

SBVC Academic Senate Education Policy and Procedures Subcommittee (EPPS)

2/26/2025 Meeting Minutes

Name	Present?	Name	Present?
Jessy Lemieux (chair)	X	Denise Knight	X
Erica Begg	X	Kevin Lyons	X
Pedro Gonzalez	X	Joe Notarangelo	X
Celia Huston		Bethany Tasaka	X
Judy Joshua	X	Christian Sarfo-Poku (guest)	X

Meeting began 3:07 PM

1. Links to PPAC materials and spreadsheet for feedback
 - a. Link to 2/20/25 PPAC materials on District Website: <https://sbccd.edu/meetings-and-agendas/policies-procedures/2025/02-20/index.php>
 - b. Link to EPPS OneDrive Excel spreadsheet for recording feedback of EPPS Members and AS body: [EPPS_AS_PPAC Feedback Due 2025_03_20.xlsx](#)
2. Consider revisions to EPPS Spring 2025 Timeline and Process

Approval of revised timeline 1st Joe, 2nd Pete, passed unanimously

3. Consider new APs/BPs and produce a draft Academic Senate report to PPAC to be considered by Senate on 3/5/25 and presented at the 3/20/25 PPAC meeting.
 - a. Special Consideration
 - i. 2510 Participation In Local Decision-Making
 1. BoT 1st read with Nov. BoT changes on 12/13/24, AS requested pull from BoT to provide opportunity for feedback
 2. Revised BP Included in EPPS Report to AS and approved with amendments on 2/19/25
 - b. Level 1- Information Only
 - i. 2015 Student Trustees – EPPS advises AS president to refer to ASG and potentially support their position.
 - ii. 2340 Agendas – No feedback
 - c. Level 2- Minor Review
 - iii. 3430 Prohibition of Harassment – Many portions removed. Is the intention to duplicate these portions in another AP? Please provide clean copy of revision with clearer references to indicating language moved to other APs. Increased clarity needed.
 - iv. 3501 Campus Security and Access – No feedback
 - v. 3530 Weapons on Campus – Change “official law enforcement agency to “local” law enforcement agency”
 - vi. 6610 Local, Minority, Women, and Veteran Owned Enterprise Program – AS asks why is this change happening? Is it in response to potential federal law changes?
 - vii. 7240 Confidential Employees – No feedback
 - d. Level 3- Extensive Review (1st Round)

- viii. 5500 Standards of Student Conduct – Will this include a reference to the AI AP/BP currently being developed.
- ix. 5075 Course Adds, Drops, and Withdrawals- AS is concerned about a lack of time limit for petition, “at any time”. Will “conditions that constitute “extenuating circumstances” be defined? Are all petitions automatically approved?
- e. Level 3- Extensive Review (2nd Round)
 - x. 4222 Remedial Coursework – No feedback
 - xi. 5130 Financial Aid – No feedback
 - xii. 5220 Shower Facilities for Homeless Students – No feedback
 - xiii. 5510 Off-Campus Student Organizations – No feedback

Approval of AP/BP feedback 1st Joe, 2nd Pete, unanimously approved

Meeting Adjourned 4:33 PM

Education Policy and Procedures Subcommittee (EPPS) Spring 2025 Timeline and Process

<u>PPAC APs/BPs (3rd Thursdays)</u>	11/21/2024	12/12/2024 (occurred on 2nd Wed.)	2/20/2025	3/20/2025 (Spring Break)	4/17/2025
<u>EPPS 1st read (4th Wednesdays)</u>	11/28/24 No Meeting- Fall Break	12/23/24 No Meeting- WBK	2/26/2025	3/26/2025	4/23/2025
<u>AS 1st Read (1st Wednesdays)</u>	12/4/2024	2/5/2025	3/5/2025	4/2/2025	4/30/2025 (5th Wed.)
<u>EPPS 2nd read (2nd Wed., if needed)</u>	12/12/24 No Meeting	2/12/25 (1st meeting Spring 2025)	3/12/2025	4/9/2025	N/A
<u>AS 2nd Read (3rd Wednesdays)</u>	12/18/2024- No meeting - WBK (time for 2nd read requested)	2/19/2025	3/19/2025 (Spring Break)	4/16/2025	5/7/2025 (1st Wed.)
<u>PPAC Feedback Due</u>	12/12/2024	2/20/2025	3/20/2025 (Spring Break)	4/17/2025	5/15/2025 (2nd Wed.)

EPPS Process:

1. 3rd Thursday: EPPS chair attends PPAC meeting and new APs/BPs are brought forward.
2. 3rd Friday: EPPS chair distributes new APs/BPs to committee members in preparation for monthly EPPS meeting.
3. 4th Wednesday: EPPS meets, reviews APs and BPs, and formulates initial feedback and draft of AS report to PPAC. EPPS decides whether an additional meeting on the 2nd Wednesday of the following month will be necessary to finalize feedback and report.
4. 4th Thursday: EPPS chair sends initial report to AS President for inclusion in AS agenda for 1st Wednesday.
4. 1st Wednesday: Senate performs 1st read of new APs and BPs in the first Senate meeting of the month and senators report to constituencies before the next Senate meeting.
5. 2nd Wednesday: EPPS meets if needed to finalize AS report to PPAC and EPPS chair submits the report to Senate for consideration.
6. 3rd Wednesday: Senate performs second read on APs/BPs and formally approves AS report to PPAC after any proposed and passed amendments and EPPS chair emails report to PPAC chairs.
7. 3rd Thursday: EPPS chair attends PPAC and answers any questions about AS PPAC report. New APs/BPs are introduced for the following monthly cycle.

Policies and Procedures Advisory (PPAC) Committee Timeline

PPAC Feedback Due	12/12/2024	2/20/2025	3/20/2025	4/17/2025	5/15/2025 (2nd Wed.)
Level 1- Information Only	2110 Vacancies 2315 Closed Sessions 2325 Teleconferenced Meetings 2710 Conflict of Interest 2740 Board Education	None	2015 Student Trustees 2340 Agendas	TBA	TBA
Level 2- Minor Review	3100 Organizational Structure 3505 Emergency Response Procedures 3510 Workplace Violence 3720 Computer and Network Use 6320 Investments 6520 Security for District Property 6620 Naming of Buildings 6700 Civic Center & Other Facilities Use 7232 Classification Review 7600 District Police Bold items passed w/o AS 2nd read	3100 Organizational Structure 3505 Emergency Response Procedures 3510 Workplace Violence 3720 Computer and Network Use 6320 Investments 6520 Security for District Property 6620 Naming of Buildings 6700 Civic Center & Other Facilities Use 7340 Leaves 7346 Employees Called to Military Duty	3430 Prohibition of Harassment 3501 Campus Security and Access 3530 Weapons on Campus 6610 Local, Minority, Women, and Veteran Owned Enterprise Program 7240 Confidential Employees	TBA	TBA
Level 3- Extensive Review (1st Round)	4227 Repeatable Courses 5020 Nonresident Tuition 5070 Attendance Accounting 7150 Evaluation	4222 Remedial Courses 5130 Financial Aid 5220 Shower Facilities for Homeless Students 5510 Off-Campus Student Organizations	5500 Standards of Student Conduct 5075 Course Adds, Drops, and Withdrawals	TBA	TBA
Level 3- Extensive Review (2nd Round)	3250 Institutional Planning 4010 Academic Calendar 4020 Program, Curriculum, and Course Development 4100 Graduation Requirements 4230 Grading and Academic Record Symbols 5012 International Students 5035 Withholding of Student Records 5055 Enrollment Priorities 5530 Student Rights and Grievances	4227 Repeatable Courses 5020 Nonresident Tuition 5070 Attendance Accounting 7150 Evaluation	4222 Remedial Courses 5130 Financial Aid 5220 Shower Facilities for Homeless Students 5510 Off-Campus Student Organizations	TBA	TBA
Special Consideration	2510 Participation in Decision Making	2510 Participation in Decision Making			