

Educational Policy Committee (EPC) Meeting

Minutes of December 4, 2012

Committee Members: Steve Aurilio (Chair); Brian Daniel; Katharine Harer; Imelda Hernandez; John Mosby; Joe Morello; Rashin Parsa; Janet Weber; Rick Wallace.

Members Absent: Janet Weber

Guests: Melissa Matthews and Jacquie Escobar Motion/Second/Carried = MSC
Scribe: Steve Aurilio Timekeeper: Steve Aurilio

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| I. | CALL TO ORDER: | 2:00 PM by Steve |
| II. | QUORUM? | Yes (8 members present) |
| III. | ADOPTION OF TODAY'S AGENDA: | MSC: Joe/Rick/Carried |
| IV. | APPROVAL OF PREVIOUS MINUTES: | MSC: Joe/Rick/Carried |
| V. | PUBLIC PRESENTATIONS BY GUESTS: | See below |
| VI. | OLD BUSINESS: | As follows: None |
| VII. | NEW BUSINESS: | As follows: See below |

Proposal for change to the 2013-2014 Catalog's course repetition language

Melissa Matthews, Counselor/Coordinator for the Disability Resource Center (DSPS) and Jacquie Escobar presented a proposal for a change to the 2013-2014 Catalog's language relating to course repetition, as referenced on pages 39-40 of the 2012-2013 Catalog. This change would put us in compliance with Title 5 mandates which allow for repetition of special classes whenever necessary *"to provide an accommodation to a student's educational limitations pursuant to state and federal nondiscrimination laws."*

Repetition is permissible under the following circumstances:

- (a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific class; or
- (b) When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

(c) When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further the achievement of that goal.

It would also be consistent with SMCCCD District Policy for Course Repetition, Section 55040 (c) (7) which states, "... permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029..."

Currently, Skyline's Course Repetition Policy does not address the issue of special courses, thus prompting this proposal to reflect Title 5's language and the needs of our students with disabilities.

Melissa and Jacquie proposed the following language change for the 2013-2014 Catalog: Referencing page 40 of the current Catalog, that provision

"6. Extenuating Circumstances..." be renumbered to

"7. Extenuating Circumstances..." and that the "new" #6 would read:

"6. Student with a disability repeating a special class for students with disabilities

Yes, student can repeat an unlimited number of times if it is determined that such a repetition is required as a disability-related accommodation for the student's preparation and continued success in general and/or special classes.

Joe asked if this would also apply to students in Adaptive P.E. courses. Melissa said yes, as well as to DSKL 825 students and to Dragon-speak class students.

The Committee called for a motion to approve the proposal as stated by Melissa Matthews. Joe Morello made the motion as stated, and it was seconded by Rick Wallace. All voted in favor of approving the motion.

Rick said that he and John Mosby would forward the proposal to the next level, which would be the Enrollment Services Committee (ESC), at their next meeting which is scheduled for Friday, December 7th. Rick would contact Jennifer Hughes to get the proposal on the agenda for the upcoming ESC meeting.

John said that District Matriculation would be having its meeting on Tuesday, December 18th.

Review of Shared Governance and Planning Document, for Academic Senate

On Tuesday, 11-20-12, I received a request from our Academic Senate President Leigh Anne Shaw asking that the EPC look over the Shared Governance and Planning (SGP) document, which she attached to the email, and to make recommendations on whether we should adopt it. A copy of the 60-page document was brought to our meeting, and some questions were raised by the Committee, such as:

1. What portions of the SGP Manual are we supposed to review?
2. Is the Academic Senate under any timelines with regard to our review of and response to the SGP document, especially since this was our last meeting of the year?
3. What is the relevance of our specific Committee's review and recommendations for adoption of the SGP Manual? (i.e. is the EPC the appropriate committee for this document's review?)

Joe noted that the SGP document consisted of a substantial portion on committees, and wondered if there was consistency in committees, such as what constitutes a "quorum", who are "voting members", should there be a list of "standing" committees and "ad hoc" committees, and if possibly some of the committees might best be consolidated.

We decided and agreed that we would table the matter until we received more guidance from Leigh Anne on how to proceed with this, as well as to have more time to review the 60-page document.

Following the meeting, I emailed Leigh Anne for guidance, and she provided the following guidelines:

"Steve: Thanks for diligently bringing it to the committee on such short notice. If January 22 is not too soon for the committee to make any comments, recommendations, or suggestions, that would be acceptable. If not, your second meeting of the semester (presumably in February) would suffice.

For focus, I would consider the following (but you should not be limited to this):

1. Does the Shared Governance and Planning Manual accurately represent the Shared Governance processes as they happen at Skyline College? Are there any inaccuracies or omissions that you can readily see?

2. Does the Manual describe all the SG 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?

If the Ed Policy Committee can offer some feedback in these areas, the manual will then go to Senate for approval, likely based on EPC's recommendations.

I hope that helps – let me know if you need any more guidance on this. I'm sorry not to have provided this guidance to you before you met, but at least the document has been sunshined and now EPC members can more easily review it for the elements above, and others, as you deem necessary."

I told Leigh Anne that I would forward this to the EPC and that we would put it on our January 22, 2013 agenda.

Educational Policy Committee Web Site Update

Our web site has been updated with as current and complete information as available. The two areas of Members and Contact Us have been updated to include our newest members. John noted that we needed to correct our posted meeting time from 1:30 to 2:00 pm. This was done right after our meeting.

New Educational Policy Committee Members

Two divisions that were not recently represented were Science/Math/Technology (SMT), and Associated Students of Skyline College (ASSC). Steve contacted Ray Hernandez and Amory Cariadus to see if they'd provide us with representatives to serve of the Committee. Brian Daniel is once again representing S/M/T, and new to us from ASSC is Rashin Parsa.

Adjournment

No other business was discussed, and the meeting was adjourned at 2:45 p.m.

Next Meeting

Next EPC meeting is scheduled for **Tuesday, January 22, 2013** 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