

Approved 10-13-2008

Academic Senate

Executive Committee Meeting

Monday, September 22, 2008

3:00-4:45 p.m.

Room 1108

Minutes:

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

Other faculty present					
X	Roger Gerard				
Guests					
X	Joan Bosworth	X	Morris Rodrigue	X	Tom Orr

1. Call to Order

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

2. Approval of Minutes – 9/08//08 (1 attachment)

Jennifer McCandless moved approval of the minutes from 9 September 2008; Ray Nicholas seconded. The minutes were approved as distributed.

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 present.

4. Reports

1. Report from the Senate President (Cathy Anderson)

Cathy Anderson reminded the group of her notice on the Scholastic Standards meeting to discuss course repetition and again urged those interested to attend. She also reminded the group of her request for nominations for a Shasta College representative on the Board of Governors for California Community Colleges.

College President Gary Lewis unexpectedly appeared at the door to request faculty participation at a meeting 23 September at Butte College. He noted that both the Chancellor of California Community Colleges and the state Academic Senate President will attend. President Anderson added this item to her report and requested attendees. Ron Marley and Ray Nicholas indicated interest in attending and will follow up with President Lewis.

1. Report from Instructional Council (Susan Meacham)

Susan Meacham was not in attendance, but Cathy Anderson reported that Instructional Council has not met since Senate's last meeting.

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

SLO Committee met last week to work on a campus-wide way to handle SLO work, in particular, to consider suggestions for how to organize work for all divisions. The Committee is also reorganizing the I-drive and investigating the possibility that SLO

assessments and results can be submitted through I-drive. One drawback of this approach is lack of adjunct faculty access to I-drive except from campus computers. As an information item, Jennifer reminded faculty that SLO information for new fall courses is due Sept 30. Joan Bosworth pointed out that representatives are still needed from health sciences and from science.

d. Report from College Council (Maureen Stephens)

Cathy Anderson reported on the last College Council meeting, which started working to identify themes under the topics for the Strategic Plan. College Council also approved the staff diversity plan and reviewed the program review of Human Resources.

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

Ron Marley deferred his presentation until consideration of item 5c below.

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

No report.

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

No report.

5. Discussion/Action Items

a. Policy Recommendation Fees for Electronic Access and Use of e-Packs: This is our *second* reading so we can vote at this meeting if we feel ready. (Roger Gerard and Tom Orr)

Cathy Anderson proposed to limit discussion to 15 minutes; the group concurred. She proposed first hearing from three speakers who had commented on the discussion via e-mail: Ramón Tello, Candace Byrne, and Lenore Frigo. Ramon passed out and reviewed on-screen some suggestions for revision to the E-pack document's recommendations. Lenore stated her reluctance to speak and simply clarified two apparent intents of the document: to prevent faculty from choosing e-packs and then, down the line, realizing huge problems and to protect faculty's right to use e-packs (or other publisher-provided content) by setting some guidelines proactively.

Candace limited her comments to pointing out that Ramón's suggested revisions address the logistical and practical concerns of the DEC recommendations. However, we might also need to consider revisions to the quality issues implied in the ACCJC Distance Learning Handbook, in particular, attention to who provides oversight of the recommendations and to definitions of qualitative terms.

Lemoine Waite moved to accept the revisions recommended by Ramón Tello. Cathy Anderson stated that she would be really uncomfortable voting on substantial changes that had not been passed by the DEC. Instead, she asked for direction and stated that the group could approve the document or continue discussion about revisions.

Considerable discussion ensued. Some main points included

--expressed support for Ramón's suggested revisions;

--a question about whether a policy is needed when only very few faculty have used e-packs problematically and whether a wiser tactic might be to deal with those few;
--a follow-up comment that having guidelines would direct such dealings;
--an expressed concern that the recommendations are too prescriptive;
--a suggestion that our hesitation to approve may be due more to fear than to evidence, since no one has come forward to specify how courses would be negatively impacted by the recommendations, as requested last meeting by President Cathy Anderson;
--comment that the document could be clearer, since many faculty have trouble understanding

At the end of this discussion, Cathy Anderson appointed Tom Orr, Roger Gerard, Candace Byrne, Ramón Tello, Lenore Frigo, and Lemoine Waite to work to revise the document to clarify it in ways indicated by today's discussion.

b. Basic Skills Action Plan: Review action plan prior to sending it to the Chancellor's Office. (Morris Rodrigue)

Morris Rodrigue presented some background on this document by pointing out a shift in due dates for this plan. The first year, last year, the plan was due in the spring. This year, it is due October 15. Morris expects that ultimately, plans describing activities for the following year will come due in the spring. This planning document requires the signature of the Academic Senate president, and the signature indicates that the Senate has seen the plan, thus this agenda item. Morris noted two contingencies that govern expenditure of Basic Skills funding: eligible projects should be aimed at student populations to age 24 and such funding should be for new services, not replacement of existing services. He also highlighted a request in the plan for a new position, which combines functions of coordination of basic skills student support services and instruction of student development courses.

2. Curriculum Sign-Off: What does it mean when a faculty member signs the course proposal form? (Ron Marley)

Ron Marley asked for clarification of 4020, and Cathy Anderson affirmed that bringing a course forward to Curriculum Committee does mean that the faculty in the department have approved the course.

Ron also raised a question which came out of action this summer, when Instructional Council approved a group of low unit certificates. His review of this process led him to recognize discrepancies between AP 4020 and flow chart diagrams of the course/certificate/program approval process. He said Curriculum Committee will work both to clarify what is required of departments in sending course proposals forward and to clarify the processes for approval.

Discussion also included the suggestion to involve the VP Academic when course proposal include unit increases. Since unit increases impact faculty and student load, classroom utilization, scheduling, etc., such involvement is desirable.

6. Other:

Alan Spivey said that he had reviewed potential impacts of condensed calendar on the College Connections program and discovered that such a calendar would not necessarily have a negative impact on the program.

7. Adjournment

Cathy Anderson adjourned the meeting at 4:30. Next meeting: **Monday, October 13, 2008, 3 pm.**