Cerro Coso Community College Academic Senate

Meeting Minutes

Date: 9 May 2013
Time: 12:30-1:50
Location: IWV 604, MESCC 228, BESCC 197,
KRV 5

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. **Call to Order** Called to order at 12:35pm

II. **Open Forum** none

III. **Roll Call**

Adding Agenda Items: Recommendation of Hiring Task Force added.

Approval of Minutes: 18 April 2013(approved with minor changes)

IV. **Closed Session** none

V. **Discussion Issues:**

a) Program Review second readings and approval: Computer Science, Art, General Education

    i.) Loren S. moved to approve the Computer Science Program Review. Jan M. seconded the motion. Motion carried unanimously.

    ii.) Kim K. moved to approve the Art Program Review. Mary O. seconded the motion. Motion carried unanimously.

    iii.) Mary O. moved to approve the General Education Task Force Program Review. Matt W./Kim K. seconded the motion. Motion carried unanimously. Mary O. commented for the record, that a tremendous amount of work was done to complete the Program Review for General Education. Mary asked who chaired and who was on the committee. Cliff answered that Karee H. chaired, Matt C., John S., Lucila G., Corey M., Heather O., and I served on the Task Force. Mary O. acknowledged the committee, and the Senate concurred, for a job well done.

b) Ped/Tech Moodle Recommendation

    i.) Vivian B. moved to discuss recommendation.

ii.) Review of previous discussion related to mandatory nature of the recommendation.

iii.) Motion to approve was carried unanimously.

c) Program Review Committee Recommendation

i.) Discussion and clarification of the composition of the PRC to show 4) Allied Health and 6) Public Services and Industrial Arts. Also in the additional specifications (starting at the second to last item of the series) one(1) faculty member from Library/Counseling

ii.) Jan moved to approve the Program Review Committee recommendation, as written with the changes noted (see above).

iii.) Motion carried unanimously.

d) Accreditation Steering Committee

i.) Discussion of the suggested changes to the Accreditation Steering Committee Composition revolved around the appointment or process by which faculty would serve on the standards committees for Standards IIIa, IIIb, IIIc, and IIId.

ii.) Should the ASC rely strictly on volunteers? Would it be better that faculty serving on committees (standing committees of College Council, Academic Senate) related to the standards be appointed. Should those committee ask for volunteers?

iii.) The conclusions were that the standing committees would recommend a faculty member for each of the standards based on several criteria meaning that the person recommended might not currently be on the committee but either had in past, or was determined by the committee to have a particular expertise or need related to the area.

iv.) Mary O. moved to approve the recommendations to change the composition of the ASC with the change that the current standing committees related to Standards IIIa, IIIb, IIIc, and IIId would recommend the faculty to serve on those Standards.

v.) Motion carried unanimously.

VI. Information Issues:

a) Formation of an Art Committee (document on portal)

   i.) Discussion related to whether this would be an Advisory Group, Faculty committee, shared governance.

   ii.) Motion to create an Ad Hoc committee to further discuss the Art Committee and come back to Senate with a recommendation related to the composition and type of committee, along with the scope of its purpose.

   iii.) Motion carried unanimously.

   iv.) Matt called for volunteers for the Ad Hoc and for Loren to chair. Loren agreed to chair, the following agreed to serve: Matt C., Julie C., Lisa D., Melanie J.

b) CIC Chair and Committee Make-up

   i.) Announced that Bill Locke will now serve as chair of C.I.C.

   ii.) Each discipline area must elect its representative (these are the Departments that have been grouped together to create the CIC faculty representation according the By-Laws and Standing Rules of the Senate). Because this requires co-ordination across departments, Matt will ask Bill Locke to coordinate the elections for each area.

   iii.) The Academic Senate will elect two members-at-large to the CIC in the Fall.

c) Hiring Task Force Recommendation (document on portal)

   i.) Senate members reviewed the recommendations made by the Hiring Process Task Force that was developed as a result of the discontent related to past and current hiring processes. The membership and goals of the Task Force are included in the posted document (See Academic Senate Group in the insideCC portal), the document is also attached to these minutes.

   ii.) Mary O. opened discussion saying she had three areas of concern. She asked that in Recommendation One, that the data sets referred to be spelled out explicitly. Jan M. agreed indicating that those data sets need to be different in certain cases (Counseling might not be using FTE data for example to justify the need to hire.) Spelling out what data sets must be used would assist in clarifying when alternate data could or should be used and what it needed to be in order to be comparable. It was noted that the data sets coming out for all chairs, in the beginning of the process was an improvement. Corey M. pointed out that in past, those Chairs seeking to hire had to request data. Chairs not wishing to hire would necessarily have to do anything with the data. Jan M. pointed out that Chairs could also evaluate the data which might reveal

that hiring was needed or if a new direction was need to build enrollment so that hiring would be desirable in the future.

iii.) Christine S. pointed out that as the recommendation stands now, there is no discussion between the FHC and faculty or faculty chairs. It might be better to spell that out (as has been done with the Budget committee) that if the FHC has questions or concerns about the hiring requests that faculty or faculty chairs might be called upon to discuss the request with the FHC.

iv.) Mary O. stated that the discussion brought her to her third area of concern, and that was that an explicit timeline be developed spelling out H.R.'s role.

v.) Corey M. stated that this year Announcements went out Feb. 15th. Mary O. stated that it would be preferred that Announcements go out before Winter Break to improve the prospective candidate pools. Jan M. stated that the process for getting positions confirmed, and announcements out has never been consistent. Matt C. pointed out that this recommendation doesn't extend to that point; it ends with forwarding recommendations to the President, with the FHC meeting throughout the year to meet hiring needs as they arise. There was no further discussion and recommendation will come forward for action in the Fall.

vi.) Matt C. announced that a hiring committee was being formed to hire a faculty member for Administration of Justice. Matt called for four volunteers. Mike M., Matt C., April B., and Cheryl G. volunteered. Matt explained that he called for four volunteers because normally the committee would have one member from Administration of Justice as the area's technical expert in the field. However, currently that person is an Adjunct Faculty member who may be applying for the position. If that is the case, a local member of the Police Force or other segment of Law Enforcement will be asked to serve. Four faculty members maintains faculty majority on the committee.

VII. Reports
   a) President's Report:
   b) Administrative Report: History Instructor has been hired. Ben Beshwaite.
   c) Union Report: Matt Crow is now the KCCD-CCA President. CCCC Chair is Bob Phung; CC Rep, Dick Benson; CCCC Grievance Rep/KCCD Chief Grievance Rep, Mary O'Neal; Treasurer, Cherie Burgess, Adjunct Faculty Rep, Nicole (Matt can you add the last name?)
   d) Treasurer's Report:
   e) Budget Development Committee:
   f) Curriculum and Instruction Council:
   g) Program Review Committee:
   h) Equivalency Committee:

i) Academic Petitions Committee:
j) Honors Committee:
k) Strategic Plan Committee:
l) Calendar Committee:
m) Pedagogy and Technology Committee:
n) Basic Skills /Matriculation Committee:
o) Accreditation Report:
p) Institutional Effectiveness Committee:
q) Professional Development Committee:
r) Safety Committee:
s) Facilities Committee:
t) Ad Hoc Committees: Syllabus Committee: Draft will be presented at meeting
Future Meeting Dates
Executive Council Meetings: ~~15 August 2012, 30 August 2012,~~ ~~27 September 2012, 25 October 2012, 29 November 2012, 10 January 2013, 28 February 2013, 29 March 2013~~* Friday Meeting, 25 April 2013

Senate of the Whole: ~~23 August 2012, 06 September 2012,~~ ~~20 September 2012, 4 October 2012, 18 October 2012, 1 November 2012, 15 November 2012, 6 December 2012, 20 December 2012 (contingency only~~) , ~~17 January 2013,~~ ~~7 February 2013, 21 February 2013, 7 March 2013, 28 March 2013, 4 April 2013, 18 April 2013, 2~~ 9 May 2013, 16 May 2013

VIII. Future Agenda Items

IX. Announcements

X. Adjournment