



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

COLLEGE COUNCIL

November 12, 2024 | 8:30 a.m.

NOTES

Members Present: Denise Adams, Melissa Cafferata-Ainsworth, Irma Gonzalez Cuadros, Virginia Guleff, Jack Henderson, Amanda Montgomery, Tray Robinson, Erik Shearer, Jessica Snelling, Jess Vickery, Chris Westbay, Bob White

Members Absent: Alan Burwell, Mercedes Cortez-Nava

Guests: None

1. Standing Report - President's Council on Innovation (PCI) Standing Report

Superintendent/President Guleff reported that PCI created a sub-group to start developing an institutional statement on artificial intelligence. Superintendent/President Guleff, Dean White, and faculty member Hesam Abedini will meet in early December and expect to send the statement to College Council during the spring semester.

Superintendent/President Guleff reported that she recently signed a memorandum of understanding for Butte College to be a founding partner of the Digital Center for Innovation, Transformation, and Equity.

2. Administrative Procedure (AP) Revision Process

Superintendent/President Guleff indicated that she intends to include the process for reviewing and updating administrative procedures in the Institutional Effectiveness Manual. The first step to update an AP is to contact Executive Assistant Cafferata-Ainsworth to obtain the current document and the Community College League of California's template.

Superintendent/President Guleff reported that she's considering creating an Executive Director of Institutional Effectiveness position whose scope of work would likely include overseeing administrative procedures. If that position is created, APs would be handled by a new committee rather than College Council.

3. Feedback on AP 5500 Standards of Student Conduct

MSC Co-Chair Adams reported that Butte College Chief of Police Carlson provided feedback regarding prohibited weapons that should be included in AP 5500. Classified Senate President Westbay reported that Classified Senate had no feedback. Academic Senate President Vickery reported that Academic Senate provided no input.

It was moved by Academic Senate President Vickery, seconded by MSC Co-Chair Adams, to approve AP 5500 with the discussed modification and to forward it to Leadership for approval. Motion passed unanimously.

4. Feedback on AP 4105 Distance Education

Vice President Shearer explained that the updates to AP 4105 reflect changes to title 5 distance education regulations. MSC Co-Chair Adams reported that she received input requesting an exemption for the training

requirement for faculty who only teach in-person classes due to requirements of their disciplines' regulatory bodies. Classified Senate President Westbay reported that Classified Senate had no input. Academic Senate President Vickery reported that this AP was previously approved by Academic Senate. Vice President Shearer indicated that he'll add language allowing a training exemption for some faculty.

It was moved by Academic Senate President Vickery, seconded by Dean White, to approve AP 4105 with the discussed revision and to forward it to Leadership for approval. Motion passed unanimously.

5. Review of AP 5040 Student Records, Directory Information, and Privacy

Superintendent/President Guleff explained that AP 5040 was modified to bring the college into compliance with AB 2315. A work group of Student Services, IT and other employees worked on the revised document. The plan is to implement the process for students and then HR will do the same for employees.

AP 5040 will be sent to the constituent groups for review; feedback will be considered at the November 26 College Council meeting.

6. Review of AP 4100 Graduation Requirements for Degrees and Certificates

Vice President Shearer explained that Academic Senate created a work group to examine changes to the general education pattern and title 5 regulations for the associate degree. The changes include the inclusion of the ethnic studies requirement, exempting students who already have a degree from the GE requirement, and modifying the local graduation requirement. The Curriculum Committee and Academic Senate have approved AP 4100 as presented.

Vice President Shearer added that AP 4100 and 4025, Philosophy and Criteria for Associate Degree and General Education, work together. AP 4025 defines an associate degree and general education, with language coming directly from title 5. Significantly, AP 4025 outlines when the college will include a course in general education.

AP 4025 and 4100 will be sent to the constituent groups for review; feedback will be considered at the December 10 College Council meeting.

7. Review of AP 2015 Student Member Responsibilities and Orientation

Superintendent/President Guleff reported that AP 2015 reflects the change from "associate students" to "student senate." Additionally, per direction from the Board of Trustees, it sets student trustee compensation at \$100 per meeting.

AP 2015 will be sent to the constituent groups for review; feedback will be considered at the December 10 College Council meeting.