Minutes

February 26, 2015

Present: Tory Blackwell, Nora Brodnicki, Larry Cheyne, Patty DeTurk, Taylor Donnelly, Megan Feagles, Jackie Flowers, Darlene Geiger, Sue Goff (Chair), Chris Konieczka, Jane Littlefield, Wes Locke, Ellis Meuser, Jen Miller, Rich Reub, Kandie Starr, Chris Sweet, Dru Urbassik (Recorder), Bill Waters, TJ Holland (ASG)

Not Present: Pam Akini, Jim Martineau, Camilo Sanchez

Guests:

1. Overview from last week-
   * Introductions
2. College Council Feedback
   * Credit/Clock hour standard
     + Second read
     + No further feedback from College Council
   * Self-published Textbook Adoption
     + First read
     + Feedback
       - We have an instructor that has not adopted a traditional textbook but has worked with the publisher to put together a custom package. The students buy the custom package directly from the publisher.
         * We cannot bypass the bookstore
         * The bookstore knows about this and it must go through the bookstore
       - Have we considered materials that are not textbooks?
       - Worried about a conflict of interest as well
         * This is one reason the name was changed to “Faulty Adopted Text” instead of “Self-published”
         * Some faculty are creating PowerPoint resources and charging for them

These teacher materials need to be in the bookstore

One possible solution is to have the students purchase a key code at the bookstore in order to access the resources online

The library is supposed have the same books and resources for each course, so a copy of these items should be housed there as well

Is there a conflict of interest if the course materials are created by the faculty member and they are charging $35 for links and PowerPoint slides in lieu of a textbook from the publisher?

Where is the quality check?

The students could access these links without paying for them

This might be against the last sentence of the summary

If the faculty member is getting funds back from the publisher for these materials then there is a conflict of interest

If this continues CPR will need to print theses costs in the catalog and/or schedule so that students can be informed

Are students in other sections having to pay for an expensive textbook instead of these materials?

Since we don’t have the materials to review it is hard to know how we continue with these specific course materials

* + - * Students have to know the cost of the course and what books or materials are needed for the courses by the time that the schedule is printed. That is law.
      * It looks like we need to look at the publisher materials issue in more detail. The student needs to purchase these items at the bookstore.
      * Does this overlap with intellectual property rights?
        + Depends on whether or not you are getting paid to create the materials
    - The ISP as written seems to cover the basis to determine if materials are appropriate or inappropriate
    - How do we ensure that departments are following this ISP
      * ISP can work with the bookstore to make sure this standard is upheld
      * Perhaps a regular submission of the ISP to the departments at the same time every term
      * The students need to know
    - Next Steps
      * Standard is ready to go to College Council for second read
    - Procedure updates
      * Item 2 was updated on the procedure for this standard
      * Item 3 may need to add text to include text and materials not currently approved
  + Collaboration with ARC
    - Darlene and Sue presented to College Council about the template formats and collaboration with ARC and having a website with a central area for materials
    - Asked about Standard vs Policy terminology
      * Where does this discussion go?
      * In ARC policy is the terminology that they prefer because it has more pull. ARC views a standard as something we strive for
      * College Council stated that policies are created by the board only so we should use standard
      * No solution was determined, ran out of time
      * Keeping with standard for the moment
    - College Council likes the templates and the work that ISP is completing

1. Review Items
   1. Courses That Can Be Repeated for Degree Completion- Jen Miller
      * Pam, Ellis, and Wes met with Jen
      * There are some classes that are variable credit classes
        + Additional credit not replaced credit
      * Suggest renaming the ISP so that students can find it easier
        + Change title to “Courses That May Be Repeated for Additional Credit Towards Degree Completion”
        + Taylor suggests “Repetition of Courses for Additional Credit Towards Degree Completion”
      * Appendix B lists the courses that can be repeated for credit
      * The first three conditions were not altered
      * A fourth condition was added
        + Verbiage from appendix was added about courses being non-challengeable
      * Move condition three to condition one
      * Update the purpose to have terminology state “defines the parameters in which courses…”
      * Next Steps
        + Make changes and move to College Council for first read
   2. Variable Credit- Jen Miller
      * Seems more like a procedure than a standard
        + Need to separate into a standard and a procedure
      * Sub-committee need more time to review this
      * Should information about fees be added to this as well? Students sometimes change their credit hours mid-term and should have the late fee waived
      * Report back in two more meetings
      * Add to curriculum committee agenda- Jen will see if she can attend next week and will contact Dru
   3. Course Substitution & Waiver- Larry Cheyne
      * Added “Director” to condition two
      * Updated condition four
      * Questions
        + If the student wants to substitute a course that is already on the related instruction list it is good to go
        + If the student wants to substitute a course that is not on the related instruction list the student needs to go to the Department Chair for approval for the course
        + Does the ISP cover this?
        + Perhaps we need a sixth condition
          - For items that are not on the list
          - Approved electives for the program would not need to have additional approval if they are being substituted.

Example: substituting MTH-095 for MTH-050

The departments are not advised when their courses are added to an elective list. That is determined by who owns the program, therefore the department would not need to be contacted for an elective substitution waiver

* + - * A table for the different degrees and what equivalents would need approval might be helpful
        + Might want to start with a table and then develop language to support it
        + This table might need to be an appendix
      * Condition three
        + Can we complete substitutions and waivers for the AAOT?

CCC determines which courses meet the state requirements, so yes, sometimes substitutions can be used depending on the course and the requirement that is being satisfied

Waivers for the AAOT happen very rarely

* + - Next steps
      * Report back first meeting in April

1. New Items
   1. Standard vs. Policy- Sue Goff
   2. ARC Liaison- Sue Goff
      * Add standard item on the agenda to have the Liaison inform ISP on what is going on in ARC
      * Need to choose an ARC Liaison
   3. Policy, Procedure, and Appendix Templates- Dru/Taylor
2. Plan for next meeting
   * College council
     + Second read text book
     + First read courses repeated (if Jen updates)
     + Clock/Credit hour comes back to ISP
     + Registration and Transcript Restrictions
     + Underage Enrollment