

1/26/05

Keystone Council
Minutes for Wednesday January 26, 2005

Attendance: Jerry Christensen, Paul Baker, Barb Bills, Karen Potter, Jim Allen, Lester Hampton, Keith Skinner, Dixie Lewis

Adjusted Agenda:

Information Items

- 1. Subcommittee reports (including shared governance subcommittee reports on essential school structures.)
- 2. Faculty Associates Code of Ethics revisions (attached)
- 3. Principal Search committee Report

Action Items

- 1. Discuss policy for non-master schedule student courses (attached)
- 2. Discuss course scheduling policy draft (attached)
- 3. Other

Information Items:

1. Subcommittee reports (including shared governance subcommittee reports on essential school structures.)

Paul Baker presented a draft of the information the Shared governance subcommittee had compiled (in a packet). The goals of the compilation were to create a document that had a one-page overview of all of the decision making entities at UHS including an overview of each standing Keystone committee. He then gave some context to the work being done by describing the history of committee work at UHS as without clear purpose or impacted by such factors as principal turnover . Thus the hope of the shared governance subcommittee is too create a definitive document describing the longstanding committees at UHS – such a document can be used to hold the committees accountable.

Paul also said that some of the document is incomplete at this time because the structures do not exist, however, the shared governance committee is pursuing the establishment of some of these structures with the administrations help. Jim Kelly (a member of the shared governance subcommittee), for example, is moving forward with Candice Swift on establishing personnel and student conduct committees and Jim is working with Kurt on developing a co-curricular committee – but the work is slow moving because all parties want to be careful.

Paul added that there are also some structures that the shared governance committee is unsure about – for example the research committee, which is problematic because the committee would oversee work the faculty has no real time to do, though this group might help facilitate this kind of work (by taking care of IRBs and the like)

Dixie added that there used to be a research committee, but Sandy Brown was chair and it dissolved after she left.

Brian said the essential schools documents looked good, but were incomplete in scope. They need to include information about unit-wide committees as some of these committees, such as scheduling, have an impact on the work being done at UHS.

Paul agreed that there might be groups that needs to be added – in fact some of the work necessary was simply deciding what groups need to be added to the list. The Council needs to read the document and share their reactions and suggestions for revision.

Paul also added that its important to finish the document soon because it will serve an important role in the principal search as it will both provide a framework of shared governance for principal candidates to see and serve as a guide for the new principal when hired.

2. Faculty Associates Code of Ethics revisions

ACTION: The Council agreed to the changes proposed to the Faculty Associates Code of Ethics.

3. Principal Search committee Report

Karen reported that there were 18 principal applicants and that the principal search committee had read through all of the applications and resumes and was in the process of determining which candidates would be called for phone interviews.

Action Items

1. Discuss course scheduling policy draft

Brian presented the policy language being proposed to establish the scheduling policy.

Karen identified that the policy may present problems for foreign language because in that department some teachers are needed to teach certain classes – there is far less flexibility.

Janice Ives agreed – the same problem – that there are certain courses where there is only one teacher qualified to teach – exist in science. Does this procedure limit options for students who want to take those courses? Will there be a priority to those courses that are filled or that are necessary?

Keith Skinner said the system is set up to give students the options, but also to try to make as many accommodations as possible to the departments and the specialized courses. There will be some hard decisions to make – but those decisions will be

administrative. Also – seniors register first which gives them priority in necessary courses.

Brian identified that the committee that was proposing the policy wondered if there should not be some element of course priority to document – that students should indicate several courses they would like to take, with priority indicated, to make registration more streamline – thus freeing up the councilors from having to complete so many one-on-one student conferences.

Dixie suggested that students also indicate a priority for many courses within each department on their registration form so that a student's second or third choice could immediately be accommodated.

Keith said there could be a place for priority on the form, but he wants to maintain some student conferences. It will be necessary – and there are benefits to the conferences. Conferences tend to be one of the best way for him to meet students and sometimes he needs to clearly explain options. The form will have a place for priority – it could expedite some of the less necessary conferencing.

Dixie said it would also be important to inform students at registration they might not be able to get into every class they want.

Keith said he agreed with that but he also wants to maintain some flexibility.

ACTION ITEM: The Council agreed to adopt the proposed scheduling process.

2. Discuss policy for non-master schedule student courses

Karen presented the language for non master schedule student courses.

Jim added that the committee developing this language sought to make this course work available to students mostly for enrichment or remediation: thus a system of one course a year for the four years student were in school seemed appropriate.

Dixie noted that another use of some of these courses, such as IVHS, was to offer students options in situations of course conflicts.

Jim said that determining policy for teacher aides was difficult because it is a personnel issue.

Jerry said that the whole matter seems to border on a personnel issue and curriculum issue and would need more work. The proposed language (especially the use of the word "AND") is problematic because it provides no appeal process for students and limited the role of the administration in the decision making process: a department chair could

eliminate all of the non-master schedule course work – and he was not sure this could be the case.

Jerry also said that he thinks Dr. Dean would want input on this particular policy since it. The committee agreed to seek out his help in reframing the language of this policy.

The committee was asked to revise the language of this policy for the next Council meeting.