

Educational Policy Committee (EPC) Meeting

Minutes of March 5, 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.
Members Not Present:	Nohel Corral; Brian Daniel; John Mosby; Rashin Parsa; Cal Robinson.

Guest: None

Scribe: Steve Aurilio

Motion/Second/Carried = MSC
Timekeeper: Steve Aurilio

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| I. CALL TO ORDER: | 2:08 PM by Steve Aurilio |
| II. QUORUM? (Quorum is 50% + 1) | Yes: (6 of 11 members present) |
| III. ADOPTION OF TODAY'S AGENDA: | MSC: Imelda/Janet/Carried |
| IV. APPROVAL OF PREVIOUS MINUTES: | MSC: Linda/Joe/Carried |
| V. SCHEDULED PRESENTATIONS: | None |
| VI. OLD BUSINESS: | Discussion as follows: |

Recap of Last Meeting

1. SLOs, their required inclusion in syllabi, and what their role might be (if any) in faculty evaluations. It was agreed that requiring SLOs in syllabi did not appear to conflict with employee work contracts.

Today's follow-up discussion: A new committee that has been formed to review our employee evaluation process has faculty representation and monitoring by the AFT. The EPC didn't see anything wrong with the inclusion of SLO assessment participation and activities (but not the results) in employee evaluations, and that SLO assessment results **may** be mentioned by individual employees in their own self-assessment of their evaluations if they desire to do so. The review committee is discussing this.

2. Certificates of achievement, degree awards, and other forms of student recognition at commencement. It was agreed that it was a good idea to publicly recognize students for their scholastic achievements, but that the logistics of exactly how the recognition would be handled still would need to be worked out. Adding this process to the commencement exercises might present a space and/or time problem.

Today's follow-up discussion: Committee discussed various options for public student recognition, including at the commencement ceremonies and at department-level gatherings. Different departments may do different things. One suggestion would simply be to mention ancillary achievements in the commencement exercises program, which students would most likely retain as a keepsake of the commencement exercises. The committee liked the idea, and Steve agreed to forward the suggestion to VPSS Joi Blake, and to Nohel Corral.

3. The feasibility of creating an academic standards committee that would be charged with addressing student petitions for exemption from various college and district policies. The EPC liked the idea but leaned toward having the new committee become involved in third review (rather than first review) of the petition process.

Today's follow-up discussion: We tabled this item until our next meeting.

VII. NEW BUSINESS:

Discussion as follows:

Role of the Educational Policy Committee in Student Disciplinary Hearings

On February 25th, Golda Gacutan sent out an email to classified, students, and faculty, requesting representatives to serve on two disciplinary hearings that were scheduled for March 6th and March 7th. Academic Senate President Leigh Anne Shaw forwarded the email to the deans asking that they pass it along to their faculty members.

Leigh Anne also emailed me that she had been told by Garry Nichol, a previous Educational Policy Chairperson, that he recalled that Ed Policy used to have an understanding that its members would serve on disciplinary hearings. Leigh Anne asked that the Ed Policy Committee look at its by-laws/constitution to see if any reference to disciplinary hearings existed, and to determine if the EPC was the appropriate place to send requests for disciplinary hearing representatives.

Steve first posed the question to the EPC members in an email and several members weighed in on their thoughts. Most were unsure of any "policy" that the EPC was the committee charged with providing representatives to serve on disciplinary hearings. The topic was put on the EPC agenda for discussion.

The committee discussed this at the meeting. Several members said that they didn't feel that the responsibility for providing representatives inherently resided with the EPC committee, even if there had been participation by the EPC in the past; and further, wondered *why* disciplinary hearings would even come under the purview of Educational Policy at all.

The Educational Policy Committee does not have its own constitution or by-laws, but operates under those of the Academic Senate. Thus, there exists no official guidelines that require the Ed Policy Committee to provide representatives.

Joe suggested that the process for finding disciplinary hearing representatives might be made easier by having the VPSS send out a request for volunteers at the beginning of the academic year to the deans who would identify one person from each division to be available to serve on this ad hoc committee on an "as-needed" basis for one year. The VPSS could schedule hearings on specific days and hours of the week. That way, there is a "pool" of those who have previously volunteered and are available on those specific days and hours, well ahead of the time they would actually be needed, much like the way a grand jury pool is formed. This would make for a smoother process and eliminate a hurried last minute attempt to find representatives.

Also, volunteers could satisfy their committee participation requirements by volunteering on this ad hoc committee, which most likely would not be meeting all that often, anyway. Imelda suggested that the process could follow the same format used to secure representatives to serve on any of the other committees in the college.

After discussion, the committee agreed that (1) the EPC does **not** have inherent or official responsibility for providing representatives for disciplinary hearings, and (2) that the above suggestions for an alternative process be forwarded to the VPSS for consideration, and to AS President Leigh Anne Shaw.

There was no further discussion on this topic.

Establishing an Educational Policy Constitution and By-Laws Document

The committee discussed the feasibility of the EPC establishing its own constitution and/or by-laws, since the EPC does not have any and operates under those of the Academic Senate.

The EPC has a "mission statement", identifying its charge as being:

- ✚ The duties and responsibilities of the Educational Policy Committee (EPC) as specified in Article III, Section 7 of the By-laws of the Constitution of the Skyline College Academic Senate, shall be carried out in accordance with applicable State laws, and consist of the following:

- ✚ Considers for recommendation all matters of educational policy including academic standards, probation, disqualification, re-admissions policies, grading procedures, matriculation, and student behavior and student grievances.
- ✚ Considers for recommendation all matters of administrative policy concerning educational policy, including policies of the Office of Instruction and the Office of Student Services.

It was brought up that since the EPC is a standing committee of the Academic Senate, that body's constitution and by-laws would govern the duties and responsibilities of the committee, and there would not be a necessity for another body of rules beyond those of the Academic Senate. The EPC is a body that makes recommendations and not one that has policy-making authority.

After discussion, the committee agreed that the District AS and Skyline AS constitution and by-laws were sufficient, and that the EPC did not need to create its own.

Items of Discussion for next EPC Meeting:

EPC Committee members, along with outside faculty, staff, and administrators, are invited to make suggestions for items of discussion for the Educational Policy Committee. Agendas must be sent out no later than 72 hours before committee meetings. Anyone having an item for the agenda should provide it to the EPC Chair no later than 5 working days prior to next EPC meeting date. Thank you!

None.

Adjournment

No other business was discussed, and the meeting was adjourned at 2:55 p.m.

Next Meeting

Next EPC meeting: **Tuesday, April 9, 2013 at 2:00 p.m. in Room 6-6203.**

Note Room Change

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