

Senior College at Belfast

Board of Trustees

Wednesday, December 14, 2016

9:00 am

AGENDA

Call to order

Approval of minutes

Treasurer's report

Other reports

President – Chamber of Commerce, contracts, value added

Curriculum Committee – see books and materials selections below

Special Events Committee – Martha Laitin

Finance Committee

Community Service Committee

Archives Committee

Membership & Publicity Committee

Festival of Arts

Fundraising Committee

Registrar

Unfinished Business

New Business

Let Bank Books

Curriculum Committee: Books and materials concerns and questions:

Books:

- We need to make sure in the course description that it is clear if a book is required, vs if one is suggested but not essential. If important, a particular edition, with the ISBN number, should be included in the description.
- Since SC is not buying the books, we should remove the comment in the handbook that says instructors get a free copy of the book they want the students to use.
- Though students can get a required book in whatever manner they wish, hopefully we can continue a relationship with Left Bank Books and encourage students to support this local business.

Materials:

For now, if how to handle materials fees is too complicated, could we change last months motion and say students' responsibility is for books only (which as Sydney pointed out, was the only item mentioned in the survey)?

Otherwise, below are comments and questions:

1. Arts/crafts, etc:

- In order to have flexibility for instructors, do we allow instructors to buy the materials if that is their preference. If so:
 - how are they reimbursed? Should they fill out a payment request form to receive a refund from SC? Or do they collect the funds directly from students, and SC does not get involved at all?
 - how do the students pay? Could the additional fee be listed in the course description, and the fee is paid along with the course fee? Can the payment be made with one check, or must it be a separate check? If a student drops the course and the instructor has bought the supplies, would the student receive the supplies and be reimbursed for the course only?
- If we do not have this flexibility, the instructor would be required to include a list of necessary supplies and where the supplies can be purchased. This could be part of the course description, or it could be sent to those who register for the course. It would be made clear that students are required to have those supplies on the first day of class. Thus, would this eliminate allowing first day of class enrollments for such a class?

2. photocopying:

- Being a complicated issue, do we not count this as a materials cost? In this case, do we limit copies to perhaps 15 pages per student per week? A few instructors want to provide more than this amount for their students (e.g., a booklet, instead of a book). Should only this situation generate an additional course charge. For example, if an instructor wants more than 100 pages per student for a course, charge 8 cents/double-sided page. Hopefully the instructor will know by the time course descriptions are published how many pages will be needed, so that fee can be included. As with arts/craft materials, how is student payment done?
- No matter what, we want to encourage instructors to email required or optional readings to their students. If all copying is to be paid by students, those without email would need to be charged an additional fee that others would not be charged. The instructor would need to know approximately how many pages need to be included for such handouts and a fee listed in the course description for those who require printouts.