**Baccalaureate Degree Advisor Committee Meeting**

**May 13, 2016**

**Minutes**

**Presen**t: AC Campbell, Paula Canzona, Debbie Hyman, Mark Liang, Jennette Lona, Sara Lundquist, Michelle Parolise, Monica Porter, Maria Rios, George Sweeney, and Sandra Woods

**Absent:** Micki Bryant, Yolanda Garcia, Bart Hoffman, Bonnie Jaros, Elliott Jones, Jim Kennedy, Carlos Lopez, Robert Manson, John Steffens, Chris Truong and John Zarske

**ACCJC Standards**

* At this time ACCJC has set standards for 45 upper division units with 9 of them being general education.
* Standards set by CCCCO are for 24 upper division units with 6 of them being general education.
* SAC OS program has 29 upper division units with 6 being general education
  + Michelle reported that this is different than what was on the submitted substantive change report for the following reasons:
    - IGETC/CSU-Breadth lower division general education was not included
    - Units were above 125.
  + Carlos Lopez, Bonnie Jaros, and Michelle Parolise met to discuss what might be needed if the standards remain at 45 upper division units with 9 general education.
    - Suggestions to make these changes include adding an upper division English class and making IGETC/CSU Breadth general education prerequisites to begin the program.
    - Units from some of the original planned upper division courses were reduced in order to reduce the overall number of units for the program – some of these classes could have the number of units restored to their original number.
    - No work will begin on alternate plans until a final decision is reached regarding the standards.

**Curriculum Update**

Update for OS classes

* Michelle Parolise has completed three OS CORs which have all been approved by the division curriculum committee.
* Debbie Hyman has completed one of the OS CORs and it has been approved by the division curriculum committee.
* Two other OS CORs are in progress – Advanced Areas of Progress (by Dawn McKenna) and OTA Leadership (by Michelle). These will be completed by the end of the semester.
* Monica suggested that we wait to present that the courses to the SAC college curriculum committee until all courses have been completed so that the committee can see the courses in terms of an entire program. At this time the plan is to present them to the committee early in the fall semester. This will also allow us time to see what happens with the ACCJC standards over the summer.

Update for general education classes for the OS program

* Sandra Wood and AC Campbell shared the draft of their sociology course. It is now titled, “The Sociology of Health, Illness, and Healing”. It has not yet been presented to their division curriculum committee but it is almost complete.
* George Sweeney shared the draft for the statistics course. It will be titled Quantitative Research Methods for Health Sciences. It was being presented for first reading at his division curriculum meeting today.
* Both general education courses may need additional supplies, including library resources, which could be purchased with the baccalaureate funds.

**BDP Website**

* + Michelle announced a website has been developed for the 15 pilot programs. The address is [www.cccbdp.org](http://www.cccbdp.org). There is a significant amount of information available on the website and more will be added. This will be a useful tool.
  + Examples of what is on the site at this time include:
    - BDP handbook
    - ACCJC policy on accreditation of baccalaureate degrees
    - ACCJC informational webinar from April 27th
    - Information from the BDP symposium on April 19th
    - Information will be posted about the symposium scheduled for July 6
    - Email can be easily sent out to the 15 colleges from this site
  + They have used the SAC athletic logo on this site – Michelle will send them the correct logo to use.

**Student Services**

Micki Bryant, Sara Lundquist, Mark Liang met to create a proposal regarding student services support and processes. They have included financial aid, admissions and records, and counseling. Michelle will meet with Micki, Mark, Sara and Richard to discuss this proposal.

**Application**

Michelle reported that she needs to submit admission criteria and a proposed application by June 1. She will sent out a plan to the group for feedback.

**Advisory Committee**

This will be the last advisory committee meeting of the semester. Michelle asked the group if they felt that the meetings were an effective way to communicate and how often the meetings should be held. The committee feels that the face to face meetings are helpful and that we should have them at a frequency of two per semester. Smaller working groups will be used as needed to complete specific tasks. Sara suggested that Michelle tag emails “SAC BDP Update” to alert the committee members of important baccalaureate information.