

Academic Senate

Open Meeting

Monday, April 11, 2005 * 3:00-5:00 * Room 1108

MINUTES

| Executive Committee members present | | | | | |
|--------------------------------------------|-----------------------|----------|--------------------|----------|---------------------|
| x | Cathy Anderson | x | Toby Bodeen | x | Carolyn Borg |
| x | Dave Bush | x | David Cooper | x | Kendall Crenshaw |
| x | Jeff Cummings | x | Kevin Fox | x | Scott Gordon |
| | Pamela Highet | x | Vickie Kimbrough | x | Gary Lewis |
| x | Sue Loring | x | Warren Lytle | | Ron Marley |
| x | Susan Meacham | | Michael Pitcher | x | Frank Nigro |
| | Marsha Ray | | Alan Spivey | x | Chuck Spotts |
| x | Ramon Tello | x | Terry Turner | x | Laura Valvatne |

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|------------------------------|-----------------|---|--------------|--|--|
| x | Andrea Williams | | Dave Wright | | |
| Other faculty present | | | | | |
| | | | | | |
| Guests present | | | | | |
| x | Jane Harmon | x | Sharon Lowry | | |

1. Call to Order: Meeting called to order at 3:00 p.m.

2. Approval of Minutes –03/14/05 (1 Attachment): Dave Bush moved approval and Kevin Fox seconded. Two content changes were made to the section on progress reports. The motion carried unanimously with these changes.

3. Reports

a. Senate Plenary Session (Frank Nigro): Frank reported on the Senate Plenary Session of April 7-9. He explained what happens at a plenary session, and then noted that the state Senate has a new president, Ian Walton, a math instructor from Mission College who has excellent experience on financial issues in particular. Our area rep will be Sharon Vogel, a nursing instructor from Butte. Among the resolutions voted on, the state Senate again voted to recommend restoration of staff development funding, and the English and math votes passed by somewhat narrow margins. From here, they go to the Board of Governors. If they are passed at that level, it's unclear what the next step would be. Hot topics at the plenary session were the efforts afoot to end tenure and the "Student Bill of Rights" which aims to prevent instructors from "indoctrinating" their students.

b. Welcome Day (Jane Harmon): Jane informed the Senate about Welcome Day, an event carried out successfully by other colleges. She distributed a flyer for a similar event from Pasadena City College. Shasta College will be doing one on August 11. It will involve tours given by faculty or staffers or students. It's usually organized around a theme. They'll be inviting people to join in on the planning. Such events are said to help with student retention.

c. Gary Lewis gave an update on the Center reorganizations. Centers will now officially be referred to as *Divisions*. For the coming school year, Human Development will be divided up into Health Occupations and ECE/Family

Studies. The latter will become part of Fine Arts and Communications. Health Occupations will become a part of SINR. Support staff will be reassigned as appropriate. We will again have department coordinators and the administration will develop job descriptions for these. Two administrative positions are being eliminated: one is being eliminated through the golden handshake, and the other one is being used to fund the new coordinators. For this coming year, the coordinators will be appointed by the administration. In subsequent years, they'll probably be elected by faculty in each center.

Kate Mahar has been hired as the Director of Economic Workforce Development. She comes highly recommended from College of the Siskiyous. Thomas Orr will become the new Dean of Extended Ed. He comes from College of the Canyons and was at Cal State Bakersfield prior to that. They're making progress on the faculty hiring. Gary noted that the pools had been very competitive, and he felt we were getting some high quality new hires.

4. Discussion/Action Items

a. Inadequate Classroom Space (No Attachments): *Some instructors are teaching in classrooms that are inappropriate.*

Laura Valvatne noted that we have 100 instructors in LASS, and 10 rooms assigned to us. Because of the number of classes taught in LASS, classes are put in rooms all over the campus. Sometimes instructors are put in rooms that are inappropriate, like the rooms by the automotive area, where you have exhaust fumes and car noise. The Cedar Room has been assigned for classes, as has 209. Very often, they only hold 25 people or less, even though more students typically sign up for the class. Instructors get assigned classes, and then hope to get reassigned to another classroom. The issue is mainly with classes offered during "primetime," from 9:00 a.m. to 2:00 p.m. At other times, getting an appropriate room is not an issue. Cathy noted that "working conditions" are a Faculty Association issue and should go to the Faculty Association, but since the quality of instruction is being affected, this is also something that the Senate should consider.

In the ensuing discussion, the history of the missing Language Arts 1000 building was reviewed. It was noted that outside of "primetime," our classroom space is actually underutilized, and building more classrooms or temporary structures is unlikely given that according to the state student-to-square footage formula, we have too much space.

Cathy will write a letter asking that the administration analyze how we assign rooms to see if there is a way to do it better.

b. Program Review Schedule 2005-2010 (2 Attachments): *Compare this to the 2004-2009 schedule that we approved last year (also attached for comparison purposes). There are a few proposed changes.*

The proposed changes: Fire Technology has asked to move its review to 2005-2006. It was to be done this year but wasn't because the personnel were not in place. Economic and Workforce Development has asked to move from this year to next year because the director's position was vacant until just now. Both of these changes were felt to be justifiable given the personnel issues. David Cooper moved to approve the first two changes; Terry Turner seconded. Some changes were made to the rest of the document "Program Review Schedule 2005-2010." Under Education, we need to add EDTC. Also we need to find out where Natural History falls. The motion carried unanimously with these changes.

Another change to the document was not approved. Construction Technology/Industrial Technology is requesting to move this year's scheduled program review for their program to next year (2005-2006). Toby Bodeen moved we give this program a one year extension till 2005-2006 but keep them on the current cycle, meaning their next review would still fall on 2009-2010. Carolyn Borg seconded this. Kendall Crenshaw moved that we amend this to move their next program review up to 2008-2009. It was felt that the failure to complete the program review this year as originally planned may indicate some dysfunction in the program. Kevin seconded this. The motion on the amendment carried with three no votes. The main motion as amended carried unanimously. It was felt the reasons for not completing the review this year were not compelling and that the program should be turned over to the Program Assessment Committee to investigate whether it is still a viable program.

In the end, we agreed that Construction Technology/Industrial Technology must submit a self assessment on why they didn't complete their program review this year, along with a draft of what has already been completed and a timeline for completion. The Senate wants this self assessment, the draft and the timeline by May 20th. If these are not submitted, or if another delay occurs next year, the Senate will forward their program to the Program Assessment Committee. We will discuss making this a precedent for future such situations.

c. Proposed Timeline for SLO Cycles (handout at meeting): *The Senate needs to adopt a timeline for developing and implementing the SLO cycle.*

Cathy Anderson, Jeff Cummings, Sharon Lowry, Toby Bodeen, and Kevin Fox developed this timeline for our approval.

Cathy took us through the timeline. Cathy indicated that Student Services, at one point, will have to have a part in this, developing a list of areas needing SLOs. Also, a researcher/statistician will have to work with the Senate to develop a

database management plan. At the August 22, 2005 meeting, each Senate member will “adopt” a certificate, meaning they will take the lead on training people in that area on how to write the SLOs.

Dave Bush moved we approve the timeline; Toby Bodeen seconded the motion. The word “adopts” was changed to “commits to take the lead.” The motion carried with these changes.

Cathy then showed us a list of the degrees and certificates, a list which stretched out to some 3-4 pages.

d. Progress Reporting System (No Attachments): *A discussion of where we are on this since our last meeting. Since some department still have not met to discuss this, we won't vote until next time.*

We are not really ready to vote on this yet. Many reps have not had a chance to talk about this with our departments. Cathy asked us to have the decisions from our individual departments by the next meeting (April 25). Sue Loring gave an update on the proposal. We will not have a general vote on this (as one faculty member suggested in an email), because our job is to represent our areas, but our Senate meetings are open meetings, so everyone can come in and vote if they like.

5. Other:

a. Vickie Kimbrough noted we're behind in the elections for at-large representatives (positions currently occupied by Toby Bodeen, David Cooper, and Ramon Tello), so we need to do that in two weeks. Three are up for grabs right now. We'll have to do a re-apportionment of Division representatives next year because of the reorganization.

b. David Cooper noted that when he forwarded the recommendation about the Excellent Educator Award, an adjunct faculty member suggested that we have a separate category or award for adjunct faculty. David asked us to consider this and to talk it over with our faculty. The EE is currently open to adjunct nominees; however, there may be some advantages to having a separate award.

6. Adjournment: Meeting was adjourned at 5:05 p.m.

7. Next Meeting: 3:00 pm, April 25, 2005 in Room 1108.