

SAC Minutes: December 7, 2018, 1-3 pm

- Attending: Brenda, Sue, Helen, Kyle, Carl
- Excused: Lida and Nick, Rosa Maria
- Recorder: Carl Yeh
- Quorum: met, 5/10

- IEC: We reviewed the Institutional Effectiveness Report. We added a statement about how SAC seems to function as an advisory board to the Division of Student Affairs, but its role and authority is unclear and inconsistent with how other divisions and councils have been designed.

- Update on governance redevelopment: Kyle said that the task force has split into four subgroups. There may be a clarification at the next task force meeting with regard to timelines.

- Procedure Review Updates: HOMEWORK: check over COPPS list and identify anything listed that are actually procedures (and not policies that should be removed) and are assigned correctly. Also, report any problems.

- Kyle moved to add Registrar to SAC, Carl seconded, unanimously approved (Rosa Maria voted via Slack)

- Dawn moved to have the student records policy to add "protect". Kyle seconded. Unanimously approved.

Student records procedures shall balance the college's legal responsibility with the use of student records to promote the growth and **to protect the** welfare of students within the mission of the college.

- Carl reported that student travel/lodging policy was formed and needs more time to review. He will make it a point to get risk management review from Deborah. The draft policy is on Google Docs and SAC can make comments through December 14, 2018.

- Kyle is working on forming a Student Communications Policy Committee

- Student Government Policy Review: tabled until Nick is able to attend

- Dawn moved to adjourn, Carl seconded, meeting adjourned.