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| Southwestern College Academic Senate Executive CommitteeSpecial Meeting |
|  | DATE: 4/3/2014 | 3:30 p.m. - 5:00 p.m. | Room 104B |
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| Facilitator | Randy Beach, AS President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| Atteding | Randy, Andrew, Diane, Chris, Caree, Susie, Patti, Angie, Rebecca, Steve (Guest Mia McClellan) |
| PLEASE BRING | Access to all materials (on paper or electronically) |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **notes** |
|  | Call to order; approval of agenda | Beach | Action | 0 minutes |  |
| The meeting was called to, order at 3:30 by ASP Randy Beach. |
|  | Announcements | Beach | Discussion | 10 minutes |  |
| Randy received an update from the statewide curriculum chairperson – John Stanson- who said we should vote at full senate on the graduation requirements. It was suggested we set up a pro/con speaker situation as we have done in the past with compressed calendar.. Curriculum should present to Senate on all the changes including eliminating the local graduation requirements.  |
|  | [AP 5075 Course Adds and Drops](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/5075%20AP%20Course%20Adds%20and%20%20Drops.docx) | McClellan/Beach | Discussion | 10 minutes |  |
| This and AP 5075 and 4230 are both being revised. Part of this is looking at how to define a “W”. 5075 says 75% of the term is a “W” – 4230 says 70% of attendance is a “W”. We use the 12th week in the system, but legally can go to week 14 thus leaving some flexibility. We are now going to have to be more precise on our dates. There was much discussion that will continue at a later date.  |
|  | Announcements | Beach | Discussion | 10 minutes |  |
| We need to decide if we are going to appoint the ATC Chair or have an election. By-laws currently say that this is appointed. We usually elect the Delegate/Communication Research Officer at the last meeting. It was suggested we announce this now so people can plan ahead and consider doing the position, and paperwork can be completed in a timely manner. If we elect at the May 20th meeting the GB will not approve the position until June – which may not be a big problem. We voted to appoint the ATC Chair. Randy will do a shout out for people interested in the ATC Chair position. Calling a special meeting on April 29th was suggested. This group supported a special meeting on 4/29/14. April 29th will be the election for R&C. |
|  | [BP 4000 Academic Integrity](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/4000%20BP%20Academic%20Integrity.docx) | All | Discussion/Action | 5 minutes |  |
| This is a revision, as it has not been updated since early 2000. Most of the language comes from ACCJC. A line about online was added. This will go for first read on 4/22 and for a final read on the 29th. Randy pulled up the document and made changes as we discussed it.  |
|  | [BP 4230 Grading](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/4230%20BP%20Grading%20and%20Academic%20Record%20Symbols.docx)[AP 4230 Grading](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/4230%20AP%20Grading%20and%20Academic%20Record%20Symbols.docx) | Beach | Discussion | 15 minutes |  |
| Mark Samuels has led the team working on this. This is a short policy and procedure that have been blurred together, and now being teased into separate policy and procedures. It basically says we give grades. It also discussed with “W” timeline issue. They are trying to further define “I” grade. “I”’s over a year old need to be set up by computer services to be changed to an “F” automatically if the grade is still an “I” after one year.  |
|  | [BP 7122 Min Quals, FSAs and Equivalency](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/7122%20AP%20Min%20Quals%20FSAs%20and%20Equivalency.doc) | Beach | Discussion | 5 minutes |  |
| Right now we have 2 P/P’s addressing minimum quals. These have been combined into BP and AP 7120. Eric mentioned that this should go to SCEA first to make sure it aligns with the contract. Randy called up the document and made changes as they were discussed. This will go to Dean’s Council on Monday for review.  |
|  | [AP 7122 Min Quals, FSAs and Equivalency](https://portal.swccd.edu/Committees/PolicyProcedureDrafts/Standardized%20Document%20Library/7122%20AP%20Min%20Quals%20FSAs%20and%20Equivalency.doc) | Beach | Discussion | 10 minutes |  |
| This will make the Equivalency committee a committee of the senate. Randy called up the document and made changes as it was discussed. There is an emergency procedure with an example about someone quitting 3 days prior to the start of a semester. It was suggested that the Academic Senate President or designee in consultation with discipline faculty decide on equivalencies in emergency situations. Temporary equivalency or provisional equivalency does not exist so it will be eliminated.  |
|  | [BP 4260 Prerequisites](https://portal.swccd.edu/Committees/AcaSen/Shared%20Documents/Current%20Topics%2C%20Ad%20Hoc%20Committees%2C%20Policy%20Review%20in%20Progress/Policy%204260%20Prerequisites%2C%20Corequisites%20and%20Advisories/Policy%20Procedure%204260/4260%20BP%20Prerequisites%20draft%202-6-14.docx) | Beach | Discussion | 5 minutes |  |
| This is pending.  |
|  | [AP 4260 Prerequisites](https://portal.swccd.edu/Committees/AcaSen/Shared%20Documents/Current%20Topics%2C%20Ad%20Hoc%20Committees%2C%20Policy%20Review%20in%20Progress/Policy%204260%20Prerequisites%2C%20Corequisites%20and%20Advisories/Policy%20Procedure%204260/4260%20AP%20Prerequisites%20draft%202-06-14.docx) | Beach | Discussion | 10 minutes |  |
| This is pending. |
|  | [Content Review Implementation Plan](https://portal.swccd.edu/Committees/ASExecCommittee/Standardized%20Document%20Library/Content%20Review%20Implementation%20Plan.docx) | Beach | Discussion | 10 minutes |  |
| We approved 4260 when title 5 changed allowing districts to allow content review pre-reqs. The policy has minimal changes but the procedure has changed quite a bit.  |
|  | Curriculum Committee Chair JD | Beach  | Discussion |  |  |
| Randy pulled up the proposed job description and made changes to it as the group discussed it. We hope to get this done soon so we can have someone in place for next year.  |
| 13. | Adjournment | Beach  |  |  |  |

GUESTS:

Next Academic Senate Executive Committee Meeting: Thursday, May 1, 3:30-5:00 PM