

Academic Senate
MINUTES
 Monday, September 9, 2013
 3:00 – 4:45 p.m.
 Room 1119

Executive Committee Members Present					
	Cathy Anderson	x	Terry Bailey	x	Keith Brookshaw
	Paul Calkins	x	David Cooper	x	Kendall Crenshaw
	Camilla Delsid	x	Richard Fiske	x	Leo Fong
	Scott Gordon	x	Robb Lightfoot	x	Sue Loring
x	Jennifer McCandless		Rob McCandless	x	Susan Meacham
	Ray Nicholas	x	Brad Peters	x	Carolyn Salus-Singh
x	Terrie Snow	x	Brian Spillane		Chuck Spotts
	John Whitmer		Don Cingrani (N/V)		Ron Marley (N/V)
x	Meridith Randall (N/V)				
Other Faculty Present					
Guests					
x	Tim Johnston	x	Joe Wyse		

1. Call to order: Meeting was called to order at 3:03pm.
2. Approval of Minutes from August 26, 2013 Meeting: Terry Bailey moved approval; seconded by Keith Brookshaw. Motion carried.

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.

4. Report

a. Report from Senate President (Jennifer McCandless)

- i. Excellent Educator Awards—Jennifer has been continuing to look into potential sources to fund the monetary portion for both the Excellent Educator Award and the Part-Time Excellent Educator Award. She has talked to Faculty Association about setting up a fund for this, but when any fund is started, there needs to be a budget set up with strict accounting to handle this, so it can be a complicated process. She asked Joan Bosworth and Anthony Eckhardt to bring this proposal to Faculty Association.
- ii. Senate Retreat—Jennifer also asked Faculty Association about funding snacks for the Senate retreat on Sept. 30. She has reserved the cafeteria stage from 3:00 to 5:00 on that date. The retreat itself will feature informal discussion about 10 plus 1, the most prominent topics currently at the statewide Academic Senate, and a succession plan for Senate officers. Because of the short notice, she's not optimistic about getting a statewide Senate representative to come speak to us.
- iii. AP 4020—Program and Curriculum Development. During this past spring, Jennifer asked for volunteers to serve on a work group to examine and revise this AP. At this point, only Frank Nigro, the chair of the PIC, and Ron Marley, the Curriculum Council chair, are involved, so additional volunteers are needed. Because this is an area that the Board of Trustees relies upon the Senate for advice, it's vital that faculty actively participate in this. Meridith Randall reiterated the urgency to revise this AP because the process clearly needs streamlining.
- iv. AP 7210—Faculty Hiring Priorities Procedure—This is the AP that Instructional Council uses to create its hiring priorities list. A work group consisting of Jennifer, Meridith, Cathy Anderson, and Ramon Tello has been studying and revising the AP, and Jennifer hopes to bring the revisions to the next Senate meeting. Several members of this work group have recommended an increase in faculty representation on the Faculty Hiring Priorities Committee. Currently, there's only one faculty member, the Senate liaison to Instructional Council, who is a voting member on this committee. Although she personally believed that the current arrangement does allow for interested faculty to provide their input, Jennifer asked everyone to consider if adding another faculty member with voting rights should be pursued. Susan Meacham noted that the main motivation for this was discontent expressed by faculty in some divisions about a lack of faculty input during the last round of hiring. Several pointed out that there are a number of different changes, besides adding a faculty vote to the committee, that could remedy this problem. Jennifer also mentioned that this work group has proposed revisions to the rubric and the criteria within it that was used this past year in determining the hiring priorities ranking.

- b. Report from Instructional Council (Susan Meacham)
 - i. Instructional Council met last Thursday, and the following items were discussed: Doug Meline and John Lutkemeier gave an update on the progress of the technology initiatives that were approved, and these updates will be made on a regular basis in the future. IT was able to work some great deals on hardware and software to make the budget allocations go further. Faculty who teach in classrooms that will undergo any technology upgrades will be asked by their deans for any input that they might have. Tim Johnston gave an update on the AA-T and AS-T degree programs that are currently in place and those being developed for approval; he also raised the possibility of creating student cohorts to help improve student success and degree completion rates. Additionally, Tim brought some Board Policies and Administrative Procedures that are going through revision; these included BP 4250—Probation, Disqualification and Readmission; BP 4260—Prerequisites and Corequisites--Establishment and Review; AP 4260—Prerequisites and Co-requisites; BP 5010—Admissions and Concurrent Enrollment; AP 5055--Enrollment Priorities; Susan said that she would add these to the next Senate agenda. The spring schedule is being finalized this week; the revisions to the faculty hiring priorities procedure were discussed; and there was a reminder that training for peer evaluators would be occurring this week. Also discussed was the development of an institutional exit protocol involving returning keys and college property by faculty and staff who no longer work at the college.
- c. Report from SLO Committee (Cathy Anderson)
 - i. No report. First meeting will be this Thursday.
- d. Report from College Council (Cathy Anderson, Sue Loring)
 - i. At their last meeting, College Council discussed the format of the progress report for the Strategic Plan. There also were updates on Strategic Plan activities. Changes to the Integrated Planning Manual were discussed. Joe Wyse added that the IPM is posted online and is currently at the print shop. Also discussed were slight changes made to the BP involving student discipline. Jennifer mentioned that College Council is still collecting feedback on the Integrated Planning Manual, so changes can still be made for next year's planning process; she encouraged anyone who wishes to provide input on this to do so, even up through October.
- e. Report from Curriculum Council as needed (Ron Marley)
 - i. No report. First meeting will be next week. Meredith reminded everyone that training for CurricuNet will begin next week. She recommended that all faculty, particularly anyone responsible for a course outline, should take the training. Terrie Snow asked Meredith about any deadlines for establishing AA-T and AS-T degrees. Meredith noted that there's a lot of pressure to get as many of these done; however, colleges are not expected to have an AA-T or AS-T degree in every discipline that currently has an Associates Degree offered. She explained that it's become more of a "numbers game" where colleges need to demonstrate that they've made progress in developing the quantity of AA-T and AS-T degrees offered. Sue Loring added that part of the confusion about deadlines is due to an upcoming deadline for the CSU system to adopt common transfer patterns, and these are not the same as the AA-T and AS-T degrees. Robb Lightfoot asked about the potential penalties and sanctions for not having

enough AA-T and AS-T degrees approved. Meredith stated that the Chancellor's Office has made no mention of penalties at this point, but she could foresee a situation where failing to provide AA-T and AS-T degrees could potentially put our students who are transferring at a disadvantage because they would be given a lower priority.

- f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
 - g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. No report.
5. Discussion/Action items
- a. Delegate for Fall 2013
 - i. In our previous meeting, Jennifer announced that she would be willing to be our delegate at the Area Meeting and Plenary Session later this semester, but to make this official the Senate bylaws require a formal vote to approve this. Susan Meacham nominated Jennifer McCandless to serve as delegate; seconded by Carolyn Salus-Singh. Motion carried.
 - b. Peer Evaluators (Attachment)
 - i. The peer evaluators on this list are not full-time faculty, so they require Senate approval. Robb Lightfoot stated that this seemed more like a pro-forma vote because we are not familiar with the evaluators who are up for approval. Susan Meacham asked Terry Bailey if her division, SPECS, has discussed this matter, and she responded that they have not because they haven't had a division meeting yet. After Kendall Crenshaw asked Jennifer to clarify the specific policy on peer evaluations, Jennifer summarized it and asked if we should review this policy more closely and postpone our vote. Susan was concerned that this would delay the process and prevent any needed peer evaluator training from being completed this week. Jennifer wondered if we should wait to hear from SPECS; Terry said that she had no doubt that her division would approve the list. Susan Meacham moved to approve the peer evaluator list; seconded by Robb Lightfoot. Motion carried.
6. Other?
- a. Census Day—Meredith reminded everyone that students must have completed some type of academic assignment in order to remain in the class and be counted for the census.
 - b. CurricuNet Training—David Cooper asked that divisions encourage their part-time instructors to take the CurricuNet training.
 - c. Thefts on Campus—Jennifer shared that the Math faculty have experienced a series of thefts in their offices, even ones that were locked, so she warned everyone to be extra vigilant.
7. Adjournment: Meeting was adjourned at 3:51pm.
8. Next meeting: September 23, 2013