

**Academic Senate
Executive Committee Meeting
January 26, 2009; 3:00-4:45 p.m.
Room 1120**

Minutes:

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
X	Craig Thompson		Megan McQueen	X	Rob McCandless
X	Leo Fong		Toby Bodeen	X	Karen Henderson
X	Alan Spivey	X	Jason Kelly	X	Leimone Waite
X	Shelly Presnell	X	Iraja Siva-Das	X	Susan Meacham
X	Doug Milhous	X	Andrea Williams	X	Ray Nicholas
X	Jennifer McCandless	X	Terrie Snow	X	Lenore Frigo
X	Brad Peters		Don Cingrani (N/V)	X	Maureen Stephens (N/V)
	Ron Marley (N/V)		Lois Cushnie (N/V)	X	William Cochran (N/V)
Other faculty present					
X	Tom Glass	X	Roger Gerard	X	Sue Loring
Guests					
X	Tom Orr	X	Kevin O'Rorke	X	Catherine Jackson
X	Joan Bosworth	X	Keith Brookshaw		

1. Call to Order
Cathy Anderson called the meeting to order at 3 pm.
2. Approval of Minutes – 12/08/08 (1 attachment)
Andrea Williams moved and Maureen Stephens seconded approval of the minutes from the December 8, 2008, meeting. 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 requesting to speak.

4. Reports

- a. Report from the Senate President (Cathy Anderson)
Cathy Anderson reported that she has nominated Terry Turner to serve on the Faculty Division Review Group for the state-wide C-ID project.
- b. Report from Instructional Council
Susan Meacham reported that the first meeting of Instructional Council is scheduled for February 5.
- c. Report from SLO Committee
This committee has not yet met this semester.
- d. Report from College Council (Maureen Stephens)
Maureen Stephens reported that College Council has met. At the meeting, several informational items came forth:
Michael Sumption reported that the new College website had already received 450,000 hits as of 1/23.
Dr. Cochran reported that there had as yet been no word on the College's accreditation visit.
The state has already begun deferring some payments. Payment for construction occurring on campus for the Library Annex has halted, yet the College is under contract for the construction and work cannot be stopped. Construction funded by the bond is not affected.
The College Council also adopted the College Strategic Plan, which is available on the College Council website. The Council also requested ideas for assembling the next accreditation steering committee.
And in a final item, President Lewis put forth initial suggestions for remedying the budget deficit caused by the state-wide financial shortfall; President Lewis distributed these suggestions to the College community last Friday. Cathy Anderson expressed disappointment that the suggestions were distributed so late, since the turn-around time for College community response is so short.
- e. No reports from Curriculum Council (Ron Marley), Matriculation Committee (Lois Cushnie), or the Scholastic Standards Committee (Don Cingrani).

5. Discussion/Action Items

- a. Executive Committee Membership: Update on recent changes to membership. Also, I need your recommendation on filling the at-large vacancy. There are three volunteers to fill the one at-large vacancy (Eva Jimenez, Lauren Hollingsworth, Megan McQueen) (Cathy Anderson) (1 attachment)
Cathy Anderson noted changes to Executive Committee membership: Lenore Frigo has replaced Ramón Tello as Social Science representative; Toby Bodeen is expected to represent Counseling after ratification by her department; and adjunct instructor Rob McCandless has filled a vacancy for an adjunct representative. Further, Don Cingrani has come on as a non-voting member because he now chairs Scholastic Standards.
Frank Nigro's resignation led to three volunteers for at-large reps, one of whom has since withdrawn her name. Cathy Anderson asked for discussion of the other two volunteers, Eva Jimenez and Megan McQueen, and discussion centered on filling in representatives for the various disciplines and on other obligations of the two volunteers. Agreement emerged that both volunteers would bring valuable perspectives. Cathy will inform the Executive Committee of whom she appoints.

- b. Tenure Review Committee
Lenore Frigo moved and Ray Nicholas seconded the appointment of Chuck Spotts to Michael Oremus's TRC.
Craig Thompson reported that, while Kele Fitzhugh was on medical leave last semester, he served in Fitzhugh's place on the TRC of Aaron Junta. Susan Meacham moved and Jennifer McCandless seconded affirmation of this replacement last semester; the motion passed. Then the same two moved and seconded Craig Thompson's continued service on Aaron Junta's TRC, and this motion too passed.
- c. Student Conduct: The deans have requested a joint discussion to start thinking about Student Discipline (Code of Conduct issues) Files and Processes for both regular and online environments (No attachments)
See d below as a specific example brought before the Executive Committee as a start of this discussion.
- d. Blocking Student Access: This is a **first reading**. The request is to waive the first reading in the hopes of putting the procedure in place immediately. (Tom Orr/Roger Gerard) (1 attachment)
It was moved and seconded to waive first reading; the motion was approved. During discussion, some punctuation and wording changes were suggested, and Tom Orr duly recorded these. Andrea William moved to accept, with these changes, the procedures for blocking student access to online courses when students breach netiquette or violate the Student Code of conduct in online courses. Iraj Sivasdas seconded. The motion was approved.
There was much discussion about where and how best to publicize these new procedures so that they are available to both faculty and students. Tom Orr agreed to oversee decision-making to determine how and where to post the procedures and to inform the Executive Committee about the decision. During this discussion and due to an interruption from her cell phone, Leimone Waite agreed to supply Executive Committee members with dark chocolate at some future, soon time.
- e. Online Peer Review Form: This is a **first reading** of a proposed revision to a form previously adopted by the Senate. (Tom Orr/Roger Gerard) (1 attachment)
Minor revisions have been made to reflect the change in the College's LMS. This form and the one below (in f) need to be distributed to faculty in the divisions for their input prior to discussion at the next meeting.
- f. Online and Hybrid Course Proposal Procedure: This is a **first reading** of a proposed revision to a procedure previously adopted by the Senate. (Tom Orr/Roger Gerard) (1 attachment)
This document reflects condensation of the original procedure and modifies the time line. In addition, the Dean is more involved in the process. Cathy Anderson will distribute both documents after minor changes, so that Executive Committee members can distribute to their division members and request their input prior to discussion at the next Executive Committee meeting.
- g. Computer Literacy Task Force: The task force is recommending that they become a standing subcommittee of the Academic Senate and report to the General Education Committee)
This committee has been developing a computer literacy requirement as directed in the last accreditation report. The Committee sees the need for an ongoing review process for this graduation requirement. Discussion centered on whether there is a need for a standing subcommittee (which entails change to the Senate constitution and by-laws) or whether the General Education Committee can

appoint a subcommittee. Cathy Anderson directed Sue Loring to research the General Education Committee by-laws to see whether the Committee can appoint such a subcommittee, thereby avoiding the necessity to amend the Senate constitution and by-laws.

- h. SIMNet: Information only. The Computer Literacy Task has picked SIMNet as the exam that will be used for students to demonstrate computer literacy.
- 6. Other: Susan Meacham reported that she is soon to call for nominees for Excellent Educator award. Further, Cathy Anderson reminded Committee members that elections for next year's Senate officers and at-large representatives are upcoming and that faculty can expect a call for nominations for those elections as well.
- 7. Adjournment. The meeting was adjourned at 4:40 pm. Next meeting: **Monday, February 09, 2009 in Room 1120.**