

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

DRAFT - MINUTES

Tuesday, Oct. 13

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, Connie Fitzsimons, Vanessa Haynes, Chris Jeffries, Alice Martinez, Karl Striepe, Lori Suekawa, and Susan Taylor. (Excused: Alice Martinez. Absent: Connie Fitzsimons).

Visitors: William Garcia (Student Support Services Dean), Jean Shankweiler (VP of Academic Affairs), and David Mussaw (Academic Affairs Analyst)

I) New Member – Karl Striepe

- We welcomed Karl to our committee and said a hearty thanks for his willingness to serve. Karl is an adjunct Political Science Instructor.

II) AP 5530 Student Rights and Grievances

- This revision provides updates to include new administrative and staff job titles and new procedures. The appeal process was simplified.
- William Garcia walked the committee through the revisions to our current AP.
- The primary topic of discussion was the notification of faculty when a student files a grievance. William explained that most grievances are against processes or fees (such as enrollment or health fees) and that they are almost always solved at the informal stage through a conversation and explanation to the student. A formal grievance hearing has not been held in the past three years. Committee members expressed concerns that if students are complaining about them, faculty members would want to know. It was decided that faculty would be notified if a student requested a grievance hearing.
- After discussion, the committee and visitors agreed to the following changes:
 - Update the position title of “Title IX Coordinator” wherever it appears.
 - Under the definition of “party,” change “any persons claimed to have been responsible for the student’s alleged grievance” to simply “respondent” for clarification.
 - Under the definition “respondent,” change “grievance to wrongdoing.”
 - Add a sentence requiring that faculty be notified when an official grievance is filed (p. 3)
 - Under “Grievance Hearing Committee,” change “summer session” to “intersession.”
- Everyone agreed that after those changes AP 5530 is ready for a first reading at the Senate.

III) AP 5070 Attendance

- This is a new AP that is legally required. The committee has the CCLC template to review. Jean and David were present to answer questions. The draft contains everything required by the template.
- The committee reviewed and discussed the first 3 pages.
- David will be putting back in some portions that were previously deleted – i.e. the describe of flex time activities on p. 1.
- The primary topic of conversation was what happens after add codes are given to students and to what extent faculty members should be required to follow-up on student adds.
- The committee will continue reviewing this AP its next meeting.

III) BP/AP 4240 Academic Renewal

- There was not enough time to discuss this.
- Stephanie Rodriguez will be invited to answer questions.

Packet Materials

1. AP 5530 Student Rights and Grievances (Mark up)
2. AP 5530 CCLC Template
3. Ed Code 76224 (a)
4. BP 4240 Academic Renewal
5. BP 4240 CCLC Template
6. AP 4240 Academic Renewal
7. AP 4240 CCLC Template
8. Title 5 Section 55046

Handouts

1. AP 5070 Attendance (Draft)
2. AP 5070 Attendance (CCLC template)
3. Ed Code section 84040