Academic Senate
MINUTES
Monday, August 28, 2023
3:00 – 5:00 p.m.
Room 1107

	Executive Committee Members Present				
x	Cathy Anderson	x	Kari Aranbul	x	Kate Ashbey
x	Scott Croes	x	Cheryl Cruse	x	Jay Davis
x	Leslie Ellingson	x	Katie Elwood	x	Leo Fong
x	Scott Gordon	x	Chelsea Hendershot	x	Jacquelyn Horton
x	Chaz Kelley	x	Jun Ma		Mindy Marlatt
	Corrinne Minnard	x	Carie Palmer	x	Alexis Riley
	Brad Rupert	x	Joanne Tippin	x	Lenore Watson
	Susan Westler				
x	Frank Nigro (N/V)	x	Scott Yates (N/V)		

	Other Faculty Present				
x	Laura Ecklin				

	Guests				
x	Stacey Bartlett	x	Will Breitbach	x	Angela Cordell
x	Bex Davis	x	Tim Johnston	x	Ioanna Iatridis
x	Shaunna Rossman	x	Buffy Tanner	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:06 p.m.

2. Approval of Minutes—May 8, 2023 (1 attachment): Scott Gordon moved to approve the May 8th minutes; seconded by Carie Palmer. Motion carried with one abstention (Chaz Kelley).

3. Informational Reports from Guests and Executive Committee Members
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: These agenda items are for invited reports from guests and Executive Committee Members. No action will be taken under these agenda items.
   a. Honoring our Excellent Educators Scott Gordon and Laura Ecklin
      - Presenter: Frank Nigro

      Frank Nigro congratulated the two Excellent Educators, Scott Gordon and Laura Ecklin, and presented each with a plaque inscribing their award.

   b. Accreditation Review of Online Classes—What They Will Be Looking For
      - Presenter: Will Breitbach

      Will Breitbach highlighted the need to prepare for the accreditation review of online classes that will focus on regular and substantive interaction (RSI); next spring, the accreditation team will take a random sampling of online classes from this current fall semester to check for at least two regular and substantive interactions with students on a weekly basis. He provided some examples of what constitutes substantive contact, and he encouraged faculty to consult with our Ed Tech Team of Paul Burwick, Brianne Brichacek, and Johanna Anderson.

   c. Review of the New Academic Freedom Page on the Website
      - Presenter: Frank Nigro

      Frank Nigro reviewed the new Academic Freedom page on the Academic Senate's website. This page includes the definition of academic freedom that was approved by the Academic Senate last year, as well as sources consulted and resources for more information on academic freedom.

4. Standing Action Items from Our Subcommittees, The Office of Instruction, The Office of the Superintendent/President, and Others
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: These agenda items are for business that the Academic Senate must discuss and vote on at each meeting.

   a. From the Curriculum Committee

      New or Revised Courses: (1 attachment)
      There are 9 new courses that have been approved by the Curriculum Committee:
      - **ADS 11 Substance Abuse Counseling for Diverse Populations** - New Course Proposal w/DE, 3 units
      - **ADS 14 Pharmacology of Alcohol and Addictive Substances** - New Course Proposal w/DE, 3 units
      - **ADS 15 Substance Abuse Prevention, Intervention, and Recovery** - New Course Proposal w/DE, 3 units
      - **ADS 16 Ethical, Legal, and Professional Issues in Drug and Alcohol Counseling** - New Course Proposal w/DE, 3 units
      - **ADS 17 Alcohol and Drug Counseling Case Management** - New Course Proposal w/DE, 3 units

- **ADS 18 Family and Addiction** - New Course Proposal w/DE, 3 units
- **ADS 19 Co-occurring Substance Abuse Disorders** - New Course Proposal w/DE, 3 units
- **BUAD 17 Business Mathematics** – New Course Proposal w/DE, 3 units
- **POLS 15 Introduction to Political Theory** – New Course Proposal w/DE, 3 units

    i.   Scott Yates noted that the ADS courses are being added in preparation for a degree program focusing on substance abuse and addiction. Cheryl Cruse moved to approve the new courses; seconded by Scott Gordon. Motion carried unanimously.

New or Revised Programs: (2 attachments)
There are 2 new programs that have been approved by the Curriculum Committee:

- **Communication Studies 2.0** – New ADT Proposal
- **Public Health Informatics and Technology** – New Certificate Proposal

    ii.   Katie Elwood moved to approve the Communication Studies 2.0 ADT program; seconded by Jay Davis. Motion carried unanimously.

    iii.   Lenore Watson moved to approve the Public Health Informatics and Technology certificate program; seconded by Cheryl Cruse. Motion carried unanimously.

b.   From the Office of Instruction

Tenure Review Committees/Mentors: (1 attachment)

    i.   There were proposed changes to the follow tenure review committees (TRCs): For Marcee Martinez's new TRC, members will include Charles Cort, Michelle Morris, and Alexis Riley, with David Gatewood serving as administrative chair. For Brittany Wiley's TRC, Greg Thorson will replace Lauren Hollingsworth. For Joseph Weggeland's new TRC, members will include Melanee Grondahl, Bryon Hamilton, and Eva Jimenez, with Mike Mari serving as administrative chair; Craig Carmena will serve as mentor. For Naima Mitchell-Turner's new TRC, members include Brian Busk, Angela Nitsche, and Rebecca Osborne, with David Gatewood serving as administrative chair; Elane Carmena will serve as mentor. Leslie Ellingson moved to approve all the proposed TRCs; seconded by Kari Aranbul. Motion carried unanimously.

Peer Evaluators: None at this meeting

c.   Board Policies and Administrative Procedures from the Office of the Superintendent/President

First Readings: First readings are an opportunity to review, clarify, and suggest changes. We do not make motions or vote on a first reading. (3 attachments)
- AP 5011 Admission and Concurrent Enrollment of HS and Other Young Students
- AP 5075 Course Adds and Drops
- AP 5300 Student Equity

     i. For AP 5011, Bex Davis explained that the changes were mandated by the Community College League of California. Cathy Anderson suggested adding at the beginning of the AP a definition of "special" as the term is used to refer to three different student populations (Special Part-Time Student; Special Full-Time Student; Special Summer Session Student) in the AP.

     ii. For AP 5075, Bex Davis explained that the changes were mandated by the Community College League of California. The third paragraph in the "Course Drops or Withdrawals" section includes both the previous wording (in black font) and revised wording (in blue font) for the policy on withdrawals, so we will need to decide which version, or a combination of both, should be kept. Tim Johnston noted that the Scholastic Standard Committee will be reviewing the policies and procedures for Withdrawals and Excused Withdrawals.

     iii. For AP 5300, Bex Davis noted the three minor changes made.

Second Readings: Second readings are an opportunity to make motions to approve with minor changes. If significant changes are needed then there will not be a vote and the BP/AP will be brought back for a third reading. (None at this meeting)

d. Plan for a Critical Review of the Institutional Self Evaluation Report (ISER) – Will Breitbach (1 attachment)
- There are seventeen sections of the ISER that need critical review. It would be ideal if each Executive Committee member committed to reviewing a section.

Will Breitbach reviewed the basic components of a standards section in the Institutional Self Evaluation Report (ISER). He asked for members of the Executive Committee to review each of the sections. When reviewing each section, it starts with understanding the review criteria and then checking if the analysis and evaluation align with the criteria. The assignments were as follow:

Standards	Academic Senate Reviewer
IA - Mission	IA - Tippin
IB - Assuring Academic Quality and Institutional Effectiveness Academic Quality	IB Academic Quality 1- 4 - Riley IB Institutional Effectiveness 5-9 - Aranbul
IC - Institutional Integrity	IC 1-6 - Ashbey IC 7-13 - Ellingson
IIA – Instructional Programs	IIA 1-8 - Elwood IIA 9-16 – Davis
IIB – Library and Learning Support Services	IIB – Horton
IIC – Student Support Services	IIC 1-8 – Croes
IIIA – Human Resources	IIIA 1-7 - Anderson IIIA 8-15 - Watson
IIIB – Physical Resources	IIIB - Fong
IIIC – Technology Resources	IIIC - Ma
IIID – Fiscal Resources	IIID - Kelley

IVA – Decision-Making Roles and Processes	IVA - Palmer
IVB – Chief Executive Officer	IVB - Palmer
IVC – Governing Board	IVC - Cruse

Because first and second readings of the ISER draft are planned for October, Will asked that these reviews be completed in three weeks to allow time for any feedback to be incorporated into the draft.

    e.   Delegate Needed for the Fall 2023 Plenary Session
- November 16-18 at the Westin South Coast Plaza in Costa Mesa.

Jacquelyn Horton volunteered to serve as Delegate. Leslie Ellingson nominated Jacquelyn Horton to serve as Delegate to the Fall Plenary Session; seconded by Lenore Watson. Motion carried unanimously.

5.   Project-Based Discussion/Action Items
- These agenda items will vary to reflect the current projects that the Academic Senate is working on.

None at this time.

6.   Standing Reports from Subcommittees and Joint Committees

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Subcommittees and Joint Committees are invited to update the Executive Committee about their current work. No action will be taken under these agenda items.

    a.   Report from the Academic Senate President (Cathy Anderson)
Cathy Anderson asked for two volunteers to serve on the Faculty Hiring Priorities Committee. The committee's first meeting will be October 10th, 3:00 to 5:00 p.m. Carie Palmer and Alexis Riley volunteered to serve on the committee.

    b.   Report from College Council (Frank Nigro or Cathy Anderson)
No report.

    c.   Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)
      i. Curriculum Committee (Co-Chair: Scott Yates, Frank Nigro)
        Scott Yates presented on CalGETC (the unified General Education pathway), how it differs from the previous CSU and IGETC GE patterns, and how it will affect our curriculum. CalGETC will be fully implemented in Fall 2025, so he presented a timeline that we will need to follow. This will require courses that need to be submitted for CalGETC approval be approved by the GE Committee and Curriculum Committee by May 2024; courses will need to be submitted for CalGETC approval by December 2024, and approvals and denials will be made known by May 2025. Scott noted that courses that already meet IGETC will likely be approved for CalGETC. He shared a list of courses that are currently CSU GE approved but not IGETC approved;

for these, he asked that faculty check ASSIST. Processes for CalGETC certification have not yet been finalized, but we need to prepare making course revisions now to meet IGETC standards. Additionally, students will have to be placed in an ADT if they have a transfer goal, but they may opt out. We should consider adding courses to our local GE pattern, particularly involving languages other than English and lifelong learning; the GE Committee should take the lead on this.

ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)
Lenore Watson reminded faculty to complete their census reports by the end of the day and drop any students who have not attended.

iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
No report.

iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
No report.

v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Will Breitbach)
No report.

d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
   i. Student Success Committee (Tri-Chairs not named yet)

e. Professional Development Coordinator (Jennifer McCandless)
No report.

f. Office of Instruction (Frank Nigro)
No report.

7. Items to Communicate
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: This agenda item is an opportunity for members to collectively summarize the important outcomes from the meeting. This will encourage communication between representatives and faculty in their areas.

8. Other
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: This agenda item is for members to bring up topics not on the agenda.   This is also an opportunity to determine interest in a possible future agenda item topic. No action will be taken under this agenda item.

9. Opportunity for Public Comment
   - Facilitator: Cathy Anderson
   - Purpose and Expected Outcome: 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 under this agenda item. Speakers are limited to three minutes.

10. Adjournment: Meeting was adjourned at 5:08 p.m.

11. Next Meeting: Monday, September 11, 2023, at 3:00 p.m. in Room 1107

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