

**Academic Senate
Executive Committee Meeting
April 27, 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	X	Megan McQueen	X	Rob McCandless
X	Leo Fong		Toby Bodeen		Karen Henderson
X	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
X	Jennifer McCandless	X	Terrie Snow	X	Lenore Frigo
X	Brad Peters		Don Cingrani (N/V)	X	Maureen Stephens
	Ron Marley (N/V)		Lois Cushnie (N/V)	X	William Cochran (N/V)
Other faculty present					
X	Kevin Fox	X	Eva Jimenez		
Guests					
X	Morris Rodrigue	X	Keith Brookshaw	X	Lucha Ortega

1. Call to Order
President Cathy Anderson called the meeting to order at 3:00.
2. Approval of Minutes – 04/13/09 (1 attachment)
Doug Milhous moved and Shelly Presnell seconded approval of the minutes. Cathy Anderson clarified the sense of the discussion under “#6 Other” (p. 3) about hiring priorities. She recommended changing the last sentence of the first paragraph to read: “The Senate Executive Committee determined to revisit the hiring procedures to determine whether revision is appropriate.” The minutes were approved with this change.
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 members of the public were present.
4. Reports

- a. Report from the Senate President (Cathy Anderson)
Cathy Anderson reported that Lenore Frigo, current SLO Coordinator, will be taking Shelly Presnell to IC to introduce her as the new SLO Coordinator.
- b. Report from Instructional Council (Susan Meacham)
Susan Meacham noted a single agenda item: Doug Meline stressed the importance of identifying hybrid, web-enhanced, and totally online classes. His judgment is that web-enhanced classes can easily be merged but it is more difficult to merge hybrid and fully online courses due to contractual language.
- c. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)
Jennifer McCandless noted that she and Lenore have just written an email reminding faculty to complete SLO course assessments this spring so that the results can be ready for SLO work during fall flex. Work on program and degree SLOs will also occupy some fall flex time. The Committee is also working on language on SLOs requested by College Council.
- d. Report from College Council (Maureen Stephens)
Maureen Stephens reported the following information items from College Council:
 - Report from Sandra Slane and John Livingston that the Accreditation Steering Committee has begun work. Lenore Frigo and Carolyn Singh will be the faculty representatives on this committee.
 - Overview by Joan Bosworth of the NRIPS Program Review, including information on new courses in native plants and sustainability. She also noted that the Air Resources Board has donated equipment unique in the state.
 - A report by Joe Wyse about improved access to a fusion program, which tracks room utilization for state reporting requirements.
 - Notice that budget planning for 09-10 will be particularly linked to the strategic plan. A tentative budget is expected by 5/3.
 - Notice that Maureen Stephens was reappointed as faculty representative to College Council.
- e. Report from Curriculum Council (as needed) (Ron Marley)
In the fall, the curriculum committee expects to be addressing the requirement from the accrediting commission that SLOs need to be in the official course outline of record.

No report from Matriculation Committee or Scholastic Standards Committee.

5. Discussion/Action Items

- a. AP 5012: Admission of International Students. This AP is being recommended to us by the Matriculation Committee. **This is a first reading.**
Since this is a first reading, the document will be brought back for discussion and voting next time. Cathy Anderson had a question about the second bullet pertaining to substantiation needed for the I-20 form. Keith Brookshaw clarified that health and income documentation are required. Cathy Anderson suggested language to clarify. She also worked to clarify language in the third bullet about both proficiency testing and placement on the basis of that testing. Finally, a sixth bullet was added indicating that international students who do not meet minimum scores on language proficiency tests will not be admitted. These clarifications will be incorporated into the document for the second reading.
- b. AP 4020: Program and Curriculum Development. **This is a first reading.**
(Kevin Fox and Eva Jimenez) (1 attachment)

The Program Improvement Committee has suggested clarifications to the document "Procedures for Program Improvement" to allow sufficient time to compose necessary reports and to implement improvement plans. Lenore Frigo asked for the five early alert criteria, and these were presented. Because of number of changes requested to clarify this document, The Senate Executive Committee will receive a revised document, and the reading at the next meeting will be a first reading.

- c. Senate Bylaws: A proposed revision to the bylaws adding "affiliate committees". **This is a second reading.** Three readings are necessary before voting. (Cathy Anderson) (1 attachment)
The new document includes changes incorporated from last reading. No comments were forthcoming. This document will be voted on at the next meeting, since revisions to Senate Bylaws require three readings before voting.
 - d. Excellent Educator: Only members of the Executive Committee may vote. (Susan Meacham) (no attachment)
Divan Fard was chosen as Excellent Educator.
 - e. Proposed Tenure Review Committees: (1 attachment)
The list of TRCs and mentors reflected these changes: For Susanna Fulton, remove Morgan Hannaford and replace with Steve Hansen; mentor for Susanna Fulton is Ann Sittig. Also Craig Thompson has replaced Kele Fitzhugh on Aaron Junta's committee. Cathy Anderson also recommended deleting the parenthetical "replacement for XXX" on both James Tate's and Eva Jimenez's committees. Alan Spivey moved to approve with these changes; Lemoine Waite seconded approval. The motion passed.
 - f. Senate At-Large and Adjunct Elections: **Discussion only.** An update on our at-large elections. (Susan Meacham) (no attachment)
Due to lack of time, this item was not discussed.
 - g. Senate Officer Elections: **Discussion only.** Planning for election of next year's President, Vice President, Secretary, and Delegate. (Susan Meacham) (no attachment)
Due to lack of time, this item was not discussed.
 - h. Fall Flex: **Discussion only.** Further discussion of fall flex day. (Shelly Presnell and Candace Byrne) (no attachment)
Senate Executive Board members determined the best structure for fall flex would give high priority to scheduled time for SLO meetings for all faculty. They endorsed a plan that would schedule SLO work in a two-hour morning breakout and various workshops in a two-hour afternoon breakout session.
6. Other
Morris Rodrigue presented two zero-unit certificates for basic skills/GED and workforce development. Offering these certificates will allow collection of enhanced apportionment. Lemoine Waite moved and Susan Meacham seconded approval of these certificates. The motion passed.
 7. Adjournment
The meeting was adjourned at 5 pm. Next meeting: **Monday, May 11, 2009 in Room 1120.**