AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday March 26, 2024 at 4:30 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:
Join Zoom Meeting
https://us02web.zoom.us/j/3311128694?pwd=cVFNbEJtWm40aDZpUlp5WFVxRGVqUT09
Meeting ID: 331 112 8694
Passcode: 0EjSCZ

One tap mobile
+17193594580,,3311128694#,,,,*076927# US
+19294362866,,3311128694#,,,,*076927# US (New York)

Dial by your location
• +1 719 359 4580 US

Meeting ID: 331 112 8694
Passcode: 076927
Find your local number: https://us02web.zoom.us/u/kmHNwDhDX

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related

modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
	Opening Items			
A.	Call the Meeting to Order			1 m
B.	Record Attendance and Guests		Barbara Pemberton	2 m
C.	Adoption of the Agenda	Vote	Jaime Colly	1 m
D.	Public Comments on Agenda Items	Discuss	Chris Edington	4 m
	Public Comment on Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
E.	Public Comments on Non-Agenda Items	Discuss	Chris Edington	4 m
	Public Comment on Non-Action Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
II.	**Action Items**			**4:42 PM**
A.	The Board will consider approving Job Descriptions Compliance Analyst ELOP Instructor/Club Advisor	Vote	Tiffany Tung	3 m

		Purpose	Presenter	Time
B.	Verification of Employment - Andrew Johnson	Vote	Christopher Ahmad	4 m

III. Closed Session — 4:49 PM

A.	Public Comment on Closed Session Item	Discuss	Chris Edington	5 m

Public Comment on Closed Session Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section). Please enter all questions via Zoom chat feature.**

B. Closed Session — 5 m

Closed Session Items:

1. Conference with Real Property Negotiations (Gov. Code Section 54956.8)

- Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation): 171 12th Street, Oakland, CA. APN APN: 002-0081-003-00

2. Conference with Legal Counsel- Anticipated Litigation (Gov. Code Section 54956.9)

- Significant exposure to litigaragraphation pursuant to p (2) or (3) of subdivision (d) of Section 54956.9: 1 case

3. Student Discipline Matter

IV. Closing Items — 4:59 PM

A.	Adjourn Meeting	Vote		
B.	NOTICES	FYI	Barbara Pemberton	

The next regular meeting of the Board of Directors is scheduled to be held on the third Tuesday of the month, April 16, 2023 at 4:30 pm. AIMS does not

Purpose Presenter Time

discriminate on the basis of disability in the admission or access to, or treatment or employment in, it's programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS.
Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Barbara Pemberton, posted this agenda at the AIMS Campus 171 12th Street, Oakland, CA 94607 on March 23, 2024, before 4:30 PM.
Certification of Posting

Coversheet

The Board will consider approving Job Descriptions

Section:	II. Action Items
Item:	A. The Board will consider approving Job Descriptions
Purpose:	Vote
Submitted by:	
Related Material:	Compliance Analyst - AIMS Board Submission Cover Letter.pdf Compliance Analyst JD FY23-24.docx.pdf ELOP - AIMS Board Submission Cover Letter.pdf ELOP Staff Club Advisor JD.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung
Position/Title: Compliance Director
Department: Program Compliance
Date of Submission (MM/DD/YYYY): 03/19/2024

Item Details

Title of Item: Compliance Analyst Job Description
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☑ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Item is being brought to governance and board for final approval.

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 3/26/2024

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

AIMS K-12 College Prep Charter District

Title: Compliance Analyst

Category: Classified

Work Year: **12 months**

Employment Type: **Full time**

Starting Range: **$70,000 - $74,295.45**

FLSA: Exempt

Supervisor: Compliance Director or Designee

JOB GOALS: Under the direction of the Compliance Director or designee, the analyst will be responsible for researching, extracting, and analyzing data from various sources; developing strategies for optimizing processes by engineering efficient solutions based on large datasets; formulating algorithms and models to determine trends and correlations; and presenting findings in an organized fashion. Additionally, the analyst will collect, compile and analyze HR data, metrics and statistics and apply data to make recommendations related to recruitment, retention and legal compliance.
.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Collect, compile and analyze large HR datasets, metrics and statistics to identify patterns and correlations to generate insights and solutions related to recruitment, retention and legal compliance.
- Prepares reports of data results presenting and explaining findings to senior leadership
- Places employees on the appropriate salary range when newly hired, promoted, or reclassified. Computes additional pay for stipends, extended contracts.
- Receives, verifies, and enters personnel transaction information onto an automated (HRIS) human resources information system. Records changes in work hours, classification and pay, job assignment, group benefits, retirement, critical seniority dates, and demographic information. Sets up new employees in the HRIS
- Manage state, federal and local, district reporting requirements and ensure compliance of reports
- Utilizing predictive analytics, linear regression methods, machine learning techniques, etc. to draw meaningful conclusions from the data.
- Provides information to staff in the following areas: compensation, classification, and employee demographics.
- Answers inquiries from employees on a variety of human resource topics.
- Maintains an efficient system for personnel records including control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-to-day record maintenance. Periodically reviews records for completeness and compliance according to established checklists
- Based on metrics and analysis make recommendations for policies/processes/procedures and activities to improve organizational culture

- Facilitates implementation new training, development
- Conduct classification audits to ensure jobs are properly classified exempt or non-exempt.
- Ensure compliance of data privacy regulations and best practices.
- Assist leadership with staffing, leading training, recruiting best practices, and departmental budgets.
- May guide, lead or assist with performance, benefit, compensation evaluation processes.
- Developing algorithms and models to interpret data and determine trends
- Ensuring compliance with relevant industry regulations and standards regarding data management
- Preparing concise reports for educational partner on the insights derived from analyzing collected data
- Customizing solutions based on the individual needs of the organization or department
- Communicating clearly and effectively with both technical and non-technical audiences
- Inputting data in various AIMS information systems HRIS Paycom, EPICenter
- Reviewing all (VOE) Verification of Employment, (DOJ) Department of Justice for hiring new employees
- Update employee contracts to ensure alignment with board approved salary schedule.
- Reviewing and reviewing staff personnel records to ensure compliance with CA Department of Labor.
- Review salary schedules to ensure employee contracts and compensation are in alignment with the HRIS system.
- Supports human resources related compliance projects related to the HRIS systems and programs with cross-functional teams and focuses on improving and enhancing HR related policies, practices, and processes district wide.
- Support with reviewing adopted funded budgets collaboratively with the finance department to ensure alignment of annual rollover of staff individual salaries projected by the AIMS board approved salary schedule.
- Perform all other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree preferred in statistics, mathematics, computer science, or other related field.
- 2 years of data analysis or field related experience
- Fingerprinting and TB test required
- SHRM-CP preferred
- At least 3 years in related areas job classification and compensation, recruitment, training, employee benefits and or equal opportunity compliance is preferred.

KNOWLEDGE AND ABILITIES:

- A good understanding of the fundamentals of programming languages such as but not limited to Python and R is essential for success in this role.
- Strong analytical and problem solving skills
- Through understanding of local, state and federal laws involving employment, HR and HR policies
- Additionally, knowledge of data visualization tools such as but not limited to Tableau, D3.js, and PowerBI should be acquired to create compelling data dashboards and visuals.
- Familiarity with various database systems, such as but not limited to SQL and NoSQL is also advantageous.
- Knowledge of Microsoft Windows, Microsoft Office suite (emphasis on Excel) and Adobe Reader
- Possess the skills to work collaboratively or independently as needed
- Ability to set priorities, multi-task and see projects through from start to finish
- Proficient or the ability to quickly learn the organization's HRIS, payroll and similar management software.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 15 Walking: 15 Sitting: 70

Minimum Body Movement (Frequency): 2

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 1 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung
Position/Title: Compliance Director
Department: Program Compliance
Date of Submission (MM/DD/YYYY): 03/19/2024

Item Details

Title of Item: ELOP Instructor/Club Advisor Job Description
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

☑ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Item is being brought to governance and board for final approval

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 3/26/2024

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?

☐ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☑ Other: ELOP Plan

AIMS K-12 College Prep Charter District

Title: Expanded Learning Opportunities Program Instructor/ Club Advisor

Category: Classified

Work Year: 2023-2024

Employment Type: Part-time

Starting Range: Hourly Rate: $50.00

FLSA: Exempt

Supervisor: Director of Schools or Designee

JOB GOALS: As an Expanded Learning Opportunities (ELOP) Instructor/Club Advisor you will be responsible for planning, implementing, and supervising engaging and educational activities for students participating in the program. This position requires creativity, patience, excellent communication skills, and a strong commitment to supporting the academic and social development of students.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below:

- Provide age appropriate and engaging learning/enrichment activities that align with program goals.
- Create a safe, inclusive, and nurturing environment for students to learn and thrive.
- Supervise and monitor students during program hours, ensuring their safety and well-being at all times.
- Facilitate educational activities, off site field trips, games, arts and crafts, sports, and other enrichment opportunities that promote learning and engagement.
- Collaborate with other program staff, school personnel, and parents to assess student needs, progress, and areas for improvement.
- Maintain accurate attendance records, behavior logs, and other program documentation as required.
- Communicate regularly with parents/guardians regarding student progress, program updates, and upcoming events.
- Participate in staff meetings, training sessions, and professional development opportunities to enhance job performance and program effectiveness.
- Assist with program setup, cleanup, and organization of materials and resources as needed.
- Adhere to program policies, procedures, and safety protocols at all times.
- Complete and hold a valid Food Handlers card.

- Arranges food and beverage items (e.g., placing in food warmer, handling distributing cold meals, a la carte trays, filling racks, mobile carts, etc.) for the purpose of making items available to students and staff for the ELOP program.
- Documentation of all meals given out to students in ELOP program in POS (Mealtime).
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serving customers (students) in a fast, efficient, and friendly manner.
- Performs other related essential functions as assigned.

QUALIFICATIONS:

- Fingerprinting and TB test required
- I9 Verification

KNOWLEDGE AND ABILITIES:

- Previous experience working with children in an educational or recreational setting (preferred).
- Strong organizational skills and ability to multitask in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with students, parents, and colleagues.
- Creativity, enthusiasm, and a passion for working with children and youth.
- Ability to maintain a positive and supportive attitude while addressing behavioral challenges and conflicts.

PHYSICAL ACTIVITY REQUIREMENTS:
Minimum Work Position (Percentage of Time):
Standing: 15 Walking: 15 Sitting: 70
Minimum Body Movement (Frequency): 2
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 50 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 1 Climbing Stairs: 2

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Effective:
Board Approved: Pending Board Approval

Coversheet

Verification of Employment - Andrew Johnson

Section: II. Action Items
Item: B. Verification of Employment - Andrew Johnson
Purpose: Vote
Submitted by:
Related Material:
VOE Andrew Johnson - AIMS Board Submission Cover Letter - Fillable.pdf
VOE Andrew Johnson.pdf
MS Verification - AIMS Board Submission Cover Letter.pdf
MS Verification of Employment.pdf
Teaher Salary - AIMS Board Submission Cover Letter.pdf
Teacher Salary Schedule.pdf
Syllabus - AIMS Board Submission Cover Letter.pdf
Syllabus - ECI - 2017 - 1 (Bb).docx.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information
Full Name: Chaniel Clark
Position/Title: Head of Academics
Department: HS
Date of Submission (03/19/2024):

Item Details
Title of Item: VOE Andrew Johnson

Is this item a: ✓ New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals
Has this item been reviewed by:
□ Superintendent
□ Chief Business Officer (CBO) (If budget changes)
□ Director of Compliance (If plan changes)
✓ Neither

Committee Review
Has this item been through the appropriate committee review process?
□ Yes ✓ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information
Is there a submission deadline for this item?
□ Yes ✓ No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $
Is this expenditure included in the annual budget?
□ Yes □ No
Please specify in which plan this expense is indicated:
□ SPSA □ LCAP □ Other:

Board Submission Cover Letter | Version: Spring 2024

AIMS K-12 College Prep Charter District

171 12th Street|Oakland CA, 94607

Verification of Previous Work Experience

**The Verification of Previous Work Experience(VOE), can be submitted to previous employers to assist with years of service for salary placement. As indicated on the form, each section of the VOE must be completed and signed by the previous District/Organization. An Authorized Official is required to sign, date,and provide contact information.*

Employee Section

Employee Name:	Andrew B. Johnson	Employee Social Security Number:	410-04-3193

Employer Section

Hire Date: 08/18/2007 Termination Date: 05/19/2017

Job Title	Certificated Position?	School Year	FTE	Number of Days in School Year	Number of Days Employee Worked
Assoc Prof.	Y	2007			mid aug 2007 - mid may 2008
Assoc Prof.	Y	2008			mid aug 2008 - mid may 2009
Assoc Prof.	Y	2009			mid aug 2009 - mid may 2010
Assoc Prof	Y	2010			mid aug 2010 mid may 2011
Assoc Prof	Y	2011			mid aug 2011 mid may 2012

District/Organization: Missouri State University

Address: 901 S National Ave (Street) Springfield (City) MO (State) 65897 (Zip Code)

Contact Email: HREmployment@missouristate.edu

Contact Phone Number: 417-836-5102

Authorized Official:

Brenna Blew (Print Name) HR Coordinator (Job Title) Brenna Blew (Signature) 03/05/2024 (Date)

Please mail to the Compliance Department at the address listed above or email to Aims.applicants@aimsk12.org

AIMS K-12 College Prep Charter District

171 12th Street|Oakland CA, 94607

Verification of Previous Work Experience

**The Verification of Previous Work Experience(VOE), can be submitted to previous employers to assist with years of service for salary placement. As indicated on the form, each section of the VOE must be completed and signed by the previous District/Organization. An Authorized Official is required to sign, date,and provide contact information.*

Employee Section

Employee Name:	Andrew B. Johnson	Employee Social Security Number:	410-04-3193

Employer Section

Hire Date: _____ Termination Date: _____

Job Title	Certificated Position?	School Year	FTE	Number of Days in School Year	Number of Days Employee Worked
Assoc Prof	Y	2012			mid Aug 2012 - mid May 2013
Assoc Prof	Y	2013			mid Aug 2013 - mid May 2014
Assoc Prof	Y	2014			mid Aug 2014 mid May 2015
Assoc Prof	Y	2015			mid Aug 2015 mid May 2016
Assoc Prof	Y	2016			mid Aug 2016 mid May 2017

District/Organization: _____

Address: _____
Street City State Zip Code

Contact Email: _____

Contact Phone Number: _____

Authorized Official:

_____
Print Name Job Title Signature Date

Please mail to the Compliance Department at the address listed above or email to Aims.applicants@aimsk12.org

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Chaniel Clark
Position/Title: Head of Academics
Department: HS
Date of Submission (03/19/2024):

Item Details

Title of Item: Missouri State University Verification of Employment

Is this item a: ✓ New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
□ Superintendent
□ Chief Business Officer (CBO) (If budget changes)
□ Director of Compliance (If plan changes)
✓ Neither

Committee Review

Has this item been through the appropriate committee review process?
□ Yes ✓ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
□ Yes ✓ No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $
Is this expenditure included in the annual budget?
□ Yes □ No
Please specify in which plan this expense is indicated:
□ SPSA □ LCAP □ Other:

Board Submission Cover Letter | Version: Spring 2024

Missouri State UNIVERSITY

Verification of Employment

Date: 1/8/2024

To:	AIMS K-12 College Prep Charter District
Employee Name:	Andrew Johnson
Employee Social Security Number:	XXX-XX-XXXX
Dates of Employment:	13-AUG-2007 - 19-MAY-2017
Title/Status:	Assoc Professor
Department:	PHILOSOPHY
Salary:	
Income Year to Date:	
Gross Income for 2023:	
Gross Income for 2022:	

Brenna C. Blau
Reg PT-Office & Administrative
Office of Human Resources
Missouri State University
901 S. National
Springfield, MO 65897
Phone: 417-836-5102
Fax: 417-836-6789
e-mail: HREmployment@missouristate.edu

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Chaniel Clark
Position/Title: Head of Academics
Department: HS
Date of Submission (03/19/2024):

Item Details

Title of Item: Teacher Salary 2023/2024

Is this item a: ✓ New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
□ Superintendent
□ Chief Business Officer (CBO) (If budget changes)
□ Director of Compliance (If plan changes)
✓ Neither

Committee Review

Has this item been through the appropriate committee review process?
□ Yes ✓ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
□ Yes ✓ No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $
Is this expenditure included in the annual budget?
□ Yes □ No
Please specify in which plan this expense is indicated:
□ SPSA □ LCAP □ Other:

Board Submission Cover Letter | Version: Spring 2024

AIMS K12-COLLEGE PREP
TEACHER SALARY SCHEDULE
FY 2023-2024

Years	BA Degree	MA Degree	DOC Degree
1	$61,882	$63,064	$64,247
2	$62,808	$64,011	$65,210
3	$63,751	$64,971	$66,188
4	$64,708	$65,945	$67,181
5	$65,678	$66,934	$68,189
6	$66,664	$67,937	$69,212
7	$67,663	$68,957	$70,251
8	$68,678	$69,992	$71,304
9	$69,709	$71,041	$72,373
10	$70,754	$72,106	$73,459
11	$71,816	$73,188	$74,561
12	$72,894	$74,286	$75,725
13	$73,986	$75,400	$76,814
14	$75,096	$76,531	$77,966
15	$76,222	$77,679	$79,137
16	$77,366	$78,844	$80,323
17	$78,526	$80,027	$81,528
18	$79,704	$81,227	$82,751
19	$80,900	$82,446	$83,993
20	$82,112	$83,683	$85,252
21	$83,345	$84,939	$86,532
22	$84,594	$86,212	$87,828
23	$85,863	$87,506	$89,146
24	$87,153	$88,817	$90,483

AIMS K12-COLLEGE PREP
TEACHER SALARY SCHEDULE
FY 2023-2024

25	**$88,460**	**$90,150**	**$91,841**

* FY2023/2024 reflects 8% increase from prior FY22/23 Salary Schedule

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Chaniel Clark
Position/Title: Head of Academics
Department: HS
Date of Submission (03/19/2024):

Item Details

Title of Item: Syllabus for PHI 115 Ethics and Contemporary Issues Spring 2017

Is this item a: ✓ New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
□ Superintendent
□ Chief Business Officer (CBO) (If budget changes)
□ Director of Compliance (If plan changes)
✓ Neither

Committee Review

Has this item been through the appropriate committee review process?
□ Yes ✓ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
□ Yes ✓ No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $
Is this expenditure included in the annual budget?
□ Yes □ No
Please specify in which plan this expense is indicated:
□ SPSA □ LCAP □ Other:

Board Submission Cover Letter | Version: Spring 2024

Prof. Andrew Johnson
Office: Strong Hall 338
Office phone: (417) 836-5732
E-mail: AndrewJohnson@MissouriState.edu
Office hours: MWF 10:00–12:00, 3:30–4:30; TR 1:55–2:55; and by appt.

Syllabus for PHI 115
Ethics and Contemporary Issues
Spring 2017

Objectives of the course: Ethics is a branch of philosophy which attempts to achieve a systematic understanding of the nature of morality. In this course, we will examine and critically evaluate various moral issues in light of fundamental theories of morality and basic moral principles. The theories and principles will provide different frameworks within which we can judge particular moral issues.

This course is part of the general education program and satisfies the Public Issues component of the "Public Affairs" area of the general education requirement. It aims to fulfill the following general goals and student learning outcomes within Missouri State's general education curriculum:

General Goal (14): Students will be able to articulate their value systems, understand the ethical implications of their actions based on those values, and develop skills consistent with having a positive impact on individuals, groups, or communities.

SLO14.2 - Understand the foundations for ethical thought and action.
This SLO will be addressed in the Moral Theories section of the course, through readings, class discussion, and homework assignments, and later in the course through the midterm and the two writing assignments.

SLO14.3 - Identify areas of difficulty in responding to situations demanding ethical inquiry.
This SLO will be addressed through class discussion and the term paper.

SLO14.4 - Analyze complex ethical dilemmas facing the world.
This SLO will be addressed through class discussion and the two writing assignments.

SLO14.5 - Understand and evaluate the causes of societal problems and potential solutions.
This SLO will be addressed through class discussion and the two writing assignments.

General Goal (2): Students will be able to develop new ideas, products, or solutions and explore novel perspectives and approaches.

SLO2.1 - Develop creative and novel solutions to personally and socially relevant problems.

SLO2.2 - Take account of novel, alternative, contradictory, and even radical viewpoints in creating new ideas, products, or solutions appropriate to the domain or subject matter.

These SLOs will be addressed through class discussion and the two writing assignments.

General Goal (1): Students will be able to develop the disposition and skills to gather, organize, refine, analyze, and evaluate critically information and ideas.

SLO1.1 - Identify and follow through on personally and socially relevant problems and reasonable solutions to those problems.
This SLO will be addressed through class discussion and the two writing assignments.

SLO1.2 - Identify relevant information sources, make reasoned choices among those sources, and open-mindedly follow where those sources lead.
This SLO will be addressed in the Logic section of the course, in our examination of the fallacy Inappropriate Appeal to Authority.

SLO1.3 - Justify conclusions reached in the analysis of information.
This SLO will be addressed through class discussion and the two writing assignments.
SLO1.4 - Analyze evidence, statements, alternative viewpoints, graphics, and other forms of information.
This SLO will be addressed through class discussion and the term paper.

What you have to buy: There is **one textbook** you need to buy for the course: **Johnson, Andrew, ed. *Ethics and Contemporary Issues.* McGraw-Hill Create, 2016**. It is essentially a course pack I've created using materials in publisher McGraw-Hill's catalog. It is available either in a printed version, which you can get new or used from the Missouri State bookstore, or as an electronic book directly from the publisher (which is the most economical option). You'll find a link to purchase the e-book from the publisher's Web site if you log on to the course's Blackboard site and select the content area "Course Information."

Also, if you don't already have one, you'll need to purchase a **Turning Technologies "clicker"** from the bookstore (or from a student looking to sell his or her used clicker). These student-response devices will be used for taking attendance, practice exercises, and for polling students for their opinions during class discussions.

Course Agenda: Since logical arguments and moral principles figure in every ethics article we will read, and will be demanded in the written assignments you'll be asked to complete, we will begin the course with a brief survey of logic and some of the most influential moral principles and theories in the history of ethics. The bulk of the course will then be given over to the exploration of particular moral issues. (I use 'moral' and 'ethical' interchangeably.) The list of readings/assignments below is subject to change *with* notice.

I. Logic

1. James Rachels, "Some Basic Points about Arguments" (in textbook)
2. Gregory Bassham et al., "Recognizing Arguments" (in textbook), pp. 30–41 (original pagination)
   Practice exercises: 2.1, I, 1–16; 2.1, II, 1–9, 11, 12; 2.2, I, 1–10
3. (a) Gregory Bassham et al., "Logical Fallacies—I" (begin with section "Fallacies of Relevance") (in textbook)
   Practice exercises: 5.2, I, 4, 6, 7, 10, 11, 13, 16, 17, 19, 22, 24, 25, 29, 30, 33, 35–37
   (b) "Fallacy: Appeal to Tradition" (on Blackboard)
   (c) "Appeal to Nature" (on Blackboard)
4. Gregory Bassham et al., "Logical Fallacies—II" (in textbook)
   Practice exercises: 6.1: 1, 4, 6, 8, 9, 10, 11, 13, 14, 16, 17, 18, 19, 21, 23, 24, 25
5. (a) Brooke Moore and Richard Parker, "More Fallacies" (on Blackboard)
   (b) Brooke Moore and Richard Parker, "Begging the Question" (on Blackboard)
   (c) Max Shulman, "Love Is a Fallacy" (on Blackboard)
6. Gregory Bassham et al., "Finding Missing Premises and Conclusions" (on Blackboard)
7. Logic Test

"Another aim basic to every college is to enhance the ability of students to think clearly and critically. The importance of this goal is so widely acknowledged that nationwide polls have found that more than 90 percent of faculty members in the United States consider it the most important purpose of undergraduate education."—Derek Bok, *Our Underachieving Colleges: A Candid Look at How Much Students Learn and Why They Should Be Learning More*

II. Moral Principles/Theories (with Illustrative Applications)

8. Michael DePaul, “Reflective Equilibrium” (on Blackboard)
9. Hugh LaFollette, “Licensing Parents” (on Blackboard)
10. James Rachels, “The Challenge of Cultural Relativism” (in textbook)
11. (a) James Rachels, “Does Morality Depend on Religion?” (in textbook)
    (b) G. W. Leibniz, Discourse on Metaphysics, Section 2 (on Blackboard)
12. Sam Harris, “The Myth of Secular Moral Chaos” (on Blackboard)
13. James Rachels, “Ethical Egoism” (on Blackboard)
14. (a) James Rachels, “The Utilitarian Approach” (in textbook)
    (b) Jeremy Bentham, “Of the Principle of Utility” (on Blackboard)
15. John Harris, “The Survival Lottery” (on Blackboard)
16. (a) Robert Nozick, “The Experience Machine” (in textbook)
    (b) James Rachels, “Kant and Respect for Persons” (in textbook; Section 10.1)
    (c) Immanuel Kant, Excerpt #1 from *Groundwork for the Metaphysics of Morals* (on Blackboard)
17. Immanuel Kant, Excerpt #2 from *Groundwork for the Metaphysics of Morals* (on Blackboard)
18. Denis Arnold and Norman Bowie, “Sweatshops and Respect for Persons” (on Blackboard; you may omit §§VII and VIII)
19. Midterm Exam (over Readings 8–18)

III. Capital Punishment

20. (a) James Rachels, “Kant and Respect for Persons” (in textbook; Section 10.2)
    (b) Jeremy Bentham, “Of the Proportion between Punishments and Offences” (on Blackboard)
21. (a) James Rachels, “Kant and Respect for Persons” (in textbook; Section 10.3)
    (b) Immanuel Kant, “The Right of Punishing” (on Blackboard)
22. Death Penalty Information Center, “Facts about the Death Penalty” (on Blackboard)
23. Ernest van den Haag, “The Ultimate Punishment: A Defense of Capital Punishment” (on Blackboard)
24. Stephen Nathanson, “An Eye for an Eye?” (on Blackboard)

IV. Animal Treatment

25. Peter Singer, “All Animals Are Equal” (in textbook)
26. (a) Immanuel Kant, “Duties towards Animals” (on Blackboard)
    (b) Tom Regan, “The Case for Animal Rights” (in textbook)

27. Carl Cohen, "The Case for the Use of Animals in Biomedical Research" (in textbook)
28. Alastair Norcross, "Puppies, Pigs and People: Eating Meat and Marginal Cases," §§1–2 (on Blackboard)
29. Alastair Norcross, "Puppies, Pigs and People: Eating Meat and Marginal Cases," §§3–6 (on Blackboard)

V. Abortion

30. (a) Pope John Paul II, "The Unspeakable Crime of Abortion" (in textbook)
    (b) Mary Anne Warren, "On the Moral and Legal Status of Abortion" (in textbook)
31. Don Marquis, "Why Abortion Is Immoral" (in textbook)
32. Judith Jarvis Thomson, "A Defense of Abortion" (in textbook), pp. 27–31 (original pagination)
33. Judith Jarvis Thomson, "A Defense of Abortion" (in textbook) pp. 32–38 (original pagination)
34. Student chosen topic(s), time-permitting
35. Final Exam (over Readings 20–34) on May 15th from 1:15 to 3:15 PM

GRADING: Your grade for the course will be calculated as follows:

logic test (multiple choice)		10%
7 pop quizzes (multiple choice, on ethics readings)	@ 3%	21%
midterm exam		12%
final exam		12%
topic argument, 1–2 pages		5%
term paper, 5–7 pages		25%
attendance/participation		15%
TOTAL		100%

The grading scale (along with the grade explanations provided by Missouri State at http://www.missouristate.edu/policy/Op3_04_31_CreditPointSystem.htm) is as follows:

A = 93–100 ("outstanding work")
A– = 90–92 ("excellent work")
B+ = 87–89 ("near excellent work")
B = 83–86 ("very good work")
B– = 80–82 ("good work")
C+ = 77–79 ("slightly above satisfactory work")
C = 73–76 ("satisfactory work")
C– = 70–72 ("slightly below satisfactory work")
D+ = 67–69 ("passing work")
D = 60–66 ("minimum passing work")
F = 0–59 ("failed—no credit")

The **logic test** will cover the material in the "Logic" section of the course. The **midterm exam** and the **final exam** will cover the remaining readings, on moral theories and particular moral issues. Almost all of the questions on the midterm and final exams will be based on the study questions for the readings.

In preparing for the multiple-choice **pop quizzes**, you should answer the study questions (provided on Blackboard) for the respective readings, since the quiz questions are taken from the study questions. You may write your answers out and refer to them during the quizzes. (*It is strongly*

recommended that you do so!) You are allowed one letter-sized page (front and back, typewritten or handwritten) of notes per quiz. A total of 8 pop quizzes will be administered in the course of the semester, and the lowest quiz grades for each student will be dropped.

You may avail yourself of the following **optional insurance policy** for the quizzes. If, as soon as a quiz is over, you hand in typewritten answers to the study questions, then I will award you a quiz grade not lower than the percentage of your correct answers to the study questions multiplied by 1.5 Thus, for example, if you scored 20% on the in-class quiz, but you hand in typewritten answers to the study questions and 60% of your answers are correct, I will award you a quiz grade of 90% (60% × 1.5 = 90%). (If the score based on your answers to the study questions is lower than your original quiz score, I will count your original quiz score.)

What I term a "**topic argument**" is a short argument in paragraph form followed by the (core elements of the) same argument in standardized form (in which you label your premises and conclusions). General guidelines for a good topic argument will be provided. The topic argument is intended, in part, to help prepare you to write the term paper.

Detailed guidelines for the **term paper** will be posted on Blackboard. It should be 5–7 pages long, double-spaced. You will have at least two topics to choose from, and the topics will be closely related to material covered in the course.

Your **attendance/participation** grade will be based in part on attendance (a kind of passive participation) and in part on what you say in class or contribute to the class's online discussion forum on Blackboard. Perfect attendance without any participation in class discussion (and otherwise model behavior) will earn you a class-participation grade of 60. To lift your participation grade above this, you will need to ask good questions, give correct answers to questions posed by the instructor, and make insightful observations. Unexcused absences, coming to class late, behaving disruptively, sleeping or using your cell phone in class, or otherwise not paying attention will adversely affect your participation grade. Every student is allowed three "free" absences—that is, absences that will be excused no matter the reason for them. Otherwise, absences will be excused only for documented reasons involving (1) participation in university-sanctioned activities and programs, (2) personal illness or medical appointments, or (3) family and/or other compelling circumstances. I must be notified in a timely fashion of the reason for your absence, and if at all possible before it occurs.

Make-ups with no late penalty will be allowed only for tests, which will be given as soon as possible after the date of the original test, missed owing to excused absences. For students who miss a test (or exam) owing to an *unexcused* absence, a make-up as soon as possible after the missed test will be allowed, but there will be a substantial late penalty. There are no make-up quizzes for the pop quizzes, as the make-up quizzes would have no "pop." Instead, when a student misses a pop quiz owing to an excused absence, his or her next quiz grade will be counted twice.

There is a **late penalty** for a late topic argument or term paper. One percentage point (out of a possible score of 100%) is deducted if the assignment is late at all; an additional point is deducted for each hour the assignment is late.

Academic integrity policy: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. The minimum penalty (the actual penalty may be more severe, up to and including an XF grade for the course) imposed for cases of academic dishonesty (such as

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cheating on a quiz or plagiarizing in a paper) is a deduction of five points from what would otherwise be the student's grade for the course.

Cell phones and other communication devices: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. In testing situations, use of cell phones or similar communication devices, or any other electronic or data storage device, may lead also to a charge of academic dishonesty and additional sanctions under the Student Academic Integrity Policies and Procedures.

Computer policy: The use of computers or any other electronic device that can access the Internet (with the exception of smart phones during a university emergency) is prohibited while class is in session. (Exceptions will be made for students who have a medical reason for using a computer—for example, visually impaired students.)

Nondiscrimination policy: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Policy on disability accommodation: To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, http://psychology.missouristate.edu/ldc.