

## Educational Policies Committee Minutes

### Meeting 2: September 27, 2022

#### Present:

Charlene Brewer-Smith (IT)

Kristie Daniel-DiGregorio (BSS)

Darcie McClelland (NS)

Chris Jeffries (ECCFT)

Lori Suekawa (CSS)

Camila Jenkin (LLR)

Deans Rep: Amy Grant (NS)

Keiana Daniel (SS)

Pilar Orellana (MBA)

Robert Uphoff (HSA)

#### Syllabus Policy

- 1 policy, most appropriate place to come from Ed Policies/Senate
- Not stepping on academic freedom, just need to have contact info, SLOs, grade policy
- Can suggest best practices but they won't be required
- Where will this policy live if it's not a BP/AP?
- Might be an accreditation issue
- Suggestion: lives in the catalog
- Evaluations page in contract? Might be vague in contract.
  - Language from contract: Provides course syllabi with information concerning course objectives, student learning outcomes, methods of evaluation and grading policies, and information requested by the division.
- Suggestion: table for now
- Question: can textbooks be required/recommended as part of this policy?
  - No, this should come from Dean

- Question: Would this depend on if this is an 8 week or 16 week course?
- Suggestion: “By the first Friday of the semester for 16 week and within 72 hours of the start of the session for 8 week courses”
- Suggestion: add “by accepting this add code you are responsible for all past assignments”
- Question: why can't students self-enroll during Week 1 so that add codes aren't necessary?
- We may get automated add codes by Winter 2023
- Question: How can we make sure the Division and the faculty member aren't double adding students?
- Question: What about summer and winter?
  - Suggestion:
  - 48 hours for 5/6 week classes, Winter semester
  - 72 hours for 8 week classes
  - 16 week courses: End of the day on first Friday (midnight 11:59pm)

Questions will be emailed

Ended at 2pm