

Academic Senate

**Executive Committee Meeting**

Monday, April 24, 2006 \* 3:00-5:00 \* Room 1108

**MINUTES**

<b>Executive Committee members present</b>					
<b>x</b>	<b>Cathy Anderson</b>	<b>x</b>	<b>Toby Bodeen</b>	<b>x</b>	<b>Carolyn Borg</b>
<b>x</b>	Dave Bush		Candace Byrne	<b>x</b>	Stephen Concklin
<b>x</b>	Kendall Crenshaw		Jeff Cummings (N/V)	<b>x</b>	Kevin Fox
<b>x</b>	Karen Henderson		Pamela Hanford	<b>x</b>	April Howell
<b>x</b>	Gary Lewis (N/V)	<b>x</b>	Sue Loring (N/V)	<b>x</b>	<b>Warren Lytle</b>
<b>x</b>	Ron Marley	<b>x</b>	<b>Erin Martin</b>		Susan Meacham
<b>x</b>	Frank Nigro		Alan Spivey		Chuck Spotts
<b>x</b>	Maureen Stephens	<b>x</b>	Terry Turner	<b>x</b>	Laura Valvatne

x	Andrea Williams		Dave Wright (N/V)		
Other faculty present					
Guests present					
x	Catherine Jackson				

1. Call to Order: The meeting was called to order at 3:00.

2. Approval of Minutes –03/27/06 (1 Attachment): The minutes were not sent out so we will have to approve them next meeting.

### 3. Reports

#### a. Update on Invest in Our People Committee (Candace Byrne):

Candace reported that the Invest in Our People Committee headed by Pat Demo recently met and that the Invest in Our People Committee agrees with the Senate that Senate should organize the content of Flex Day in the future. HR will continue to produce the schedules and arrange for rooms, etc. Since we have a last minute situation with unexpectedly needing to organize next fall's Flex Day, Laura Valvatne, Erin Martin, and Candace Byrne agreed to take on this task, including trying to find a keynote speaker. One of the Senate's first projects next fall semester will be to form a Professional Development Committee which will become a standing committee of the Academic Senate. The Professional Development Committee will take over organizing flex day.

There was then a discussion about the formation of the permanent standing committee. Ron Marley, Maureen Stephens, Chuck Spotts and Candace Byrne will go to work immediately trying to outline what the Professional Development Committee should look like and what their charge will be. Candace noted that over the long term, this standing committee will develop review of Flex activities; determination of Flex Day activities; review of sabbatical projects; use of staff development funds; etc. Cathy asked that Ron, Maureen, Chuck and Candace be prepared to make a recommendation about the standing committee first thing in the fall.

b. Current Projects (Cathy Anderson)

Cathy reviewed the status on several ongoing Senate projects.

**Evaluation forms for adjunct faculty:** A number of people volunteered to develop these, but they have not been able to meet. Cathy initially recommended they table this project, but now she feels it really might be a possible Faculty Association project. Terry Turner moved we recommend the F.A. take it up as a project. Frank Nigro seconded the motion. The motion carried unanimously.

**Hiring Priorities:** We will vote on this today. See 4d below.

**Academic Honesty:** See today's vote on this on 4b below.

**Staff Development:** The Senate's effort to re-take a leading role in staff development activities will be an ongoing project past this year.

**Sabbaticals:** The Senate was set to explore how we could fund sabbaticals but so far has not looked into this. This activity will be folded into the standing staff development Senate subcommittee that eventually will be formed by Candace (see 3a above).

c. Frank reminded everyone that Lenore Frigo will be serving as our delegate to the Plenary Session this week. Lenore has sent out the resolutions that will be voted on. Please review these and let her know if there are resolutions you have a strong opinion about.

4. Discussion/Action Items

a. Tenure Review Committees (One Attachment): *Review of proposed committees for 2006-2007.*

Cathy reviewed the four new tenure committees at the end of the attachment.

Tom Morehouse has a tenure committee now that he has retreated into a faculty position in counseling. Jeroen Dragten is on his committee, and a question was raised about this since Jeroen may become the acting DSPS Director, and this might pose a conflict. Cathy will check with Lucha Ortega about this.

On the established tenure committees, Mark Smith will replace Jeff Cummings on Ray Nicholas's committee. Lauren Hollingsworth was a one-year replacement for Stacy Larson. Now that she's received the tenure-track position, she will enter into her second contract year. Laruen was reviewed this year, and Cathy is going to request that in the future, the tenure committees be made up of those who reviewed the person while they worked on a temporary basis.

Terry moved we approve all the committees at once. Laura seconded. The motion carried unanimously.

b. Academic Honesty Policy Proposal – Frank Nigro (two attachments): *A proposal is being made by the Senate subcommittee that has been working on this.*

Frank reviewed the changes that the Senate had incorporated into the Academic Honesty Policy and Violation Form. One change was made to the form (“by instructor” being changed to “by the appropriate administrator”). Also, the Senate requested that the procedure note the student had a right to grieve any decision. Ron Marley voted to approve the documents as amended. Kevin Fox seconded. The motion carried unanimously. In the ensuing discussion, it was suggested that this be sent to the deans. There was also talk of putting it in a student handbook, if such exists.

c. Procedure for Developing Online Courses -- Frank Nigro (two attachments): *This procedure has already been approved by the Distance Ed Committee and the Curriculum Council.*

Frank presented a procedure/timeline for developing online courses, along with an accompanying form. He explained how it would work and that he had already brought an earlier version to the Senate last spring. Now, the DEC has approved it, Curriculum has approved it, and all the online instructors have had a chance to weigh in on it. Frank asked for the Senate’s blessing.

Laura moved we adopt this as a Senate procedure. Carolyn Borg seconded. In the ensuing discussion, issues were raised about the enforceability of this procedure. Dave Bush argued that it would not be enforceable. For one, we don’t have such “quality control” measures in place for other classes. Cathy noted that it runs against the instructor’s academic freedom. They suggested that we re-cast the procedure as a “recommended” procedure.

The motion was defeated, and Frank agreed to change some of the wording so that this will become a recommended procedure. He’ll run this back by the Distance Ed Committee in time for our next meeting.

d. Hiring Priorities Procedure -- Cathy Anderson (One Attachment): *This recommendation is from the subcommittee assigned to modify the newly adopted Hiring Priorities Procedure to include non-instructional faculty.*

Cathy gave some background on the revised procedure. Earlier in the year, the Senate and Instructional Council formed a joint committee to revise the Hiring Priorities Procedure. The committee rewrote the current procedure and submitted the revisions to the Senate for approval last month. However, the joint committee

specified that the procedure was only for instructional faculty positions. The reason was that there was no one on the committee who was from a non-instructional area and therefore no one felt qualified to make a recommendation. The Senate adopted the procedure for instructional positions. We immediately formed another joint committee that included non-instructional faculty and administrators to write a procedure for non-instructional faculty positions. That committee chose to recommend minor modifications to the procedure we had already adopted so that there were not two different procedures. They also felt that it was important that Instruction and Student Services work closely together to prioritize positions. The Senate agreed that there should be one process and that Student Services and Instruction should work together to generate a priority list. The Senate recognizes that this may already happen in practice, but we wanted the procedure to spell it out.

The revised Hiring Priorities Procedure (attachment) would replace of the procedure we adopted last month. The Senate reviewed it and asked that we add a definition of the committee that would develop the hiring list. It was decided this committee should include Instructional Council plus any relevant VPs or directors. We'd like to call it the Hiring Priorities Administrative Committee (HPAC). The purpose of this committee is to ensure that Instruction and Student Services work together to generate the Hiring Priorities List. Everything else about this procedure is the same as the last procedure.

Frank moved that we approve this new procedure as amended above. Terry seconded. The motion carried unanimously.

Cathy will ask Caryn Bailey to put this proposed procedure on the agenda for IC for this Thursday. The Senate is recommending that IC adopt this procedure on Thursday so that we can move forward with it.

e. Other: none.

5. Other: none other.

6. Adjournment: The meeting adjourned at 4:45.

7. Next Meeting: May 8, 2006 in Room 1108