MINUTES

Members Present: Dan Calderwood, John Johnston, Peter Blakemore, Steve Brown, Kady Dunleavy (All Present)
Guests: Mark Renner, Keith Snow-Flamer

1. Call to Order: Copresident Calderwood called the meeting to order at 12:07

2. Public Comment: No comments were forwarded

3. Action Items

3.1 Approve December 15 Meeting Minutes: On a motion by Steve Brown, seconded by John Johnston, the minutes were approved as written.

4. Discussion

4.1 Online Proctoring: Mark Renner reminded the committee that AP 4105 Distance Education has a proviso about online proctoring. There hasn’t yet been a process defined, and it is now “all over the place”. A procedure/method shall be developed that will work for proctoring participants. The procedure and forms will be ready to go through discussion/approval at the Senate. Documents will be ready for discussion on Feb. 20/Senate. Tina Vaughn in the Academic Support Center (ASC) has been instrumental in developing a standardized form for proctoring. Expenses for hiring a proctor are the responsibility of the student asking for an approved proctor, as per the policy. Standards will be outlined for all students, including those taking classes in a different city/county.

4.2 Canvas Access Settings: Mark Renner explained that the access dates for Canvas should be a conversation among instructors. Setting up the specific dates for when students can access a course has had some problems, in that there may be unfair advantages for some students who register early and have access to assignments and other areas of course before the official beginning of the term. Instructors should be able to start working on courses the moment they are uploaded into Canvas, but student access should be “read only” for viewing the syllabus and printing specific documents; they should not be able to start any course work until the course begins, officially. Conversation then began around the policies about instruction ONLY within the set calendar, which may be discussed at a future Senate meeting. What should the access dates be? The CRFO issue should be examined (working outside the calendar dates) by CRFO. We need to know what the boundaries are, according to Ed. Code and District policy. What are the regulations/impacts of turning in grades late. There is a conception in Admissions and Records that “the Faculty” cannot be “forced” to turn in grades in a timely manner. Chat with Keith and perhaps a Senate Discussion.

4.3 Degree and Certificate Residency Requirements Update (no policy exists): Keith Snow-Flamer explained that this is catalog language that could be
revised to enable student completion rates to rise. Faculty should be included in a decision on whether to change the language or drop it entirely. There are two separate issues (the language can be found on pages 28: “Additional Degrees: To be awarded an additional degree, a student must complete a minimum of 15 credits at College of the Redwoods with a 2.0 or better in addition to the credits required for the first degree and must also complete all of the specific course requirements for the additional degree.” and on page 29: “Residence Requirement: A student must complete a minimum of 15 semester units and a minimum of 12 of the required units in the major field of study at College of the Redwoods.”) We don’t want to be a “Diploma Mill”, but we also need to help our students’ success rates. Since it’s a catalog issue, it shouldn’t have to go through an approval process, just the Curriculum process for catalog updates. A policy does exist (for A degree, not for second degrees), which Steve Brown used for his department’s self-study, recently.

**Quote from BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION: DEGREES AND REQUIREMENTS--The District will award the Associate of Science Degree in a specific program area, the Associate of Arts Degree or the Associate of Science Degree in General Studies, and the Associate of Arts degree in University Studies. These degrees will be awarded to students who have completed all requirements with a minimum cumulative Grade Point Average of 2.0 for all courses applied to the degree and who have earned a "C" or better in each course required for the degree except for unrestricted electives. Unrestricted electives are courses that are not specifically required to meet program or general education requirements. The degree course work must include at least 18 semester units in General Education. Of the required units, at least 15 semester units and 12 of the required units in the major field of study must be completed at the District. Specific degree requirements are adopted by the Board of Trustees, relying primarily upon the advice and judgment of the Academic Senate. These requirements will be reviewed periodically by the Academic Senate and its Curriculum Committee to ensure relevance, currency, and consistency with State regulations. So the language in the catalog for residency will be done by the catalog group.

4.4 Degree and Certificate Analysis: Keith Snow-Flamer explained that CR currently has about 55 degrees, some of which may be extraneous, and which because there are so many, the Counselors/Advisors are not aware of all of them. Using AP 4021 Program Revitalization, Suspension, or Discontinuation, we may be able to sunset some of them. This would be especially helpful toward the two-year course schedule that is being developed for utilization in Fall 2015. Senate might begin trying to analyze which degrees COULD be sunsetted, and then use the processes in AP 4021 to decide what will happen to them.

4.5 Associate Dean Position Update: Keith Snow-Flamer presented a document outlining the recommendation to create four part-time associate dean positions to assist the Deans. It will be brought forward at the February 6 Senate meeting for discussion (without the last paragraph).

4.6 GS215-Faculty Advising: Keith Snow-Flamer presented the draft implementation plan for this course, which is at Curriculum right now for approval. It details the timeline and outlines how teaching faculty and
counselors/advisors can provide different expertise in the development of each student’s Student Education Plan.

4.7 Ideas to Better Define Parameters of Divisional/Departmental Reports: John Johnston presented a description and timeline for reports, and will include forms when the subject is brought for discussion at Senate on February 6.

4.8 MDC Strategies: Dan Calderwood suggested that using the Student Equity Annual Planning Actions tables to outline MDC’s priorities. Deanna Herrera-Thomas was instrumental in writing up the responsibilities.

4.9 Senate Agenda for February 6: Most of the additions and omissions were incorporated during above conversations. The need for two new College Council reps from Academic Senate will be announced Feb. 6.


6. Adjournment: By mutual consent, the meeting was adjourned at 1:21 pm.

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