The meeting was called to order at 3:04 p.m.

1. **Review of June 26, 2013, Meeting Notes**
   
   Approved, as written.

2. **Purpose & Function Statement**

   The updated Purpose and Function Statement was reviewed.

3. **AP 4300 - Field Trips and Excursions**

   This AP was presented for second reading. Motion, seconded, and carried. Karen has a presentation from our liability attorney that gives a different definition of “field trip” that conflicts with the language in this AP. It was recommended to get clarification on the definitions and ensure that the information received from the attorney is appropriate for community colleges. There was discussion on transportation to field trips for students. There was also discussion on non-employees/students participating in a field trip. This AP will be pulled for administrative review.

4. **AP 5075 - Course Adds and Drops**

   This AP was presented for first reading. There was discussion about the proposed changes. Eric reported that the Senate did not approve the changes to this AP. They feel that this is a new interpretation by the Chancellor’s office of the census date. There was also some discussion on Exceptional Action Petition and whether or not this would be better done by a committee and/or
faculty. It was noted that there are a set of standards in the Exceptional Action AP that must be followed when the Dean reviews these Petitions. Motion, seconded, and carried. It was recommended that, as a follow-up to this change, to seek to have a change in the law that restores the original intent of Title 5 regulations, identifying classes that may be exceptionally impacted by this rule and seeking solutions and review of the petition process by which exceptional circumstances are reviewed. This item will be brought back to the next meeting for a second reading.

5. **BP/ AP Log Review**

The log was reviewed, updates were given, and comments were made.

6. **Other**

The College received information today that the Title 5 Hispanic Institution Grant was awarded to us.

Information on QuickR training for revisions to BP’s and AP’s has been sent out.

The meeting adjourned at 4:40 p.m.

Future Agenda items:

- AP 6700 – Campus Events and Use of Campus Facilities Review (January 2014)
- Formalizing Advisory Committees
- Substantive Change Update (September 11, 2013)

**FUTURE MEETINGS:**

- August 14, 2013 - canceled
- August 28, 2013

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.