



PPPC Meeting Notes April 14, 2025

1. Welcome (Dottie Patten)

- a. Adjusting the agenda slightly due to the Provost Finalists being on campus for interviews this week

2. Discussion (1st Reading)

- a. Policy on Instructionally Related Activities Funding (Presented by Rosa Bravo)
 - Last revision in 2014
 - Significant changes in the details regarding committee membership, including the addition of current President Yao
 - Supersedes previous Policy 1015
 - Enhances responsibilities for the President
 - An attachment was included with the proposal
 - Provides a co-curricular list that has been approved by Interim Provost Jessica Lavariega Monforti
 - Current approvals occur once a year
 - BFA will provide updates instead of the President
 - Added item number 5 indicates there is no longer a challenge to recruit students; successfully appointed six students
 - Students will be appointed for a term of two years
 - Committee should comprise 5 members
 - Update on committee body (item 6): President has the approval to move forward to CO
 - Added IRA Proposal Scoring Rubric
 - Greg Wood commented that policies are not linked and cannot be located; recommends that within item 5 language changes occur that read “committee body is composed of” instead of “supported by”
 - **Action:** Move to the next PPPC meeting May 5 for a second reading.

3. Policy Manual Updates

- a. Updated memo for Business & Financial Affairs (BFA) Policy Recommendation (Presented by Bradley Olin)
 - Now includes links to access relevant information with a single click, eliminating the need to search extensively.
 - More streamlined approach to reduce effort while navigating through other materials.
 - Greg Wood asked a question about the section involving administrative detail and what it means.
 - Jim August answered that it refers to the written document/procedural aspects.

4. Policies for Review/Recommendation (2nd Reading):

- a. Policy on Fundraising Events & Activities (Presented by Ritchie LeRoy on behalf of Sevag Abajian)
 - Language may have caused some confusion; revised to ensure all fundraising events are required to specify time, place, and manner.
 - Collaborated with Helen and Annie on procedures for student clubs and organizations.
 - Added a bullet regarding student organizations (ASI) at the bottom.
 - **Action:** Approved; policy will be forwarded to President for signature.
- b. Policy on Issuing Official CSU Channel Islands Transcripts (Presented by Colleen Forest)
 - No changes; addressed issues regarding FERPA compliance and withholding transcripts due to unpaid fees.
 - Jim August suggested finding an alternative for providing unofficial transcripts to alumni after 10 years; otherwise, they will still need to pay for DUO and login access to save costs.
 - **Action:** Approved; policy will be forwarded to President for signature.
- c. Policy on Submission of Official Transcripts to CSU Channel Islands (Presented by Colleen Forest)
 - Minor change under item 3 regarding involving case by case basis of prospective students; will facilitate discussions with local community colleges to help facilitate it; usage of free transcripts will be minimal.
 - **Action:** Approved; policy will be forwarded to President for signature.

5. Additional Comments:

- a. Dottie said 9 policies are being postponed to the 2025-26 academic year. She expressed gratitude for clearing some policies that needed updating but emphasized the need to continue working to ensure compliance.
 - i. Policy on Assessment
 - ii. Policy on Clearinghouse for Institutional Research

- iii. Policy on Coordinator of Data Collection for Purposes of Institutional Research
- iv. Policy on Use of Unmanned Aerial Systems
- v. Policy on Review of Divisional Assessment Plans
- vi. Policy on Use of University Logos
- vii. Policy on Chargebacks
- viii. Policy on Strategic Risk Management
- ix. Policy on Campus Violence