ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

DRAFT MINUTES
Tuesday, Nov. 24
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), Mark Fields (absent), Connie Fitzsimons (absent), Vanessa Haynes, Chris Jeffries, Alice Martinez (absent), Karl Striepe, Lori Suekawa, and Susan Taylor.

Guest: David Mussaw (Academic Affairs Analyst)

I) To Do List
- The EPC reviewed it's To Do List and discussed our work this semester and what is upcoming for spring.
- The four copyright policies (BP/AP 3710 and BP/AP 3750) will be reviewed by Deans Council on Dec. 11. EPC advises that the Senate hold off on a second reading until we receive the Deans' feedback.
- BP/AP 4250 Probation, Dismissal and Readmission will be reviewed at our first meeting in Spring.
- AP 5530 Students Rights and Grievances will have a second reading in the Senate on Dec. 1. Chris Gold worked with William Garcia to incorporate the concerns of the Federation and the Senate at the first reading.

II) BP/AP 5070 Attendance
- The EPC held a first review of BP 5070. This is an existing policy and there is no CCLC template. The Ed Policies Committee, with the VPAA and VPSCA, will be reviewing BP/APs on the same topic together, even if there are no changes to one of them. The BP/AP without changes will be reaffirmed and given the designation of "Reviewed." This will help us create an organized review cycle on all BP/APs. We hope to review each of them at least every 10 years. The EPC advises that BP 5070 Attendance be brought to the Senate for a vote on "Reviewed" status.
- This is the fourth reading of revisions to the existing AP 5070 Attendance.
- The EPC discussed the utility of requiring No Show reports and attendance rosters after Census day. It was determined that these issues can't and shouldn't be decided by the EPC but they should be considered by the larger body of faculty in the Senate. When AP 5070 is brought to the Senate for a first reading, William Mulrooney will be invited to answer questions about AP 5070 and the necessity of No Show Reports and Attendance Rosters.
- Several minor revisions were made to AP 5070, including the removal of quotation marks throughout the document. On p. 4 section G, "Withdrawal by Instructor" will be changed to "Drop by Instructor." Also, it will read "Instructor's may drop students who are no show…", not "will drop" because Instructor's may wait a week to file No Show reports in order to give students a couple days to show. The year will be added to Faculty Contract reference.

- David Mussaw will check with William Mulrooney to make sure that the revisions made in EPC mesh with the processes in Admissions.

III) AP 4040 Library Services
- AP 4040 passed the Senate earlier this semester but College Council had some minor revisions.
    1. Removal of the second appeal to the Board of Trustees for a library user's objections to library materials. A library user may provide a written complaint about library materials to the director. If the library user is not satisfied with the director's decision, s/he may appeal to the VP of Student and Community and Advancement. The next layer of appeal to the Board of Trustees was removed.
    2. On p. 2 "Director of Learning Resources" was changed to "Director of Library and Learning Resources."
- Librarians Claudia Striepe and Moon Ichinaga were consulted prior to the EPC meeting. The EPC agreed with their recommendations:
    1. The removal of the last layer of appeal to the Board of Trustees is fine. It was decided that one appeal to a decision regarding library materials is sufficient in this situation and an appeal all the way up to the Board of Trustees is not necessary and would not be a good use of the limited Board time.
    2. On p. 2 it is recommended that "Director of Learning Resources" be used. There is some confusion over the title of this position. Currently, the position is being hired and the job announcement says "Director of Learning Resources."
- The EPC determined that these changes are not substantial enough to necessitate another two readings and vote in the Senate. Changes will be made, the procedure will be returned to College Council, and the Senate will be notified.

IV) BP/AP 4228 Independent Study
- This is a first reading of revisions to the existing BP/AP 4228 Independent Study.
- At its next meeting, the EPC will consider renumbering to BP/AP 4101. Currently, ECC does not have a BP or AP with this number. The CCLC template number for Independent Study is AP 4101. There is no CCLC template for a BP for Independent Study. In the CCLC templates, AP 4228 is the number for Course Repetition Significant Lapse of Time.
- The committee discussed articulation issues and Independent Study courses. Independent Studies courses apply to AA degress, but not necessarily to transfer units. After a student is admitted to a CSU or UC, the university determines whether the Independent Study units will be credited to a student.
- Lori Suekawa will research articulation issues.
- The procedure is awkwardly organized and doesn't address all the required issues in the template. Chris Gold will review the wording of our independent study explanation on-line and use that to suggest revisions to the AP

Next EPC Meeting:
1. BP/AP 5070 Attendance (possible review if significant revisions by Bill Mulrooney – otherwise will to Senate for a first reading.)
2. BP/AP 4228 Independent Study
3. BP/AP 4250 Probation, Dismissal and Readmission

EPC 11-24-15 Packet Materials
1. Agenda
2. To Do List
3. 5070 BP Attendance (for "Review")
4. 5070 AP Attendance (Revisions to existing AP)
5. 5070 AP Attendance (CCLC Template)
6. 4040 AP Library Services (Changes from Deans Council)
7. 4228 BP Independent Study (Revisions to existing BP – no CCLC Template)
8. 4228 AP Independent Study (Revisions to existing AP)
9. 4101 AP Independent Study (CCLC Template)