

Academic Senate

**Executive Committee Meeting**

Monday, Sept. 11, 2006  
3:00-4:45 p.m.

**Room 1108**

**Minutes:**

<b>Executive Committee members present</b>					
<b>X</b>	<b>Cathy Anderson (N/V)</b>	<b>X</b>	<b>Terry Bailey</b>	<b>x</b>	<b>Candace Byrne</b>
<b>X</b>	Stephen Concklin		Lois Cushnie (N/V)		Kendall Crenshaw
<b>X</b>	Leo Fong	<b>X</b>	Lenore Frigo	<b>X</b>	Karen Henderson
	Pamela Hanford	<b>X</b>	April Howell		Jason Kelly
<b>X</b>	<b>Guy Klitgaard</b>	<b>X</b>	<b>Ron Marley</b>		<b>Erin Martin</b>
<b>X</b>	Susan Meacham	<b>X</b>	Peggy Moore		Ray Nicholas
<b>X</b>	Frank Nigro		Randy Reed	<b>X</b>	Terrie Snow

<b>X</b>	Robert Soffian	<b>X</b>	Chuck Spotts	<b>X</b>	Maureen Stephens
<b>X</b>	Ramón Tello	<b>X</b>	Andrea Williams		Dave Wright (N/V)
Other faculty present					
<b>X</b>	Carolyn Borg for Kendall Crenshaw				
Guests present					
<b>X</b>	Catherine Jackson				

1. Call to Order. Frank Nigro called the meeting to order at 3:00 pm.

2. Approval of Minutes – 8/28/06 (Attachment):

Chuck Spotts moved approval of the August 28, 2006, minutes as distributed. Ron Marley seconded. The motion was unanimously approved.

3. Reports

a. Introduction of new Senate representatives:

Frank introduced Guy Klitgaard, new adjunct representative. Randy Reed will be filling in for Erin Martin in the Sciences for this semester.

b. Report from Instructional Council (Susan Meacham; no attachment):

Susan Meacham noted a number of information and discussion points from Instructional Council. Points of information included:

- announcements for Dean of Business, Math and Technology and for Vice President, Instruction, are out;
- the deans were given lists of available VTEA funds;
- the IC is working to standardize the manner by which hiring needs are determined and prioritized;

- Kevin O'Rourke reported that, at the time of the IC meeting, enrollment was up 4.9% over last fall and that once all adds were processed, enrollments could well be up even more.

Points of discussion included allocating \$100,000 of instructional equipment monies; reducing enrollment limitations in cases when students have scheduled field trips that prevent their taking a second class; clarifying wait list policies; determining accurate census counts for online classes, since perhaps some of the many Fs in online courses result because students don't ever participate. In addition, the Senate was praised for its work with SLOs and urged to continue. Susan again expressed appreciation for the opportunity to represent faculty on the IC and for the positive, constructive tone there that emphasizes partnerships between faculty and instructional administrators.

c. Update on SLOs (Frank, Peggy; no attachment).

Frank reported that he asked administration for input and direction regarding continued work with SLOs and that he raised the possibility of designating an SLO coordinator. He noted that faculty have begun to assess SLOs and that no one is collecting the information discovered by analyzing assessment results. An SLO coordinator could work with Catherine Jackson. Peggy Moore reported the "core idea" at Cabinet that administration has dropped the ball on SLOs, since SLO work has not yet begun at the certificate and program level and in the various support programs. She has suggested that we bring to campus people who have been successfully working with SLOs in instruction and student services areas, learn from their experience, then move towards designating a coordinator. Frank asked how SLO work is going in the various departments represented at the meeting. Math reported SLO assessments at four levels and continued work. Others reported challenges with how to collate the data collected and what to do with it. Peggy Moore assured the group that the accreditation mid-term report will require information regarding the how we are assessing SLOs and how we are using results of assessment. Frank encouraged continued work on SLOs. Cathy Anderson suggested that responsibility for overseeing SLO work be written into the job description for department coordinators.

#### 4. Discussion/Action Items

- a. Tenure Review Committees (1 attachment): *Another change is being proposed for another tenure committee. We need to approve (or not) the change to Anthony Eckhardt's TRC.*

Cathy Anderson moved approval of the change to Anthony Eckhardt's TRC. Ramon Tello seconded. Discussion revolved around how many on this TRC were also on Eckhardt's hiring committee, as is desirable, and how many on the committee have a background in economics. The motion was approved. Later in the meeting, when Cathy Anderson pointed out that this was a meeting of the

Senate Executive Committee and that she therefore could not make motions, April Howell made the motion to approve the change to Anthony Eckhardt's TRC, Ramon Tello seconded the motion, and the motion carried unanimously.

b. Class schedule language on adding classes (No attachment): *Last week we looked at the confusing language in the class schedule on when students could add a class: after the first class session or after the second? Division reps were asked to consult with their faculty to determine their preferences. We will vote on this today so that we can incorporate the changes in the Spring 2007 Class Schedule.*

Chuck Spotts moved to require students who wish to add a class to obtain the instructor's signature after the first class meeting. Susan Meacham seconded. Discussion followed regarding the potential difficulty of locating instructors, students' likely success in the class even if they miss the first class, and the need to make it easier for students to add classes. The motion was defeated with 7 yes and 11 no votes. Stephen Concklin then moved that a faculty signature be required to add a class after the 2<sup>nd</sup> class meeting. Andrea Williams seconded. Discussion followed regarding how online classes would be impacted by this policy; Frank suggested the Distanced Education Committee visit this issue. The motion carried.

c. Accreditation recommendations on cultural diversity and computer literacy/information competency (1 attachment): *The Accreditation Team's October '05 report recommends the college address gaps in our general ed sequence, specifically in the areas of **computer literacy**, **information competency**, and **cultural diversity**. We will have an initial discussion issue and on some possible ways to resolve it.*

Frank reported that information competency will likely be addressed by AA/AS English requirement; students who meet this requirement at another school would perhaps complete a module on information literacy offered through WebCT. Computer literacy is currently satisfied by successful completion of CIS 1 and CIS 6, or other courses such as Computers in Agriculture. There was some discussion of assigning competency when students graduate from a high school with a computer literacy requirement. Carolyn Borg said that the Senate's General Education Committee will take on the question of cultural diversity and report to both the Curriculum Committee and the Senate. Frank will meet with Carolyn Borg to figure out how to coordinate various available opportunities whereby students can meet the computer literacy requirement.

6. Adjournment: The meeting was adjourned at 4:10.

7. Next meeting: **Monday, Sept. 25, in Room 1108.**