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ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

MINUTES
Tuesday, Sept. 22
1:00-2:00 Admin 127

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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 (absent), Chris Jeffries, Alice Martinez, Lori Suekawa (absent), and Susan Taylor.

Visitor: Don Brown (librarian)

I) AP 4040 Library Services

- This revision updates the AP to reflect current practice by deleting the Library Advisory Committee, which the librarians feel is a duplication of the already long existing library liaison service where most library/faculty collaboration occurs. Attendance at the LAC is low and lacks participation from all divisions.
- The committee reviewed and approved the change.
- Don agreed that we should add the Ed Code and accreditation references from the CCLC template to our local procedure.
- Chris will make the changes and forward them on to the Senate for a first reading.

III) AP 3750 Use of Copyrighted Material

- A BP exists, but revisions are only to the AP
- Don walked the committee through the changes and answered our questions about copyright.
- The formatting and outlining structure needs to be cleaned up and it needs to use a consistent font and font size.
- Also, the reference to AP 3720 needs to be removed because it no longer exists. The committee reviewed BP/AP 6160 Computer and Network Use Policy and determined that it did not need to be cited as a reference.
- The committee recommended the removal of the Fair Use Checklist form from the procedure since it is no longer our practice to include forms in APs.
- The committee objects to the requirement to attach a two page Fair Use Checklist form to each copy center order and was concerned about how this would be implemented with online orders. This form would pose an unnecessary burden on faculty and the copy center. We talked about the possibility of using a check box and/or signature next to a statement that the faculty member either owns the copyright, has permission, or knows it is fair use.
- Don will reconvene the copyright committee. Chris will attend to explain and discuss these recommendations.

IV) AP 3710 Securing of Copyright

- Don explained the changes.
- The committee recommended the removal of the first sentence which isn't clear and isn't necessary.
- The formatting makes it appear as if the list (A. B. C. etc.) is a quote from the faculty contract. The committee recommended a sentence to introduce the list that would add clarity: "The following definitions and stipulations apply to work completed by ECCD employees."

- The section on Proprietary Instructional Materials does not clearly state who owns the related copyright. The committee recommended a sentence that would mirror the one that ends section E: "Proprietary instructional materials shall remain the property of the employee."
- This AP will be brought back to the Copyright Committee by Don and Chris will attend.

BP 3710 Securing of Copyright
- The committee was unaware that the BP was also revised.
- Don will send the revisions to Chris and it will come back to the Ed Policies Comm at the next meeting. Don will try to attend.

V) BP/AP 4240 Academic Renewal
- This BP/AP was pulled from the agenda. It needs further discussion by the Deans. Some members shared recommendations with Stephanie Rodriguez via email.
- Stephanie will bring it back when it is ready.

Sept. 22 EPC Packet Materials
1. AP 4040 Library Services (mark-up)
2. AP 4040 Library and Learning Support Services (CCLC Template)
3. Education Code section 78100 (pertains to AP 4040)
4. AP 3750 Use of Copyrighted Material (mark-up)
5. AP 3750 Use of Copyrighted Material (CCLC Template)
6. BP 3720.1 Student Computing Access (pertains to AP 3750)
7. BP 6160 ECC District Computer and Network Use Policy (pertains to AP 3750)
8. AP 6160 ECC District Computer and Network Use Policy (pertains to AP 3750)
9. AP 3710 Securing of Copyright (new)
10. AP 3710 Securing of Copyright (CCLC)
11. BP 3710 Security of Copyright (CCLC)
12. BP 4240 Academic Renewal (Mark-up)
13. AP 4240 Academic Renewal (Mark-up)
14. BP 4240 Academic Renewal (CCLC)
15. AP 4240 Academic Renewal (CCLC)

Minutes by: Christina Gold