



EDUCATIONAL PLANNING & COORDINATING COUNCIL MINUTES OF OCTOBER 23, 2008

3:15 PM
Doyle Library Room #4246
and Mahoney Library Room #726 (Petaluma)

COMMITTEE FUNCTION:

1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among all of the appropriate parties.
2. To review and assist in the development of Academic Affairs component goals.
3. To coordinate and review educational planning activities throughout the college.
4. To review and forward the Academic Affairs Educational Plan to the Institutional Planning Council.
5. To serve as a multi-constituent clearinghouse for educational matters not otherwise resolved.

Attending: Mary Kay Rudolph, Will Baty, Karen Kellam, Freyja Pereira, Sean Martin, Barbara Croteau, Andrea Alexander, Micca Gray and guest Jim Forkum

Absent: Joel Gordon, Ofelia Arellano

Homework is in bold below:

1. Minutes

Minutes of the October 9th meeting were approved.

2. Announcements/Committee Reports

- Micca reported that the Sabbatical Committee is reviewing proposals for 2009-10.
- Freyja reported the ad hoc Catalog Advisory Committee met and discussed the implication of the new Math and English minimum requirements impact on the catalog and processes. The repeat policy has changed to allow students to repeat a course 3 times instead of 2. The District will receive funding for up to four enrollments per course. Petitions are required after the third repeat. There is also a change in withdrawals, now students can withdraw from a course a maximum of 4 times. Majors require a "C" grade instead of "D" for pass and Credit/No Credit labeling has now changed to P/NP (pass/no pass) to minimize the confusion with credit and non-credit courses.
- Mary Kay reported that DCC/IM discussed wait list changes and transfer policy. ACC discussed field trips and wait list.
- Barbara reported the Academic Senate had a lively discussion on the proposed calendar. AFA has decided to hold off approving any version until the Senate can have further discussion. The Senate believes the calendar has academic implications for students, programs and faculty and believes the Calendar Committee should be required to secure the Senate's approval before negotiation between AFA and the District occurs. Wait lists and transfer policy are to be discussed along with the Associated Students request that the check

box for fees be changed so a student has to check the box if they do not want to elect to pay the Associated Students Programs fee.

3. Revisions to Policy 3.22, Field Trips

Jim Forkum presented the revised Board policy on field trips. He has already presented it to Associated Students and will present it to the Academic Senate on November 5th. After some discussion, the committee recommended changing the policy to add that the list of participants and contact information will be housed in the appropriate Dean's office.

4. Continued discussion of wait lists, research on other college's policies and practices

Freyja presented the latest draft which will next be brought to the Academic Senate. It does not require a uniform policy for all courses in a department but rather a policy for each course in a department can be set but then all sections of the course should implement the wait list policy agreed to. Departments will produce a list of courses and wait list sizes. It should be sent to Scheduling and A&R. This will ensure uniformity between sections, unless a rationale is presented for any exceptions per class or modes of delivery such as online. Discussion followed on how to inform students about wait list responsibilities and repercussions. Students will be notified in the new SIS system when they add to a wait list exactly what their obligation is and also will be notified when they have been added to a class permanently. It reminds the students to attend the first class. Instruction and training for faculty should explain that wait list students have first priority to seats that come open in the class before any add code students can be admitted. Faculty should also know that they need to adhere to the minimum department-established class size limits which may or may not include adding wait list students. It was suggested that add codes only be available after the second meeting of any class and once the wait list students have been admitted to open seats. **Freyja will make changes and she and Sean will present to the Academic Senate. Mary Kay will take it to College Council.**

5. Continued discussion of College email issues

Mary Kay reviewed the document Barbara had distributed on email etiquette. It has been reviewed by AAC, Department Chairs Council and AFA. There were several issues that have been resolved. Administrators and department chairs have more storage space. John Hemenway will have trainings in November and December for faculty and staff on use of Outlook and managing email accounts. Mary Kay investigated and email cannot be stopped during the summer. Faculty can have it go to a folder which then can be deleted. All faculty will be mandated to use a college email account as of July 2009. It is being negotiated for all new job descriptions to include this as a requirement for employment.

6. Next meeting

- Will brought an issue from the ITG committee on student use of computers in classrooms. Some classrooms are equipped with classroom management systems so faculty display/control the computers. Some students want to use their computers for note-taking but then use it for other purposes. After discussion it was decided that the issue is really a faculty classroom management policy. It was suggested that it be referred to the Academic Senate Task Force on Academic Integrity.
- Joel Gordon has some online forms that his administrative assistant has created. He will share them at the next meeting.
- Basic Skills update will be presented by Victor Cummings and another committee member preferably from the Mathematics Department.
- Project Learn update by Kris Abrahamson.

Pending Items:

- Teaching methodology in a changing student body (hybrid/online/alternative modes of instruction), update on District Online Committee recommendations, student success and retention online vs. face-to-face – Kris Abrahamson
- Faculty transfer between campuses – Mary Kay Rudolph
- Continued discussion of wait lists, and research on other college's policies and practices – Freyja Pereira
- Discussion of revisions to Policy and Procedure 3.6 and 3.6P – Phasing out of Programs
- Project LEARN – standing item
- Discussion on changes to the length of the semester

Committee Membership for 2008-09

Administrators: Mary Kay Rudolph, Ofelia Arellano, Will Baty, Freyja Pereira, Joel Gordon

Faculty: Sean Martin, Micca Gray, Andrea Alexander, Karen Kellam, Barbara Croteau

Classified: Student Representative:

Information: KC Greaney Ex-Officio: Ruth McMullen