

SBCCD ASSEMBLY BP - AP COMMENT FORM

BP 1100, 1200, 2200, 2410, 2430, 2431, 2510, 4070, 6520, 2745, 3050, 3200, 3250, 3410, 4020, 4025, 4030, 4040, 4050, 6330, 7120, 7150, 7160

AP 2410, 2510, 4070, 3520, 3050, 3200, 3250, 3410, 4020, 4025, 4030, 4040, 4050, 6330, 7120, 7150, 7160

DEADLINE TO SUBMIT COMMENTS: MAY 5, 2014, at 5:00 pm
Email changes to snikac@sbccd.org

BP or AP #	Representative group	COMMENT	RESPONSE
AP 2410	J. Holbrook D. Allen Ed Policy Committee, CHC	AP ok. No comments AP is fine... however in 4a – I do see a need to include a deadline/timeline for returning a review and response There are two copies of ed code 70902 at the back of the document for some reason, in both electronic and paper copies. That should be cleaned up.	
AP 2510	J. Holbrook Denise Allen Ed Policy Committee, CHC	The intro sentence shows that additional work is necessary before this document can be fully ready for comment. Suggest adding the information as identified by the consultant and then send to full assembly. There are nine items listed on lines 22-30 – that need to be addressed. I would support keeping the list and then identifying the SBCCD AP/BP that has been written to address these 9 items. I agree with the strike through of the remaining text. Ed Code 70902 is referenced for this BP as well, but the wording is slightly different than the 70902 used for BP 2410. Check numbers 2 and 7 in the doc. A year citation for the Ed Code used should be included, since Ed Code is reviewed and revised yearly. This is a frequent issue in many of the documents.	

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AP 3050	<p>J. Holbrook</p> <p>Denise Allen</p> <p>Ed Policy Committee, CHC</p>	<ul style="list-style-type: none"> • Line 57 ... 68 how is “executive administrative personnel” defined. This may have a better defining criteria using common language • Line 102 how is prepared with care defined? • The remainder of the document is okay. There are areas throughout the document where no specific measure is identified. This is not an issue overall, but identifies those comments listed above. <p>I agree with Jim’s comment concerning Executive administrative personnel. This is not a language we currently use to describe a leadership group. Need to replace “executive administrative personnel” with the terms we use locally to - And in fact, given the intent of the language in lines 57-76 I would argue this code of conduct should apply to ALL DISTRICT EMPLOYEES</p> <p>Line 102: With care and honesty should be replaced by words like precision and completion...</p> <p>Line 114: Change wording...“those that have legitimate business have a legal right to know”.</p>	
AP 3200	<p>J. Holbrook</p> <p>Denise Allen</p>	<p>Is the term “self-evaluation” the current language used by ACCJC and WASC? No other issues.</p> <p>Agreed is the term “self-evaluation?” now the term</p>	

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	Ed Policy Committee, CHC	and not self-study? Agree with Jim's comment: the terminology used by ACCJC and WASC should be what we use.	
AP 3250	J. Holbrook Denise Allen Ed Policy Committee, CHC	No issues No issues No issues	
AP 3410	J. Holbrook Denise Allen Ed Policy Committee, CHC	No issues, required by law. I would not change this. No issues No suggestions.	
AP 4020	J. Holbrook Denise Allen Ed Policy Committee, CHC	This document needs to be completed and then returned to the committees. This is much like 2510 I declare this an Academic and Professional Matter – the chair of the curriculum committee can provide the procedures for each action listed in lines 18-25. Agree with comments above, this AP needs to be directly addressed by the Curriculum Committee.	
AP 4025	J. Holbrook Denise Allen	No issues with the AP I assume this AP is the language from Title 5, section 55061 – That being said this AP reads more like a policy than a procedure – it is currently listed as a philosophy which is a policy – in fact BP 4025 is a restatement of the items contained in AP4025 – it	

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		seems that the procedure should define how the Criteria for Associate degree and General Education is decided at each campus – which would be an Academic and Professional matter .	
AP 4030	J. Holbrook Denise Allen	Agree with consultant statement. Do we still need an AP even if same as BP? Is there any requirement that we have an AP to explain how BP 4030 is to be implemented?	
AP 4040	Denise Allen	Academic and Professional Matter – this needs to be run by our site library staff	
AP 4050	J. Holbrook Denise Allen Ed Policy Committee, CHC	No issues with this AP Academic and Professional Matter – No changes are requested so the AP does not need to be reviewed by the Academic Senate at this time. The terms “sufficient time” in line 41 should be expanded upon...Who establishes the sufficient time-line?	
AP 4070	J. Holbrook Denise Allen	I agree with the AP. I wonder if there are issues that will surface during the implementation. For example Process B. I am not sure this has specific language to help admissions and records Academic and Professional Matter – this AP was already approved by the Academic Senates at both colleges - any changes would need to go back	

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		<p>through the Academic Senates - for approval. The one change we did agree to was to use the language in A. Purpose:</p> <ol style="list-style-type: none"> 1. The District will provide students who are eligible for admission to either college and with permission from the instructor opportunities to audit specific credit courses. <p>as the language for a revision to BP 4070 – however that is not even necessary. A: Purpose could remain in the AP and line 33 of the BP could be revised as follows: students may audit courses. This statement could be moved to line 16 with the red text in lines 20-28 (language from Ed Code Section 75370).</p>	
AP 6330	<p>J. Holbrook</p> <p>Denise Allen</p>	<p>I think this document needs to be fully completed and then brought back for feedback.</p> <p>This document like AP 2510 (before the majority of the language was struck) contains a lot of detail. I agree with the consultant that purchasing procedures should be separated from Bid and Contract Procedures. I also support the recommendation to have a purchasing Handbook as well as a Bid and</p>	

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		Contract Handbook both of which could be referenced in the associated APs and given that there is an AP for Bids and Contracts (AP 6340) there is no need to include that language in AP 6330	
AP 6520	Denise Allen	No comments – Text inserted support recommendations as stated in red	
AP 7120	Denise Allen	No issues – as this AP is required by accreditation	
AP 7150	Denise Allen	No issues – as this AP is required by accreditation	
AP 7160	J. Holbrook Denise Allen	Same comments as AP 6330 No issues	
BP 1100	Denise Allen	No issues	
BP 1200	Denise Allen	No issues – newly added text required by accreditation	
BP 2200	Denise Allen	Lines 30, 31, 56, 68, 86, 90, 135 & 146 – the term Chief Executive Officer needs to be replaced with the term Chancellor. The term chancellor is used to identify this position in all of the APs reviewed above and should be consistent throughout all district APs & BPs – additionally the term chancellor is a title commonly used to identify the CEO of colleges & universities (see dictionary.com) which provides a necessary distinction that the institution for which he/she leads is NOT a corporation.	

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BP 2410	Denise Allen Ed Policy Committee, CHC	Lines 32, 36, 38 – the term Chief Executive Officer needs to be replaced with the term Chancellor (see comments in BP 2200) Suggested addition to Lines 35-36 - Administrative procedures may be revised as deemed necessary by the Chancellor and/or as required by revisions to laws and regulations or as deemed necessary by a District collegial consolation body. Our committee agrees with the comment above.	
BP 2430	Denise Allen	The title of this BP is: delegation of authority to the chancellor – the term chancellor is used in each paragraph of this BP – which reinforces the recommendations for BP 2200 and 2410 Otherwise no issues	
BP 2431	Denise Allen	No Issues – Again as stated above this BP is titled: Chancellor selection and not CEO.	
BP 2510	Denise Allen	Delete the Green text in line 28 – I do not see any reason to limit the action for the APs to the chancellor: <ul style="list-style-type: none"> Revise lines 28-29 to read: recommended Board Policies for Board action and Administrative Procedures for Chancellor action under which the District is governed and administered. No other issues as the remaining newly inserted text	

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		is required by either Title V or Ed Code	
BP 2745	Denise Allen Ed Policy Committee, CHC	No issues Is the “retreat” term necessary in line 32? By including that in the AP, that establishes the methodology used. Also, who picks up the cost of the retreat? Perhaps something more general should be said, such as “it is the responsibility of the board to discuss and summarize the evaluations.”	
BP 3050	Denise Allen Ed Policy Committee, CHC	Line 13: The Chancellor shall establish develop and forward for approval appropriate administrative procedures in furtherance of... Add to the forwarded for approval language suggested by Denise the language: forwarded for approval by the District Board? And/or campus Academic Senates?).	
BP 3200	Denise Allen Ed Policy Committee, CHC	No issues See AP 3200 comments.	
BP 3250	Denise Allen Ed Policy Committee, CHC	No issues – question is if the names of the local college plans must be identical to the names of the plans as listed in lines 22-32 Agree with comments from above.	

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BP 3410	Denise Allen Ed Policy Committee, CHC	Line 29: The Chancellor shall establish develop and forward for approval administrative procedures... Otherwise no issue as the added text is either required by law of accreditation. Agree with comments above.	
BP 4020	Denise Allen Ed Policy Committee, CHC	Line 28 & 55: same recommendation as BP 3050 & BP 3410 - The Chancellor shall establish develop and forward for approval procedures... No other issues Agree with comments above, keeping in mind the comments for AP 4020 as well.	
BP 4025	Denise Allen	SEE COMMENTS FOR AP 4025 - I assume text inserted for this BP is from Title 5, section 55061 – As was previously stated BP 4025 is a restatement of the text contained in AP4025 – The AP should define how the Criteria for Associate degree and General Education is decided at each campus – which would be an Academic and Professional matter .	
BP 4030	Denise Allen	NO red text inserted – as such this BP must be meet the requirements of Title V, sections 51023 as currently written.	

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BP 4050	Ed Policy Committee, CHC	No suggestions.	
BP 4070	Denise Allen	Line 33 of the BP could be revised as follows: students may audit courses. This statement could be moved to line 16 with the red text in lines 20-28 (language from Ed Code Section 75370). (Also note related comments for AP 4070)	
BP 6330	Denise Allen	No issues	
BP 6520	Denise Allen	Line 15 - same recommendation as in prior BPs- The Chancellor shall establish develop and forward for approval procedures... Otherwise no issue	
BP 7120	Denise Allen	Line 15 - same recommendation as in prior BPs- The Chancellor shall establish develop and forward for approval procedures... Otherwise no issues	
BP 7150	Denise Allen	Line 24: the word employee should be replaced by collective bargaining to remain consistent: applicable employee collective bargaining groups	
BP 7160	Denise Allen	No issue	

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