Educational Policy Committee (EPC) Meeting

Minutes of January 22, 2013

Committee Members:	Steve Aurilio (Chair); Nohel Corral; Brian Daniel; Katharine Harer; Imelda Hermosillo; John Mosby; Joe Morello; Rashin Parsa; Cal Robinson; Janet Weber; Linda Whitten.
Absent or Excused:	Imelda Hermosillo (New to EPC: Cal Robinson; Linda Whitten)

Guest: Leigh Anne Shaw, Academic Senate   Motion/Second/Carried = MSC
Scribe: Steve Aurilio   Timekeeper: Steve Aurilio

I.	CALL TO ORDER:	2:04 PM by Steve Aurilio
II.	QUORUM? (Quorum = 50% + 1)	Yes: (7 members present)
III.	ADOPTION OF TODAY'S AGENDA:	MSC: Joe/John/Carried
IV.	APPROVAL OF PREVIOUS MINUTES:	MSC: Joe/Jan/Carried
V.	PUBLIC PRESENTATIONS BY GUESTS:	See below
VI.	OLD BUSINESS:	As follows: None
VII.	NEW BUSINESS:	As follows: See below

Student Learning Outcomes (SLOs) in Revised Faculty Handbook

Leigh Anne Shaw, President of the Skyline College Academic Senate, attended our first EPC meeting of the year to share her perspectives, as well as those gathered from other bodies of shared/participative government, concerning SLOs and specifically what should be included in the recently-revised Faculty Handbook regarding SLOs.

Leigh Anne's primary concern was accreditation language, which specifically states that SLOs *must* appear on syllabi. She also added that the AFT and the Academic Senate have come out very strongly with a position against SLOs being used in faculty evaluations and that the inclusion of SLOs in course syllabi does not necessarily mean that they would be used in faculty evaluations.

She said that both the AFT and the Academic Senate see assessment and faculty evaluation as two separate and distinct entities, and that inclusion of SLOs in syllabi is not inconsistent with that position. She added that four resolutions in support of inclusion were submitted to the Academic Senate last

year were unanimously passed and supported by the Senate, and it is perfectly appropriate to include SLOs in syllabi without interfering with work contract provisions.

Steve made reference to the mention of SLOs in the Faculty Handbook, citing areas of pages 69 and 73, and that the SLO language needed to be tightened up. For instance, at the bottom of page 69, last paragraph, it states:

How do I raise my students' awareness of SLOs and evaluation methods? A good start is listing the SLOs on your syllabus . . ."

On page 73, third paragraph, it states: *"Fulltime and adjunct faculty **have been requested** to include SLOs in official course outlines and in their course syllabi."*

Steve said that the language in reference to SLOs should be more definitive, reflecting the requirements of the AACJC and accreditation. This would necessitate replacing **request** with **required**. This would serve to make the wording clearer, and reflect the College's position, as well as to reference the requirements by AACJC and accreditation. Leigh Anne offered the following suggested language to replace the current language in the Faculty Handbook:

"The AACJC and accreditation require that SLOs be included on syllabi, and deans are responsible for regularly reviewing syllabi to ensure that course syllabi include course SLOs."

Joe said that he regularly reviews course syllabi to check for inclusion of SLOs, and that his faculty members have been doing so; and for those that haven't done so he's followed up by asking them to include the SLOs. He added that not having the SLOs included in our syllabi could very well hurt our accreditation.

John asked who would have access to the Faculty Handbook. We noted that it would be accessible on line to all fulltime and adjunct faculty.

The EPC was in agreement with Leigh Anne and Steve said he would follow up by forwarding the suggested revised language to VPI Sarah Perkins.

Steve emailed the suggested language to Sarah right after the meeting and she responded, thanking the EPC for reviewing the Faculty Handbook and for providing the recommendation. The following day, Steve sent a follow-up email to Sarah asking to also include language that would make it clear that SLOs would not be used in faculty evaluations. Sarah replied to both suggestions by saying that she would make the changes that the EPC had submitted to her.

We then concluded further discussion on this particular item.

Review of Shared Governance and Planning Manual for the Academic Senate

On 11-20-12, I received a request from our Academic Senate President Leigh Anne Shaw asking that the EPC review the Shared Governance and Planning (SG&P) Manual, which she attached to the email, and to make recommendations on whether or not it should be adopted as written.

Some general considerations of focus include:

1. Does the Shared Governance and Planning Manual accurately represent the Shared Governance processes as they happen at Skyline College? Are there any apparent glaring inaccuracies or omissions?

2. Does the Manual describe all the SG&P processes on campus, or is there anything that has been left out?

3. Does the Manual serve to describe the processes in full, so as to both represent the process while also instructing individuals in the process? (In other words, if someone were appointed to a committee for the first time, could this Manual serve to inform that person adequately as to their expected role on that committee? And most importantly, can the Accreditation site visit team learn enough about our Shared Governance processes from this manual?)

4. Do the processes outlined in the Manual appear to be solid, effective, and productive? Are there any changes to those processes that might be considered?

5. Is there enough input by all Shared Governance constituencies in the SG processes? Are there areas where any particular constituency is overly or under-represented?

We reviewed the SG&P documents, which included the full 60-page manual and a shorter 12-page document.

Leigh Anne said that the Manual seems to get all of the policies and procedures written down in a single document, and that it lays out what our shared (or "participative") governance policies look like. She said that the Academic Senate wanted the EPC to review it, but that the College Council had already accepted it and the Academic Senate had already given its tentative approval of the document, pending EPC review.

Leigh Anne asked if there were any red flags or concerns with the document.

Nohel was concerned about whether the document was complete. We discussed it and determined that the document appeared to be complete, and not having any glaring problems.

Joe asked if the Manual should appropriately include information helpful to committees, such as (1) what constitutes a "quorum?", and (2) who is a "voting member?" Leigh Anne said that, in most cases, a "quorum" is 50% plus one. She made it clear that equal and regular representation by committees' members was important to the work of the various committees, such as in "action items." She also mentioned the importance of the Brown Act, Parliamentary procedure (i.e. Roberts Rules of Order), by-laws, and "balanced representation."

After discussion, a motion was made and seconded (Joe/Jan) to approve the SG&P Manual as written, and the Committee voted and unanimously approved the motion. We then concluded further discussion on this particular item.

Educational Policy Committee Web Site Update

John noted that we needed to correct our web site members list. It was noted that we hadn't had Business Division (Automotive Department?) representation in quite a while. Steve said that he would take care of both those tasks.

Steve contacted Don Carlson, Dean of the Business Division, regarding representation at our EPC meetings. Dean Carlson quickly responded by arranging for Linda Whitten (Professor, Accounting Department) and Cal Robinson (Professor, Business Department) to be our new representatives, thus replacing Kevin Sullivan (Automotive Department.)

Steve also contacted Liz Gaudet to have Nohel Corral, Linda Whitten, and Cal Robinson added to our members list on the EPC web site.

New Educational Policy Committee Members

The EPC welcomes Nohel Corral, Interim Dean of Counseling; Rashin Parsa, ASSC representative; Linda Whitten Professor of Accounting; and Cal Robinson, Professor or Business to the Educational Policy Committee.

Possible Items of Discussion for Upcoming EPC Meetings:

AS-T's; Repeatability; and Priority Registration.

Adjournment

No other business was discussed, and the meeting was adjourned at 3:00 p.m.

Next Meeting

Next EPC meeting: **Tuesday, February 5, 2013 at 2:00 p.m. in Room 6-6205.**

Thanks to everyone for attending and participating in the work of this Committee. You are all very much appreciated!

Steve Aurilio, Chair
Educational Policy Committee