**Baccalaureate Degree Advisor Committee Meeting**

**March 4, 2016**

**Minutes**

**Presen**t: AC Campbell, Paula Canzona, Yolanda Garcia, Bart Hoffman, Debbie Hyman, Jennette Lona, Carlos Lopez, Michelle Parolise, Monica Porter, Chris Truong, Sandra Woods, and John Zarske

**Absent:** Micki Bryant, Bonnie Jaros, Elliott Jones, Jim Kennedy, Mark Liang, Sara Lundquist, Robert Manson, Maria Rios, and George Sweeney

**Accrediting Commission**

Bonnie Jaros submitted and received approval from the Committee on Substantive Change requesting that ACOTE approval be removed from our plan. We will have a site visit within 6 months of the start of the program.

**Curriculum Update**

* Sandra Wood and AC Campbell reported on the status of the curriculum for their upper division sociology class. The have looked into several similar courses from the CSU and UC systems. They had some concern about finding a textbook that would meeting the class needs and be affordable to students.
	+ Monica Porter brought up the idea of using chapters from a book and having them bound together rather than purchasing the entire book. Michelle will follow up with Christopher Wild on the process of getting this done.
* The end of the year meeting dates for the Curriculum Committee are May 9th and May 23rd. The goal is to have several of the courses approved by those meeting dates.
* Michelle Parolise has submitted a class to be reviewed by the HS&T division curriculum committee.
* Monica Porter and Carlos Lopez will work on formatting the courses to fit into the SAC CurriUnet system

**Library**

Yolanda Garcia prepared a list of library holding relative to OTA education. She reported that there will not be an increased cost in using our search engines with the baccalaureate degree based on how our system is set up with them. We will need additional books for the program and the cost of them has been included in the baccalaureate budget.

**Counseling Needs**

Jennette Lona reported that students are requesting assistance with evaluating their transcripts in preparation for the baccalaureate program. For the students coming from SAC’s OTA program there will just need to be an evaluation of general education. Evaluation of transcripts will become complicated when students who have completed their OTA at another college apply to the program as they will have a pattern of classes that are different than what is provided at SAC. Michelle questioned if we could just accept there degree or if we would need to have a class for class evaluation of what they have taken. The decision will require administrative input.

**Admissions**

Michelle suggested that applications to the program be handled through admissions. She shared the application currently used in the OTA program with the group. Chris Truong said that the program would need to be approved before we could have the application done electronically. Based on input from the last meeting Michelle set the application period from Oct 1 – Nov 30, 2016. However, it was suggested that the application date be moved to January to allow time for the process. Michelle asked the group for input regarding admission criteria.

**Marketing**

Michelle shared the web page she developed for the program. A request has been made to develop marketing materials.

The meeting was adjourned at 1:15.

The next meeting will be on Friday, April 15th from 11:30 – 1:00 in T-210.