**Baccalaureate Degree Advisor Committee Meeting**

**April 15, 2016**

**Minutes**

**Presen**t: AC Campbell, Paula Canzona, Yolanda Garcia, Bart Hoffman, Debbie Hyman, Jennette Lona, Sara Lundquist, Michelle Parolise, Monica Porter, John Steffens, George Sweeney, and Chris Truong

**Absent:** Micki Bryant, Bonnie Jaros, Elliott Jones, Jim Kennedy, Mark Liang, Carlos Lopez, Robert Manson, Maria Rios, Sandra Woods and John Zarske

**Curriculum Update**

Update for OS classes

* Michelle Parolise has completed two CORs – one has been approved by the division curriculum committee and has been sent to the college committee. One is in the process of obtaining approval division approval. Another course will be submitted on 4-18-16.
* Debbie Hyman has completed one of the OS CORs and it has been submitted to the division curriculum committee.
* Two OTA adjunct faculty are writing CORs for OS courses and have obtained several books for review.

Update for general education classes for the OS program

* AC Campbell reported that he and Sandra Wood are in the processing of finding a textbook for the medical sociology course.
* George Sweeney reported that the content of the upper division statistics course has been discussed in the math department. They are also looking for a textbook. There was discussion of how the statistics course would prepare students for the OS related to research and evidence based practice.

Training needs of curriculum committee

* The group was reminded that Monica Porter is available to help train division curriculum committees in reviewing upper division CORs.

**BDPP Summit**

* + Michelle announced that there will be a BDPP Summit on July 6, 2016 hosted by CSU Fullerton. The intended audience are administrators, faculty, counselors, student services, institutional researchers, industry partners, foundation directors.

**Baccalaureate Degree Pilot Program (BDPP) Symposium Meeting**

Michelle Parolise attended a BDPP symposium meeting on March 31-April 1. One of the highlights of that meeting was that Mesa College in San Diego shared information about the ACCJC site visit that they had. They are the only pilot program that has had the site visit to date. The information that they shared included tips for preparing for the onsite visit, their agenda for the day and the slides from their presentation. One of their tips is to be prepared to demonstrate the involvement of student services and the support of the college for the project. The other highlight that they shared was to have a team work together to demonstrate cohesiveness during the presentation.

**BDPP Handbook Update**

The BDPP handbook requirements are outside of the requirements that ACCJC has put forth for these pilot programs in terms of minimum qualifications for staff and upper division units. ACCJC wants faculty to have a minimum of a Master’s degree – our requirement is a minimum of a Bachelor’s degree with 6 years of experience for fields that don’t have a Master’s available in their field. Certain program in the BDP do not have Master’s level education available – i.e. automotive and dental hygiene. The other requirement that ACCJC has is that programs have 45 units of upper division credits with 9 of them being general education. The pilot program’s current requirement is for 24 with 6 being upper division. SAC’s program has 29 with 6 general education. The 15 pilot programs got worked together to support a letter to the ACCJC asking them to accept our current requirements.

**Admissions**

Possible admission criteria was discussed. Two of the pilot programs have established criteria and both are using GPA. Mesa College is also using an interview system. Using a minimal GPA of 2.5 was suggested - Sara reported that we must be sure that any admission criteria that is used will not have an adverse impact on student equity. Michelle shared that the OTA program had planned to use a point system and an in-class writing sample at one time – the group felt that this may be helpful. Michelle will distribute copies of this system to the group.

**Counseling Needs**

Micki Bryant, Sara Lundquist, Carlos Lopez, Bart Hoffman and Michelle Parolise met earlier in the week to review counseling needs. Money has been budgeted for a part-time counselor from the one time funds the college received for the baccalaureate degree. Michelle has request a part-time designated counselor who can both advise students and evaluate transcripts. The counselor should also be knowledgeable about the OTA program. All students will need to meet IGETC requirements. Some of the students currently in the OTA program are interested in pursuing the baccalaureate degree.

**Financial Aid**

Robert Manson has filed all necessary paperwork and has received approval to provide financial aid at the baccalaureate level.

**Library**

Requests will be made to Yolanda Garcia regarding purchasing additional books to support the baccalaureate degree. She told us that we no longer have a reciprocal agreement with CSU Fullerton but we do have one with CSU Long Beach.

The meeting was adjourned at 1:05.

The next meeting will be on Friday, May 13th from 11:30 – 1:00 in T-210.