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 various constituent groups.
2. To coordinate and review educational planning activities throughout the District.
3. To inform and review the Academic Affairs Program and Resource Planning Process (PRPP) priorities.
4. To review and recommend to the Vice President of Academic Affairs new degrees, certificates and majors and the revitalization or discontinuance of existing degrees, certificates and majors.
5. To serve as a multi-constituent clearinghouse for educational matters.

Attending: Mary Kay Rudolph, Robin Fautley, Matthew Greaney, Ron Myers, Susan Wilson, Andrea Alvarado, Freyja Pereira, Melissa Kort, Deb Chigazola, Li Collier, Yo Landa Garcia
Absent: Sara Stanley, Zak Gruey
Guest: Steve Lewis

Call to Order
The meeting was called to order by Mary Kay Rudolph at 3:16 pm.

1. Approval of Minutes
   It was motioned, seconded and carried to approve the minutes for the March 26, 2015 meeting, as presented.

2. Announcements
   • Mary Kay announced to the group that the proposal to combine fall and summer registration for 2016 will not be going forward. The IT Department cannot do this. Scott Conrad and Don Webb confirmed that it is not feasible at this time. There followed a brief discussion regarding the college’s need for automation, improved technology and infrastructures. Mary Kay summarized that we will need to boost enrollments in other ways.
   • Discussion regarding ADTs ensued – currently there are 23 ADTs and all new majors must conform to ADT patterns. AS degrees proposed for Training Agriculture Business, Ag – Plant Science and Ag- Animal Science. It was motioned, seconded and carried for these to go to the Chancellor’s Office for approval.
   • Robin Fautley announced that she attended College Council and shared Policy 3.9, where the AFA representative made a request to see Policy 3.9 proposed changes. She shared that if things are not written in the District/AFA Contract, AFA does not want it. There are issues with proposed language for faculty to report office hours versus what’s in the contract, i.e., “post” office hours. Mary Kay provided a history with respect to how the Enchiridion - an operations manual from yesteryear - became the working contract between AFA and the District. Once language is in the contract it is not coming out. The issue of Academic Senate having primacy on all things 10+1 vs. role of contract and AFA was brought up.
   • Andrea Alvarado spoke to the compromise to move forward with the current language. The faculty areas under the designation of Allied Faculty was addressed. Presently Allied Faculty are those certificated individuals working in Counseling, DRD, Librarians and Certified Athletic Trainers. Melissa questioned the benefit of putting more language into the policy. Robin suggested the committee move it forward as it is since it has been a couple of years now. She stated that Academic Senate doesn’t want to lose primacy.
3. **Status of Revisions to Policy and Procedure 4.7.1/P, Faculty Absences** – Melissa Kort, Mary Kay Rudolph  
Melissa Kort reported that the proposed changes could go into effect by fall 2015 by setting up a link in the faculty portal to report absences. Presently, every cluster and every department has its own system for reporting absences. There needs to be one place where emails are automatically generated to students and specific department contacts when an instructor cannot teach. When this gets implemented in fall 2015, instructors will never call in an absence again. Three things will occur: 1) students will be notified, 2) supervisors will be notified and 3) Human Resources will be notified, all via the faculty portal.

Absence reporting needs to connect directly to the Notice of Absence (NOA). Each department needs to list who already receives absence information behind-the-scenes. Faculty will pick from the following choices: (1) Report absence only; (2) Report absence, notify students and file NOA; (3) Report absence, NOA.

A question was raised as to what if an instructor doesn’t have a computer. Mary Kay reminded the group that email is the official communication mode of the district – access to a computer or device is expected. Discussion followed regarding who must be notified (the department chair), the difference between collegial coverage and paid substitutes, district business (which does not require an NOA), as well as contract language.

Pros and cons of collegial coverage was discussed in terms of who benefits and who loses. It was stated that this is a contract issue, not a policy issue. Question was raised as to who makes the decision on substitutes – subs are a District decision because of the monetary impact. Prior to the recent economic downturn, SRJC was spending over $500,000 annually in substitute pay.

It was motioned, seconded and carried to move Revisions to Policy and Procedure 4.7.1/P, Faculty Absences forward to College Council.

4. **Revisions to Policy 3.9.1/P, Syllabi** – Robin Fautley  
Final discussion was held with Robin Fautley reporting that AFA expressed interest in seeing the proposed changes and some objections were noted in regards to what exists in the Contract. Further discussion ensued and Mary Kay & Robin expressed their interest in moving this to College Council as amended. It was motioned, seconded and carried (1 abstention) to move the Revisions to Policy 3.9.1, Syllabi to College Council. Once approved by College Council, it will go to the Board of Trustees for approval. Academic Senate, AAC and AFA have already reviewed. SEIU and Classified Senate do not review for this policy.

5. **New certificate/program proposal – Mechatronics** – Steve Lewis  
Steve Lewis recounted the recommendations made by EPCC during the 2-26-15 meeting: clean up and standardize language, add FTES and unit counts, tabulate student survey results, etc. Mary Kay asked if the proposal will fit into Year to Career. Steve indicated they could be, in bite-sized units. It was motioned, seconded and carried that the Mechatronics Certificate/Program proposal be moved forward to the Bay Area Deans Certificates and Majors, after which it will go to the Curriculum Office for scheduling on a Curriculum Review Committee agenda, and finally to the Board of Trustees.

6. **Meeting review and confirmation of next agenda items** – All  
- Midterm grades and posting to class rosters for online courses, short courses and late starts
  Freyja Pereira

7. **Pending Items**  
  a. Health Sciences Career Pipeline – Deb Chigazola  
  b. General Education Student Learning Outcomes  
  c. Discussion Item: Sexual Assault Prevention

8. **Adjournment**: The meeting was adjourned at 4:58 p.m.
Committee Membership for 2014-2015
Administrators: Mary Kay Rudolph, Freyja Pereira, Deborah Chigazola, Ron Myers, Yolanda Garcia
Faculty: Robin Fautley, Melissa Kort, Matthew Greaney, Andrea Alvarado, Susan Wilson
Student Representatives: Sara Stanley
Information: KC Greaney
Ex-Officio: Li Collier

EPCC Meetings Spring 2015
All meetings are 3:15pm-5:00pm in Plover 526

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