

# San Joaquin Delta College

## Policy & Procedures Review Committee

Thursday, November 13, 2008  
1:30 to 3 p.m.  
Mustang Room  
Paula Bennett, Recorder

**Attendees:** Dana Baker, Joe Bisson, Joyce Giovanetti, Jeff Kay, Catherine Mooney, Valerie Novak, Steve Schermerhorn, Jan Truscott, TJ Walton (C. Mooney), and Matt Wetstein, Jean Marie Velickovic for Janice Takahashi, Mario Vasquez

**Absent:** Valerie Novak and Joyce Giovanetti

**Excused:** Joe Gonzales

**Guests:** Marc Brommé

### College Mission Statement (BP 1201)

The mission of San Joaquin Delta College is to provide excellent post-secondary education that serves the needs of students, the College District and the community through continuing, transfer, career and technical education, and economic development. To achieve this objective, the faculty and staff are committed to providing comprehensive instructional programs, student services and public services that are high quality.

In fulfilling its mission, San Joaquin Delta College acts upon the following principles:

- Commitment to excellence requires effective collaboration, respect for cultural diversity, appreciation of historical perspective, open communication, high academic standards, a vital connection to the arts and cultures of the community, and competitive athletics.
- Student success and equity are founded on a well-coordinated and institutionally-integrated developmental education program.
- Educational resources are available to all students regardless of age, disability, gender, or ethnicity.
- Institutional renewal must include continuous improvement through new and revised curricula; the use of student learning outcomes to enhance student performance; new and effective technologies; and ongoing faculty and staff professional development.
- All aspects of the College encourage good citizenship, responsible leadership, ethical behavior, and the appreciation of lifelong learning.

## Minutes

1. The Minutes of September 25, 2008 were approved with the addition of the student guests last name.
2. Proposed Deletion Policy 5360 "Financial Aid" to be replaced by Proposed BP 5130 "Financial Aid"

Following minimal review, it was agreed to release the proposed BP for a comment period ending January 8, 2009

3. Proposed Deletion Procedure 5370 "Financial Aid Satisfactory Academic Progress" to be replaced by Proposed AP 5130 "Financial Aid"

Following minimal review, it was agreed to release the proposed BP for a comment period ending January 8, 2009

4. Proposed Changes AP 7217 "Academic Employees"

Based on recent changes in Education Code, Section 87482.5, as outlined in Assembly Bill 591 which implements changes in the maximum instructor teaching hours and those of adjunct librarians, adjunct counselors, and adjunct faculty.

It was agreed to release the proposed AP for a comment period ending January 8, 2009.

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#### 5. Proposed Changes AP 4230 "Grading Symbols"

The Director of Admissions and Records informed the Committee that the proposed change is to correct the date that the "NP" symbol began in order to stay consistent with Title 5. It was agreed to forward the proposed AP to President's Council.

#### 6. Proposed Change AP 4240 "Academic Renewal"

The Director of Admissions informed the Committee that the proposed change will update the AP to include the "NP" (No Pass) symbol since the internal programming has been completed and the symbol implemented. It was agreed to forward the proposed AP to President's Council.

#### 7. Proposed BP/AP 7310 "Nepotism" Proposed Changes Policy 4020 "Employment Requirements"

The Committee reviewed the proposed BP/AP 7310 "Nepotism" as outlined by CCLC and presented by the Police Officer Association along with Government Code Sections 12920 and 1090, which prohibits the practice of discrimination because of race, color, religion, sex, marital status, national origin, ancestry, familial status, etc. Proposed changes to Policy 4020 "Employment Requirements" (Classified Employees) which would adopt the language as outlined in the CCLC template (BP/AP 7310) were also reviewed. Consideration was given to review/change similar policies/procedures in place for other work classes.

The Committee heard argument that the District fails to apply its procedures with regard to the employment of family members consistently.

Following further discussion it was agreed to release the proposed BP/AP, and Policy 4020 for a comment period ending January 8, 2009.

#### 8. Proposed Deletion: Procedure 6151.1a "Curriculum Proposal Form", 6151.1b "Curriculum Resource Review", 6151.1c Community Service Class", 6151.1d "Credit Course Outline

The Academic Senate introduced the procedures and recommended they be deleted because the CurricUNET process eliminates the need for the forms. Following review it was recommended to review Procedure 6151 "Curriculum Development Process

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(Credit, Noncredit, and Non-for-Credit) – rewrite to include definition/description and return as complete document to Committee.

The Chair recommended that if the proposed forms are removed the required elements of the course outline and class information sheet should be kept and included in the procedure.

9. Returned from Comment Period Ending November 3, 2008  
Proposed Board Policy 1042 "Board of Trustees Self Evaluation"  
Proposed Board Policy 1043 "Evaluation of Superintendent/President"

Committee engaged in review of the comments received from the Management Senate, which recommends separating the policies to create policies and procedures. It was indicated that the Instructional Services Deans also support the separation. The group was informed that the Superintendent/President may be against the idea as he was with the recommendation to separate the proposed Board Policy 1041 "Board of Trustees Standards of Good Practice," which he has referred to legal counsel for review. Members indicated that the Superintendent/President has expressed that he values evaluations. It was acknowledged that the proposals are Board Policy and that they have the right to craft them.

Following further review, it was agreed to rewrite the recommendations to include definitions, incorporate language with regard to the Brown Act and other laws, suggest an annual ethics training as outlined in AB 1234, and consider a campus-wide survey evaluation tool. It was agreed that the Chair and Dean of Planning Research and Institutional Effectiveness would submit via email rewritten versions for Committee members, and then submit to President's Council.

The Chair reminded members of the Committee's charge to develop goals and SLO.

Member inquired about the term of office for Board Trustees – information to be forwarded. Executive Secretary recommended that the Shared Governance web site include a link to the Policies and Procedures Collection of policies/procedures currently out for comment.

There being no further business, the meeting was adjourned at 2:35 p.m. The Committee's next meeting is scheduled for Thursday, December 11 2008, Board Room.