

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

MINUTES

Tuesday, Nov 10

1:00-2:00 Admin 127

Fall Meetings: 1-2:00 in Admin 127. Sept. 8 & 22; Oct. 13 & 27; Nov. 10 & 24

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

Visitors: Don Brown (Music Librarian/Copyright Committee member)

I) AP 5070 – Academic Calendar – this is the third time the committee has reviewed this procedure. The following are some areas of concern:

- On page 1 of the procedure under area I. Academic Calendar, there still is concern that we are using Title 5 language and not what is actually being done at ECC. The majority of us feel that since this is our procedure, then we should clearly be explaining what ECC does for Flexible Time Activities. Specifically that we have a mandatory 9 hour obligation (6 in the fall and 3 in the spring) with an additional 15 hours to be completed during the academic year. Not sure how we want to word it, but the contract does include some of that language. Chris J. went over and talked to David Wussaw about it and he said he would consult with Jean Shankweiler to work on the language.
- Under II – Student Enrollment, Attendance, and Disenrollment, there was a question as to what was meant by “disenrollment?” It seems it is used to mean a) disenrollment, b) withdrawal, c) drop. All three of these terms are used throughout, but should be consistent. Nobody really cared for the word “disenrollment” so maybe use one of the other terms instead, but be consistent with it.
- Also under this area, there is the question as to why attendance has to be kept past the census date since technically a student cannot request a no notation after that date if he/she claims they never attended the class. Obviously if the student had been in class and had been attending anytime during that first 2 weeks then they cannot petition for a no notation, so why keep attendance past that date? It was suggested that a statement could be added saying something like, “if an instructor chooses to drop the student for lack of attendance, it is the instructor’s responsibility to keep accurate attendance records.”
- On page 2, under A. Course Enrollment Documentation, there was a question of what is meant by “comprehensive report including student’s programs????, dates of withdrawals, adds, reinstates, and final grades to the Admissions and Records Office.” First of all, what is meant by programs???? That one confused us. Second is there really a “comprehensive” list that is required because faculty thought it was just attendance rosters, grade reports with final grade and 3 supporting grades, and maybe date of withdrawal. The main question is what is really required for documentation.
- Susan Taylor would really like to know why we are required to do a no show report, but other members on the committee after she left felt that it was explained why on

page 4 where it talks about keeping students on the roster in cases of fraud, so I think we are okay with that.

II) BP/AP 3750 – Use of Copyrighted Materials

- The Board Policy was reviewed and the standard phrase of collegial consultation with the Senate was added.
- The Academic Procedure was reviewed and some formatting changes were suggested regarding semicolons and periods. Don gave an explanation of how the Fair Use Checklist will only be required for copyrighted materials. It was suggested a reference be made in the procedure towards the appendix that explains the Checklist.
- Mark made a motion for approval with changes and Lori seconded it; both the policy and procedure were approved and can move on to the Academic Senate.

III) BP/AP 3710 – Securing Copyright

- This is a new policy and procedure that was brought forth by the Copyright Committee.
- Don provided us with an alternate BP that he found among Alice Grigsby's materials, but the committee felt the one drafted by Chris Gold was sufficient and more in line with the CLCC template. Alice made a motion to accept the policy as written, Mark seconded it and the policy was passed and will move on for Senate approval.
- The administrative procedure is also new and was discussed. Simple formatting suggestions were made along with some clarification of wording. Connie made a motion for approval with changes, Alice seconded and the procedure was approved and will also move on to the Senate.

Packet Materials

Agenda

- 5070 AP Attendance (Revisions)
- 5070 AP CCLC Template
- 5070 Relevant Ed Code
- 3750 BP Use of Copyrighted Materials (2011 policy with no changes – no CCLC template)
- 3750 AP (Revisions)
- 3710 AP Securing of Copyright (New)
- 3710 AP CCLC Template
- 3710 BP Securing of Copyright (New)
- 3710 BP CCLC Template