

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

MINUTES

Tuesday, Feb. 9
1:00-1:50 Admin 127

Spring Meetings on the 2nd and 4th Tuesdays from 1-1:50 pm in Admin 127

January 26

February 9 and 23

March 8 and 22

April 12 and 26 (April 12 meeting in the Board Room)

Members: Christina Gold (Chair), Mark Fields, Connie Fitzsimons, Vanessa Haynes, Chris Jeffries, Alice Martinez (absent), Karl Striepe, Lori Suekawa, and Susan Taylor (absent).

I) Approval of Minutes – Jan. 26, 2016

- The draft minutes were approved.

II) Review To Do List

- David is sending the Attendance Policy to Bill Mulrooney.

III) BP/AP 4250 Probation, Dismissal and Readmission

- Chris J. brought some minor changes by the counselors. The committee supported the changes. They will be incorporated.
- The committee agreed that it is ready to go to the Senate for a first reading.

III) BP/AP 4228 Independent Study

- After EPC's first reading in November 2015, Chris G. made the revisions recommended by the EPC. She reviewed the website and CCLC template and made organizational revisions.
- The number should be changed to 4101 to coincide with the CCLC template.
- The committee is okay with the organizational changes that rearranged the information to follow the process from the beginning when students apply through transferability. The committee is also okay with moving a section out of the policy and into the procedure. This section was describing process, not policy.
- The committee added the following statement into the procedure at the end of the last paragraph: "It is recommended that students see a counselor for transferability of credit."
- Connie's division, Fine Arts, makes extensive use of independent study. She suggested that the procedure should more precisely and accurately lay out the process for selecting and offering independent study courses.
- Some of the concerns expressed were:
 - It needs to emphasize that Deans approve courses.
 - It should explain to students why independent study requests are denied and how they are prioritized.
 - We need to check that the language mirrors the contract.
 - We need to more carefully consider the grade requirement of a B average in the discipline in which the independent study is offered. C may make more

sense and B may conflict with Title 5. We need to check Title 5 and see what other campuses do.

- We are missing a statement that instructors need to be available to the independent study student for the same number of contact hours they are commonly available to students enrolled in other courses. This is required in the CCLC template.
- The committee needs to see all the related materials in order to make decisions.
- At the next meeting, Chris G. will bring back the related union contract language; the form that fine arts students use to apply for an independent study course; and sample policies and procedures from other campuses (e.g. SMC and Cerritos).

Materials

1. Agenda
2. Draft Minutes – Jan. 25, 2016
3. To Do List
4. 4250 AP Probation, Dismissal and Readmission (revisions)
5. 4228 BP Independent Study (mark-up)
6. 4228 AP Independent Study (clean revisions)
7. 4228 AP Independent Study (original)
8. 4228 AP Independent Study (mark-up)
9. Independent study description on ECC website