

**Academic Senate
Executive Committee Meeting
9 March 2009; 3:00-4:45 p.m.
Room 1120**

Minutes:

Executive Committee members present					
X	Cathy Anderson		Terry Bailey	X	Candace Byrne
X	Craig Thompson		Megan McQueen	X	Rob McCandless
X	Leo Fong	X	Toby Bodeen	X	Karen Henderson
	Alan Spivey		Jason Kelly	X	Leimone Waite
X	Shelly Presnell	X	Iraja Siva-Das	X	Susan Meacham
X	Doug Milhous	X	Andrea Williams	X	Ray Nicholas
	Jennifer McCandless	X	Terrie Snow		Lenore Frigo
X	Brad Peters		Don Cingrani (N/V)	X	Maureen Stephens (N/V)
	Ron Marley (N/V)	X	Lois Cushnie (N/V)	X	William Cochran (N/V)
Other faculty present					
X	Roger Gerard	X	Carolyn Borg		
Guests					
X	Wanda Spratt	X	Lucha Ortega	X	Tom Orr

1. Call to Order
Cathy Anderson called the meeting to order at 3 pm.
2. Approval of Minutes – 02/09/09 (1 attachment)
Maureen Stephens moved and Toby Bodeen seconded approval of the minutes. 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 one was present requesting to speak.
4. Reports

- a. Report from the Senate President (Cathy Anderson)
Cathy Anderson announced that Liz Waterbury provided treats for today's meeting. She reminded attendees of the party on March 18 to celebrate newly tenured faculty.
 - b. Report from Instructional Council (Susan Meacham)
Susan Meacham reported that last week's meeting was cancelled and that a special meeting has been scheduled next week to discuss instructional equipment requests.
 - c. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)
Shelly Presnell has agreed to be the new SLO Coordinator next year.
 - d. Report from College Council (Maureen Stephens)
Maureen Stephens reported that College Council met last Tuesday. Joe Wyse gave a budget update with the good news that the College met its enrollment target of an increase by 300 FTES and thus expects \$1.3 million additional dollars, which will balance this year's budget. However, the College still expects a deficit of \$1.5-2 million dollars next year due to expected decreases in tax revenue, increases in unemployment tax obligation and cost increases in retirement funds and staff class and step increases.
Cathy Anderson appointed Lenore Frigo, John Livingston and Carolyn Singh as faculty reps to the group overseeing implementation of the College's strategic plan.
College Council also reviewed the follow up report to accreditation, due on 3/15, written by Catherine Jackson, Brad Banghart, and Joe Wyse, with Dr. Cochran's review. This response will be online after the Board meeting this Wednesday. The gist of the report focused on the College's work in closing its planning cycle. The Council now expects to turn its attention to the College's Educational Master Plan.
 - e. Report from Curriculum Council (Ron Marley)
No report beyond materials in today's agenda.
 - f. Report from Matriculation Committee (Lois Cushnie)
This committee has been working on requirements for international students
 - g. Report from the Scholastic Standards Committee (Don Cingrani)
This committee has not met recently.
5. Discussion/Action Items
- a. Course Repetition Due to a Significant Lapse of Time Policy: We sent this to an ad-hoc committee to discuss whether we should define "significant lapse of time" as 3, 5, or 7 years.
The ad hoc committee understood that the legislation related to significant lapse of time is primarily about prerequisite courses that lead to a sequence of courses. The committee members recommended defining the significant lapse of time at five years. Leimone Waite moved approval of the attached policy with five years signifying a significant lapse of time. Ray Nicholas seconded the motion. Andrea Williams clarified that students for whom the five years is too long a period can appeal through Scholastic Standards. The motion was passed.
 - b. Statement Regarding Catalog Rights: This statement is being recommended to us by the Curriculum Council.
Maureen Stephens moved and Candace Byrne seconded approval of the statement regarding catalog rights. Toby Bodeen raised a question about catalog rights pertaining to major requirements, since no record is generally kept of students' majors until they file to graduate. Dr Cochran noted that as Datatel becomes fully functional, students will be asked to declare majors, and this information will be tracked. The motion passed.

- c. Low Unit Certificates: Three certificates have been approved by the Curriculum Council and need our approval.
Information includes certificates in automotive technology with six emphases and a low-unit certificate in Cisco Networking. A problem arose because two of the automotive technician certificates have the same title. Leimone Waite moved and Toby Bodeen seconded approval of the automotive technician certificates, with the condition that the titles be corrected. This motion passed. Iraj Siva-Das moved to approve the Cisco Networking certificate; Toby Bodeen seconded. This motion was approved.
 - d. Peer Review Form (DEC): We need to consider a revision to the online peer review form.
Tom Orr explained that the purpose of this form is to have basic functionality to an online course before students register. The DEC requests the deadline for completion of peer review be one week prior to early registration, as reflected in the 03-09-09 revision. Toby Bodeen moved approval of the revision as distributed. Shelly Presnell seconded. The motion passed.
7. The meeting was adjourned at 4 pm, with many treats remaining. Next meeting:
Monday, March 23, 2009 in Room 1120.