Minutes

January 29, 2015

Present: Tory Blackwell, Nora Brodnicki, Larry Cheyne, Taylor Donnelly, Jackie Flowers, Sue Goff (Chair), Jane Littlefield, Ellis Meuser, Jen Miller, Kandie Starr, Dru Urbassik (recorder), Bill Waters

Not Present: Pam Akini, Patty DeTurk, Darlene Geiger, Chris Konieczka, Wes Locke, Jim Martineau, Rich Reub, Camilo Sanchez, Chris Sweet

Guests: None

1. Overview from last week-
   * Introductions
2. College Council Feedback
   * None
   * Credit/Clock hour standard will be on the next College Council meeting agenda
     + Nora and Bill will present
   * Sue has been working with Tami S. and Tara S.
     + Feb 19th presentation for new templates for standards, procedures, and appendices
3. Review Items
   1. ***Self-published Text Adoption – Taylor***
      * *Text book and adoption regulation*
        + Changed “will” to “should” throughout the standard
        + Discussed whether or not to include a timeline
          - Taylor added weeks in instead of actual dates

Week 4, week 5, ect instead of April 10th

* + - * + This information may be better suited in the procedure of this document which does not exist yet
        + Parts of the procedure should be better publicized to make sure that everyone is following it properly

Perhaps we could send this to department chairs and admins as a reminder that this standard and procedure exist

* + - * Sub-discussions
        + This group (ISP) should update the campus on changes and updates

Need a new communication structure

All new ISPs go in effect July 1st

Department chair is responsible for making sure that their areas are following the ISP

These are college policies, not suggestions

* + - * + The approval box at the bottom of the new template should use different terminology

College Council reviews, not approves

Perhaps “review and approval history”

Could have a third column that shows what action was completed, approval, reviewed, ect.

Taylor will draft this for the next meeting when she presents this topic again

* + - * Next step
        + Pull out the procedure part of this ISP
        + Report back in two weeks, February 26th
    - *Faculty Authored Text Adoption*
      * Taylor reviews the ISP and updates
      * ISP is intended to stop instructors from using texts with no oversight
      * Item 5 should include more detail of the subject in order to support the other standards
      * Need more clarification on OERs as they relate to this standard
        + Confusion around why OERs are exempt from the standard
      * Should this be combined into the text book adoption standard?
        + That was the initial plan when the self-published text was adopted
        + Some faculty members like the idea of having the two together
        + Taylor will put together some options and see which way we want to go, blended or separate. She will also put together sample procedures for these as well
        + Perhaps OERs needs to be its own ISP and separated from these other standards
      * There is a procedure for this ISP
        + Table for February 26th
  1. Class Cancellation Committee – Jen Miller
     + Sue, Larry, and Jen met last week
       - First thing the sub-committee wants to do is collect information on how these decisions are being made by chairs currently
       - The sub-committee is not sure if everyone is using the same rules and where those rules came from
       - What are the timelines for Department Chairs to make decisions and why?
       - Larry is going to email Chris Robuck on whether or not there is a fiscal reason why there are certain number of students in a classroom
         * Where did the criteria of 14 students come from?
       - ISP should align with the faculty contracts
       - Should the ISP touch on non-traditional credit classes?
         * These courses may have different criteria
         * Same with non-credit courses as well
     + Next step
       - The sub-committee would like to merge with the department chair meeting in order to get more information and have these questions answered in order to move forward with updating this ISP
  2. ARC Connection – Sue
     + Sue is concerned about having joint work with ARC
     + Larry stated that ARC had a great meeting yesterday
     + Taylor stated that ARC loved our categories and they would like to use them
       - We are going to split the numeric levels between ARC and ISP
     + Website piece
       - Idea of having one page hosting hundreds of PDFs is not ideal
       - Should have an anchor page. This would ensure that when PDFs are updated they will automatically update in all areas where the PDFs s are located
       - Would like to have this done by Summer 2016
       - Still need our own blended website
     + Policy and Procedures
       - Probably resources as well
       - Resources for students
         * How to you forward your CCC email to another email address?
         * Would like to include resources with these policies
         * Sue states that we should focus on the website first and add resources in the second wave of updates

1. New Items
   1. Report New Organizational Structure to College Council – Sue
   2. Public Webpage Location – Sue
      * Where do we want it?
        + Under College Information
          - A link in the box on the right
      * Sue will check in with Tara and see if she likes this location
      * Sue will report back
      * Need ARC feedback as well
   3. Outside of Class Work
      * The ISP currently states that there are at least two hours of outside of class work expected for each credit hour each week.
      * There is an instructor who is requiring 15 hours of outside of class work
      * This seems excessive based on the regulations set by the Board of Education
      * Results in an inconsistency between sections of the same course
      * Maybe we could add “a natural diversity among students,” but we are not sure if we want to go down that path
      * Perhaps there is a way to address excessive criteria into the ISP
        + outline what is considered excessive and what is considered standard
        + Bill suggested the following:

“While the above requirements for outside work are stated as minimum, the typical student should not be expected to spend an excessive time on out of class work in addition to a minimum.“

1. Plan for next meeting
   * Next meeting is on February 12th
   * Presenters include:
     + Registration and Transcript Restrictions
     + Underage Enrollment: Student Under 18
     + Math Placement Information in Occupational Degree or Certificate Program
     + Course Substitution and Waiver
     + Determining the Ability to Benefit