The meeting was called to order at 3:09 p.m.

Guests: Vic Belinski, Claudia Coronado, and Wen Wen Wang

1. Review of July 24, 2013, Meeting Notes

   Approved, as written.

2. Technology Master Plan Update

   Vic Belinski presented the finalized Technology Master Plan 2013 and discussed the steps taken to update it. The finalized Plan, approved at the June 3, 2013, ITAC meeting is on the IT website for viewing. The goal is to have ITAC produce an outline of potential updates to the Technology Master Plan during the 2013-14 year and to produce an updated Technology Master Plan in 2014-15 year.

3. Update on the use of QuickR for BP’s and AP’s

   There have been two training sessions and ten people have been trained so far. The next training session is on September 9th. All versions of BP’s and AP’s that go to PAC will be pulled from the QuickR system.
4. **BP 3500 – Campus Safety**

   This BP was presented for third reading. This BP and BP 3505 were originally going to be combined, but it was recommend by the CCLC that these be kept separate due to legal requirements. Motion, seconded, and carried. This item will be presented to Board for adoption.

5. **BP 3505 – Emergency Response Plan**

   This BP was presented for second reading. Motion, seconded, and carried. This item will be presented to Board for adoption.

6. **AP 4020 – Program and Curriculum Development**

   This AP was presented for information only. The version that was included in the packet was not correct. An Academic Senate and AMAC approved version was handed out. This item will be presented to Board for information.

7. **AP 4290 – Academic Honesty**

   This AP was presented for information only. The version that was included in the packet was not correct. An Academic Senate and AMAC approved version was handed out. This item will be presented to Board for information.

8. **AP 4300 – Field Trips and Excursions**

   This AP was presented for second reading. There was some question at the last meeting on whether or not we were following correct legal requirements. The AP is correct, as written. There was some question as to whether the 150 miles is a typo and whether that number came from. Dr. Scroggins reported that number came from AP 4350, which requires Board approval on distances beyond that. There was discussion on the difference between a class visit and a field trip. It was recommended to send a bulleted list out to faculty reporting the changes in this AP and the requirements for field trips and excursions. There was some discussion on students missing other classes due to a field trip or students on a college team. It was recommended to include language that is clear that the student is responsible for working with the instructor of the class they are missing to make up work or tests. There was discussion that the community college environment should be supportive of being flexible. Motion, seconded, and carried. This item will be presented to Board for information.

9. **AP 5075 – Course Adds and Drops**

   Tabled.
10. **AP 7135 - Hiring Temporary Special Project Administrators (NEW)**

   Tabled.

11. **Annual Review of College Committees**

    Tabled

12. **BP/ AP Log Review**

    Tabled.

13. **Other**

    The meeting adjourned at 4:31 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.