

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE MINUTES

Tuesday, March 14, 2017 -- 1:00-1:50 SOCS 123

**Spring Meetings from 1-1:50 pm in SOCS 123:** Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

### Members:

Chair: Christina Gold (BSS)

BSS: Karl Striepe

Business:

Counseling: Lori Suekawa

Deans Rep: Linda Ternes (Math)

Federation: Chris Jeffries (& Counseling)

Fine Arts:

HSA:

Humanities:

IT: Mark Fields

LLR: Gary Medina

Math:

Natural Sciences: Darcie Descalzo

CEC: Vanessa Haynes

**Guest:** Kristie Daniel-DiGregorio

### I) Recording Faculty in the Classroom – BP/AP 5500 Standards of Student Conduct

- As the EPC requested, at its March 9 meeting the Academic Senate discussed recording in the classroom and a straw poll indicated that the EPC should bring forward a draft of a revised AP 5500 that includes a clearer statement about recording in the classroom, using Ed Code language.
- The EPC decided that since BP 5500 was last revised in 2015 and there are no changes required, we would not bring it forward for revision. Also, we don't want to trouble the Board of Trustees with an unnecessary agenda item.
- In AP 5500, there were several typos and numbering errors that will be fixed.
- A statement prohibiting recording in the classroom without faculty permission (with the exception of disabled students) will be added. The language is drawn from Ed Code with an additional statement requiring disabled students to notify faculty and provide documentation from the SRC before recording. The section title will be updated from "Dishonesty" to "Dishonesty and Unauthorized Use of Technology."
- Also, AP 5500 needs to be updated so that it reflects AP 3540 Sexual and Gender-Based Misconduct, which was created after AP 5500 was last updated. The second paragraph was updated with the name of the new policy and procedure and with the direct language contained within it. Chris will check with Jaynie Ishikawa about whether or not the section titled "Sexual Misconduct" should remain in the procedure. If AP 3540 lays it out more fully and we direct people there anyways, perhaps this section should be deleted. After getting Jaynie's opinion, Chris will send the revisions on to the Deans.
- The final change, was to the section dealing with smoking. This was updated to reflect the prohibition of smoking and using other tobacco products on district property and in district facilities. The language is taken directly from the new smoking policy.

### II) Recording Faculty in the Classroom – Syllabus Statements

- As we requested, the Academic Senate discussed sample syllabus statements about recording in the classroom. Discussion in the Senate indicated that it is a good idea to distribute sample syllabus statements about recording in the classroom to the faculty. A choice would give faculty some wiggle room to choose the statement that best fits their class policy.

- The EPC reviewed some sample syllabus statements and tossed around ideas and questions. We decided that although it might be beneficial to have multiple choices of statements, it would likely be easier for faculty if we had one statement that covered a variety of situations. Although long, we liked the statement from Orange Coast College Federation, but will take out the statement about removing a student from class if they record and replace it with a less specific statement about abiding by AP 5500 Student Conduct. We discussed whether all students (and visitors) should be notified if a student without a disability is recording, and leaned towards yes. We were less certain that a student should require written permission to record by the Instructor and all students in the class.
- Chris G. will draft a more stream lined syllabus statement based on the Orange Coast version and share it with EPC and the Faculty Development Committee for feedback via email. Kristie and Linda will next seek feedback from the Deans. We will keep AP 5500 and the syllabus statements together as they move through the consultation process.

### **III) BP/AP 3504 Children and Visitors in the Classroom (Information Item)**

- This is not a voting item for the Academic Senate but we are invited to provide feedback.
- We did not have sufficient time to discuss this and will bring it back at our next meeting.

### **IV) Educational Policies Committee Orientation**

- We did not have time for a committee orientation, but Chris G shared a 4-page committee and process description with the new members.

#### **EPC Packet**

1. AP 5500 Student Conduct (ECC)
2. BP 5500 Student Conduct (ECC)
3. AP 5500 Student Conduct (CCLC)
4. BP 5500 Student Conduct (CCLC)
5. Education Code section 78907
6. Sample syllabus statements re: recording in the classroom
7. BP 3504 Children and Visitors in the Classroom (ECC)
8. AP 3504 Children and Visitors in the Classroom (ECC)