



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING

December 13, 2023 | 11:00 A.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, December 13, 2023, at 11:00 A.M., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Rick Krepelka, President
Mr. Eugene Massa, Vice President
Mr. Mike Boeger, Clerk
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis
Mr. John Nock
Ms. Liz Heaton, Student Trustee

Board Members Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Andy Suleski, Asst Superintendent/Vice President
Mr. Erik Shearer, Vice President
Mr. Brad Zuniga, Interim Vice President
Ms. Melissa Cafferata-Ainsworth, Interim Executive Assistant to the President & Board of Trustees

Guests None

Pledge of Allegiance

Trustee Dahlmeier led the Pledge of Allegiance.

1. Agenda Approval

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the agenda as presented.

Motion carried unanimously. Student Trustee – aye.

2. Communications from the Public

There were no public comments.

3. Study Session: Academic Program Development

Superintendent/President Guleff indicated that there have been questions lately about curriculum and program development. Because Vice President Shearer has expertise in program development and curriculum, she asked him to give a presentation about academic program development to the Board.

Vice President Shearer explained that the first step in developing a new academic program is an idea. The idea can come from anywhere, but the college must identify a faculty member to champion and author curriculum because curriculum is the domain of faculty. He defined "program" as a cluster of courses and student experiences that lead to a defined outcome, generally an associate degree or certificate. The former requires completing at least 60 units, including a GE pattern. Certificates have a minimum of 16 units and have a specific focus of study.

The Program Research and Recommendation Committee (PRR), a governance committee listed in the Institutional Effectiveness Manual, is the next step in the program development process. For new programs, the PRR Committee reviews the system-wide development criteria for new programs (consistency with the mission of the system and college, alignment with district plans, sufficient resources, need [labor market information], and standards and compliance). The PRR Committee makes a recommendation about whether the college moves forward with the program. Vice President Shearer provided an overview of labor market information including what it consists of and how to obtain it.

When the PRR Committee recommends a new program, it next goes to the Curriculum Committee for review and recommendation. If the Curriculum Committee recommends a program, it then goes to the Vice President for Instruction for administrative review. The final step at the college is approval from the Board of Trustees.

A question was asked about the Vice President's dual role in Curriculum Committee and in the administrative review. Vice President Shearer explained that the vice president is not a voting member of Curriculum Committee, which may recommend changes to the program before administrative review. Another question regarding the Board's approval of new programs was asked. Vice President Shearer indicated that in his experience it's rare for a board not to approve curriculum, but such decisions are generally financially driven.

Vice President Shearer explained that career education programs are required to go to the regional consortium, in this case, the North Far North Regional Consortium (NFNRC) for Butte College, for review. The consortium considers job openings by region as well as similar programs in the region because colleges try not to compete. Regional consortium review happens at various points in the process before a program is sent to the Board.

After a program receives Board approval, it is submitted to the Chancellor's Office to be chartered or approved (only associate degrees for transfer need approval). New programs are then submitted as a Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges for approval. New programs also must be submitted to the federal government via a Program Participation Agreement to be made eligible for financial aid. Only after all those steps are taken can a new program be placed in the college catalog.

Vice President Shearer concluded by saying that the role of the Board is to funnel ideas from the community to the Superintendent/President.

4. **Adjournment**

Board President Krepelka adjourned the meeting at 11:59 A.M.