



POLICY & PROCEDURE COMMITTEE
MINUTES

January 25, 2005

The regular meeting of the Policy & Procedure Committee was held on Tuesday, January 25, 2005 at 2:00 p.m. in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Arlene Satele, Caroline Vanlandingham, and Jim Wales

Absent: Ezequiel Cardenas, and Chris Slusher

Dr. Perri presented for Second Read Change – Workforce Development Committee Composition. Consensus to forward to IPC to add the Director, Intergovernmental Relations and that the Director should be added as an ex-officio.

*Second Read:
 Change – Workforce
 Development
 Committee
 Composition*

Dr. Perri presented for Second Read, Add the Academic Accommodation Review Panel.

- Vice President Wales to investigate Committee memberships at other colleges.
- Dr. Perri to follow-up with Director of Risk Management.
- Vice President Wales to review composition and bring to Academic Senate in January.

*Second Read:
 Add – Academic
 Accommodation
 Review Panel*

Recommendation not to forward to IPC. Third Read planned for the next Policy and Procedures meeting on 2/8/05.

Dr. Perri presented for Second Read, add the Academic Appeals Review Panel (Sub-Committee to the Academic Review Panel).

- Vice President Wales to determine current institutional process
- Vice President Wales to clarify whether this should be a review or an appeal committee.
- Ms. Ford to review with Academic Senate once the revisions are made.

*Second Read:
 Add – Academic
 Appeals Review
 Panel (Sub-
 committee to
 Academic
 Accommodation
 Committee)*

Recommendation not to forward to IPC. Third Read planned for the next Policy and Procedures meeting on 2/8/05.

Vice President Chiriboga suggested that in the future first Read Committee/Council requests include the person submitting the request in order to gain a better understanding on the intent of the request.

Meeting adjourned at 2:42 p.m.

Adjournment



C U Y A M A C A
· C O L L E G E ·
L E A R N I N G F O R
T H E F U T U R E

POLICY & PROCEDURE COMMITTEE
MINUTES

February 8, 2005

The regular meeting of the Policy & Procedure Committee was held on Tuesday, February 8, 2005 at 2:00 p.m. in room F-106.

Members Present: Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Arlene Satele, and Jim Wales

Absent: Maggie Gonzales, Chris Slusher, and Caroline Vanlandingham

Dr. Perri reviewed the Academic Accommodation Review Panel with Director of Risk Management. The panel is covered in district procedure ST4 as such:

- Revise the committee name to: Academic Accommodation Panel

Recommendation to forward to IPC upon Academic Senate's review.

Academic Appeals Review Sub-Committee addition was deferred indefinitely. Dr. Perri suggested that Vice President Wales review with the Director of Risk Management for Education Code regulations.

Meeting adjourned at 2:22 p.m.

Third Read:

*Add – Academic
Accommodation
Review Committee*

Third Read:

*Add – Academic
Appeals Review
Sub-Committee*

Adjournment



C U Y A M A C A
· C O L L E G E ·
LEARNING FOR
THE FUTURE

POLICY & PROCEDURE COMMITTEE
MINUTES

April 12, 2005

The regular meeting of the Policy & Procedure Committee was held on Tuesday, April 12, 2005 at 2:00 p.m. in room F-106.

Members Present: Geraldine Perri, Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Arlene Satele, and Jim Wales

Absent: Maggie Gonzales, and Chris Slusher

Dr. Perri reviewed the Academic Accommodation Review Panel. Academic Senate has also reviewed the committee addition. The following was recommended:

- Revise the committee name to: Academic Accommodation Committee and approve addition.

Recommendation to forward to IPC upon Academic Senate's review.

Meeting adjourned at 2:15 p.m.

Fourth Read:

*Add – Academic
Accommodation
Review Committee*

Adjournment



C U Y A M A C A
· C O L L E G E ·
L E A R N I N G F O R
T H E F U T U R E

POLICY & PROCEDURE COMMITTEE
MINUTES

May 10, 2005

The regular meeting of the Policy & Procedure Committee was held on Tuesday, May 10, 2005 at 2:00 p.m. in room F-106.

Members Present: Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Arlene Satele, and Jim Wales

Absent: Ezequiel Cardenas, and Chris Slusher

Dr. Perri presented for first read, the name change for the Campus Accessibility Committee to College Accessibility Committee. Consensus to wave the second read and forward to IPC.

Meeting adjourned at 2:40 p.m.

First Read:

*Change Campus
Accessibility
Committee*

Adjournment

**COLLEGE POLICY & PROCEDURE
COMMITTEE
MINUTES**

October 11, 2005

The regular meeting of the Policy & Procedure Committee was held on Tuesday, October 11, 2005, at 2:00 p.m. in room F-106.

Members Present: Geraldine Perri, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Rosalyn Johnson, and Arlene Satele

Absent: Vangie Meneses

Dr. Perri referred to the Administrative Structure section of the Organizational & Governance Structures document. Ms. Ford to have SOC review the committees to determine reporting structure to Academic Senate.

*Annual Review of
Shared Governance
Handbook:
Administrative
Structure Section*

Dr. Perri distributed copies of the policy and procedures which are being reviewed by DEC. Ms. Ford recommended that the Policy and Procedures Committee serve as a clearing house for review of board policies and procedures in an effort to streamline the review process. She will discuss this with the Academic Senate. Dr. Perri gave a brief overview of the process which generates the revisions and/or origination of board policies.

District Policies

Policy #	P&P 1st Read	P&P 2nd Read	Notes *
BP 2315	10/11		AS, CS ASCC
BP 2360	10/11		
BP 2410	10/11		
BP 2716	10/11		AS, ASCC, CS
BP 4020	10/11		AS
BP4220	10/11		AS
BP 5010	10/11		ASCC, AS
BP 5016	10/11		Dean Meneses to research to determine current practice
BP 5052	10/11		Dean Meneses to research to determine current practice
BP 5550	10/11		ASCC – Jan to determine if senate already approved

BP 7240	10/11		CS
BP 7310	10/11		AS, ASCC, CS
* AS - Academic Senate CS - Classified Senate ASCC - Associated Students			

Meeting adjourned at 3:02 p.m.

Adjournment

<p>COLLEGE POLICY & PROCEDURE COMMITTEE MINUTES</p>
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November 22, 2005

The regular meeting of the college Policy & Procedure Committee was held on Tuesday, November 22, 2005, at 2:00 p.m. in room F-106.

Members Present: Geraldine Perri, Ezequiel Cardenas, Mark Cossano, Jan Ford, Rosalyn Johnson, Vangie Meneses, and Arlene Satele

Absent: Cristina Chiriboga and Maggie Gonzales

It was determined that President's Cabinet would review the charts and establish parameters for the charts so that there is consistency throughout the section.

*Annual Review of
Shared Governance
Handbook:
Administrative
Structure Section*

It was recommended that the district structure be added to the Administrative Structure.

Policy and Procedure Committee to review pages 12-19 (Governance Structure) in preparation for the next meeting.

Academic Senate requested the option of reviewing all of the district policies. Ms. Ford to address the policies at the next Academic Senate meeting.

*District Policies
Review*

President Perri referred to the policy for naming of facilities (BP 6620), agenda attachment. The college needs a shared governance procedure for naming facilities. Dr. Perri will draft a policy for the Policy & Procedure Committee to review. The draft policy will also be reviewed by the College Facilities Master Plan Council.

Naming Facilities

Meeting adjourned at 3:07 p.m.

Adjournment