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| Southwestern College Academic Senate Regular Meeting |
| november 17, 2015 | 11:45 am - 1:00 pm | **Room L246**  |
| Facilitator | Patricia Flores-Charter, AS President |
| Note taker | Angela Arietti, Academic Senate Administrative Assistant and Caree Lesh, AS Communications and Research Officer |
| PLEASE READ | [11-10-15 minutes](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/11-10-15%20Draft%20Minutes.docx),  |
| Discussion | Robert’s Rules of Order: Parliamentarian monitors time, speakers list, and the following:* Facilitates speakers by
1. Courtesy Timer: Will give 1 min. warning for items of 5-10 min.
2. 5 min. warning for items of 10 min. or more, and 1 min. warning at end Keeping speakers on topic of agenda item
3. Speakers who have not spoken speak before anyone who has already spoken
4. Insuring each speaker provides new information not previously said to avoid repetition during limited time
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## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **notes** |
| 1 | Call to order; approval of agenda | Flores-Charter | Action | 1 min |  |
| 3 | [Approval of Minutes 11-10-15](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/11-10-15%20Draft%20Minutes.docx)  | Flores-Charter | Action | 1 min |  |
| 4 | Public Comment | Flores-Charter | Information | 3 mins |  |
| 5 | President’s Report | Flores-Charter | Information | 5 mins |  |
| 6 | SCEA Report | Post | Information | 3 mins |  |
| 7 | Honor Sun Students | Flores-Charter | Information | 5 mins |  |
| 8 | [BP 3250 Institutional Planning](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/BP%203250%20Institutional%20Planning.docx)[AP 3250 Institutional Planning](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/AP%203250%20Institutional%20Planning.docx) | Flores-Charter | 2nd Read/Action | 5 mins |  |
| 9 | [BP 4070 Auditing and Auditing Fees](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/BP%204070%20Auditing%20and%20Auditing%20Fees%20-%201-26-15.docx)[AP 4070 Auditing and Auditing Fees](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/AP%204070%20Auditing%20and%20Auditing%20Fees%20%20-%201-26-15.docx) | Flores-Charter | 2nd Read/Action | 5 mins |  |
| 10  | [BP 4230 Grading and Academic Record Symbols](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/BP%204230%20Grading%20and%20Academic%20Record%20Symbols%20-%20FINAL%20DRAFT%20With%20Revisions.doc)[AP 4230 Grading and Academic Record Symbols](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/AP%204230%20Grading%20and%20Academic%20Record%20Symbols%20-%20FINAL%20DRAFT%20%284%29.doc) | Flores-Charter | 2nd Read/Action | 5 mins |  |
| 11 | [Draft Academic Program Review Guidelines](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/APR%20Comp%20Approved%2010-7-15.pdf) | Yonker | 2nd Read/Action | 15 mins |  |
| 12 | [Distribution Lists: Global Email Guidelines](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/GlobalEmailPolicy.pdf) | Flores-Charter | 2nd Read/Action | 15 mins |  |
| 13 | Basic Skills Initiative | Levine | Update | 10 mins |  |
|  | Adjournment | Flores-Charter |  |  |  |

**In order to comply with The Brown Act (Open Meetings for Local Legislative Bodies), prior to conducting Senate business at every regular meeting the Senate will honor three minutes of public comment on any item not on the day’s agenda but within the jurisdiction of the Academic Senate. Debate on an item is not allowed during Public Comment. Persons wishing to speak during Public Comment must give their names and subject matter to the Academic Senate Parliamentarian at the beginning of each meeting. The chair respectively asks speakers to limit their comments to one minute.**

**Persons with disabilities who require this agenda and other meeting materials in an alternate format/media can make the request to:** **aarietti@swccd.edu** **or TTY (619) 482-6470 or Voice (619) 482-6436.**

Next Academic Senate Meeting: November 24, 2015 11:45 a.m. - 1:00 p.m. Room L 246

Coming:

Honor Cross-Country Nov. 24

Honor Forensic Team TBA