

**Academic Senate
MINUTES**

Monday, February 10, 2014
3:00 – 4:45 p.m.
Room 1120

Executive Committee Members Present					
	Cathy Anderson	x	Cristina Berriso	x	Keith Brookshaw
	Paul Calkins		David Cooper	x	Kendall Crenshaw
	Camilla Delsid	x	Richard Fiske	x	Leo Fong
x	Lenore Frigo	x	Scott Gordon	x	Robb Lightfoot
x	Sue Loring	x	Jennifer McCandless	x	Rob McCandless
x	Susan Meacham	x	Ray Nicholas	x	Brad Peters
x	Carolyn Salus-Singh	x	Terrie Snow		Brian Spillane
x	Craig Thompson		Don Cingrani (N/V)		Ron Marley (N/V)
x	Meridith Randall (N/V)				
Other Faculty Present					
x	Luke Hillyard	x	Mark Racowsky		
Guests					
x	Will Breitbach	x	Dan Haskins	x	Tim Johnston
x	Joe Wyse				

1. Call to order: Meeting was called to order at 3:01pm.
2. Approval of Minutes (Attachment)—January 27, 2014: Sue Loring moved to approve the 1/27/14 minutes; seconded by Ray Nicholas. 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. Craig Carmena has requested retreat rights in Administration of Justice; this typically entails notifying full-time faculty in the discipline, but because there are not any full-time instructors in Administration of Justice, Jennifer will be calling upon faculty in BAIT to review the request.
 - ii. Jennifer conveyed news from Faculty Association that only one instructor has applied for sabbatical next year. Last year there were four applicants, with two sabbaticals granted. Is this lack of applicants due to concern about the viability of programs when faculty go on sabbatical? Or is it due to the perceived complexity of the application process?
 - iii. Getting part-time representatives for Academic Senate has always been a challenge. Now with compensation available for part-time faculty who serve on certain committees, this should be easier. Right now there is a vacancy for a part-time representative. Mark Racowsky has volunteered, so Jennifer has appointed him to serve as one of the part-time representatives.
 - b. Report from Instructional Council (Susan Meacham)
 - i. Instructional Council met last Thursday, and these items were discussed: the summer schedule is done and will be on the College website March 10, with registration starting the first week of April; the fall schedules will be turned in within the next two weeks; there is a push this year and next to meet the strategic goal of 60% of classes having an on-line component (Moodle training will be made more accessible for faculty to help achieve this); the importance of having reciprocity agreements with other states for both on-line instructors and students who reside in these states; Joe Wyse has approved hiring five more positions on the revised hiring priorities list (AD Nursing, Counseling, Math (Basic Skills/Stats)-1; FSS #1; Administration of Justice); Tim Johnston asked for input on the Enrollment Management Plan; this year's Celebrity Auction featuring Joe Theismann is coming up on March 28; Eva Jimenez has requested more faculty representatives on hiring committees for administrative positions; increased flex requirement and ways to meet it—the Professional Development Committee and Instructional Council will provide a guide on this.
 - c. Report from SLO Committee (Cathy Anderson)
 - i. No report.
 - d. Report from College Council (Cathy Anderson, Sue Loring)
 - i. At the last meeting of College Council, revised APs and BPs were reviewed. Also, from all the ranked initiatives, there was a separate list created ranking staffing requests.
 - e. Report from Curriculum Council as needed (Ron Marley)
 - i. Jennifer reported that the majority of the last meeting of Curriculum Council was spent on creating their bylaws and revising their existing handbook.

- f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
 - g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. Don e-mailed Jennifer that the committee is working on forming the ad hoc subcommittee to study the course waiver procedure.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. No report.
 - i. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Carolyn reported that Moodle-Lite (M-Lite) will be available to all faculty in the fall; Will Breitbach reminded interested faculty to contact their deans about this. The portals for students and faculty are being improved. Also starting in the fall, deans will be able to log into on-line classes without having to enroll in the classes, thus allowing for unannounced visits. Robb Lightfoot asked about this being in the district contract; Carolyn stated that it is. Lenore Frigo asked if on-line instructors would be able to know that deans are logging into their on-line courses; she didn't see this as equivalent to a dean dropping in to visit a face-to-face class, where it's obvious that the dean is present. Meridith explained that there would be a way to inform the instructor.
5. Informational Items
- a. Update from AP 7210 Working Group
 - i. This previous fall, the Senate and Board of Trustees approved this AP on the faculty hiring priorities procedure, with the two major changes being the additions of a faculty member and a dean to the Faculty Hiring Priorities Committee, and the requirement to re-prioritize the list when any retirements or resignations were announced. The working group has been focusing on fine-tuning the hiring priorities rubric. In response to the feedback given during the 10/14/2013 Senate discussion on the rubric, the rubric category for the ratio of full-time to part-time faculty was restored, and some of the language of other rubric criteria was revised. Marc Beam is currently revising the hiring priority screening form to better match the rubric criteria, and his office will work on norming those who will be using the rubric.
6. Discussion/Action items
- a. **Board Policies and Administrative Procedures—*Second Readings***
(Attachments)
 - BP/AP 5050: Student Success and Support
 - BP/AP 5130: Financial Aid
 - BP 4250: Probation, Dismissal and Readmission
 1. Tim Johnston reviewed the revisions made to AP 5050 based on the recommendations given during the 1/27 Senate meeting: On page 2, the 2nd bullet item (“students who plan to only enroll in courses having no English or Math skills requirements or prerequisites”) was deleted; on page 3, in the middle of the first paragraph, the qualifying phrase “for that semester” was added to provide a clearer time frame for the right to appeal a loss of registration priority; on page 3, the name “Admissions and Records Appeals Committee” was changed to the “Registration Appeals Committee” to more

accurately reflect the role of the committee. Robb Lightfoot moved to approve AP 5050; seconded by Susan Meacham. Motion carried.

2. Robb Lightfoot moved to approve BP 5050; seconded by Susan Meacham. Motion carried.
3. Because both BP and AP 5130 concern areas that don't fall under the Senate's purview, no vote was needed.
4. Keith Brookshaw moved to approve BP 4250; seconded by Robb Lightfoot. Motion carried.

7. Other?

- a. Jennifer handed out a list of part-time faculty in BAIT who are being evaluated this semester. Some of the evaluators are administrators and not full-time faculty, so these need to be approved by the Senate. Six part-time faculty members are to be evaluated by Craig Carmena, and two by Tony Osa. This is because there are not enough full-time faculty in BAIT to do evaluations of part-time instructors. Brad Peters suggested the possibility of using experts from outside of the College to do certain evaluations. Cristina Berriso requested that everyone be able to consult their constituents about this before voting. But because of the substantial number of evaluations that need to be done and the brief timeframe to complete them, there was a concern about delaying this vote. Scott Gordon moved to approve the peer evaluators; seconded by Ray Nicholas. There was discussion about who is qualified to do evaluations—can it be any instructor in any discipline? Or does the evaluator need expertise in the discipline? Motion carried with one abstention.
- b. Susan Meacham reminded everyone that the Excellent Educator Awards is now open for nominations, with February 21 being the deadline.
- c. Scott Gordon gave a reminder about the GIFTS workshop that he will be doing this Thursday, 3:30pm in room 781.
- d. With the next Board of Trustees meeting this Wednesday, Jennifer asked that anyone who wanted her to bring anything to the Board's attention should contact her; she also mentioned that she would not be able to attend the March 12 Board meeting, so she asked for a volunteer to attend in her place. Robb Lightfoot said that he is pretty certain that he would be able to do this, but he would need to check his schedule first.

8. Adjournment: Meeting was adjourned at 3:58pm.

9. Next meeting: Monday, February 24 at 3:00pm