

Academic Senate
Executive Committee Meeting
Monday, August 25, 2008
3:00-4:45 p.m.
Room 1108

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
X	Craig Thompson	X	Frank Nigro		Kendall Crenshaw
X	Leo Fong			X	Karen Henderson
X	Alan Spivey		Jason Kelly	X	Lemoine Waite
X	Shelly Presnell	X	Iraja Sivadas	X	Susan Meacham
X	Doug Milhous	X	Andrea Williams	X	Ray Nicholas
X	Jennifer McCandless	X	Terrie Snow	X	Ramon Tello
X	William Cochran (N/V)	X	Maureen Stephens (N/V)	X	Lenore Frigo (N/V)
	Dave Wright (N/V)	X	Lois Cushnie (N/V)		Ron Marley (N/V)
Other faculty present					
X	Roger Gerard				

Guests					
X	Tom Orr	X	Lucha Ortega	X	Joan Bosworth
X	Scott Gordon	X	Ralph Perrin	X	Jason Dell

Minutes:

1. Call to Order

President Cathy Anderson called the meeting to order at 3:00 pm.

2. Approval of Minutes – 5/14/08 (1 attachment)

Maureen Stephens pointed out a correction to the meeting date: the date should read May 12. Cathy Anderson corrected the spelling of Iraja Sivadas. An addition spelling error in 4a “in lieu of” was also noted. Frank Nigro moved to approve the minutes as corrected. Lenore Frigo seconded. Minutes were approved with those errors corrected.

3. Opportunity for public comment

a. This portion of the meeting is reserved for persons desiring to address the executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.

No members of the public were in attendance.

4. Reports

1. Report from the Senate President (Cathy Anderson)

Cathy Anderson noted the Senate’s needs for an at-large representative and another adjunct representative and asked for volunteers. She also noted the Senate’s need for a laptop computer.

2. Report from Instructional Council (Susan Meacham)

The first Instructional Council meeting is scheduled for next week.

2. Report from Curriculum Council (Ron Marley)

Ron Marley was not in attendance.

d. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)

Jennifer McCandless commented on the good SLO work done during August flex day and noted that the SLO coordinators are now pulling information into the Special Report required for accreditation. The first meeting of the SLO Committee is scheduled for 9/3.

Dr. Cochran reported “effusively positive” comments on flex day and appreciated the committee’s work in organizing the day.

e. Report from College Council (Maureen Stephens)

Maureen Stephens reported on the College Council’s 8/19 meeting: its first reading of accreditation Special Report and Midterm Report. College Council made suggestions to clarify and make the Special Report more positive. They just began review of Midterm Report. These reports are due the end of October, and a site visit is expected in November.

f. Report from Matriculation Committee (Lois Cushnie) (1 attachment)

Matriculation’s end of year report was distributed. One point of clarification Lois explained that ongoing outreach to feeder school is by Jesse

g. Report from the Scholastic Standards Committee (Dave Wright)

Dave Wright was not in attendance.

h. Other Reports

None.

5. Discussion/Action Items

a. Policy Recommendation Fees for Electronic Access and Use of e-Packs: This was approved by the Deans 5/8/08 and presented to Senate last year, but we did not vote on it yet. (Roger Gerard and Tom Orr) (1 attachment)

Cathy Anderson stated that, due to the number of new Senate Executive Board members, she will consider this distribution a first reading. She noted that Executive Board members are expected to discuss such items with their divisions and encouraged all to do so. Discussion defined e-packs and outlined problems with using them. A second read at next meeting, after discussion in divisions, will allow further discussion. Cathy Anderson requested Tom to change the format from a memo to a procedure.

b. DEC Incomplete (in Online Courses) Procedural Change (Roger Gerard and Tom Orr) (1 attachment)

The Senate Executive Board concurred with Cathy Anderson’s opinion that this document does not require a Senate vote and is only information to pass along to faculty.

c. DE Faculty Guidelines and Proposed Revision: this was discussed last year, and the Senate requested the changes...DEC concurred. (Roger Gerard and Tom Orr) (1 attachment)

Again, Cathy Anderson noted that presentation of this document constitutes a first reading because Senate Executive Board has so many new members. Thus, Senators are expected to discuss with their division members prior to a second reading and discussion. There was one suggestion for change: under #3, Pedagogy Competence, it

was suggested to add the appropriate dean's authority at the end, as in #1, Computer Competence. Cathy Anderson also requested Tom Orr to change the format of this document from memo to procedure.

d. DEC Definition of Online Modes (adopted 5/8/08) (Roger Gerard and Tom Orr)
(1 attachment)

This document was presented from the Distance Education Committee as points of information, due to the importance of working from the same definitions in communicating with students.

e. Schedule Delay: The Matriculation Committee would like for us to address the timeline for printing the schedule. (Lois Cushnie) (1 attachment)

Lois Cushnie first noted the distribution of the Matriculation committee's end-of-year report, then moved to the timeline issue. The Matriculation Committee asked for discussion about the process of completing the semester schedule to identify where snags are and what can be done to improve the timeliness of distribution of printed schedules. Dr. Cochran reported that efforts are being made to streamline scheduling, including his administrative assistants clarifying needs and deadlines with division administrative assistants. He also noted that he is investigating software that sorts rooms and locates appropriate rooms by whatever criteria. Dr Cochran stated his goal: the earliest we can get the schedule out to people, that's what we're going to do. Lois Cushnie stated that she was satisfied with these assurances.

6. Other

Craig Thompson asked about discussion of a compressed calendar, an item that was initiated for discussion last year. Dr. Cochran stated that the compressed calendar issue had been raised with deans, to no particular enthusiasm. Cathy Anderson committed to checking with the statewide Senate to obtain its studies on the compressed calendar.

7. Adjournment

President Cathy Anderson adjourned the meeting at 4:30. Next meeting: **Monday, September 8, 2008, 3 pm.**