

PPAC Cliff Notes

PPAC = Policies and Procedures Advisory Committee, as its name implies, is an advisory committee to the Chancellor's Council (district goals and priorities to the chancellor)

Responsible for updating and systematically (key word) reviewing Administrative Procedures and Board Policies - the BP is the "what we will do" and the AP is the "how we will do it."

Each year about 10% of all AP/BPs are reviewed by PPAC

Last time we had a nice review of these was in 2022 from then AS-Prez Bailes on the following:

1. **AB 4020 - Program, curriculum and Course Development**
 - a. Review and give input on suggested changes that are on the agenda.
2. **AP 7150 (Manager) Evaluations**
 - a. Consider the current manager's evaluation and how it might be adjusted to support meaningful faculty input.

PPAC summaries (you all get these through the CHC blasts)

8/15 No Quorum

List of all [BP/APs](#)

Simple breakdown in chapters and numbering system (Ch1 = 1000s, Ch3 = 3000s, etc.)

- Chapter 1: The District
- Chapter 2: Board of Trustees
- Chapter 3: General Institution
- Chapter 4: Academic Affairs
- Chapter 5: Student Services
- Chapter 6: Business & Fiscal Services
- Chapter 7: Human Resources

First Meeting (Chris) - August

1. Reviewed 24-25 Annual List (each year, PPAC reviews new AP/BPs + 10% of already established AP/BP list)
2. List is broken down into 3 priorities (Levels)
 - i. Level 1 (information only) – No NEW presented
 - ii. Level 2 (minor review) □ 5030 Fees, 6925 Refreshments or Meals Served at Meetings and District Events
 - iii. Level 3 (extensive review) □ 4300 Field Trips & Excursions
- b. Chapter Leads usually recommend pertinent AP/BPs they have vested interest in reviewing.
 - i. Chapter Leads • Will be assigned the task of reviewing P&Ps from the Review List. • Are encouraged to collaborate with appropriate constituent groups.
3. Level 1
 - a. 34 previous items were updated –
 - i. Why level 1? Mostly updates in citations originating from ACCJC and reviewed by PPAC committee. One was moved from BOT first read to final approval
 1. This update includes revisions to policies and procedures to reflect new standards and eligibility requirements. Specifically, the 44th Legal Update

involves changes to various policies and procedures to ensure they are in compliance with revised accreditation standards and legal mandates.

- b. 4100 Graduation Requirements for Degrees and Certificates
 - i. Details on what students must meet for AS.AStAAAAT and certs
 - ii. Was not approved, SBVC reported never being aware back in April
 - iii. Should be reviewed by CHC Senate ☐ [AP](#) + [BP](#) ☐ Recommended body: counseling?
- c. 5075 Course Adds, Drops, and Withdrawals
 - i. Questioned impact of FW versus EW on student grades
 - ii. Moved to next level
 - iii. No review needed at this time.
- d. 5500 Standards of Student Conduct
 - i. Definitions and terminology on student contact regarding actions on such conduct
 - ii. Should be reviewed by CHC Senate ☐ [AP 5500 AP5520](#) + [BP](#) ☐ Recommended body: Senate + all faculty? Specifically, Appendix A on AP5520
 - iii. Moved to next level despite some concerns of not having being reviewed, but the overall consensus is that we need to have something already in place in case something happens (e.g., cheating using AI).
- e. 7250 Educational Administrators and 7340 Leaves – Remove 10+1 Designation
 - i. Perspective on whether or not 7250 and 7340 require faculty (and thus, under 10+1) as they have to do with hiring of admin
 - ii. Motion approved to remove 10+1
- f. 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
 - ii. The committee decided to vote on these recommendations as a group. They went through each item one by one.
- 4. New Chapter Lead Recommendations
 - a. Level 1 3226 Awards, 3430 Prohibition of Harassment, 3433 Prohibition of Harassment Under Title IX, 7310 Nepotism
 - b. Moved to next level (BOT)
 - c. We should have reviewed these – anyone remember the email on nepotism?
- 5. Change in Recommendation from BOT First Reading to Final Approval
 - a. 2510 Participation in Local Decision-Making, 2712 Conflict of Interest Code, 4105 Distance Education, 7120 Recruitment & Hiring
 - b. Moved to final read
- 6. Catching up from April meeting as it did not meet quorum
 - a.

Second Meeting (Chris) – September

- 1. Reviewed
 - a. Level 1
 - i. 2015 Student Trustees
 - ii. 2355 Decorum
 - iii. 2430 Delegation of Authority to the Chancellor
 - iv. 2510 Participation in Local Decision-Making

- v. 2715 Code of Ethics/Standards of Practice
 - vi. 2731 Trustee Emeritus
- b. Level 2
 - i. 3720 Computer and Network Use
 - ii. 3725 Information and Communications Technology Accessibility & Acceptable Use
 - iii. 3726 Information Security Data Classification
 - 3727 Information Security Access Control
 - iv. 3728 Information Security Physical Security
 - v. 3729 Information Security Logging & 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-Security Secure Operations
 - x. 3734 Information Security-Security Network Security
 - xi. 3735 Information Security Disaster Recovery
 - xii. 3736 Information Security Cloud Storage
 - xiii. 3737 Information Security Payment Card Industry Requirements
 - 1. 3270-3737 all presented by Luke Bixler and PPAC supported changes.
 - xiv. 5030 Fees
 - xv. 6925 Refreshments or Meals Served at Meetings
- c. Level 3
 - i. 4300 Field Trips and Excursions

Third Meeting (Chris) – October

(AS Please review these and send to Mer and me with feedback – I’ve linked all of these for your reading ease)

1. Level 2 Constituent & Academic Senate Feedback
 - a. [3250 Institutional Planning](#)
2. Level 3 Constituent Feedback & Academic Senate Initial Input
 - a. [4010 Academic Calendar](#)
 - b. [4020 Program, Curriculum, and Course Development](#)
 - c. [4100 Graduation Requirements](#)
 - d. [4230 Grading and Academic Record Symbols](#)
 - e. 5012 International Students ☐ No link
 - f. [5035 Withholding of Student Records](#)
 - g. [5530 Student Rights and Grievances](#)
3. Level 3 Academic Senate Final Input
 - a. [4300 Field Trips & Excursions](#)

11/21/24 Meeting

Section D (these are being worked)

4300 Field Trips

Dates being posted in the syllabus

Working days/Calendar Days??

Jessy Lemieux on not obstructing the flexibility of scheduling field trips due to unexpected events.

Moving Forward

4010 Academic Calendar

12/4/24

Final review by AS

4020

Recommendations were made in the past by AS and faculty

CCLC did come up with standard language

Further discussion

Is the LatinE adopted by the state (by Chris Crews) as we would have to update to ALL AP/BPs and we would need a grace period to update all of them,

4100

Keith: Include Non-credit in the terminology instead of just all other degrees and certs

SBVC AS: Last bullet could use clarification on minimum of?

Keith: Adding non credit at the bottom and including certificates of completion.

CHCAS extra period, no concern.

4230

Keith: Add a header for Incomplete Grades or move A-D under "I"

CHCAS all good

5012**

New recommended language from Staff

Any feedback from anyone

This needs to be reviewed by AS CHC

5035

Language on holding transcripts versus registration privileges for non payment.

Edit: update bullet points

CHC AS all good

5055

Formatting changes

CHCAS all good

5530**

Spelling/grammar

Further discussion on roles, specifically Ads

SBVC AS: should there be an additional committee or more people in the committee to deal with severe grievances email Kelly all possible changes from AS

Can this be taken for Student feedback?

10 calendar days for prereq grievances?

CHC AS

Section E

Level 1 Review Schedule

10/06/2024 Recommendation Received

10/24/2024 BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 PPAC Approves Review Level

11/22/2024 Level 1 to Constituents and AS for Info Only

After we hear feedback, these go straight to the board.

Let AS these are happening as level 1, unless there are concerns, we move to approve as level 1

Level 2

Minor Reviews, not much expected, but inform AS

BP 3100 is brand new!

Level 3

Nothing to do here, they've already gone!

BP 2510**

Green changes: Reinforcing the role of trustees in the local decision making.

Red: has already gone forward.

This is going to first read.

12/12/24

Level 3 reviews

Valley requests to pause on some.

Approved all items under C.

Item D on Agenda (Level 3s)

This is initial vote. We need feedback before next meeting.

We have until 2/20/25 to first review in CHCAS

4227

5020

5070

7150

Item E (Level 2s) – these are all first read

3100

3505 until feb (tabled)

3510 until feb

3720 until feb

6320

6620

7232 pertains to classified. Moving it forwards, its an FYI for CHCAS

7600 pertains to police. Moving forward to board, SBVC AS had concerns on military equipment procurement (KH said that these items that we have had for many years were reclassified as military)

Tabling E1-8, E9-10 moving forward

NEW recommendations from chapter leads

No level 1

Level 2s

7340 – updates in ed code – nothing changed here would affect CBA, etc

Moving to next step of review (CHC needs to look at this)

7346 – on employees called to military duty -degendering language (using **them** now) and some legal changes.

We voted that these are level 2.

Level 3. Requires EXTENSIVE review.

That means we have to review them

4222

5130

5220

5510

Item 2510 was pulled at open session from the board meeting on 12/13/24 for further review (during BPAC). BPAC added new language in green (titling, citing, etc) Comes from Title V. They just wanted to have that language out in the open. Informational item only.

SBVCAS has concerns on using more inclusive language.

Davena some good language was added back in June. Effort was about not denying the board from making decisions (as they are the ones that answer to accreditation). But the language feels like its worded like it negates all the language in red. It's very "authoritative" language. Words matter. Eg. They have the final word, but we will act in good faith... (Davena doesn't see where or when did it go to BPAC)

Did we have enough time to review? A message is being pointed across

KH Is it the will of this committee to bring this back to review? "WE request BP 2510 be pulled from BOT due to information changes, for additional read"

Chris Crew says "obligation"

Ray Carlos less flowery language is ok

Unanimous vote yes.

Chief Bonnet arrives to clarify. Assembly Bill 481 and 978 in CA passed in 2022 to reclassify equipment. Part of that law includes offering a public forum of disclosing these items (was held 12/11/24)

2 items (AR rifles and less lethal shotgun [bean bags])

There are no plans in adding "Additional" items, aside to meet growth.

End of C. Olivera with PPAC