

Academic Senate
Executive Committee Meeting
Monday, April 9, 2007
3:00-4:45 p.m.
Room 1108

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
X	Stephen Concklin		Lois Cushnie (N/V)	X	Kendall Crenshaw
X	Leo Fong	X	Lenore Frigo		Karen Henderson
	Pamela Hanford		Jason Kelly		Guy Klitgaard
X	Ron Marley		Erin Martin	X	Susan Meacham
X	Doug Milhous	X	Peggy Moore	X	Ray Nicholas
X	Frank Nigro	X	Terrie Snow		Robert Soffian
X	Maureen Stephens	X	Ramón Tello	X	Andrea Williams
	Dave Wright (N/V)				
Other faculty present					
Guests					
X	Shelly Presnell	X	Raleigh Ross		

Minutes:

1. Call to Order

Frank Nigro called the meeting to order at 3 p.m.

2. Approval of Minutes – 3/26/07 (1 attachment)

Andrea Williams moved and Terry Bailey seconded approval of the minutes from the March 26 meeting. The minutes were approved as distributed.

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.

No member of the public rose to speak

4. Reports

a. Report from Instructional Council (Susan Meacham)

Susan Meacham reported that she had not attended an Instructional Council meeting since the last Senate meeting. Peggy Moore, Interim Vice President, Academic, reported that most discussion from the last IC meeting centered on the report that college enrollment is down 8.4% from 2005-2006 enrollment. She encouraged deans to grow enrollment for the fall and, in particular, to cancel classes with fewer than 15 students enrolled except in very compelling situations. In brainstorming ways to increase enrollments, deans were interested in late-start classes; for example, a statistics class will run twice in 9-week sessions in the fall. Frank Nigro reported anecdotally that his late-starting Engl 1C had enough students enrolled and on a wait list to fill two classes.

Discussion continued around the question of why enrollments are low. Moore reported that all the colleges in the north state are experiencing declines, with Butte College also at an 8% decline. Very low unemployment rates could be contributing; in addition, according to Moore, the College really needs better marketing.

b. Report from the Senate President (Frank Nigro)

Frank Nigro updated the Senate on committee representation: Terry Bailey has agreed to represent the Senate on the Institutional Tenure Review Committee,

replacing Dave Bush, who is retiring this spring. Lemoine Waite is the current Faculty Association representative to this committee.

5. Discussion/Action Items

a. Senate representative and officer elections (Susan Meacham; no attachments): *As a reminder, we will be electing new officers at the April 9 meeting. Division representatives, please arrange for representative elections in your respective division so that next year's reps may attend this meeting and elect their new officers.*

Frank Nigro asked division representatives to let him know if their division's representatives for next year have changed.

Then the Senate moved to elect next year's officers.

For Senate secretary, Leo Fong nominated and Susan Meacham seconded Candace Byrne. Nominations were closed, and Candace was designated secretary. For vice president, Cathy Anderson nominated Susan Meacham and Andrea Williams seconded the nomination. Nominations were closed and Susan was designated VP.

For President, Cathy Anderson nominated Maureen Stephens, and Steve Concklin seconded the nomination. Nominations were closed, and Maureen was designated Senate president.

Frank thanked all for their willingness to serve.

b. Tenure Review Committees for 2007-2008 (Frank Nigro; 1 attachment forthcoming): *We need to approve the Tenure Review Committees proposed for next year.*

Composition of these committees has not yet been established. The Senate will review TRC committee composition at a later date.

c. Program Review timetable (Frank Nigro; 1 attachment): *We need to approve the Program Review timetable.*

Frank Nigro directed attention to the proposed Program Review Schedule. He asked Cathy Anderson for the math department's opinion on including math in the basic skills program review. Cathy responded that the math department is willing to accept the Senate's direction on this matter. Leo Fong said that English basic skills instructors are in accord with the scheduled program review. The group decided to leave the current programs in basic skills and not add lower level math courses at this time.

Frank asked for a motion to approve the Schedule of Program Reviews as distributed. Raleigh Ross pointed out that Construction Tech. and Industrial Tech. are scheduled for both 2008-2009 and 2010-2011. Questions were also raised about whether the Humanities and Dance Program Reviews have been completed.

Frank will confirm the reason for the anomalous shortened timeline for the two tech. programs and ascertain the status of the Humanities and Dance program reviews. We will therefore vote on this schedule at a future date.

d. Program Review issues (Ron Marley; no attachments): *Currently program reviews are presented to the Curriculum Council. A familiar complaint is that this is ineffective; that though it's helpful for Curriculum to hear about what concerns all the departments have, they can't do much about it. Is there a better place for departments to give their program review reports to?*

Discussion returned to this item previously under discussion. Because of the recommendations included in program reviews and because Curriculum has no strategic planning authority, Curriculum Committee seems the wrong place to direct these reviews. Peggy Moore opined that program reviews belong in the strategic planning/resource allocation process for the District and that their data should help drive decisions on staffing, facilities, and equipment. At most campuses, she pointed out, the District Council serves as this planning group. She also supports the recent decision that Board members read program reviews and discuss them with program representatives as a Board agenda item.

Ramón Tello suggested that program reviews may be showcased during flex days. Doug Milhous pointed to the necessity that deans familiarize themselves with program reviews in their divisions, advocate for the recommendations, and move the recommendations along for consideration; thus Instructional Council might be an appropriate venue for dissemination of program reviews.

Frank requested that a small subcommittee convene to go over the current program review reporting protocols and then make recommendations on where program reviews can best be heard and utilized. Ron Marley (convener), Cathy Anderson, Ray Nicholas, and Ramón Tello agreed to take this charge. This group agreed to present its recommendations at the next Senate meeting.

6. Other

Frank gave a bit of history on the document “AP 5500 Standards of Conduct—Academic Honesty.” The document, approved last year by the Senate, has been reviewed by Cabinet and come back with minor changes. After discussion, the Executive Board recommended three additional other changes to the document: deletion of “beyond what is outlined in his/her first day handout” in the first paragraph, and deletion of the relative clause from #1 on this document, and deletion of #2.

The group also suggested changes to the Verification Form. There needs to be space for description of the incident. Further, to #6 add “; student may not receive a W.” There also needs to be a place where the Dean of Students and Support Programs can indicate the final disposition of the case.

Questions then arose about one consequence listed on the Violation Form, the stipulation that the instructor assign an “F” grade due to dishonesty, such that

students cannot avoid the F by withdrawing from the class. Frank will again investigate the legality of this consequence by conferring with the administration. Senate will revisit the document once consequences have been researched and changes have been made.

7. Adjournment

Frank adjourned the meeting at 4:45.

8. Next meeting: ***Monday, April 23, 2007, in Room 1108***