

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

MINUTES

Tuesday, September 13

1:00-1:50 SOCS 123

Fall Meetings from 1-1:50 pm in SOCS 123: Tues Sept 13; Thurs Sept 29; Tues Oct 11; Tues Oct 25; Tues Nov 8; Tues Nov 22; Tues Dec 13 (tentative)

Members Present: Christina Gold (Chair), Mark Fields, Vanessa Haynes, Chris Jeffries, Karl Striepe, Lori Suekawa and Linda Ternes.

I) Review To Do List

- The committee reviewed the list of policies and procedures that are scheduled to be worked on this semester. There will likely be updates and changes to the list as the semester progresses. They are in different stages of consultation. A couple are already in the Senate and we are waiting on drafts from committees on others.
- On our list are: 3040 AP Institutional Code of Ethics; 3710 BP/AP Securing of Copyright; 3715 BP/AP Intellectual Property; 4115 BP Limitation of Remedial Coursework; 4230 BP Grading and Academic Records Symbols; 4235 BP Credit by Exam; BP 5010/AP 5011 Admissions and Concurrent Enrollment; 5070 AP Attendance.
- The committee oversees changes to minimum qualifications to ensure our departments are up-to-date. The Senate did this last year. Chris Wells is bringing a change to the Communication Studies minimum qualifications to the statewide Senate this year. Our Senate proposed the change.

II) AP 3050 Institutional Code of Ethics

- Our campus needs to develop an ethics policy in order to meet accreditation standard III A 13.
- A committee with cross-campus representation will be formed to develop a code of ethics. It will be brought to EPC and the Senate for consultation.
- We reviewed samples from other campuses. Santa Monica College has an ethics committee that maintains a website with a variety of policies and guidelines posted to support the campus community in making ethical decisions. Other campuses have developed AP 3050 Institutional Code of Ethics. There is no CCLC template for AP 3050.

III) Faculty Handbook

- Chris Gold is spearheading the revision of our faculty handbook.
- For initial guidance on the general form and development of the handbook she is consulting the EPC, the Faculty Development Committee, and the Senate.
- The committee reviewed the last handbook from 1987.
- In 2010 the Faculty Development Committee worked with Professional Development to create a list of links to useful resources for faculty. Those are posted on the Professional Development site but they lack the narrative of the handbook.

- The 2014-2016 faculty contract article 4, section 8 stipulates that “A committee jointly comprised of Federation, Academic Senate and District representatives will be established and determine the content of the faculty handbook. This will be finalized within six (6) months following ratification of this Agreement. This handbook will be maintained on-line by the Human Resources office.”
- Following the contract guidelines, Chris G. will form a steering committee with Senate, Federation and Human Resources members. Chris G. will consult with Chris J. for the Federation representative and Linda Beam for the Human Resources representative.
- The committee viewed and discussed sample handbooks from other campuses. They viewed pdfs of traditional hardcopy handbooks; an online handbook of links; and a hybrid handbook that is printable but is an online pdf with easy to use links.
- The committee overall preferred the hybrid version, but with the recommendation that it definitely be available in a printable version and that important information appear in the text and not just as linked.

Minutes: by Christina Gold