Educational Advisory Council (EAC) Report 2012-13

The EAC is an advisory council to the president comprised of (majority) faculty, students, classified staff, academic professionals, and administrators. The EAC continued this year with a full slate of members (49) under the leadership of Sylvia Gray, Chair, in conjunction with the other EAC Leaders, comprising the chairs of the five standing committees: Susanne Christopher, Degrees and Certificates; Jim Parks, Curriculum Committee; Pete Haberman, Academic Policies and Standards; Sarah Dykes, Student Development Committee; and Marlene Eid, Membership Committee. The following is a list of highlights, which are presented in fuller detail in the EAC minutes as well as in the standing committee minutes:

• We discussed at length and recommended for approval to Dr. Pulliams the revisions to the Student Rights and Responsibilities Handbook (See Student Development Committee Report below).
• We recommended for approval to Dr. Pulliams one new degree and four new certificates (See Degrees and Certificates Report below).
• We revised a number of policies (see Academic Policies and Standards Committee Report below).
• The Curriculum Committee, Degrees and Certificates, and EAC Leaders were involved in collaborative work with the Learning Assessment Council, especially with regard to accreditation.
• The Degrees and Certificates and Curriculum Committee’s leaders and members spent much time in consultation with the Curriculum Office selecting and implementing CourseLeaf software.
• The EAC Leaders met consistently with the President and Vice-President of Academic and Student Affairs to keep communication lines open, and the EAC chair met with union representatives, campus presidents, and others throughout the college.
• The EAC Leaders met monthly with the Deans of Instructions to discuss academic initiatives.
• We initiated two taskforces, Academic Integrity and ACCEPT (Addressing the Collective Climate and Experience of Part-timers).
• We were updated throughout the year concerning issues regarding the following, with discussion ensuing:
  o The Completion Investment Council (CIC)
  o The Learning Assessment Council (LAC)
  o The Dean of Student Affairs (enrollment and registration changes)
  o The Director of Distance Learning, especially with regard to the previous EAC taskforce on Distance Learning.
  o The Oregon Educational Investment Board (OEIB)
  o Initiatives in the state legislature
  o Dual Credit Initiative
  o PCC’s involvement with the Greater Portland Regional Center of Expertise on Education for Sustainable Development
• We updated the EAC webpages.
To keep us abreast of nationwide issues and discussions, Chris Chairsell distributed Terry O’Banion’s *Access, Success, and Completion: A Primer for Community College Faculty, Administrators, Staff and Trustees* to EAC members.

**Standing Committee Reports:**

**Degrees and Certificates Committee (DAC)**

Chair: Susanne Christopher

During the 2012-13 academic year, the EAC Degrees and Certificates standing committee held nine monthly meetings and a June retreat.

**Degree and Certificates: New or Revisions**

- Over the academic year, we reviewed and recommended for approval over 100 AAS degree and certificate revisions. We also discussed, reviewed and recommended revisions to three of our other degrees: ASOT in Business, AAOT and AS.
- A new AAS Degree, Multimedia Video Production, was approved by the EAC and Dr. Pulliams.
- Four new certificates were brought before the committee for discussion and recommendation. All four certificates were recommended for approval to the EAC and Dr. Pulliams.
  - Two new certificates were from an existing PCC program, Management and Supervisory Development (MSD).
  - Two new certificates were for a new program at PCC, Lactation Consultant Program, which will be hosted by the Health SAC. All were recommended for approval.
- In addition to PCC certificates and degrees, the DAC committee reviews degree and certificate revisions for our contracting colleges. All were approved.
  - In the 2012-13 academic year, Tillamook Bay bought three certificate revisions to our committee.
  - Columbia Gorge bought a new certificate.

**Academic Standards and Practices Handbook/Catalog:**

- The DAC worked on *Academic Standards and Practices Handbook* sections.
  - We discussed several
  - We made recommended changes to A106, which was approved by Dr. Pulliams.
  - We wrote a new introductory section to the handbook, C100, which was also approved by Dr. Pulliams.
  - We continue our discussion on G303 into the 13-14 academic year.

**Focus Award:**

- Focus Award Guidelines, first established eight years ago, were reviewed and revised. In addition, a new focus award, Sustainability, was recommended for approval.

**Discussion Topics:**

- Topics under discussion include:
  - AAS Math Competency Requirement
  - G303 – Catalog stop out process and practice
  - Repeat Policy
  - Course equivalencies and cross-listing
Curriculum Committee
Chair: Jim Parks

The Curriculum Committee reviews--and makes recommendations regarding--new courses, revisions to existing courses, general education designations, transfer eligibility, cultural diversity designation, and related instruction. This year, 654 items came before the committee, not including experimental courses, which are approved by the Deans of Instruction and listed on the agenda as informational only.

In addition, the committee was involved in discussions in conjunction with the Degrees and Certificates Committee on course equivalencies, cross-listing and repeat policies. The committee is involved with the changeover to the new software system, CourseLeaf, which should streamline, clarify, and expedite paperwork processes established around curriculum approval.

The committee has engaged in discussion with various committees such as Degrees and Certificates, as well as the Learning Assessment Council, concerning practices and policies. In an attempt to learn more about outcomes assessment, next year the committee will begin asking Subject Area Committees (SACs) bringing new courses through to give examples of how they assess course outcomes. This will help the committee better understand the different assessment processes used. We hope the examples will give us guidance in the future as PCC progresses with outcome determination and assessability.
Besides our work on the Academic Policies and Standards (APS) Handbook (see below), the most significant development in the APS committee this year was the adoption of a multi-location meeting format. In order to eliminate the required commute to Sylvania for meetings, we took committee-member Eric Kirchner’s suggestion and established “satellite meeting locations” at Rock Creek and Cascade that we linked to a meeting location at Sylvania via conference call (for audio communication) and Collaborate (for file-sharing). We had a few stumbles with the technology at the start but, once we figured it out, this multi-location meeting format worked fantastically. It was disappointing not to see each other’s faces at our monthly meetings but eliminating the Friday afternoon commute between campuses was enthusiastically appreciated by many committee members.

Below is a list of the APS Handbook documents that we worked on this year along with brief descriptions of the more significant changes to college policies, standards, and practices.

**C102: Course Challenge**
- Clarified that the challenge process must assess whether a student has met the content and outcome objectives for the course.
- Specified that an instructor who teaches the course must determine the student’s grade.
- Included an accreditation requirement that course challenges cannot exceed 25% of a student’s credits for a degree or certificate.

**I301: Instructor Qualifications**
- Filled a gap in the policy by clarifying that “grandfathered” instructor qualifications cannot be used when an instructor applies for a change in job-status. Consequently, if a part-time instructor applies for a full-time position or for assignment rights, he/she must satisfy the current instructor qualifications at the time of application.

**S704: Syllabus Standards**
- Revised to the sample ADA statement.
- Inserted a statement that encourages instructors to make syllabi available to students prior to the start of the quarter.
- Provided more-concise ways to reference the required content from CCOGs and from the Student Rights and Responsibilities Handbook.

**L401: Library**
- We started working on L401 in Spring but ran out of time to complete the revision process so we plan to return to it next Fall.
**Student Development Committee (SDC):**
Chair: Sarah Dykes (from April, 2013) [earlier, Luis Rodriguez; in December, Greg King]
Dean Liaison: Heather Lang

The **Students Rights and Responsibilities** and the **Student Code of Conduct** were revised and presented to the EAC, and they were approved on November 14, 2012 and subsequently approved by Dr. Pulliams. The Student Rights and Responsibility Policy on Student Conduct was approved with the caveat that the SDC will review the procedure for the disciplinary process (section 12). At present, the **Disciplinary Process Review Committee**, a sub-committee of the Student Development Committee, is reviewing the disciplinary process at each campus. Members of the committee are interviewing Deans of Students at each campus to identify common practices across the college and how procedures are aligned with the current Code of Conduct.

**Grievance Procedures and Grade Appeals:** Formerly, in the **Student Rights and Responsibilities Handbook (SRRH)**, “Grievance Procedures” included both grade appeals and student complaints. As a result of reviewing the SRRH, new language and procedures for grade appeals and complaints will help identify, direct, and resolve student grievances in a timely manner. A draft of the revised “Grade Appeal Procedures” was introduced to the EAC, recommending a clarification for grade appeals as distinct from the general process covered formerly covered by grievances. (Historically, grade appeals comprised the majority of grievances filed.) The new draft further defines the scope and simplifies the procedures of grade appeals. **The final draft of the Grade Appeal Procedure was presented to the EAC and approved on May 15, 2013. Dr. Pulliams signed the final copy on May 20, 2013.**

**The Complaint Process:** This process is currently under review by a committee of the SDC as the alternative to complaints that are not covered by the “Grade Appeal Procedures.” An initial draft was shared with the SDC. The group is defining language and process to be inclusive of Distance Learners and for uniformity across the college. The committee is making an effort to include resolution resources for students and/or coaching. The committee is meeting with stakeholders to solicit feedback and to identify the “official” feedback mechanisms for students.

**Academic Fresh Start:** This proposed process was discussed at the EAC in June 2012 and is expected to come up for approval in September. PCC has a select number of students who have experienced a true “False Start” at PCC many years ago. The committee is now engaged in defining criteria and limitations for an Academic Fresh Start Policy. The policy would exclude all prior grades from a GPA calculation, within the guidelines of the policy. Most students address issues of a poor GPA through the current Course Repeat Policy. However, the Registrar and Student Records receive periodic requests from students who truly experienced a “false start” at PCC many years ago. Those students returning to PCC after a period of poor academic performance, as defined by a “stop out,” and who are seeking re-entry at the college may benefit from this policy. Examples of particular cases where the Courses Repeat Policy would be of little benefit include: students interested in a new course of study; students seeking PCC Foundation scholarships; students applying to limited entry CTE programs; students whose initial course work is no longer is offered by the college.
Membership Committee
Chair: Marlene Eid
Purple: Renewing membership for a second term, or another year; Green: New EAC members; Blue: Leaving the EAC
In April the Membership Committee oversaw the election of the EAC Chair in accordance with the EAC Bylaws. Sylvia Gray was elected for a second year term (of a possible five years).

Membership Committee Recommendations:
The EAC and Dr. Pulliams have approved the following persons nominated by the Membership Committee for membership beginning July 1, 2013:

For Three-Year Terms:
- Full-Time Faculty, second term, ending 2016
  - Greg Kaminski
  - Michael Sonnleitner
  - Leslie Boyd
- Full-Time Faculty, first term, ending 2016
  - Rebecca Ross, Math, SE
  - Cathy Alzner, History, SY
  - Glen Truman, CTE Computer aided Design & drafting program, SE/ELC Center
- Academic Professional, Second Term, ending 2016
  - John Whitford

For up to a three-year term:
- Replacement:
  - Michael Meagher, Health, RC (replaced Holly King, Communication, RC, Fall 2012)
- Part-Time Faculty, first term (ending 2016), first year:
  - Leslie Chao, Chemistry, RC
- Part-Time Faculty, second term (ending 2015), second year:
  - Kerry Pataki
- Part-Time Faculty, first term (ending 2015), second year
  - Karen Carroll
- Part-Time Faculty, first term (ending 2014), third year
  - Jennifer Hall
  - Ricci Elizabeth

Leaving the EAC: Faculty
- Virginia Somes, Math, CA: but will continue to serve on the Academic Policies and Standards Committee
- Rosa Bettencourt, Political Science, SY
- Paige Talbot, PT, English / Composition, RC
- Mike Rasmussen, Welding, SE
- David Jacobson, Developmental Education, SY: but will continue to serve on the Membership Committee.

Leaving the EAC: Students
- Esther Forbyn, CA
- Jonathan Mena, RC
- Colin Peddicord, SE
- Daisy Nguyen /Rayleen McMillan, SY

Thank you so much for your service and contributions to the college through the EAC. The students and your colleagues are grateful. Special thanks to Chrissy Randall, David Jacobsen, Diane Moore and...
Michael Sonnleitner, EAC Membership Committee Members, for their guidance in my new role as the EAC membership chair.