

Approved November 24, 2008

**Academic Senate  
Executive Committee Meeting  
October 27, 2008; 3:00-4:45 p.m.  
Room 1108  
Minutes:**

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

X	Tom Glass	X	David Cooper		
Guests					
X	Tom Orr	X	Joan Bosworth	X	Morris Rodrigue
X	Kevin O'Rorke				

1. Call to Order

Cathy Anderson called the meeting to order at 3 pm.

2. Approval of Minutes – 10/13/08 (1 attachment)

Lemoine Waite moved and Alan Spivey seconded approval of the minutes from the October 13<sup>th</sup> meeting. Maureen Stephens corrected a typo at the beginning of 4d, and the minutes were approved with that correction.

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.

Tom Orr thanked Lemoine Waite and her horticulture students for working last weekend to put in over 120 plants at the Trinity Campus. He also noted his neglect in bringing chocolate for Executive Board members this meeting (required because the buzz of his cell phone interrupted the last meeting) and promised chocolate in mailboxes of all this week.

4. Reports

a. Report from the Senate President (Cathy Anderson)

No report.

1. Report from Instructional Council (Susan Meacham)

No report.

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

The SLO Committee has reviewed the forms it selected randomly for sharing with all faculty to encourage cross-campus discussion. The review revealed confusion in the form and led to revision. It also raised a more philosophical question about how specific or broad assessments are and how to accommodate these differences.

d. Report from College Council (Maureen Stephens)

Maureen reported on several agenda items from College Council: (1) Joe Wyse gave a budget report that midterm cuts are expected. (2) The site visit for accreditation was announced for November 17; Dr. Cochran expects a list of whom the visiting team wishes to meet with and when, and he will arrange those visits once he receives the information. (3) The College Council also continued work on the Strategic Plan. Maureen noted its deadline is fast arriving and urged input suggesting specific activities be sent to her.

e. Report from Curriculum Council (as needed) (Ron Marley)

None.

f. Report from Matriculation Committee (as needed) (Lois Cushnie)

None.

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

None.

h. Other Reports (as needed)

Maureen Stephens followed up her e-mail regarding the necessity to transfer the Academic Senate's webpages into the new Angel format and asked for a volunteer to work the transfer. Ramón Tello offered to move those pages.

5. Discussion/Action Items

a. Information Only Items from the DEC: Incomplete Grade Form and DEC Bylaws.  
(Roger Gerard/Tom Orr)

The new Incomplete Grade Form clarifies the process by which students can remove an Incomplete grade in an online, hybrid, or web-enhanced course: the form now lets faculty know the methods by which they can store material if necessary so that a student has access to materials in order to complete assignments and remove an Incomplete.

DEC has also reviewed its constitution and by-laws, both of which have been altered to more accurately reflect committee membership and quorum requirements.

b. Hiring Priorities List. (Susan Meacham) (2 attachments)

Susan Meacham reviewed the faculty hiring policy procedures: for replacement positions, the dean discusses the position with the VP Academic, and if they concur on the need to replace, that position goes on a list of replacement positions to be prioritized. If they do not agree, the dean takes the requested replacement position to the Hiring Priorities Committee, which determines whether to place the position on the list. For new hires, the deans bring requests from divisions to the Hiring Priorities Committee.

Replacement positions considered this fall were positions in agriculture, psychology, and administration of justice, and those position were ranked in the order listed.

The Hiring Priorities Committee ranked new positions in this order: chemistry, math basic skills, basic skills coordinator/student development instructor, psychology, physical education/health, nutrition, agriculture/natural resources (emphasis on forestry), early childhood education and French/Spanish tied, math basic skills (second position), American sign language, and business administration.

Susan commented that more than any other year this prioritizing used similar data in presenting requests and comparisons were easier to arrive at. These prioritized lists now go to Cabinet, another analysis takes place, and a final list emerges from the Cabinet. Also some replacement positions have been carried over from last year pending decision on when to replace—that is, money has been retained in the budget for these positions. A special cabinet meeting is scheduled for Wednesday to consider personnel needs in all areas. Lemoine Wa ite move to acknowledge receipt of these lists, Maureen Stephens seconded, and the motion passed.

Maureen Stephens, Bill Cochran, Tom Orr, and Doug Milhous agreed to revisit the Hiring Priorities Procedure to clarify the role of the Senate once hiring requests have been prioritized and before they go to Cabinet. This review will be completed for Senate discussion this spring.

c. Computer Literacy Graduation Requirement: This is the **second reading**. There have been minor changes made since the first reading. (Sue Loring) (2 attachments) Kevin O'Rorke suggested that students only contact assessment office regarding the College's computer literacy test; this would mean deleting reference to counseling and transfer offices for such information. Susan Meacham moved, Maureen Stephens seconded approval of the Computer Literacy Graduation Requirement with this change, and the motion passed.

d. BP 4105 Distance Education: This is the **second reading**. There have not been changes made since the first reading. (Roger Gerard/Tom Orr) (1 attachment) Maureen Stephens moved approval of this Board Policy. Susan Meacham seconded. The motion passed.

e. AP 4105 Distance Education: This is the **second reading**. There have been minor changes made since the first reading. (Roger Gerard/Tom Orr) (1 attachment) Frank Nigro moved and Susan Meacham seconded approval of this Administrative Policy. The motion was approved.

f. AP 4230 Grade Change: This is the **second reading**. There have been minor changes since the first reading. (Bill Cochran) (1 attachment) Alan Spivey moved and Maureen Stephens seconded approval of this Administrative Policy. Dr. Cochran pointed to two minor changes since first reading: a more definitive time frame and, under level 3, addition of the last sentence to make the policy consistent with matching Board Policy that says final approval is made by the VP Academic. The motion was approved.

g. Senate Constitution and Bylaws: This is the **second reading**. Suggestions from the first reading have been incorporated along with other minor changes. (Maureen Stephens) (2 attachments)

Frank Nigro moved and Lemoine Waite seconded a recommendation to the faculty as a whole that they adopt the new Academic Senate Constitution and By-Laws. The motion passed.

h. SLO Committee Constitution and Bylaws: This is the **second reading**. There have been minor changes made since the first reading. (Jennifer McCandless) (1 attachment)

Lemoine Waite moved and Frank Nigro seconded approval of SLO committee Constitution and By-laws. Cathy Anderson made a correction to the section "Non-voting Membership" to remove reference to the Student Services SLO/SAO coordinator. However, when some confusions arose over other parts of the document, Waite and Nigro withdrew their motion and second, and the document will return to the SLO Committee for revision.

i. DEC Policy Recommendation on E-packs. This is the **second second** reading. Changes were proposed by the ad-hoc committee. The DEC approved these proposed changes, and is recommending that the Senate adopt the new draft. The intent appears to be the same, so this is still the second reading. (Roger Gerard/Tom Orr) (2 attachments)

Alan Spivey moved and Lemoine Waite seconded approval of this document. The document has been approved by the DEC. The DEC did have two recommendations. First, DEC recommended that students be made aware of access code fees in the course schedule; Dr Cochran has assured that these fees will be broadcast in the schedule. The DEC also recommended that the Senate approve this document in a form that includes definition of continued access to online materials. Ramón Tello added a friendly amendment to add this definition of continued access to recommendation #1 under "Access Code Recommendations." The friendly amendment was accepted, and the motion passed. Tom Orr will post this document on the DEC website.

## 7. Adjournment

Meeting adjourned at 4:05. Next meeting: **Monday, November 24, 2008.**