

*Approved 09/12/05*

Academic Senate

## **Open Meeting**

Monday, August 22, 2005 \* 3:00-5:00 \* Room 1119

### **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>
	Dave Bush	<b>x</b>	Candace Byrne	<b>x</b>	Stephen Concklin
<b>x</b>	Kendall Crenshaw	<b>x</b>	Jeff Cummings (N/V)	<b>x</b>	Kevin Fox
			Karen Henderson		Pamela Hight
<b>x</b>	April Howell	<b>x</b>	Gary Lewis (N/V)	<b>x</b>	<b>Sue Loring (N/V)</b>
<b>x</b>	Warren Lytle	<b>x</b>	<b>Ron Marley</b>	<b>x</b>	Susan Meacham
		<b>x</b>	Frank Nigro		Marsha Ray
	Alan Spivey	<b>x</b>	Chuck Spotts	<b>x</b>	Maureen Stephens
<b>x</b>	Terry Turner		Laura Valvatne	<b>x</b>	Andrea Williams

	Dave Wright (N/V)				
<b>Other faculty present</b>					
<b>x</b>	Carol Rupe	<b>x</b>	Marc Kemp	<b>x</b>	Divan Fard
<b>x</b>	Lois Cushnie				
<b>Guests present</b>					
<b>x</b>	Cassandra Ryan	<b>x</b>	Ron Johnson	<b>x</b>	Joan Bosworth
<b>x</b>	Brian Spillane	<b>x</b>	Teal MacMillan	<b>x</b>	Lucha Ortega

1. Call to Order: Meeting was called to order at 3:00. Cathy Anderson reminded the Senate that this was an open meeting, and at open meetings, all faculty can vote.

2. Approval of Minutes –05/23/05 (1 Attachment): Warren Lytle moved approval of the minutes, and Terry Turner seconded the motion. The motion carried unanimously.

### 3. Reports

a. There were no reports.

### 4. Discussion/Action Items

a. Tenure Review Committees (One Attachment to be sent tomorrow): *We will address the committee members highlighted.*

Phylissa Eisentraut's committee: Joe Mellon is taking a one year leave of absence. Jim Horton is being proposed as his replacement. Terry moved approval and Warren seconded. The motion carried unanimously.

April Howell's committee: Scott Gordon is now a dean and will be replacing Sharon Lowry on the committee. John Cicero has been proposed as the

replacement for Scott. Warren moved approval and Terry seconded. The motion carried unanimously. April abstained from the vote.

Don Cingrani's committee: Scott Gordon take over as the dean on this committee. Bob Bittner is proposed as a replacement for Scott. Bob Googins will be replaced by Jennifer McCandless. Terry Turner moved approval and Kevin Fox seconded. The motion carried unanimously.

Pending training of these committee members, the tenure review committees are set for this year.

b. Memo from Scholastic Standards (One Attachment): *Lois Cushnie will be here to discuss this. Should we send this to Curriculum Council or work on it ourselves? The part highlighted in yellow has been sent to legal council for clarification.*

Cathy Anderson reviewed the content of Lois Cushnie's memo on issues involving students who re-take classes to help them get into impacted programs like Nursing and Dental Hygiene. Currently, Dental Hygiene requires a student receive an average GPA of 3.0 or higher in three classes (Micro 1, Anat 1 and Phy 1) required for that program. Title V allows students to appeal to Scholastic Standards to re-take a class for which they received a C or higher. However, the second grade can not be figured into the GPA. Lois would like to know if the second grade can be used to admit someone into an impacted program. This is a question for the Chancellor's Office and/or the College's legal counsel, and whatever they say, our Curriculum Committee should include a statement in the admissions requirements regarding repetition of these classes. Title V also allows students to retake a class if they don't pass the first time. Students who do not pass the second time are not allowed to take the class again unless they appeal to Scholastic Standards. If the appeal is approved, their grade cannot be computed in their GPA.

Cathy noted that they had contacted the counsel as soon as they received Lois's memo, but he had not been able to provide an answer yet.

c. Standardized Syllabi (No Attachment): *Are we interested in this idea? If so, we need two volunteers to serve on a joint committee with two deans.*

Brian Spillane brought to Cathy the idea of having standardized syllabi. The idea would be to have certain items be mandatory or at least recommended for all syllabi. For example, there should be something on the instructor's academic honesty policy, their grading system, and perhaps about DSPS services so that students know what is available to them. Brian will head up a committee along with 1-2 other deans, Terry Turner, and Divan Fard. Tom Orr will also be asked to serve on the committee. The committee may develop some model language for syllabi. There was some discussion about whether paper syllabi were mandatory or whether we're allowed to have completely digital syllabi.

d. SLOs (2 Attachments (the same ones I sent before)): *We're ready to start!*

Cathy presented us the SLOs column handout. On the left column are institutional SLOs, things the college says its willing to invest time, money, and energy into. This list has not yet been approved by. The handout was developed by Cathy's subcommittee, basing it on a model adapted by another school. She asked people in Students Services to brainstorm additional items to add in from their areas.

Cathy explained that when determining SLOs, we need to start with the 2<sup>nd</sup> column on the handout before going on to the next three columns. But we need to do so anticipating the next three columns.

Every certificate or vocational degree will have to have 2-5 outcomes attached to it. These will just be starting points. After that, we'll start working on courses, around the first of October or the middle of October.

The Senate then divvied up the work. Each certificate will be tackled by their Center representative. The Center representative was teamed up with another faculty member. Together, each team will approach the faculty involved with each certificate and show them how to determine the outcomes for each program. This should be accomplished by the first week or so of October. Concerns were raised about how realistic of a timeline this was. Cathy explained that the Senate members themselves would not be doing the outcomes, just guiding people through the process.

Cathy led the Senate through determining some SLOs for a specific certificate: equipment operations and maintenance. Jeff cited as one SLO, "construct a building pad at a given elevation." To meet this, students are going to have to use their skills from several classes. Cathy showed how we would match this SLO up with different institutional SLOs

e. Next Meeting: *Do we want to meet August 29, since it is an "extra" Monday?*

We will not be meeting extra on August 29.

f. Elect a Vice President: Terry Turner was elected as Vice President. Chuck Spotts nominated her; Ron Marley seconded. The motion carried unanimously.

5. Other

6. Adjournment: Meeting adjourned at 4:40 p.m.

7. Next Meeting: 3:00 pm, September 12, 2005 in Room 1119.