NOTE & **SEE EXAMPLE BELOW**: When submitting comment form, please make sure each policy or procedure is listed on separate lines, the representative group must be listed, and the comments should reference the line number of the policy/procedure with specific verbiage to be changed, added, or deleted. The response box should be left blank.

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| **BP or AP #** | **Representative group** | **COMMENT**  **(please reference line numbers for all comments)** | **RESPONSE** |
| **Reference the**  **AP or BP number as shown below.**  BP 4025 | **Reference the**  **group making the change as shown below.**  SBVC Classified  Senate | **Reference the line number with specific verbiage**  **changes as shown below. If recommending new language for consideration, please include the new language.**  Line 31-…It is also desirable that general education programs involve students actively ~~in~~ examining values inherent in proposed solutions to major society societal problems.  Line 35 - The procedures established by the chancellor shall be evaluated by the Academic Senate as to their adherence to the guidelines of Title V. | **DO NOT USE THIS BOX. This box is**  **used to track final changes that are agreed upon and made.** |

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NOTE & **SEE EXAMPLE BELOW**: When submitting comment form, please make sure each policy or procedure is listed on separate lines, the representative group must be listed, and the comments should reference the line number of the policy/procedure with specific verbiage to be changed, added, or deleted. The response box should be left blank.

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| **BP or AP #** | **Representative group** | **COMMENT**  **(please reference line numbers for all comments)** | **Date** | **Response** |
| **September** |  |  |  |  |
| BP 4000 | Instructional Programs | Allen-Hoyt: No issues |  |  |
|  |  | CHC Ed Policy: No specific issues. |  |  |
|  |  | Gilbert: no comments for change - is a copy of existing policy. |  |  |
| AP 4010 | Academic Calendar | Allen-Hoyt: No changes - Calendar Committee should review and add language as needed |  |  |
|  |  | CHC Ed Policy: In general for both AP/BP 4010 – Should inservice and/or flex days be included somewhere specifically in the AP or BP? |  |  |
|  |  | Gilbert: reviewed by the Calendar committee with one sentence added. |  |  |
| BP 4010 | Academic Calendar | Allen-Hoyt: no recommended changes |  |  |
|  |  | CHC Ed Policy: Line 17, should define or give examples of “appropriate groups”. |  | Allen-Hoyt: Best to leave open |
|  |  | Gilbert: reviewed by the Calendar committee with no changes suggested. |  |  |
| **October** | | | | |
| AP 4104 | Contract Education | yes |  |  |
| AP 4105 | Distance Education | yes |  |  |
| BP 4105 | Distance Education | yes |  |  |
| AP 4220 | Standards of Scholarship | yes |  |  |
| BP 4220 | Standards of Scholarship | yes |  |  |
| **November** | | | | |
| AP 4222 | Remedial Coursework | yes |  |  |
| BP 4222 | Remedial Coursework | yes |  |  |
| AP 4235 | Credit by E1amination | yes |  |  |
| BP 4235 | Credit by E1amination | yes |  |  |
| AP 5010 | Admissions | yes |  |  |
| BP 5010 | Admissions | yes |  |  |
| **December** | | | | |
| AP 5031 | Instructional Materials Fees | yes |  |  |
| BP 5031 | Instructional Materials Fees | yes |  |  |
| AP 5110 | Counseling | yes |  |  |
| BP 5110 | Counseling | yes |  |  |
| AP 5130 | Financial Aid | yes |  |  |
| BP 5130 | Financial Aid | yes |  |  |
| **January** |  |  |  |  |
| AP 5200 | Student Health Services | no |  |  |
| BP 5200 | Student Health Services | no |  |  |
| AP 7100 | Commitment to Diversity | no |  |  |
| BP 7100 | Commitment to Diversity | no |  |  |
| AP 7120 | Recruitment and Hiring | no |  |  |
| BP 7120 | Recruitment and Hiring | no |  |  |
| **February** | | | | |
| AP 7125 | Verification of Eligibility for Employment | no |  |  |
| BP 7125 | Verification of Eligibility for Employment | no |  |  |
| AP 7145 | Personnel Files | no |  |  |
| AP 7150 | Evaluation | no |  |  |
| BP 7150 | Evaluation | no |  |  |
| AP 7211 | Faculty Service Areas, Minimum Qualifications, and Equivalencies | no |  |  |
|  |  |  |  |  |