” The committee recommended that the term “disabled” be replaced with “students with disabilities.” AP 4104 – Independent Study was revised to reflect revisions in Title 5 references and to add a statement that academic standards for independent courses will be the same as those for credit and non credit courses. The committee had no recommended revisions. The title to AP 5040 – Student Records and Directory Information was revised to “Student Records, Directory Information, and Privacy.” The committee has no recommended changes. AP 6600 – Capital Construction was revised to replace the term “handicapped” to “disabled persons.” The committee recommended that the term “disabled persons” be replaced with “individuals with disabilities.”

AP 4225 – Course Repetition was revised to include changes in Title 5 references and also to add a statement regarding repetition of cooperative work experience education courses. The committee also suggested additional language to clarify “substandard grades” and the number of allowed course repetitions. There was some discussion regarding the maximum number of allowed course repetitions and military withdrawals; Dr. Wright will look into these issues and AP 4225 will return to the committee on April 21 for further discussion.
AP 5055 – Enrollment Priorities was revised to add a reference to Education Code Section 66025.8 and to include provisions for priority registration for any member or former member of the Armed Forces of the United States for an academic term within two years of leaving active duty and to indicate that the District may limit enrollment to any selection procedure as authorized by statute. The committee suggested that Dr. Johnson and Ms. Stephanie Murguia review whether Scholars Honors students may be designated as a group receiving priority registration, and whether this is allowed by legislation. After further research, this procedure will return to the committee for additional discussion on April 21.

AP 5075 – Course Adds and Drops was revised to include changes in Title 5 references and to add a statement that once a student has withdrawn from a class three times (or less depending on District policy) the student will be referred to a counseling program, and that special permission from the District is required should the student wish to withdraw from a course on their fourth attempt after the fourth week of instruction. The committee had questions regarding the specific reference in Title 5 related to withdrawals and necessary counseling. Dr. Wright will research this question and the committee will review this procedure on April 21.

VIII. PRESIDENT’S REPORT
Dr. Vela reminded the committee that the Outstanding Faculty Awards Ceremony will be held on Thursday, April 17 at 11:00AM in the Student Center. She encouraged all to attend this event to recognize the college’s outstanding faculty. She also announced that Senior Preview Day is Friday, April 18 and that the college expects to have approximately 1,000 high school students visit our campus. This is one of the biggest outreach events for the college and there are many faculty and staff members who contribute to the organization and success of this event. Any individuals who may be interested in participating may contact Shirley Arceo.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

X. ADJOURNMENT
Meeting adjourned at 3:23PM.